


MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: May 6, 2020

SUBJECT: Review of Proposed Resolutions for Changes to the Personnel Manual

INTRODUCTION

As part of her continuing review and updating of the City's Personnel Manual, Ms. Raddatz, the City Clerk/Human Resources Director, has prepared three resolutions, each with a memo which explains the reason for it.

The information and the resolutions are attached as follows:

- a. Pages 1-4, the memo and Resolution 20-03, which amends the Personnel Manual to add Section XII.4 for Employee Compensation During a Declared Emergency
- b. Pages 5-13, the memo and Resolution 20-07, which amends the following sections of the Personnel Manual:
 - Section I.1, Equal Employment Opportunity
 - Section XIX.1-4 Educational Assistance Program
 - Adding Section XIX.5, Incentive Pay, to the Manual.
- c. Pages 14-16, the memo and Resolution 20-08 to amends the following sections of the Manual:
 - Section I.8, Administration
 - Section I.9, Americans with Disabilities Act Coordinators
 - Section I.10, Records
 - Section I.11, Interpretations
 - Section I.12, Conflict of Interest

At your June 1st meeting, Ms. Raddatz will review with you the information she has provided in each memo.

ACTION REQUESTED

It is that after your review with Ms. Raddatz, you decide whether to adopt Resolution 20-03, Resolution 20-07, and Resolution 20-08. They can all be adopted by a single motion and vote, or they can be adopted separately.



CITY OF ST. AUGUSTINE BEACH

Date: May 5, 2020

To: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Rumrell
Commissioner Samora

From: Beverly Raddatz, MMC, City Clerk *BR*

Subject: Adding Sections XII.14 Employee Compensation During a Declared Emergency Operation

Background:

Staff would like to add a policy that when the City Manager or Police Chief require mandatory coverage during an emergency all employees would receive overtime. This policy would also give FEMA a basis for reimbursement of the regular and overtime pay.

Budget Analysis:

Minimum due to FEMA's reimbursement for employees who work and complete FEMA form 214/218.

Impact Analysis:

The City's employees who are mandated to be a part of the emergency response would be assured that they would be compensated and the City would have our regular teams of Public Works and Police Officers helping residents to know the extent of the emergency first hand by our own City employees.

Recommendation:

It is the recommendation of staff to adopt the proposed Resolution 20-03.

RESOLUTION NO. 20 - 03

CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY

RE: TO ADD SECTION XII.14 EMPLOYEE
COMPENSATION DURING A DECLARED EMERGENCY
OPERATION IN THE PERSONNEL MANUAL OF THE CITY
OF ST. AUGUSTINE BEACH

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on June 1, 2020, resolves as follows:

1. To add Sections XII.14 of the Personnel Manual for the City of St. Augustine Beach is hereby added as shown in Exhibit A of this resolution and such language shall be incorporated into the Personnel manual.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of St. Augustine Beach, St. Johns County, Florida added Section XII.14, Employee Compensation During a Declared Emergency Operation to the City of St. Augustine Beach Personnel Manual to read as shown in Exhibit A, with the remainder of the policies remaining as adopted previously.

RESOLVED AND DONE, this 1st day of June 2020, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

Margaret England, Mayor

ATTEST:

Max Royle, City Manager

EXHIBIT A

XII.14 Employee Compensation During a Declared Emergency Operation

The purposed policy statement is to establish the procedures for employee compensation during a declared emergency for all City personnel during a declared emergency.

Under the following conditions, personnel will be eligible for employee compensation during an emergency:

Employees Not Working During a Declared Emergency: The City of St. Augustine Beach understands that the employees must stay home during emergencies, unless they are part of the emergency team. Since the City being closed is not the fault of the employees, the employees will receive their normal hourly compensation during the emergency. The City Manager and Chief of Police are authorized to declare an emergency and allow employees to leave work. When city hall is opened after the emergency, all employees are expected to return at their normally scheduled hours. In times of an emergency employees are on standby and can be recalled anytime to return to their duties at the discretion of the City Manager or Chief of Police. Any scheduled vacation time would be cancelled and the employee would have to be able to come back to work if directed to. If the employee could not come back within 24 hours because they were already on vacation before the emergency and it would take over 24 hours to get back to the City, then the employee would be paid from their vacation time.

Emergency Procedures and Compensation When Working:

1. St. Johns County has signed a declaration declaring a State of Emergency exists in St. Johns County. The Police Chief and City Manager have the authority to close City buildings when appropriate for employees to leave safely before the emergency if possible. Employees are on standby and could be recalled anytime at the City Manager and Chief of Police's discretion.
2. St. Johns County has activated its Emergency Operations Center and the City Manager or Police Chief, or their designee directs implementation the County's Emergency Management Plan.
3. All employees will be paid one and a half times (1 ½) of their regular pay for actual hours worked on duties related to the emergency declaration, including temporary staging at an approved shelter location over multiple days in order to quickly respond to the City's needs. These employees are required to complete FEMA Forms 214/218 in order for the City to receive funding from FEMA.
4. The City Manager / Chief of Police will submit a report to the City Commission on a weekly basis with an estimated time frame for return to normal City operations for each operating department. Normal City operations means when a City department returns to their normal operating times and schedules. At the time a department returns to normal work and operating schedules, overtime for all employees will cease.
5. The City of St. Augustine Beach and St. Johns Emergency Operations Center provide shelter space for employees during a disaster. It is clearly understood all employees who are ordered to stay at the shelter will be compensated at the rate of one and a half times (1 ½) pay.

6. Employees who are on the emergency team are expected to report at the beginning of their shifts during an emergency. Failure to report at the beginning of each shift will constitute being absent without authorization and is subject to disciplinary action as provided in the City's Personnel Manual.
7. Pre-emergency and post- emergency duties for the Public Works and Police Department may include, but not limited to:
 - A. Police
 - 1) Mobilization
 - 2) Travel
 - 3) Hours worked fulfilling requests from Florida Sheriff's Association, State Director of Emergency Management, or the Governor
 - 4) Demobilization
 - B. Public Works
 - 1) Mobilization after emergency
 - 2) Clearing rights-of-way and streets
 - 3) Checking for damaged buildings
 - 4) Picking up and hauling away debris
 - 5) Assessing damage
 - 6) Securing City assets



CITY OF ST. AUGUSTINE BEACH

Date: May 5, 2020

To: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Rumrell
Commissioner Samora

From: Beverly Raddatz, MMC, City Clerk *BR*

Subject: Amending the Personnel Manual Regarding Sections I.1, Equal Employment Opportunity, XIX.1 -4, Educational Assistance Program, and Adding XIX.5, Incentive Pay

Background:

There have been updates in law regarding Equal Employment Opportunities. Resolution 20-07 shows changes in different class protections and what qualifies an individual with a disability under the provision of the ADA. It also gives the procedure on how to file for a disability with the City, guidelines on what the City would be able to do as a reasonable accommodation for an employee and how to file a complaint if an accommodation is not being done.

The Police Department would not be a part of the education discussion because they are covered under Florida State Statutes Section 943.22(2)(a) and 11B-14.003 for Authorized Salary Incentive Payments.

Staff is recommending changing language to the Educational Assistance Program. It should include certification classes and the Public Administration (PAD) course fee costs. Also, staff feels that the City should only reimburse Florida in-state course fees, not out-of-state educational fees. In order to make the classes more affordable for the employees, staff has added rental books to be reimbursed. If an employee wants a non-rental book, the employee would have to pay for the difference to purchase their own book. To budget for employees' classes, it is imperative that the employee informs their Department Head that they will be taking classes before the new budget is approved so the money can be allotted in the budget during that fiscal year. Since the City is putting money into education, staff felt that if the employee leaves the City, the employee should have to reimburse a percentage of the City's money allotted unless the employee stays with the City for four (4) years after completion of the classes.

Incentive Pay helps employees complete their goals. It shows the employee that the City appreciates them trying to better themselves and helps the City by making them a more valuable employee for reaching goals that are needed in the departments.

Budget Analysis:

There is a cost to the City when education is paid for; however, it will help the City by having more valuable employees that can do their jobs better in assisting the citizens of the City. Not all the staff will take advantage of the education incentives; however, it makes an educationally diversified staff which is easier to cross-train and assists with succession planning.

Staff Impact:

None.

Recommendation:

It is the recommendation of staff to adopt the proposed Resolution 20-07 and include it in the Personnel Manual.

RESOLUTION NO. 20-07

**CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY**

**RE: TO AMENDING SECTIONS I.1 AND XIX.1-4,
AND ADDING XIX.5 IN THE PERSONNEL
MANUAL OF THE CITY OF ST. AUGUSTINE
BEACH**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on May 4, 2020, resolves as follows:

To amend the Personnel Manual regarding *General Policies, Section I.1 Equal Employment Opportunity, and Educational Assistance Program, Sections XIX. 1-4 and add Section XIX.5, Incentive Pay* for the City of St. Augustine Beach and is hereby changed as shown in Exhibit A of this resolution, which shall be incorporated into the Personnel Manual.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of St. Augustine Beach, St. Johns County, Florida shall amend Section I.1 of St. Augustine Beach Personnel Manual to read as shown in Exhibit A, with the remainder of the policies remaining as adopted previously.

EFFECTIVE DATE: October 1, 2020

RESOLVED AND DONE, this 1st day of June 2020, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

Margaret England, Mayor

ATTEST:

Max Royle, City Manager

EXHIBIT A

I. GENERAL POLICIES

I.1 EQUAL EMPLOYMENT OPPORTUNITY

- A. The City of St. Augustine Beach is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religious creed, color, age, sex, sexual orientation, gender identity, national origin, religion, marital status, medical condition, disability and/or handicap, military service, pregnancy, childbirth, genetic information, individuals with caregiving responsibilities, equal pay, protecting immigrant, migrant and other vulnerable workers from discrimination, and related medical conditions, or any other classification protected by applicable federal, state, and local laws and ordinances.

Our management is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, transfer, demotion, layoff, termination, recruitment advertising, pay, and other forms of compensation, training, and general treatment during employment.

Any violation of this policy will not be tolerated and will result in appropriate disciplinary action, up to and including termination. If an employee believes someone has violated this policy, the employee should bring the matter to the attention of the City Clerk or City Manager in the City Manager's Office (904) 471-2122. The City will promptly investigate the facts and circumstances of any claim this policy has been violated and take appropriate corrective measures.

No employee will be subject to, and the City prohibits, any form of discipline or retaliation for reporting perceived violations of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims.

- B. Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Reasonable accommodations are available to employees who have qualifying disabilities.

We make many types of leaves of absence available to all employees on an equal basis. We are committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. We follow all state or local laws that gives more protection to a person with a disability than the ADA gives. We are committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

- C. The definition of a "disability" and a "qualified individual with a disability" under provisions of the ADA, along with information from the employee's health care provider, to help make this determination.

1. The ADA defines a disability as one of the following: a) a physical or mental impairment that substantially limits a major life activity; b) a record of a physical or mental impairment that substantially limited a major life activity; or c) being regarded as having such an impairment.
2. According to the Equal Employment Opportunity Commission (EEOC), the ADA Amendments Act (ADAAA) includes impairments that would automatically be considered disabilities. They include deafness, blindness, intellectual disability, completely or partially missing limbs, mobility impairments that require the use of a wheelchair, autism, cancer, cerebral palsy, diabetes, epilepsy, HIV or AIDS, multiple sclerosis and muscular dystrophy, major depression, bipolar disorder, post-traumatic stress disorder, obsessive-compulsive disorder, and schizophrenia.
3. The definition of major life activities includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major bodily functions include functions of the immune system; normal cell growth; and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.
4. The definition of a disability also includes situations in which an employer takes an action prohibited by the ADA based on an actual or perceived impairment—for example, removing from customer contact a bank teller who has severe facial scars because customers may feel uncomfortable working with this employee or may perceive the employee as having an impairment when, in fact, he or she does not.
5. The ADAAA directs that if a "mitigating measure," such as medication, medical equipment, devices, prosthetic limbs or low vision devices eliminates or reduces the symptoms or impact of the impairment, that fact cannot be used in determining if a person meets the definition of having a disability. Instead, the determination of disability should focus on whether the individual would be substantially limited in performing a major life activity without the mitigating measure. This rule, however, does not apply to people who wear ordinary eye glasses or contact lenses.
6. The following are *not* disabilities under the ADA: transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments, other sexual behavior disorders, compulsive gambling, kleptomania, pyromania, and psychoactive substance use disorders resulting from current illegal use of drugs.

D. The Americans with Disabilities Act (ADA) protects individuals with disabilities against discrimination by public entities. It provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, programs and telecommunications. The City of St. Augustine Beach fully supports the ADA and will undertake necessary action to comply with its provisions and will provide reasonable accommodation to otherwise qualified job applicants and employees with known disabilities, unless doing so would impose an undue hardship on the City or pose a direct threat of substantial harm to the employee or others.

E. An employee should contact the Human Resources Department for an ADA Accommodation form (JAN, Job Accommodation Network Form. JAN is funded by ADA) if the employee feels that they need a reasonable accommodation. The employee should bring documentation from a physician to the Human Resources Department and complete the ADA Accommodation form to start the process. The City Manager, Department Head, and Human Resources Department will review the request for accommodation and notify the employee within ten (10) days from receipt of the physician's documentation and the completed ADA Accommodation form.

In the event the employer needs to consult with the employee's health care provider, the employer must obtain a written medical release or permission from the employee. The employee's health care provider may not disclose information or answer questions about the employee's disability without his or her permission.

- E. The City's written policy is a part of the City's Personnel Manual which is available for review in the office of the City Manager. The City encourages any individual who has a complaint regarding the City's compliance with the ADA to submit that complaint in writing so that a prompt resolution of the concern can be reached. A complaint should contain the name and address of the person filing it, and briefly describe the action alleged to be prohibited by the regulations. The law and regulations may be examined in the office of the City Manager. A complaint should be filed with the City Manager, or in the instance of employees of the City Police Department with the Chief of Police, within ten (10) days of the action alleged to be prohibited by the regulations. The City Manager or the Chief of Police, as applicable, shall conduct such investigation of a complaint as may be appropriate to determine its validity. A written decision determining the validity of the complaint shall be issued by the City within thirty (30) days after its filing. The City Manager shall maintain the files and records of the City of St. Augustine Beach relating to complaints filed under the Act for at least three years. The individual's right to prompt and equitable resolution of the complaint will not be impaired by the pursuit of other remedies provided under the Act. The use of this grievance procedure is not prerequisite to the pursuit of other remedies.

XIX. EDUCATIONAL ASSISTANCE PROGRAM

XIX.1 POLICY

The City recognizes that it is in the best interests of the residents and taxpayers of St. Augustine Beach that the City have an educated, trained and skilled workforce. To implement this policy, the City creates an Educational Assistance Program for its employees which is designed to encourage employees to improve skills and/or acquire knowledge in areas that are directly related to the employees' positions with the City; or to help the employee gain skills and knowledge which will enable him or her to advance within the City's workforce.

XIX.2 ELIGIBILITY

To be eligible for the Educational Assistance Program, an employee must:

- A. Be working on full-time status for the City for at least one year before the course(s) for which the assistance is requested begin.
- B. Be recommended for the Program by the employee's immediate supervisor.
- C. Have a work performance record rated "Satisfactory" or better.
- D. Provide a detailed request in writing that will show the relationship of the courses/classes to be undertaken with the employee's current position with the City or his or her plans for advancement within the City's workforce.
- E. Each course must be pre-approved by the department head, who will make a determination based on the needs of the department/City and availability of funding.

XIX.3 ELIGIBLE COURSES

Educational assistance will be provided in accordance with the following provisions:

- A. Course work must be directly related to the employee's current duties and position or must directly enhance the employee's knowledge, skills and ability to perform his or her work for the City; or be directly related to long-term and defined goals to achieve advancement within the City's workforce.
- B. The facilities offering the course(s) must be state-operated institutions or licensed by either the Florida Department of Education, Board of Independent Colleges and Universities, Southern Association of Colleges and Schools, or the Board of Independent Post-Secondary Vocational Trade and Business Schools. Courses and/or degrees offered through distant learning institutions may be approved for reimbursement if the course hours are accepted at a Florida college or university accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, or a part of a professional certification. However, the City will only pay up to the costs of Florida in-state tuition or Public Administration (PAD) fee costs for courses taken.
- C. Course(s) shall be taken during an employee's non-work hours, and time spent on the course(s) will not be counted as part of an employee's normal work schedule.

XIX.4 REIMBURSEMENT

Reimbursement will be provided to employees in accordance with these provisions

- A. Only tuition for courses and the cost of rental books (not for ~~books~~, supplies, equipment, travel to and from the institution, etc.) will be reimbursed. If an employee wants new books, they would have to pay the difference in costs between rental books and new books.
- B. Application for assistance must be submitted to the City at least one (1) month before the course(s) are to begin so as to give the City time to determine whether the course(s) meet the standards set forth in these regulations. If the employee plans to go to a college or university, they must notify their department head before the budget is approved in order to be reimbursed for their tuition in that fiscal year.
- C. Reimbursement will be provided only after successful completion of the course(s) and in accordance with the following schedule:
 - 100% reimbursement for each course with a grade of A.
 - 75% reimbursement for each course with a grade of B.
 - 50% reimbursement for each course with a grade of C.
 - No reimbursement for any grade below a C.
 - ~~100~~ 50% reimbursement for a "Pass" grade for courses which are graded pass /fail.

To receive reimbursement, the employee must provide a certified copy of the grade(s) for the course(s) taken within ninety (90) days of course completion.

- D. The employee must continue to work full time for the City at least ~~one (1)~~ three (3) years after final reimbursement. If the employee fails to complete ~~this full~~ the three (3) years of service for the City, the employee shall be required to refund ~~all money~~ a percentage paid by the City in connection with the courses (i.e. 100% for one (1) year; 75% for two (2) years; 50% for three (3) years and 25% for (4) years). The City reserves the right to withhold the money owed for

reimbursement from any final amount owed to the employee on the date of separation from hours worked and/or accrued sick or vacation leave.

The above requirement may be waived by the department head should the employee have to resign because of accident or illness.

XIX.5. Incentive Pay

The City believes in giving incentive pay for employees who are willing to better themselves and their department. Upon approval of Resolution 20-07 forward, incentive pay would be eligible for employees. The incentive pay for each employee can not go over \$2,500 a fiscal year. The following incentive pay will be paid throughout the fiscal year with passing of the following degrees or certifications:

A. Administration / Finance

- AA / AS Degree - \$1,000
- BA /BS Degree - \$1,500
- Master's Degree - \$2,000
- Certified Municipal Clerk - \$1,000
- Master Certified Clerk - \$2,000
- CPA - \$2,000

B. Building Department

- AA / AS Degree - \$1,000
- BA /BS Degree - \$1,500
- Master's Degree - \$2,000

Certifications for Building Inspector

- Any BCAIB approved inspector or plans examiner = \$1000.00
- Building Code Administrator = \$2000.00
- ICC certified accessibility inspector/plans examiner (exam id 21) = \$1000.00
- ICC certified residential energy inspector/plans examiner (exam id 79) = \$1000.00
- Certified Floodplain Manager = \$2000.00

Certifications for Permit Technician

- ICC certified permit technician (exam id 14) = \$1,000.00
- ICC certified zoning inspector (exam id 75) = \$1,000.00
- ICC certified property maintenance and housing inspector (exam id 64) = \$1,000.00
- ICC combination designation permit specialist (T6) = \$2,000.00
- Certified Floodplain Manager=\$2,000.00

Certifications for Permit Specialist / Executive Assistant

- ICC certified zoning inspector (exam id 75) = \$1,000.00
- ICC certified property maintenance and housing inspector (exam id 64) = \$1,000.00
- ICC combination designation permit specialist (T6) = \$2,000.00

- Certified Floodplain Manager=\$2,000.00

Certifications for Code Enforcement Officer

- ICC certified zoning inspector (exam id 75) = \$1,000.00
- ICC certified property maintenance and housing inspector (exam id 64) = \$1,000.00
- Certified Floodplain Manager=\$2,000.00
- FACE certification--\$1,000 per level

C. Police Department

Police Department incentive pay is done through Florida Statutes, Section 942.22(2)(a).

D. Public Works Department

- AA / AS Degree - \$1,000
- BA /BS Degree - \$1,500
- Master's Degree - \$2,000



CITY OF ST. AUGUSTINE BEACH

Date: May 5, 2020

To: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Rumrell
Commissioner Samora

From: Beverly Raddatz, MMC, City Clerk *BR*

Subject: **Amending the Personnel Manual Regarding Sections I.8 Administration, I.9 Americans with Disabilities Act Coordinators, I.10 Records, I.11 Interpretations and I.12 Conflict of Interest**

Background:

General Policies under Section I are split into several functions as stated in the subject line. Best practices are that the City Manager and in our City the Chief of Police are responsible for the administration and implementation of the City's Personnel Manual. The City Commission bases the performances of the City Manager and Chief of Police on how efficient the City is being run but in best practices would not be involved in changes to the Personnel Manual.

The Personnel Manual should be updated and changed by the City Clerk / HR Director as laws change or suggestions are made /directed by the City Manager and Chief of Police who work with the employees on a day to day basis and know what the needs are for discipline, responsibilities and performances. Therefore, staff suggests the changes from the Commission approving the Personnel Manual to the City Manager and Chief of Police. The Commission; however, approves the budget and the City Manager and Chief of Police would have to adhere to the budget regarding benefits, etc.

Budget Analysis:

There would be no budget impact.

Staff Impact:

None.

Recommendation:

It is the recommendation of staff to adopt the proposed Resolution 20-08 and include it in the Personnel Manual.

RESOLUTION NO. 20-08

**CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY**

**RE: AMENDING SECTIONS I.1 IN THE
PERSONNEL MANUAL OF THE CITY OF ST.
AUGUSTINE BEACH**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on June 1, 2020, resolves as follows:

To amend the Personnel Manual regarding **amending Sections I.8, Administration, I.9 Americans with Disabilities Act Coordinators, I.10 Records, I.11, Interpretations and I.12 Conflict of Interest** for the City of St. Augustine Beach and is hereby changed as shown in Exhibit A of this resolution, which shall be incorporated into the Personnel Manual.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of St. Augustine Beach, St. Johns County, Florida shall amend Section I.1 of St. Augustine Beach Personnel Manual to read as shown in Exhibit A, with the remainder of the policies remaining as adopted previously.

RESOLVED AND DONE, this 1 day of June 2020, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

Margaret England, Mayor

ATTEST:

Max Royle, City Manager

EXHIBIT A

I. GENERAL POLICIES

I.8 ADMINISTRATION

The City Manager shall be responsible for the administration and implementation of the City's personnel regulations. ~~as established by the City Commission and applicable to those employees working under the City Manager's administration.~~ This same rule shall apply to the Chief of Police for those non-sworn employees under his administration and direction. This concept shall apply throughout the Personnel Manual, except where otherwise noted.

I.9 AMERICANS WITH DISABILITIES ACT COORDINATORS

The City Manager/Chief of Police or their designee shall be the City's ADA coordinators for their respective areas of operations. ~~Grievances concerning disabilities shall be governed by Section XVI of the Personnel Manual.~~

I.10 RECORDS

The originals of all personnel records, including employment applications, leave requests, work performance evaluations, etc., for all departments shall be kept in the ~~City Manager's office~~ City Clerk / HR Director's office, with the exception of the Police Department records, which shall be kept in the Police Department building. Confidential medical information will be kept in separate files in the City Clerk / HR Director's office and Police Department.

I.11 INTERPRETATIONS

Interpretations of the provisions of the Personnel Manual ~~shall be made by the~~ when made by the City Commission the City Manager or Police Chief and shall prevail over interpretations made by anyone else.

I.12 CONFLICT OF INTEREST

City employees, except for sworn officers who have their own policies, shall abide by all applicable provisions of the state's Code of Ethics (Part III of Chapter 112, Florida Statutes).