

# **SAMP MANUAL**

**FOR CLASSIFIED AND UNCLASSIFIED  
SUPERVISORY, ADMINISTRATIVE,  
MANAGERIAL, AND PROFESSIONAL  
CITY OF CLEARWATER EMPLOYEES**

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**SAMP MANUAL  
FOR CITY OF CLEARWATER CLASSIFIED & UNCLASSIFIED SERVICE  
SUPERVISORY, ADMINISTRATIVE, MANAGERIAL, & PROFESSIONAL EMPLOYEES**

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**PURPOSE AND GENERAL PROVISIONS**

The purpose of this Manual is to provide to **Classified** and **Unclassified** service SAMP personnel clear and comprehensive information regarding applicable City policies, procedures, pay, and benefits. In the event that state and/or federal laws impact such, these policies, procedures, pay and benefits may be subject to change. **Nothing in this Manual is deemed to constitute a contract of employment or for benefits.**

Except as required by Civil Service Rules & Regulations applicable to civil service **Classified** SAMP employees and to the specific benefits referenced in those Rules & Regulations, the City Manager may modify or discontinue any benefits at his/her option. Changes in Civil Service Rules & Regulations require notice of change and an opportunity for public hearing on such changes when requested by an interested party prior to those changes being effected. Any changes in benefits for **Classified** service SAMP employees will apply to such employees as a group and not to individual employees.

An effort has been made to include major **Classified** and **Unclassified** service SAMP employees' pay and benefits information in this Manual. However, it may not be all-inclusive. Generally, but not in every instance, benefits not herein referenced which are available to the general employee group are also provided to the SAMP employees. Determinations of benefits not herein referenced are at the discretion of the City Manager.

**SECTION 1  
DEFINITION OF SAMP**

A. SAMP is an acronym for the words **S**upervisory, **A**dministrative, **M**anagerial and **P**rofessional.

The SAMP Plan is generally for those employees who are assigned to job classifications that are either professional level work of a nature typically requiring a four-year degree or managerial level work of a nature constituting an "at will" employment status. The SAMP plan is also for those employees who are assigned to job classifications that are deemed "confidential" in nature under provisions of the Florida Statutes governing collective bargaining.

B. Distinctions within the SAMP group of employees:

Employees within the SAMP Plan may be designated "**Classified**" (SAMP levels 1-3, covered by provisions of Civil Service) or "**Unclassified**" (SAMP levels 4-6, not covered by Civil Service).

1. **“Classified”** employees who have successfully completed an initial probationary period become certified to regular employment status and have certain rights of appeal through the Civil Service grievance process.
2. **“Unclassified”** employees do not become certified to regular employment status but instead serve at the pleasure of the City Manager in at “at will” capacity and have no rights of appeal through Civil Service. The City Civil Service Ordinance excludes Division Heads, Assistant Department Heads, Department Heads, and Agency Heads from the classified civil service. The general terms and conditions of employment for **Unclassified** SAMP employees are contained in an Employment Agreement Letter between the employee and the City.

## SECTION 2 PERSONNEL PRACTICES

### A. Hours of Work

Most job classifications within the SAMP Pay Plan meet the Professional, Administrative, or Executive exemption from the overtime provisions of the Fair Labor Standards Act (FLSA). Employees in such classifications are paid on a salaried basis and are charged with the responsibility to efficiently discharge the duties and responsibilities of their respective positions without regard to the number of hours worked in a given work week.

Some **Classified** employees within the SAMP Plan are covered under provisions of the Fair Labor Standards Act relating to eligibility for overtime. Employees in the SAMP Plan who are covered under FLSA overtime provisions are eligible for premium overtime pay for hours worked in excess of forty hours in a work week. Nonproductive times such as paid or unpaid leave hours are not generally considered as hours worked for purposes of calculating overtime. All hours actually worked by such employees up to forty hours in any workweek are paid at a straight time hourly rate. Such employees are also permitted to adjust or “flex” the regularly scheduled work hours within any given workweek with proper notification and at the mutual convenience of the employee and the respective department, provided that all requests by the employee to flex work hours are approved in advance by the department, and provided further that the department does not require the employee to flex work hours in lieu of allowing the employee the option of the payment of overtime. **Classified** SAMP employees must obtain approval from a person of competent authority prior to working any hours outside of their established work schedule, either before their designated starting time or after their designated quitting time or during an unpaid meal period. Such employees will not be docked pay for the first six minutes (1/10 hour) after their appointed starting time, and will not be paid for periods of work performed in increments of less than six minutes (1/10 hour).

The City Manager or designee determines the FLSA status of all SAMP job classifications and the City of Clearwater Pay Plan, which is considered a part of this Manual by reference, provides specific indication by class title of eligibility and provisions for payment of overtime.

**Classified** and **Unclassified** service SAMP employees are permitted to take lunch and rest breaks during the workday. Those employees who are exempt from FLSA overtime provisions should use discretion adhering to the guidance above in determining the length of break times relative to the employees' ability to complete required work assignments.

Employees who are not exempt from FLSA overtime provisions may be permitted up to a one-hour unpaid lunch break or may at the discretion of the City be paid for all scheduled hours and required to take a meal during any period of non-work time during the course of the workday, and shall be provided two 15-minute paid work breaks each standard workday, or one 15-minute paid work break for each four hours worked if the employee works a partial day. Typically, lunch breaks are scheduled in the middle of the work shift; one work break is utilized during the first portion of the work shift, and the other during the second portion of the work shift. Paid rest periods must be taken in their entirety and may not be subdivided into shorter increments. Such work breaks are a privilege, are not cumulative, may not be used to alter the work schedule (i.e., to extend the lunch hour or shorten the work day), and are forfeited if not utilized each workday.

#### B. Appointments, Promotions, and Demotions

Initial and promotional appointments to **Classified** SAMP job classifications are made in accordance with Civil Service Rules and Regulations from the appropriate eligibility list on the basis of merit and fitness for the position, to be determined as far as practical by competitive evaluation. Initial and promotional appointments to **Unclassified** SAMP job classifications are made at the discretion of the City Manager or his/her designee.

**Classified** and **Unclassified** service SAMP employees promoted from one classification to a classification of a higher level are eligible for a minimum of a 5% promotional increase plus a proration of the employees' subsequent merit increase based on time served since the last merit increase review. Any additional pay except Acting Pay being received at the time of the promotion is incorporated into the base pay prior to the application of the promotional increase. For **Classified** service SAMP employees, the effective date of the promotion is thereafter utilized for the purpose of determining eligibility for subsequent annual merit reviews. For **Unclassified** service SAMP employees, the date of the promotion is utilized for the initial subsequent annual performance review, and thereafter the date of annual performance review is converted to a common SAMP **Unclassified** performance review date.

**Classified** and **Unclassified** service SAMP employees who are voluntarily or for disciplinary reasons demoted from one classification to a classification of a lower level will receive a minimum of a 5% decrease in pay. For **Classified** service SAMP employees, the effective date of the demotion is thereafter utilized for the purpose of determining eligibility for subsequent annual merit reviews. For **Unclassified** service SAMP employees, the date of the demotion is utilized for the initial subsequent annual performance review, and thereafter the date of annual performance review is converted to a common SAMP **Unclassified** performance review date.

### C. Probationary Periods

All persons employed initially or promoted to **Classified** service SAMP positions are required to serve a probationary period in order that management may observe the employees' job performance, attendance, attitude, adherence to department and City requirements, and other important factors to consider with respect to continuing the employees in their respective positions. Probationary periods for **Classified** SAMP employees consist of periodic reviews over a six consecutive month period. Determination as to successful completion of the probationary period is made by the City.

Provided there is no cause for dismissal, promotional probationary **Classified** SAMP employees who do not successfully complete the probationary period may have the probationary period extended an additional three months, or may be returned to their former position provided the position is still open and with the approval of the former department director, or may be reassigned to another position of the same or lower level for which they are determined to be qualified, or may be separated by the City and placed on the re-employment list for their former classification. Entrance probationary **Classified** SAMP employees who do not successfully complete the probationary period may have the probationary period extended up to an additional three months or may be separated from employment.

**Unclassified** service SAMP employees are subject to continuous review with respect to continuing in their respective positions and do not serve a formal probationary period.

### D. Performance Reviews

**Classified** and **Unclassified** service SAMP employees undergo a performance evaluation process at intervals deemed appropriate by the City Manager to determine their merit and fitness to continue in their respective positions. The review process is utilized to recognize the employees' areas of accomplishment and success in achieving previously established goals, as well as to identify priorities and areas for future development. Such reviews may also determine the employees' fitness for merit pay increases.

### Grievance Procedures

**Classified** service SAMP employees are afforded grievance procedures as outlined in the City Civil Service Rules and Regulations when informal methods are unsuccessful in resolving a dispute whereby the employees feel that they have been treated unfairly or that a mistake has been made concerning their wages, hours, or related terms and conditions of employment. **Unclassified** service SAMP employees are not covered by City Civil Service and have no formal right of grievance or appeal.

E. **Classified SAMP** employees shall be prohibited from engaging in any form of work-related communication that may be considered compensable during any unpaid hours outside of their scheduled work hours without first obtaining approval from a person of competent authority. This includes the use of City issued cell phones and land-line City work phones, direct-connect communications (push to talk or walkie-talkie), text messaging, radio communications, and the use of a City computer or remote access to the City computer system (including e-mail). All SAMP employees shall exercise discretion in their use of personal communications devices for non-emergency communications during work hours except for paid breaks and meal periods. Such personal communications shall be of short duration, conducted in a safe manner, and shall not adversely impact operations.

### **SECTION 3 LEAVES OF ABSENCE**

#### A. Holidays

##### 1. Designated Holidays

All **Classified** and **Unclassified** service SAMP employees are eligible to receive ten "designated" paid holidays each year. The following days are City Designated Holidays: New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day

The City determines the actual day to be designated as the holiday. Generally, when a designated holiday falls on a Sunday, the following Monday is recognized as the holiday, and when a designated holiday falls on a Saturday, the preceding Friday is recognized as the holiday.

SAMP employees do not report to work on designated holidays unless otherwise directed by appropriate management. However, SAMP employees may be required to work on any holiday as determined by management.

**Classified** SAMP employees not exempt from FLSA overtime provisions must work or otherwise be in a paid status on their regularly scheduled workday immediately preceding a designated holiday and on their regularly scheduled workday immediately following a designated holiday to be entitled to any compensation for the holiday. When the designated holiday falls on the employee's scheduled work day and the employee takes the day off, the employee receives holiday pay equivalent to the number of hours the employee is scheduled to work on the designated holiday in addition to pay for all hours worked the remainder of the workweek. When the designated holiday falls on the employee's regularly scheduled day off, the employee may request to receive holiday pay equivalent to 20% of the employees' weekly average budgeted hours which will not count as hours actually worked for the purpose of calculating overtime in addition to pay for all hours worked the remainder of the workweek, or may request to designate as a holiday his/her regularly scheduled work day which immediately precedes or immediately follows the City designated holiday within the same pay week, in which case the employee will receive holiday pay equivalent to the number of hours the

employee is scheduled to work on that day. Designated holidays which fall on the regularly scheduled workday for such employees shall be counted as hours actually worked for the purpose of calculating overtime pay. **Classified** service SAMP employees not exempt from FLSA overtime provisions who are required to work on a designated Holiday shall be paid at the rate of time-and-one-half for all hours actually worked on the designated Holiday in addition to Holiday pay.

## 2. Floating Holidays

In addition to the designated holidays above, **Classified** and **Unclassified** SAMP employees are eligible to receive up to three “floating” holidays per payroll calendar year. Floating holidays are prorated in the initial year of hire according to the following schedule: employees hired from January 1 through March 31 receive three floating holidays; employees hired from April 1 through June 30 receive two floating holidays; employees hired from July 1 through September 30 receive one floating holiday; employees hired on or after October 1 do not receive any floating holidays. Following the initial year of hire, SAMP employees receive three floating holidays in the month of January each year to be utilized during the respective payroll calendar year.

Floating holidays are scheduled at the mutual convenience of the employee and the City. Floating holidays may not be used until the employee has been employed with the City for a period of sixty calendar days. Floating holidays may be utilized in full-day increments only. Employees receive floating holiday pay equivalent to the number of hours the employee is scheduled to work on the floating holiday in addition to pay for all hours worked the remainder of the workweek. For **Classified** service SAMP employees not exempt from FLSA overtime provisions, floating holidays shall count as hours worked for the purpose of calculating overtime.

Floating holidays may not be carried over from one payroll calendar year to another, and if not taken are forfeited. However, when a department cannot schedule or cancels a previously scheduled floating holiday(s) due to City work needs, the floating holiday(s) may be retained if requested more than thirty days prior to the end of the payroll calendar year and approved in writing by the Department Director, and must then be taken within sixty calendar days of the start of the following payroll calendar year. Upon separation from City service, SAMP employees are paid at the current base rate of pay at the time of separation for the unused portion of floating holiday leave for which they may at that time be eligible, or if retiring may utilize such remaining floating holiday leave balance to advance the date of retirement. SAMP employees are not otherwise paid in lieu of utilizing floating holiday leave time.

B. Vacation

1. Vacation Accrual

**Classified** and **Unclassified** service SAMP employees accrue paid vacation each of the designated biweekly payroll periods, prorated for the number of hours the employee is in a paid status, and based on the number of completed years of service in accordance with the following schedule:

Years of Service	Biweekly Accrual (37.5 hour schedule)	Biweekly Accrual (40 hour schedule)	Vacation Days Annually	Years of Service	Biweekly Accrual (56 hour schedule)	Duty Days Annually
0 - 2	2.885 hours	3.077 hours	10	0 - 2	5.539	6
3	3.173 hours	3.385 hours	11	3 - 5	6.462	7
4	3.462 hours	3.692 hours	12	6 - 8	7.385	8
5	3.750 hours	4.000 hours	13	9 - 13	8.308	9
6	4.039 hours	4.308 hours	14	14	9.231	10
7 - 9	4.327 hours	4.615 hours	15	15 and over	10.154	11
10 - 11	4.615 hours	4.923 hours	16			
12	4.904 hours	5.231 hours	17			
13 - 14	5.192 hours	5.538 hours	18			
15	5.481 hours	5.846 hours	19			
16 and over	5.769 hours	6.154 hours	20			

2. Vacation Cap

Vacation leave balances may be carried over from one year to the next. However, the City Manager may establish a maximum amount of vacation leave that may be accumulated by **Classified** and **Unclassified** SAMP employees. (See **Benefits Summary Appendix for details**)

3. Vacation Use

**Classified** and **Unclassified** SAMP employees may be authorized to use vacation leave after it is accrued and in increments of tenths of an hour. For hourly **Classified** SAMP employees not exempt from provisions of FLSA, vacation leave balances will be charged for all actual vacation leave hours used. For salaried **Classified** and **Unclassified** SAMP employees exempt from overtime provisions of FLSA, vacation leave balances will be charged only for the actual leave hours that are designated as vacation leave used in increments of four hours or greater. Once an approved vacation leave has begun, vacation leave may not be converted to sick leave or any other type of leave.

4. Payment for Unused Vacation

Upon separation from City service, SAMP employees are paid at the current base rate of pay at the time of separation for the unused portion of vacation leave for which they may at that time be eligible, or if retiring may utilize such remaining vacation leave balance to advance the date of retirement. SAMP employees are not otherwise paid in lieu of utilizing vacation leave time.

C. Sick Leave

1. Sick Leave Accrual

**Classified** service SAMP employees accrue paid sick leave each of the designated biweekly payroll periods, prorated for the number of hours the employee is in a paid status, and in accordance with the following schedule:

Biweekly Accrual ( <u>37.5 hour schedule</u> )	Biweekly Accrual ( <u>40 hour schedule</u> )	Sick Leave Days <u>Annually</u>
3.462 hours	3.693 hours	12

**Unclassified** service SAMP employees accrue paid sick leave each of the designated biweekly payroll periods, prorated for the number of hours the employee is in a paid status, and in accordance with the following schedule:

Biweekly Accrual ( <u>37.5 hour schedule</u> )	Biweekly Accrual ( <u>40 hour schedule</u> )	Biweekly Accrual ( <u>56 hour schedule</u> )	Sick Leave Days <u>Annually</u>
2.885 hours	3.077 hours	4.308 hours	10

2. Sick Leave Caps

Sick leave balances may be carried over from one year to the next. However, the City Manager may establish a maximum amount of sick leave that may be accumulated by **Classified** and **Unclassified** service SAMP employees. **(See Benefits Summary Appendix for details)**

3. Sick Leave Use

SAMP employees may be authorized to utilize sick leave after it is accrued and in increments of tenths of an hour. **Classified** and **Unclassified** service SAMP employees may use sick leave for absences from duty due to:

- a. Personal illness or physical incapacity caused by factors over which the employee has no reasonable immediate control.
- b. Exposure to contagious disease in which the health of others would be endangered by the employee's attendance on duty.
- c. Doctor and dental appointments, physical examinations, or other personal sickness prevention measures.
- d. Illness of a member of the immediate family that requires the personal care and attention of the employee. Immediate family is defined as parents, stepparents, children, stepchildren, grandparents, grandchildren, brothers, sisters, present spouse of the employee and the "immediate family" of the employee's present spouse, or other family member living in the immediate household.

SAMP employees found to be utilizing Sick Leave for any reason other than those stated above shall be subject to disciplinary action up to and including termination.

For **Classified** SAMP employees not exempt from provisions of FLSA, sick leave balances will be charged for all actual sick leave time used. Any sick leave time taken by such employees who have exhausted all accrued paid leave time shall be unpaid. For **Classified** and **Unclassified** SAMP employees exempt from overtime provisions of FLSA, sick leave balances will not be charged for sick time absences of less than a full workday, except when sick time absences of partial days are utilized on consecutive workdays, or when sick leave is utilized in conjunction with an approved Family & Medical Leave Act (FMLA) absence. In such cases, employees are charged for all actual sick leave time used. SAMP employees in their first year of hire who have exhausted all accrued paid leave time shall be permitted to incur a negative Sick Leave accrual balance of up to 37.5 hours.

Employees' requests for Sick Leave to be used for doctor's appointments shall be submitted with at least 24 hour notice, except the requirement shall be waived where the employee is able to demonstrate to his/her department director an emergency exists. The employees' respective department reserves the right to not approve such requests when advance notice is not provided or the employees' absence will adversely affect operations. Employees shall be required to notify their immediate supervisor or management representative to request approval for sick leave each day they are absent, except that an employee who has been approved for a continuous FMLA absence only shall be required to comply with the reporting procedures outlined in the City's FMLA Policy instead. Such notification requests shall be provided through personal contact, except where the employee is able to demonstrate this is not possible. Failure to obtain approval for sick leave from competent City authority shall result in any such time being considered an unauthorized absence and in the denial of paid sick leave.

#### 4. Sick Leave Doctor's Certificate Requirement

**Classified** service SAMP employees may be required to provide a valid Doctor's Certificate to substantiate the use of sick or unpaid leave at the discretion of their department director or his/her designee. **Unclassified** service SAMP employees may be required to provide a valid Doctor's Certificate to substantiate the use of sick leave when directed by the City Manager or his/her designee. A valid doctor's certificate is considered to be a written, typed, or printed statement from the doctor specifying the date(s) of visit or consultation with the doctor, the date the employee is authorized to return to work, any conditions or limitations imposed by the doctor, and the signature of the doctor or his/her designee.

The City reserves the right to substantiate the legitimacy of any certificate submitted by an employee as evidentiary reason for the use of Sick Leave. Failure to provide valid doctor's certificate when required to do so shall be grounds for disciplinary action up to and including termination.

## 5. Bonus Leave Days

Following a payroll calendar year in which hourly **Classified** SAMP employees use two days of sick leave or less, and have no unexcused absences and no more than two incidents of unexcused tardiness, the employees will be awarded bonus leave days in accordance with the following chart. Time charged to sick leave in conjunction with funeral leave shall not be counted toward the eligibility for bonus leave days. Bonus leave days must be used before the end of the payroll calendar year for which they are awarded. Upon separation from City service, hourly **Classified** SAMP employees are paid at the current base rate of pay at the time of separation for any unused bonus leave days for which they may at that time be eligible, or if retiring may utilize such remaining bonus leave days to advance the date of retirement. Hourly **Classified** SAMP employees shall not otherwise be paid in lieu of utilizing bonus leave days.

<u>Amount of Sick Leave Used</u>	<u>Bonus Days Awarded</u>
Less than one standard workday.	2
One standard workday Up to two standard workdays.	1

Salaried **Classified** and **Unclassified** SAMP employees are not eligible for bonus leave days due to their ability to be absent for partial days with no charge to sick leave balances.

## 6. Payment for Unused Sick Leave

Upon retirement to receive benefits under the City Employees' Pension Plan, or upon retirement under Federal Social Security or provisions of a City-sponsored Money Purchase Plan after having served a minimum of five consecutive years of City service, or upon an involuntary separation due to such reasons as layoff, disability or death, **Classified** and **Unclassified** SAMP employees are paid at the current base rate of pay at the time of separation for one-half of the unused portion of sick leave for which they may at that time be eligible or may utilize one-half of such remaining sick leave balance to advance the date of retirement. Employees who opt to be paid for such unused sick leave balance may request that one half the payment be made at separation and one half the payment be made in the first payroll period in the next calendar year. SAMP employees are not otherwise paid in lieu of utilizing sick leave time.

SAMP employees who are separated for any reason other than those listed above are entitled to no claim for sick leave payment or use. SAMP employees who leave prior to retirement as defined above for voluntary reasons, such as to seek or accept other employment, relocate, return to school, care for relatives/friends, or other reasons of a like nature, are likewise entitled to no claim for payment or use of any unused portion of accumulated sick leave.

## 7. Injury from Other Employment

SAMP employees may not utilize accumulated sick leave for absences resulting from an injury arising out of and in the course of employment other than City employment for which monetary or other valuable consideration is received or expected. Any employee who utilizes accumulated sick leave, or who attempts to utilize accumulated sick leave for absences resulting from an injury arising out of and in the course of employment other than City employment may face disciplinary action up to and including termination.

## 8. SAMP Sick Leave Pool

A leave pool may be established for all **Classified** and **Unclassified** SAMP employees subject to the following provisions:

- a. The purpose of the leave pool is to provide leave to SAMP employees, who face significant time off without pay due to a serious illness or injury, whether job-connected or non-job-connected, or serious illness or injury to an immediate family member. The leave pool may not be used for short time periods, defined as less than ~~15~~ 20 workdays, where an employee may be without pay.
- b. A committee determines the use of leave pool days, subject to the above purposes and limitations. SAMP employees shall be eligible to be granted up to a maximum of 30 work days or portions thereof within a 12 month period counting backwards from the time of the employees' most recent leave pool request.
- c. SAMP employees may donate days at 100% value from their sick, vacation, or floating holiday leave balances to the pool at any time during the year. However, no employee is permitted to donate more than four total days of leave per year to the pool. All donations of pool leave time must be in full-day increments and all authorized usage of pool time is computed as day-for-day.
- d. Leave pool time not used by the employee receiving the donated pool leave time is returned to the leave pool and carried over to the following year. No donated pool leave time is refunded to the donor.

## D. Funeral Leave

1. **Classified** and **Unclassified** service SAMP employees are allowed up to four consecutive work days funeral leave with no loss of pay and/or no charge against their sick leave time to make arrangements for and attend a funeral or memorial service in the event of a death in the "immediate" family. Death in the "immediate" family shall be defined as death of a spouse, child, stepchild, parent, stepparent, grandparent, grandchild, brother, or sister of the employee or of the employee's spouse.

2. **Classified** and **Unclassified** service SAMP employees are allowed up to four consecutive work days funeral leave chargeable to sick leave to make arrangements for and attend a funeral or memorial service in the event of a death in the “extended” family. Death in the “extended” family shall be defined as death of a stepbrother, stepsister, brother's wife, sister's husband, daughter-in-law, son-in-law, aunt, uncle, nephew, or niece of the employee or of the employee's spouse. Extended family shall also include any other family member living in the employee's immediate household.
3. SAMP employees may request additional funeral leave time for extenuating circumstances. Such additional leave is permitted, when authorized by the employee's department director and with the prior approval of the City Manager/designee, and shall be charged to the employee's sick leave.

#### E. Jury Duty and Court Attendance Leave

1. SAMP **Classified** and **Unclassified** employees are permitted to be absent from duty without loss of pay when called for jury service by a court of competent jurisdiction. Jury service includes the time when the employee must report for jury duty and any time standing by, as well as the actual time of service on a jury, until released by the Court. Employees are paid at the current base rate of pay for any jury service time spent during regularly scheduled work hours only, and such hours are not counted as hours worked for hourly **Classified** SAMP employees who are not exempt from FLSA overtime provisions. If jury service time includes a designated holiday for the employee, the employee receives holiday pay.

Employees must notify their supervisor as soon as possible after receipt of a summons for jury service. When an employee on jury duty or court attendance is excused by the proper court, the employee shall report back to work if there is a reasonable amount of time remaining in the employee's workday. (The employee and the respective department should determine this prior to the time the employee is to serve on jury duty.)

2. When a SAMP employee is subpoenaed as a witness, except in a case where the litigation has been initiated by the employee or in any case involving the employee's divorce, child support, or child custody, the employee is granted time off with pay from any regularly scheduled work hours to attend the court proceedings.
3. **Classified** and **Unclassified** service SAMP employees who are plaintiffs or defendants other than on behalf of the City of Clearwater as related to their duties or as provided for above are required to use personal paid leave time or leave without pay for any absence from regular work hours for time related to the legal action. SAMP employees must also use personal paid leave time or leave without pay for any work hours attending to matters involving a suit brought by the employees against the City of Clearwater.

## F. Military Leave

**Classified** and **Unclassified** service SAMP employees who are called to active or training duty with a unit of the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard receive military leave with pay for any duty days which fall on the employees' regularly scheduled workdays for up to seventeen workdays in a calendar year. Absences from duty for military reserve training in excess of seventeen days per year are not compensated by the City, but will be approved without pay upon the respective department director's receipt of the employee's military orders certifying the training assignment. For absences from duty for active military duty call up, **Classified** and **Unclassified** service SAMP employees are eligible to receive their full pay for the first 30 calendar days of the active duty assignment, and for six months thereafter are eligible to receive pay from the City supplementing their military pay to the level of their City pay, and will also continue to receive their current City benefits. The City Manager may extend the benefits and supplemental pay differential for up to an additional six months.

Employees called to active duty are eligible for reinstatement to City employment after honorable discharge provided they are at the time of reinstatement physically and mentally capable of performing their job duties. Application for reinstatement must be made within ninety calendar days from the date of discharge or release.

State or federal law may supersede any of the above requirements, and in such event state or federal law shall prevail.

## G. Leave of Absence Without Pay

**Classified** and **Unclassified** service SAMP employees may submit a written request to the City Manager or his/her designee to be granted a leave of absence without pay for up to six months and may thereafter request an extension of such unpaid leave time. Approval of unpaid leave time will be determined on an individual basis as warranted by the circumstances of each request at the sole discretion of the City Manager/designee. Employees must exhaust all applicable paid leave accrual balances prior to requesting a leave of absence without pay.

Employees may request early return from an approved leave and may be restored to the position formerly held. In the event that it would be unreasonable and/or against the best interest of the City to restore such employee to the former position held or the position has been abolished, the employee is placed at the head of the re-employment list for the former classification or for the class of position nearest approximating the position held prior to the leave.

There will be no accrual of benefits or seniority during a leave of absence without pay. During such leave or any other non-paid leave or no-pay status exceeding two weeks, employees must pay any required premiums in order to maintain health insurance for themselves and any dependents.

## H. Administrative Leave

The City Manager or designee may at his/her discretion grant **Classified** or **Unclassified** SAMP employees administrative leave with pay for their normal work shift or balance thereof when circumstances dictate that they be relieved from duty because their services are determined to be non-essential or in accordance with disciplinary performance or behavior issues. Hourly **Classified** SAMP employees whose services are determined to be essential and are required to work when other employees within their work group are released as non-essential are compensated at the rate of an additional one-half times their base rate of pay for all such hours actually worked in addition to any other compensation due.

## I. Other Time Off

**Classified** and **Unclassified** SAMP employees are also permitted to attend professional or other conventions, seminars, courses, training, in-service or other meetings with no loss of pay when attendance at such is directed and/or expected to be in the City's interest.

## J. Alternate Duty and Return to Work

A. SAMP employees who are physically unable to perform their designated jobs, with or without reasonable accommodation in accordance with applicable law, may be assigned to alternate or modified duty at the discretion of the City and in accordance with the skills, abilities, and qualifications of the employee, any medical or physical restrictions placed upon the employee, and the availability of work. Such duty assignments shall be afforded in increments of up to 30 calendar days and shall be limited to a maximum of 180 calendar days total. The employee's ability to return to his/her designated position and the continued availability of the alternate or modified duty work shall be evaluated at each 30-day interval. Requests for alternate or modified duty work shall be submitted on the appropriate forms to the Human Resources Department. Employees designated for alternate or modified duty assignment shall be required to notify Human Resources of any changes in their condition that may impact their ability to perform the alternate or modified duty assignment or that may allow the employee to return to full-duty in his/her designated position.

B. A SAMP employee may be absent from his/her designated position for a maximum of 270 consecutive calendar days or 1,560 cumulative work hours in a calendar year. This timeframe shall include any paid or unpaid absence (to include leave time granted from the sick leave pool), absence covered or not covered by the Family and Medical Leave Act, absence due to job-connected or non-job-connected injury or illness, or time served working in an alternate or modified-duty position. An employee who is unable to perform the essential functions of his/her designated position, with or without reasonable accommodation in accordance with applicable law, for more than 270 consecutive calendar days or 1,560 cumulative work hours in a calendar year shall be required to accept alternate employment with the City in another job classification for which he/she is deemed by the City to be qualified and able to perform the essential functions, with or without reasonable accommodation in accordance with applicable law, or shall be subject to layoff. An employee who is laid off pursuant to this provision shall be placed on the re-employment

eligibility list for his/her designated job classification and any other job classification of a lower level in which the employee has previously served or for which the employee is deemed by the City to be qualified.

## SECTION 4 WAGES AND COMPENSATION

A. Pay Schedules are in accordance with the annual City of Clearwater Pay Plan.

B. SAMP Pay Plan

The SAMP Pay Plan, designed to provide enhanced organizational flexibility and to improve the City's ability to attract and retain a highly qualified professional and managerial workforce, consists of a multiple level pay schedule, with each SAMP job classification assigned to a particular level based on the functional and operational nature of the duties and responsibilities of the class. Each SAMP pay level has an established minimum and maximum rate of pay. Each SAMP job classification may occupy a specific pay range at any point within the assigned pay level, with a minimum "entry" salary amount and a maximum "job value" salary amount as determined by a review of applicable internal organizational salary equity and external labor market data.

The SAMP Pay Plan is administered pursuant to the "Rules for Administering the SAMP Pay Plan" found in the City of Clearwater Pay Plan. The salary of each **Classified** and **Unclassified** SAMP employee progresses from the respective job classification established minimum salary amount to the established maximum salary amount through adjustments authorized by the City Manager. Such adjustments may be in the form of annual merit increases, promotional appointments, rewards for meritorious service and accomplishments, or pay equity resolutions. SAMP salary adjustments may be awarded without regard to a SAMP employee's seniority, classification anniversary date, performance review date, or prior salary or compensation adjustments.

The SAMP Pay Plan may be revised from time to time by the City Manager and job classifications may be reallocated to higher or lower pay levels as deemed necessary based on changes in job duties and responsibilities or labor market conditions affecting the organizational value of the job class.

C. Acting Pay

**Classified** and **Unclassified** service SAMP employees who are assigned to work in an "acting" capacity in a higher level classification will be provided with acting pay of an amount representing a minimum of a 5% increase above the employees' current base rate of pay for the duration of the "acting" assignment. A higher level classification is deemed to be one that has a higher maximum rate of pay. Requests for Acting pay must be justified by the Department and approved by the Human Resources Director.

## D. Assignment Pay Differential

A Department Director may, with the approval of the City Manager/designee, designate a specific position or positions within a job classification which shall be eligible to receive a 5% pay differential when the duties of the position differ from others in the same classification in their difficulty, complexity, or responsibility to the extent that additional compensation is deemed warranted. Assignment to such positions shall be at the sole discretion of the Department Director.

## E. General Allowances

### 1. Tuition Reimbursement

All regular status **Classified** and **Unclassified** service SAMP employees are eligible for tuition reimbursement. Reimbursements may be subject to repayment to the City if the employee leaves within two years of the reimbursement date. **(See Benefits Summary Appendix and City Tuition Reimbursement Policy for details)**

Courses must be approved in advance by the employees' department director and the Human Resources Department. Tuition reimbursement applies to tuition costs only; it does not apply to fees, books, travel, etc.

### 2. Travel Allowance

**Classified** and **Unclassified** service SAMP employees are eligible to have travel expenses paid by the City when incurred in the performance of City business. Such expenses include transportation, accommodations, and meals that meet the prescribed limitations established by the City.

SAMP employees shall also be provided a mileage reimbursement or a car allowance based on the City's established policy. This policy includes provisions wherein allowances are based on documented mileage for City business. In some instances, the City may provide a City car for City business use. **(See Benefits Summary Appendix and City Travel Policy for details)**

### 3. Meal Allowance

**Classified** service SAMP employees who are not exempt from FLSA overtime provisions are eligible for a meal allowance when required to work at least three hours over the normal workday (consecutive, with no more than a 15 minute break between the additional hours and the normal workday). **Classified** and **Unclassified** service SAMP employees who are exempt from FLSA overtime provisions are not eligible for the meal allowance.

### 4. Uniforms

Any SAMP employee required by the City to wear a uniform will be provided with the appropriate number of uniforms. Some departments may also provide uniforms for use at the option of the employees. All uniforms and equipment provided by the City shall be issued and accounted for in accordance with I.R.S. regulations governing same. Employees are responsible for the care of any uniforms provided.

### 5. Severance Pay

**Unclassified** service SAMP employees are eligible for severance compensation in accordance with the terms and conditions of their Employment Agreement Letter.

### 6. Credit Union

**Classified** and **Unclassified** service SAMP employees may participate through payroll deductions with direct deposit in the employees' Credit Union.

## SECTION 5 INSURANCE

### A. Health Insurance

#### 1. Medical Plan

The City provides a medical benefit program, which generally allows **Classified** and **Unclassified** service SAMP employees a choice of benefits that best suits their individual needs. The City pays a percentage of the cost as determined by the City Manager, and employees may exercise options to elect from the plans offered or to include dependent coverage at their own cost through payroll deductions.

Specifics of the program are subject to change consistent with annual review of the program benefits and costs. **(See Benefits Summary Appendix and City Health Insurance Plans for details)**

#### 2. Dental Plan

**Classified** and **Unclassified** service SAMP employees, at their option and cost, may participate in any dental insurance plan that is authorized by the City through payroll deductions, subject to the availability and enrollment provisions of such plans. **(See Benefits Summary Appendix and City Dental Plans for details)**

### 3. Supplemental Plans

**Classified** and **Unclassified** service SAMP employees, at their option and cost, may participate in any supplemental insurance plan that is authorized by the City through payroll deductions, subject to the availability and enrollment provisions of such plans. **(See Benefit Summary Appendix and City Cancer/Intensive Care Plan for details)**

### 4. Employee Assistance Program

The Employee Assistance Program (EAP) is a service available to all City employees and their family members, including **Classified** and **Unclassified** service SAMP employees. Through the EAP, employees and immediate family members may receive professional counseling for personal matters involving family, stress, legal and financial problems, drug and alcohol, or other private concerns.

The program is available through a designated provider with a staff of psychologists, social workers, and trained counselors. Voluntary use of the EAP is entirely confidential. **Classified** and **Unclassified** SAMP employees may take advantage of initial counseling sessions at no cost to the employee. If additional counseling is recommended, the employees' health insurance may provide for some portion of the cost. **(See Benefits Summary Appendix and City Employee Assistance Program for details)**

The EAP provides for mandated referrals when an employee is involved in a traumatic incident while on the job or for performance or behavior related issues. The City pays the cost for such mandated appointments when any initial no-cost appointment limitation has been exceeded. **Classified** and **Unclassified** SAMP employees may also be required as determined by the City Manager or his/her designee to undergo fitness for duty evaluations through the City's EAP provider or other appropriate qualified medical and/or psychological practitioners.

## B. Life Insurance

The City administers several life insurance programs available to **Classified** and **Unclassified** service SAMP employees.

1. Group Life Insurance Plan

All regular full-time SAMP employees are provided with a general group life insurance policy, the premium for which is paid by the City. **(See Benefits Summary Appendix and City Group Life Insurance Plan for details)**

2. SAMP Group Life Insurance Plan

All regular full-time SAMP employees are provided with a basic group life insurance policy in amounts equal to their annual salaries, the premiums for which are paid by the City. SAMP employees may exercise an option to purchase additional coverage through payroll deductions. The amount of coverage available may change from time to time consistent with periodic review and adjustment of this benefit program. **(See Benefits Summary Appendix and City SAMP Group Life Insurance Plan for details)**

3. One Percent Life Insurance Program

**SAMP Classified and Unclassified** employees ~~who are~~ enrolled as of January 1<sup>st</sup>, 2007 may continue to participate in the City “1% Life Insurance Program provided they maintain their participation on a continuous basis thereafter. Any employees who currently participate and choose to discontinue their enrollment will not be permitted to re-enroll in this benefit again at a later date. Employees hired after January 1, 2007 are not eligible to participate in the City 1% Life Insurance Program. **(See Benefits Summary Appendix or participating vendors for details)**

- C. Workers Compensation Insurance

All **Classified** and **Unclassified** service SAMP employees are covered under provisions of the State of Florida Workers Compensation law in the event of job-incurred injury or illness. Workers Compensation provides medical attention and hospital services in accordance with a schedule provided by the Florida Industrial Commission, as well as for designated wage income supplements when an employee is disabled from work for more than seven days by an injury that occurs on the job.

The City allows **Classified** and **Unclassified** SAMP employees to augment the Workers Compensation supplement with personal leave time in an amount sufficient to provide the employees with the equivalent of the regular rate of pay at the time of the injury (i.e., an employee receiving a two-thirds wage supplement from Workers Compensation may utilize paid leave time in an amount of one-third of wages to equal the full equivalent of the regular rate of pay).

#### D. Long-Term Disability

The City funds and administers a long-term disability program that is available to **Classified** and **Unclassified** service SAMP employees who are not covered by the City Employees' Pension Plan. (See **Benefits Summary Appendix and City Long Term Disability Plan for details**)

#### E. Unemployment Insurance

The City participates in and provides unemployment compensation insurance to **Classified** and **Unclassified** service SAMP employees as prescribed by law.

#### F. Liability Insurance

The City provides legal counsel to assist in the defense of any claim against **Classified** and **Unclassified** service SAMP employees where the claim results from the employees' employment with the City and where the employees acted within the scope of their employment. However, the City will not indemnify, pay, or insure any such claim based on an intentional tort committed by an employee.

### **SECTION 6 PERFORMANCE AND DISCIPLINE**

The City maintains a general ongoing program of performance and behavior management for all SAMP employees, intended to provide a process for working with employees whose performance or behavior does not meet established standards. Policy and procedure manuals for such programs are provided to all employees at the time of hire. SAMP employees may also receive annual job performance evaluations to determine the employees' effectiveness in successfully accomplishing job duties and responsibilities and achieving established work goals. Annual performance evaluations may also be utilized to determine the employees' fitness for merit pay increases or other salary adjustments as authorized by the City Manager.

**Classified** SAMP employees will not be disciplined except for just cause. All discipline will be consistent with due process. **Classified** SAMP employees may appeal such disciplinary action as provided in the Civil Service Rules & Regulations. However, new hire **Classified** SAMP employees in the initial probationary period have no right of appeal of disciplinary action. **Unclassified** SAMP employees have no right of appeal of disciplinary action through the Civil Service process.

All employees are required to disclose to their supervisor any felony or misdemeanor charge, conviction, plea of guilty whether or not adjudication was withheld, or plea of nolo contendere (no contest) of which they are the subject and which occurs on or off duty at any time during their employment with the City. This includes "driving while intoxicated" incidents and other crimes involving drugs or violence (e.g., the possession, manufacture, or sale of drugs, assault, battery, domestic violence, rape). This specifically includes criminal drug offenses occurring in the workplace. Disclosure is to be made to the immediate supervisor or his/her designee, whether or not adjudication is withheld, within five working days of the date of the arrest, charge, conviction, guilty plea, or plea of no contest. Failure to make this required disclosure will constitute grounds for disciplinary action. Minor traffic violations, not resulting in an arrest, need not be reported.

## SECTION 7 DRUG AND ALCOHOL PROGRAM POLICY

Recognizing that the use of controlled substances which cause intoxication or impairment on the job may pose risks to the employer, the affected employees, and their coworkers, the City has established a Drug and Alcohol Program Policy prohibiting such use. All **Classified** and **Unclassified** SAMP employees will be fully informed of the City's for cause drug and alcohol testing policies and procedures. **Classified** and **Unclassified** SAMP employees are not tested for drugs or alcohol unless there exists a reasonable suspicion that an employee is under the influence of drugs or alcohol or in accordance with Federal regulatory guidelines. The City Drug and Alcohol Program Policy delineates testing and follow-up procedures.

**Classified** and **Unclassified** SAMP employees who, as the result of reasonable suspicion, test positive for controlled substances are required to attend and complete an appropriate detoxification, alcohol, or drug abuse program as authorized by the City. Employees are permitted to use sick leave or may be granted a leave of absence without pay if they do not have sufficient accumulated sick leave to attend any such authorized program. After completion of a detoxification program, employees are subject to follow-up random testing for up to one year after completion of the program. A positive result on any follow-up testing may result in discipline or discharge.

**Classified** and **Unclassified** SAMP employees who seek voluntary assistance for alcohol and substance abuse will not be disciplined for seeking such assistance. Requests from employees for such assistance remain confidential and are not revealed to other employees or management personnel without the employees' consent. Such employees are referred to the City's Employee Assistance Program and are required to take remedial action in the form of an appropriate detoxification program in accordance with the procedures outlined above and the City's Drug and Alcohol Program Policy.

**Classified** and **Unclassified** SAMP employees who have been prescribed or issued a drug for any medical or other condition which might in any way impair their ability to perform their job must immediately notify their supervisor. The employer will consult with the appropriate medical authority to determine whether an employee can work while taking medication. If it is determined that an employee is unable to perform without impairment caused by the medication, the employee is placed on sick or annual leave until the condition is no longer present or use of the medication causing impairment is discontinued, or the employee may be provided reasonable accommodation in the form of an alternative assignment if such assignment is available.

## SECTION 8 RETIREMENT AND SAVINGS PLANS

### A. Pension Plan and Federal Social Security

**Classified** service SAMP employees and those subsequently promoted to **Unclassified** SAMP service are required by City ordinance to participate in the City Employees' Pension Plan. **Classified** and **Unclassified** SAMP employees who are enrolled in the City Employees' Pension Plan do not participate in the basic federal Social Security program. However, employees hired

after April 1, 1986, who are Pension Plan participants do participate in and contribute to Social Security Medicare coverage as required by law.

Employees in the Pension Plan contribute a percentage of their salary on a pre-tax basis, and the City also contributes to the Plan in an amount necessary to maintain the financial soundness of the plan, the percentage amounts to be in accordance with the City's Pension Ordinance. **(See Benefits Summary Appendix and City Pension Ordinance for details)**

**Unclassified** service SAMP employees may participate in the City Employees' Pension Plan only when authorized to do so by the City Pension Ordinance. **Unclassified** service SAMP employees who do not participate in the City Employees' Pension Plan participate instead in the federal Social Security program. The employee and the employer contribute to Social Security as required by law.

#### B. Deferred Compensation and Money Purchase Plan

**Classified** and **Unclassified** service SAMP employees may voluntarily participate in a 457(k) deferred compensation program offered by the City through authorized payroll deductions in accordance with IRS regulations and limitations for the amount they wish to defer from their salary. **Unclassified** service SAMP employees not covered by the City Pension Plan participate in the federal Social Security program and are also eligible to receive a contribution by the City into a 401(a) money purchase plan as specified in their Employment Agreement Letter. All deferred compensation and/or money purchase plans for **Classified** and **Unclassified** SAMP employees are administered in accordance with IRS limitations as to deferral amounts, whether paid by the City, the employee, or jointly. **(See Benefits Summary Appendix and City Deferred Compensation Plans for details)**

#### C. Retirement

In order to be eligible for retirement under the City Employees' Pension Plan, **Classified** and **Unclassified** SAMP employees must meet any of the criteria established in the City's pension ordinance. **Unclassified** service SAMP employees participating in the City 401(a) money purchase plan are eligible to retire in accordance with the terms and conditions of the plan. **(See Benefits Summary Appendix and City Pension Ordinance or 401(a) Plan for details)**

Prior to retirement, **Classified** and **Unclassified** service SAMP employees may utilize their vacation leave balance at 100% value and sick leave balance at 50% value to advance their date of retirement. During such advancement period, employees are considered as regular employees for service credit to the pension plan, and the City and the employees continue to contribute to the pension plan.

During any period of retirement advancement, **Classified** and **Unclassified** SAMP employees are not eligible to receive or accrue any benefits except retirement credit. The benefits that are stopped include but are not limited to vacation and sick leave accrual, holidays, insurance premium payments, workers compensation, salary increases, allowances, reimbursements, and special payments or bonuses of any kind.

Upon completion of a total of 21 consecutive years or more service with the City, **Classified** and **Unclassified** SAMP employees are entitled to begin accumulating “bonus” days for the purpose of retirement advancement or a cash settlement to be paid only at retirement. Such bonus days are accumulated in accordance with the following schedule and may not exceed a total of 15 days.

21 years service	1 bonus day
22 years service	2 bonus days
23 years service	3 bonus days
24 years service	4 bonus days
25 years service	<u>5 bonus days</u>

maximum = 15 cumulative bonus days

## **SECTION 9 SENIORITY, LAYOFF, AND RECALL**

### A. Seniority

Seniority is defined as the length of continuous service in City employment. Seniority continues to accrue during all types of paid leaves of absence and other leaves where specifically provided. After successful completion of the initial probationary period, seniority reverts to the date of employment.

**Classified** and **Unclassified** SAMP employees may lose their seniority or have their seniority date adjusted as a result of any of the following:

1. Voluntary termination
2. Retirement
3. Termination for cause
4. Failure to return from leave within prescribed time limits.
5. Unpaid leave of 30 calendar days or more.

### B. Layoff and Recall

**Classified** and **Unclassified** service SAMP employees may be laid off by the City Manager when there is lack of work or funds, abolition of positions, or material changes in duties or organization, which require a reduction in personnel. All emergency, temporary, or probationary **Classified** SAMP employees will be laid off before any regular **Classified** SAMP employee serving in the same class. The City Manager retains at all times the right to terminate the services of any **Unclassified** service SAMP employees as their employment constitutes an “at-will” status in accordance with their Employment Agreement Letters.

When the need arises for laying off regular **Classified** service SAMP employees, the order of layoff may take into account both service ratings and seniority. Typically, layoffs will be by classification on a City-wide basis. Employees who are subject to layoff may have the opportunity to revert to the positions held prior to their current classification. If such movement requires further reduction in the workforce, the same procedure may be utilized for subsequent positions and the process continued through the ranks thereafter.

Names of regular **Classified** service SAMP employees who are laid off are placed on the re-employment list for vacancies that may occur in the appropriate class for up to one year thereafter. **Classified** SAMP employees who are eligible to have their names placed on a re-employment list may, upon written request and the approval of Human Resources and the City Manager, have their name placed on the re-employment lists for classifications at the same or lower level requiring essentially the same or lesser qualifications or for other classes which the employees previously occupied. Names are placed on re-employment lists in the order of City seniority.

**CITY OF CLEARWATER  
SUMMARY OF SAMP BENEFITS EFFECTIVE JANUARY 1, 2007**

BENEFIT	PROVISION	WHEN ELIGIBLE
<b>Medical Insurance</b>	Base HMO plan for employee paid by City; other options available at employee cost from \$41.97 - \$59.69/BW for employee, \$90.76 - \$193.45/BW for employee + 1, and \$190.33 - \$359.28/BW for employee + family.	First day of the month following the month of hire.
<b>Dental Insurance</b>	Various plans available at employee cost from \$4.25 - \$19.08/BW for employee, \$7.19 - \$38.67/BW for employee +1, and \$11.33 - \$57.01/BW for employee + family.	First day of the month following the month of hire.
<b>Vision Insurance</b>	Current stand-alone plan available at employee cost of \$2.87/BW for employee, \$5.74/BW for employee + 1, and \$7.67/BW for employee + family.	First day of the month following the month of hire.
<b>Wellness</b>	Free access provided for all Classified and Unclassified SAMP employees to any City recreational facility. Additional facility programs available at employee cost.	Upon hire
<b>Holidays</b>	10 City-designated holidays per year.  3 Floating holidays per year.	Upon hire. Prorated in first year depending on hire date; must be employed 60 days before use.
<b>Vacation</b>	Ten days for first year of service, increased incrementally to a maximum of 20 days per year after 16 years of service. Current cap for new hires of 320 hours.	Upon accrual.
<b>Sick leave</b>	Ten days per year for Unclassified SAMP employees; twelve days per year for Classified SAMP employees. Current cap of 1560 hours for Classified employees hired prior to January 1, 2009 and cap of 1040 hours for Classified employees hired January 1, 2009 or after. Current cap of 975 hours for Unclassified employees.	Upon accrual.
<b>Funeral Leave</b>	Four days paid leave for death in "immediate" family; 4 days leave chargeable to sick leave for death in "extended" family.	Upon hire.
<b>Jury Leave</b>	As needed.	Upon hire.
<b>Military Leave</b>	Up to 17 days per year for training. Up to six months for active duty.	Upon hire.
<b>Family Medical Leave (FMLA)</b>	Up to 12 weeks leave per year as provided for under federal law. Paid or unpaid based on employee's accrued leave balances.	After 12 months of employment and at least 1,250 hours worked in the preceding 12 months.

**CITY OF CLEARWATER  
SUMMARY OF SAMP BENEFITS EFFECTIVE JANUARY 1, 2007**

<b>BENEFIT</b>	<b>PROVISION</b>	<b>WHEN ELIGIBLE</b>
<b>City of Clearwater Employees' Pension Plan</b>	As provided in ordinance in effect at time of retirement. Employees currently contribute 8% of salary to the plan and the City currently contributes a minimum of 7% of salary to the plan. Current annual pension amount upon retirement is based on average salary for best 5 of last 10 years times 2.75% times number of years of service.	Admitted upon hire for Classified SAMP employees and those later promoted to Unclassified SAMP status. Vested after ten years. Eligible for full pension at age 55 with 20 years service, age 65 with 10 years of service, or any age with 30 years service. Hazardous duty employees are eligible at any age with 20 years service.
<b>401(a) Money Purchase Plan</b>	City contribution per City ordinance. Currently 8% of salary.	Upon hire for Unclassified SAMP employees only.
<b>Deferred Compensation 457(k) Plan</b>	Maximum employee contribution of up to 100% of salary. (\$16,500 for 2009)	Upon hire.
<b>Standard Group Life Insurance</b>	Premium for \$2,500 coverage paid by City.	Upon hire.
<b>Standard SAMP Group Life Insurance</b>	Premium for coverage of one times annual salary paid by City; additional coverage up to three times employee's annual salary available at employee cost.	Upon hire.
<b>"1%" Life Insurance</b>	1% program in which City pays one-half the annual premium up to 1% of employee's base salary.	No new enrollment effective April 1, 2007. Current enrollees must maintain participation on a continuous basis to remain eligible.
<b>Long-term Disability Insurance</b>	Premium paid by City for employees precluded from participation in City Pension Plan; maximum of \$5,000 per month payment depending on salary.	90 days after the date of hire.
<b>Tuition Reimbursement</b>	Up to \$1,200 per fiscal year and \$1,500 per fiscal year for graduate level. Amounts over \$650 are subject to repayment if employee leaves City within 2 years of reimbursement.	Upon completion of 6 months of satisfactory performance.
<b>City Vehicle/ Auto Allowance</b>	As negotiated in Employment Agreement Letter for Unclassified SAMP employees.	Upon hire for Unclassified employees only.
<b>Mileage Reimbursement</b>	Rate per City ordinance for business related travel in personal vehicle.	Upon hire.
<b>Employee Assistance Program (counseling, problem resolution, legal assistance)</b>	Voluntary, confidential program available to all SAMP employees and their families. Up to 5 visits at no cost.	First day of the month following the month of hire.
<b>City/County Employee Credit Union</b>	Payroll deduction available with direct deposit.	Upon hire.