

SECTION 11

GENERAL RULES AND REGULATIONS

11.1 SOLICITATIONS

Employee contributions to the United Way Fund or similar recognized charitable organizations are purely voluntary. No coercion of an employee to make contributions shall be permitted.

11.2 BULLETIN BOARDS

The various bulletin boards of the City are to be reserved for the posting of official notices and official activities of the City. Personal messages or business advertisements are prohibited, except by permission of the City Manager.

11.3 EMPLOYEE INFORMATION CHANGES

Employees shall report all changes in their address or telephone number to the Department Director or immediate supervisor and to the Personnel Division. An Employee Change Form is available in the Personnel Division which will be the basis for updating personnel and payroll records. This form can also be found on the City's employee website. Any change in the number of dependents claimed in the employee's W-4 form, change to insurance coverage, or any change in the employee's designated beneficiary should be reported to the Personnel Division for the completion of other appropriate forms as soon as possible.

11.4 PUBLIC COMPLAINTS

A complaint or grievance on the part of any member of the public, brought to the attention of any employee of the City, shall be immediately referred to the supervisor or Department Director. Every City employee shall be specifically charged with the responsibility to communicate any complaint to his Department Director.

11.5 DISTRIBUTION OF PRINTED LITERATURE

The distribution of printed literature in work places where it might impede employee performance or present a danger to worker safety is strictly prohibited. Also, the solicitation of municipal employees for any purpose during their work time or during non-working time in areas where others who are working may be disrupted is prohibited. Any violations should be reported to the City Manager's Office.

11.6 CONFIDENTIAL OR PUBLIC RECORDS

The Florida in the Sunshine Law requires that staff accommodate the public when seeking access to City records. However, employees shall not divulge information or permit access to records that are confidential or exempt from public review under this law. Examples of confidential items include medical information and Social Security numbers. Great care shall be taken to determine what is indeed public record and what is exempt or confidential. If an employee has any question regarding the status of a document, he should contact the City Clerk's office for guidance.

Any employee may direct such inquiry to the supervisor or Department Director, or offer to secure the record requested, keeping in mind that it is not the intent of the City to be secretive, or to withhold records, but to assure that all records released are true, accurate and appropriate.

Employees are cautioned that information concerning subjects under discussion or consideration often change in content and meaning before becoming an accomplished fact. An employee should exercise great care to be sure that information being released is based on true facts and not supposition or guess work on the part of the employee.

11.7 CREDIT STANDING

An employee's financial transactions are the employee's personal affair. The City will not act as a collection agent. The City will comply with court ordered garnishments. Should complaints concerning an employee's failure to meet financial obligations result in interference with an employee's job performance, occasional loss of time and effort on the part of the Personnel Division or other City employees, the employee concerned shall be so informed. Should the condition continue, the employee may be subject to disciplinary action.

11.8 FIRE EMERGENCY PROCEDURES

Details of the City's procedures regarding safety in the circumstances of a fire emergency at a City facility are outlined in the Fire Emergency Procedures guide issued by the City's Fire Department. Employees are expected to acquaint themselves with the current disaster and emergency plans of the City for the purposes of personal protection and safety of all City employees and the public.

11.9 PERSONNEL RECORDS AND REPORTS

The Personnel Director shall establish and maintain Personnel Records of all employees. The Personnel Division shall report all new-hires and terminations to the City Manager on a regular basis. All records of employees of the City of Melbourne are property of the City, and the decision of the Personnel Director relating to use, maintenance, disclosure, and disposition of such records and material shall be final. The Personnel Director shall develop any necessary forms and reports for personnel actions and changes.

11.10 AUTHORIZATION FOR PURCHASES

Employees shall secure proper authorization for purchases for the City and expenditures of City funds. See City Code Chapter 2, Article VI and the Purchasing Policy, which is included in the City's Administrative Policies and Procedures, Section 302.

11.11 PARTICIPATION IN EMPLOYEE ORGANIZATIONS

All employees in the City service who are in non-management professional and confidential positions have the right, in conformance with State acts to organize, join, and participate in, or to refuse to organize, join, or participate in, any employee organization freely and without fear of reprisal or penalty.

Employees who are members of an employee organization and are covered by a labor agreement shall also be subject to the Personnel Policies, Procedures, Rules and Regulations. If any conflicts occur between the Labor Agreement and the City's Personnel System, the labor agreement shall take precedence. The labor agreement shall be the governing factor in conflicting cases even though the rights or benefits may be greater or lesser than provided for in the Personnel Policies, Procedures, Rules and Regulations.