

EMPLOYEE POLICIES AND PROCEDURES MANUAL

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OFFICE OF THE VILLAGE MANAGER*

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VILLAGE OF PINECREST
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VILLAGE OF PINECREST
Office of the Village Manager

A SPECIAL WELCOME TO NEW HIRES

On behalf of the Village Council and the citizens of Pinecrest, I welcome you to the Village of Pinecrest.

The Village Council desires to provide quality service to the citizens in the most cost effective manner. To accomplish this goal, the Village needs a staff that will excel in every respect. You were selected to work with us because we feel that you will excel within our organization and provide the highest level of service to the community.

The Village of Pinecrest is committed to maintaining the natural beauty of our city, reducing our energy and water consumption, and promoting green building in order to reduce our environmental impact. The Village is a Silver certified Green Local Government through the Florida Green Building Coalition (FGBC). The FGBC designates Green Local Governments for outstanding environmental stewardship. The program focuses on promoting green building and development, educating staff and residents and improving environmental performance through waste reduction, energy and water conservation, air quality improvements and many other criteria.

All departments and employees are challenged to fulfill our environmental mission. Green strategies can reduce our operational costs, so if, in the performance of your duties, you find an opportunity to reduce the Village's environmental impact, please bring your ideas to your supervisor.

The Village of Pinecrest has developed a "Green Action Plan" outlining the Village's existing sustainability efforts and plans for improvement in the future in various areas of operation and education. The "Green Action Plan" is available on the Village website; www.pinecrest-fl.gov/our-village/green-initiatives. As Village Manager, I welcome any comments and suggestions in order to further our efforts to maintain and improve the Village of Pinecrest as a sustainable community.

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It is also my pleasure to tell you about our Intranet site. The site is intended for the Village of Pinecrest family of employees. Here you will find important news, be able to download forms and other HR materials and even post announcements. I hope you will use the site often and stay connected. You may access the site at www.myvop.org with the following credentials: Username: Pinecrest | Password: Pinecrest.

The Employee Policies and Procedures Manual, which you are receiving is intended to serve as a ready reference summarizing your employee benefits and the Village's personnel policies and procedures. If any points need explanation, speak with your department head or visit the Human Resources Office.

Again, I welcome you to the Village and congratulate you on your new position in the Village of Pinecrest. I hope you will join me in providing excellent municipal services to the residents of the Village.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Yocelyn Galiano', with a stylized flourish at the end.

Yocelyn Galiano, ICMA-CM, LEED GA
Village Manager

ABOUT THE VILLAGE OF PINECREST

The Village of Pinecrest was incorporated on March 12, 1996 and is one of thirty-four municipalities in Miami-Dade County. Pinecrest is home to approximately 18,223 residents (2010 Census) and is conveniently located south of Downtown Miami and Miami International Airport. Pinecrest encompasses approximately eight square miles and is nationally recognized as a [Tree City USA](#), a [Playful City USA](#) and a [Community of Respect](#). In 2011, the [South Florida Business Journal](#) recognized Pinecrest as one of the ten best places in Florida for "quality of life."

Pinecrest is governed by a five member Village Council and operates under the Council-Manager form of government. The Village Manager, a charter officer, serves as the Chief Administrative Officer. In 2010, the Village Council adopted a strategic plan to create a vision for the community and developed a mission statement and core values as a framework in guiding the strategic plan. The strategic plan is updated regularly and was last updated in 2017.

MISSION STATEMENT

To sustain a vibrant Village that builds a sense of community spirit and pride with fiscally responsible government, the highest quality municipal services and infrastructure, a responsive and efficient staff, and innovative leaders who engage our residents.

CORE VALUES

1. Customer Focus and Professionalism
2. Leadership and Integrity
3. Teamwork
4. Sustainability and Innovation

The Pinecrest Municipal Center is the Village's seat of government and is located on US 1 at 12645 Pinecrest Parkway. The Municipal Center is home to Village Hall (Administration and Building and Planning Department) and the Police Station. The Parks and Recreation Department is located in the Pinecrest Community Center at 5855 Killian Drive. Pinecrest Gardens is listed on the National Register of Historic Places and located at 11000 Red Road. The Public Works Department is located at 10800 Red Road. The Village employs approximately 180 employees.

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