

City of Sanibel Personnel Rules and Regulations

“EASY FIND” TABLE

(Policy number shown in brackets)

| | | |
|---|---------------------|----------|
| ACCEPTANCE OF GIFTS [1-08], | PAGE 17 | |
| ADMINISTRATIVE LEAVE [3-11], | PAGE 44 | |
| ATTENDANCE [5-10], | PAGE 80 | |
| AWARDS [5-13], | PAGE 83 | |
| BACKGROUND CHECK [2-06], | PAGE 25 | |
| BEREAVEMENT LEAVE [3-08], | PAGE 42 | |
| BLOOD DONATION LEAVE [3-12], | PAGE 44 | |
| CAFETERIA BENEFITS [3-16], | PAGE 47 | |
| CAUSEWAY TRANSPONDER [3-01], | PAGE 31 | |
| CLASSIFICATION PLAN [4-03], | PAGE 58 | |
| COBRA [3-15], | PAGE 46 | |
| COMMERCIAL DRIVER’S LICENSE RENEWAL [5-18]; | PAGE 88 | |
| COMMITTEES, PARTICIPATION WITH CITY [8-03], | PAGE 117 | |
| COMPENSATION [4-04], | PAGE 60 | |
| COMPENSATORY TIME OFF [5-06], | PAGE 72 | |
| COMPETITIVE EXAMINATIONS [1-01], | PAGE 10 | |
| COMPUTER USAGE [5-11], | PAGE 80 | |
| CONDUCT, EMPLOYEE | | |
| • ETHICAL [1-04], | PAGE 13 | |
| • GENERAL [7-01], | PAGE 96 | |
| CONFLICTS OF INTEREST [1-08], | PAGE 17 | |
| COURT LEAVE [3-10], | PAGE 43 | |
| DEBTS, EMPLOYEE [1-11], | PAGE 19 | |
| DEFINITIONS [0-02], | PAGE 2 | |
| DEMOTIONS [4-05], | PAGE 62 | |
| DISCIPLINE [7-01], | PAGE 96 | |
| DRIVING RECORD REVIEW [5-17], | PAGE 88 | |
| DRUG-FREE WORKPLACE [7-06], | PAGE 108 | |
| DRUG TESTS [1-06], | PAGE 16 AND [7-06], | PAGE 108 |
| EDUCATIONAL ASSISTANCE [3-17], | PAGE 47 | |
| EDUCATIONAL LEAVE [6-03], | PAGE 93 | |
| E-MAIL USAGE [5-11], | PAGE 80 | |
| EMPLOYEE ASSISTANCE PROGRAM [3-03], | PAGE 33 | |
| EMPLOYMENT AND EXAMINATIONS [1-01], | PAGE 10 | |
| EMPLOYMENT OF RELATIVES [1-05], | PAGE 15 | |
| EMPLOYMENT AT-WILL [1-01], | PAGE 10 | |
| EQUAL OPPORTUNITY [1-03], | PAGE 12 | |

City of Sanibel Personnel Rules and Regulations

| | |
|---|----------|
| FAMILY AND MEDICAL LEAVE [6-01], | PAGE 90 |
| FLEXIBLE SPENDING ACCOUNTS [3-22], | PAGE 53 |
| GRIEVANCE PROCEDURE [7-07], | PAGE 113 |
| HOLIDAYS [3-04], | PAGE 34 |
| HOLIDAY PAY [3-04], | PAGE 34 |
| HOURS OF WORK [5-02], | PAGE 68 |
| IMMUNIZATIONS [3-21], | PAGE 53 |
| INCENTIVE PROGRAMS [5-13], | PAGE 82 |
| INSURANCE, LONG-TERM DISABILITY [3-19], | PAGE 50 |
| INTERNET USAGE [5-12], | PAGE 81 |
| JOB POSTINGS [1-12], | PAGE 20 |
| JURY DUTY LEAVE [3-10], | PAGE 43 |
| LEAVE | |
| • ADMINISTRATIVE [3-11], | PAGE 44 |
| • BEREAVEMENT [3-08], | PAGE 42 |
| • BLOOD DONATION [3-12], | PAGE 44 |
| • EDUCATIONAL [6-03], | PAGE 93 |
| • FAMILY MEDICAL LEAVE ACT [6-01], | PAGE 90 |
| • JURY [3-10], | PAGE 43 |
| • MEDICAL [3-06], | PAGE 37 |
| • MILITARY [6-04], | PAGE 93 |
| • PARENTAL [3-13], | PAGE 45 |
| • PERSONAL [3-9], | PAGE 42 |
| • PREGNANCY [6-05], | PAGE 94 |
| • VACATION [3-05], | PAGE 35 |
| • VOTING [3-07], | PAGE 42 |
| • WITHOUT PAY [6-02], | PAGE 92 |
| MEAL PERIODS [5-05], | PAGE 72 |
| MEDICAL EXAMINATIONS [1-06], | PAGE 16 |
| MEDICAL LEAVE [3-06], | PAGE 37 |
| MILITARY LEAVE OF ABSENCE [6-04], | PAGE 93 |
| NAME CLEARING HEARING [8-02], | PAGE 116 |
| NEPOTISM [1-05], | PAGE 15 |
| NOTIFICATION OF ARREST [8-04], | PAGE 118 |
| OUTSIDE EMPLOYMENT [1-09], | PAGE 18 |
| OVERTIME [5-06], | PAGE 72 |
| PARENTAL LEAVE [3-13], | PAGE 45 |
| PARKING STICKERS [3-23], | PAGE 54 |
| PAY | |
| • ACTING [4-06], | PAGE 64 |
| • CALL OUT [4-06], | PAGE 63 |

City of Sanibel Personnel Rules and Regulations

- HOLIDAY [3-04], PAGE 34
 - ON-CALL [4-06], PAGE 63
 - OUT OF CLASSIFICATION [4-06], PAGE 63
 - OVERTIME [5-06], PAGE 72
 - PROBATION COMPLETION [2-05], PAGE 24
 - SEVERE WEATHER [4-06], PAGE 64
 - SHIFT DIFFERENTIAL [4-06], PAGE 63
 - WORKERS' COMPENSATION [3-02], PAGE 31
- PAYDAYS [4-02], PAGE 57
PENSION PLANS [3-20], PAGE 51
PERFORMANCE EVALUATIONS [2-07], PAGE 25
PERSONAL APPEARANCE [7-03], PAGE 104
PERSONAL LEAVE [3-9], PAGE 42
PERSONNEL DATA CHANGES [2-04], PAGE 23
PERSONNEL RECORDS [2-02], PAGE 22
PHYSICAL EXAMINATION [1-06], PAGE 16
POLITICAL ACTIVITY [1-10], PAGE 19
PRE-PAID LEGAL [3-26], PAGE 56
PREGNANCY RELATED ABSENCE [6-05], PAGE 94
PROBATIONARY PERIOD [2-05], PAGE 24
PROTECTIVE WORK SHOES [3-24], PAGE 54
PURCHASING CARD, USE OF CITY [5-16], PAGE 86
REASONABLE ACCOMMODATION [1-03], PAGE 13
REDUCTION IN FORCE [7-04], PAGE 105
REST PERIODS [5-05], PAGE 72
RETIREMENT HEALTH SAVINGS PLAN [03-25], PAGE 55
RETIREMENT PLANS [3-20], PAGE 51
RETURN OF CITY PROPERTY [7-05], PAGE 107
SAFETY AND INJURY REPORTING [5-01], PAGE 66
SECOND JOB [1-09], PAGE 18
SEPARATIONS, EMPLOYMENT [7-04], PAGE 105
SEVERE WEATHER AND EMERGENCY SITUATIONS [5-08], PAGE 75
SEXUAL AND OTHER UNLAWFUL HARASSMENT [7-02], PAGE 102
SMOKING POLICY [5-04], PAGE 71
SOLICITATION AND DISTRIBUTION [1-07], PAGE 16
SPECIAL PAY SITUATIONS [4-06], PAGE 63
STATUS, EMPLOYMENT [2-01], PAGE 21
SUGGESTION AWARDS [5-14], PAGE 85
TELEPHONE GUIDELINES [5-03], PAGE 69
TIME OFF TO VOTE [3-07], PAGE 42
TIMEKEEPING [4-01], PAGE 57

City of Sanibel Personnel Rules and Regulations

TRANSFERS [4-05], PAGE 62
TRAVEL EXPENSES [5-09], PAGE 77
VACATION LEAVE [3-05], PAGE 35
VEGETATION IDENTIFICATION TESTING [5-19], PAGE 89
VEHICLES, USE OF CITY [5-07], PAGE 74
VERIFICATION, EMPLOYMENT [2-03], PAGE 23
VETERANS' PREFERENCE [1-02], PAGE 12 AND [7-04], PAGE 105
VIOLENCE, WORKPLACE PREVENTION [5-15], PAGE 85
WELLNESS PROGRAM [3-18], PAGE 49
WORKERS' COMPENSATION [3-02], PAGE 31