



HARMONY COMMUNITY  
DEVELOPMENT DISTRICT

# **EMPLOYEE POLICY MANUAL**

Revised – October 2019

# HCDD Employee Policy Manual

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# HCDD Employee Policy Manual

## I. ORGANIZATION OVERVIEW

### A. Relationships among Harmony CDD, the District Manager, Field Services Staff, and Florida Resource Management (FRM)

Harmony Community Development District (HCDD or “District”) is a special purpose local government established under Chapter 190, Florida Statutes. The single and special purpose of the HCDD is to manage the works of the District.

The District has a Board of Supervisors that is authorized to exercise all of the powers granted to the District by law. § 190.006, Fla. Stat.

The District is also required by law to contract with a District Manager who shall manage the works of the District. § 190.007(1), Fla. Stat. Harmony’s current District Manager is Kristen Suit with InfraMark, 407-566-1935.

The Field Operations Manager answers to the District Manager, who answers to the Harmony CDD Board of Supervisors. The Field Operations Manager supervises all CDD Field Services Staff.

The District, through the District Manager, has entered into a co-employment relationship with Florida Resource Management (“FRM”). Under this relationship, FRM’s responsibilities include: 1) payroll processing, and 2) providing worker’s compensation coverage and claims handling. New employees are required to sign an employment agreement with FRM. This agreement is set forth in Appendix 2. Although FRM is considered an employer for these purposes, it is the District, through the District Manager, that maintains direction and control over the workplace and supervises all day-to-day work and activities of the employees. Employees’ first line of contact for any employment related questions or issues should be through the Field Operations Manager or the District Manager, Kristen Suit with InfraMark, 407-566-1935, as the situation warrants, and not FRM.

District employees shall acknowledge receipt and knowledge of this Policy Manual by signing and submitting a copy of Appendix 1.

### B. Organization Chart

See Appendix 3 for the HCDD Organization Chart.

## II. MAJOR EMPLOYMENT LAWS

### A. Americans with Disabilities Act (ADA)

The ADA is the federal law which prohibits discrimination against any qualified employees or applicants with a disability. It requires that such persons be provided “reasonable accommodation” to participate in the job application and selection process; or, if employed, to perform the “essential functions” of their job; provided such accommodation can be made by the employer without “undue hardship.” If employees have questions or concerns about who is covered and whether employees qualify for a special accommodation, contact the District Manager, Kristen Suit with InfraMark, phone 407-566-1935.

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### **B. Equal Employment Opportunity (EEO)**

EEO refers to federal laws, regulations, and policies prohibiting discrimination in employment practices. Harmony Community Development District complies with these laws by assuring each applicant and employee equal opportunities without regard to that person's race, color, gender, religion, age, creed, national origin, marital status, disability, or political opinions/affiliations. Except as otherwise provided by law, the District also assures equal opportunity in recruitment, appointment, training, promotion, demotion, compensation, retention, discipline, separation, or other employment practices to any person who is an applicant or employee, including persons with disabilities.

Employees who feel they have been discriminated against should contact the District Manager, Kristen Suit with InfraMark, at 407-566-1935; and then contact the Florida Commission on Human Relations at 850-488-7082 for more information or visit their website at <http://fchr.state.fl.us/>.

### **C. Fair Labor Standards Act (FLSA)**

The FLSA is the federal law requiring that covered employees be paid at least the federal minimum wage and overtime pay (at time and one-half of the employee's regular hourly rate of pay) for all hours worked over 40 hours in a workweek. Employees not covered by the FLSA are referred to as "exempt" and those who are covered by the FLSA minimum wage and overtime provisions are referred to as "non-exempt."

The 40-hour workweek is the work period (also called FLSA period) for most non-exempt employees. Exempt employees are not eligible for overtime pay under the FLSA. However, under certain circumstances they may receive leave credits or straight-time pay, depending on the pay plan and level of their position, for work beyond their scheduled work hours. The work period for exempt employees is always the same as their pay period. That is, for biweekly employees it covers an 80-hour period that falls between specific biweekly start dates and end dates.

If employees are not sure whether they are an exempt or non-exempt employee under the FLSA and whether their work period is the 40-hour workweek, an extended work period, or the same as employees pay period, they should ask their supervisor.

### **D. Florida Civil Rights Act (FCRA)**

Section 760.05, Florida Statutes, provides that the Florida Commission on Human Relations (FCHR) shall promote and encourage fair treatment and equal opportunity for all persons regardless of race, color, religion, sex, national origin, age, handicap, or marital status and mutual understanding and respect among all members of all economic, social, racial, religious, and ethnic groups; and shall endeavor to eliminate discrimination against, and antagonism between, religious, racial, and ethnic groups and their members. The mission of the FCHR is to prevent unlawful discrimination by ensuring people in Florida are treated fairly and are given access to opportunities in employment, housing, and certain public accommodations; and to promote mutual respect among groups through education and partnerships.

For more detailed information, please contact the FCHR at 850-488-7082 or visit their website at: <http://fchr.state.fl.us>.

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### E. Veterans' Preference

Chapter 295, Florida Statutes, sets forth the requirements for public employers to provide preferences in employment, retention, and promotion to eligible veterans, spouses of veterans, and other veterans' preference eligible individuals.

An overview by the Department of Veterans' Affairs on veterans' preference can be found at: [http://floridavets.org/?page\\_id=62](http://floridavets.org/?page_id=62). Additional information on veterans' preference is provided by the Department of Management Services at:

[http://www.dms.myflorida.com/workforce\\_operations/human\\_resource\\_management/for\\_state\\_personnel\\_system\\_hr\\_practitioners/recruitment\\_and\\_selection](http://www.dms.myflorida.com/workforce_operations/human_resource_management/for_state_personnel_system_hr_practitioners/recruitment_and_selection)

### F. Florida Whistle-Blower's Act

This Act prevents public employers or their independent contractors from taking retaliatory action against an employee who reports to an appropriate agency, violations of law on the part of a public employer or independent contractor, as defined in section 112.3187(3)(d), Florida Statutes, that creates a substantial and specific danger to the public's health, safety or welfare. It also prevents public employers or independent contractors from taking retaliatory action against any person who discloses information to an appropriate agency alleging improper use of governmental office, gross waste of funds, or any other abuse or neglect of duty on the part of an agency, public officer, or employee.

Violations of this act should be reported in accordance with section 112.3187, Florida Statutes. Any employee who has a complaint should immediately contact the Field Operations Supervisor, the District Manager, and/or the Office of the Inspector General.

## III. EMPLOYMENT POLICIES

### A. New Hires

Harmony Community Development District, through FRM, hires only U.S. citizens and lawfully authorized alien workers. As required by federal law, new hires must present documentation of employment authorization within three days of employment and employees with work visas that have an expiration date must provide continued proof of a valid visa or work authorization or face termination. Harmony residents will have preference in the hiring process.

### B. Open Door Policy

Anytime an employee needs to discuss concerns related to their job they may contact the Field Operations Manager or the District Manager, Kristen Suit with InfraMark at 407-566-1935, as the situation warrants. All matters discussed will be kept confidential to the extent possible and no reprisal of any kind will be taken against anyone. Sometimes this may be regarding an employee's performance review or disciplinary action. Sometimes it may be suggestions to improve the working environment or a problem with another employee. No matter the situation, the District Manager, Field Operations Manager, or designee will likely be able to correct the problem or clear up the misunderstanding on a face-to-face basis.

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Resolving matters may require bringing in other employees if they are a part of the problem or concern. If the employee, the Field Operations Manager, or the District Manager deems it necessary, either or both employees may bring in a witness.

It is the intent of the District to review all concerns and/or complaints and make every effort to give them complete, careful, and fair consideration.

### C. Performance Review Policy

Performance reviews provide a means for discussing, planning, and reviewing the performance of each employee. Regular performance reviews: 1) help employees clearly define and understand their responsibilities; 2) provide criteria by which employees' performance will be evaluated; 3) suggest ways in which employees can improve performance; and 4) provide a fair basis for awarding compensation based on performance.

During the employee's first year, performance reviews will be performed every 3 months. Following the first year, performance reviews will be performed annually.

The performance review will be performed according to the criteria on the FRM Employee Evaluation Form contained in Appendix 6.

### D. Terminations

Termination, which is formalized and documented per Appendix 8, is defined by the category and action to be taken as follows:

Resignation – When the termination is voluntary on the part of the employee, a two-week notice, in writing, is expected. Employees shall have a right to terminate their employment at any time.

Three (3) consecutive days of absence without notice to appropriate management is considered resignation without notice.

Release – This is a termination that results during the probationary period when it has been demonstrated to the District that the employee may not be suited for the type of work or may lack the qualifications necessary to perform the position.

Lay-off – Lay-off results when no work is available for the employee. In the event of a lay-off, the employee shall receive pay in lieu of PTO not taken.

Retirement – An employee may retire upon notifying the District no less than thirty (30) days prior to the proposed retirement date. Provided such notice has been given, the employee shall receive pay in lieu of PTO not taken.

Discharge – The District reserves the right at any time to terminate employment with or without cause. An employee who is discharged is usually not subject to rehire. In case of discharge with cause, an employee will not receive any PTO or other accrued non-wage benefits unless mandated by law. In the case of discharge without cause, the employee will receive pay in lieu of PTO not taken. Whether it is with or without cause, an employee who is subject to discharge retains such recourse as may be provided in applicable State and Federal law.

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## **E. Exit Interview**

Exit interviews are used to collect feedback from employees who separate so as to promote continuous quality improvement. Employees are encouraged to conduct an in-person exit interview with the District Manager. If employees desire an exit interview, please contact the District Manager, Kristen Suit with InfraMark at 407-566-1935. Even when employees do not desire an in-person exit interview, they are encouraged to complete the exit informational survey attached as Appendix 5.

## **IV. COMPENSATION**

### **A. Job Descriptions**

Job Descriptions are contained in Appendix 4.

### **B. Compensation for Hours Worked**

Starting wages are offered on a competitive basis commensurate with experience and breadth of position offered as established in the attached Appendix 4.

Special licenses, if required for the employee's position, are paid for by the District and merit a wage increase. Said increase anticipates that employees will maintain the special license and continue in the position that the employee had when obtaining the license.

Information regarding pay and salary ranges is also contained in Appendix 4.

### **C. Raises**

All positions are subject to a 90-day probationary period; if satisfactorily completed, most positions are provided a modest wage increase. Employees may be entitled to an annual pay increase subject to the discretion and approval of the Board of Supervisors.

The Field Operations Manager may be granted a longevity and/or performance increase subject to the discretion and approval of the District Manager and the Board of Supervisors.

### **D. Benefits**

Employees may be entitled to health, dental, and vision benefits once they have completed their 90-day probationary period. Coverage for the employee is provided at no cost. Spouse and/or family coverage is available, but the employee must pay the full cost of that additional coverage through a payroll deduction. For more information on benefits, please contact the Field Operations Manager. If an employee elects not to receive benefits through the District, the employee may be subject to an additional compensation package.



## V. ATTENDANCE AND LEAVE

### A. Attendance

Employees are required to be present on their assigned jobs for the total hours in the established workday or work period unless their supervisor authorizes absence from duty. Employees who expect to be absent from work for any reason should request approval from their supervisor as much in advance as possible. Paid Time Off requests will be handled on a first-come, first-serve basis. When an employee will be late to or absent from work, the supervisor is to be notified by phone. Absences without authorization will result in leave without pay and may be cause for disciplinary action, up to and including discharge.

### B. Work Schedules

Standard business/office hours are from 7 a.m. to 7 p.m., seven (7) days a week. Seasonal changes may be implemented from time to time that may affect the standard schedule. However, employees are only expected to work forty (40) hours per week. Staff will rotate responsibility for weekend shifts. Regular days off can only occur in the following cycles: Friday-Saturday or Sunday-Monday.

Two rest breaks of fifteen (15) minutes each may be taken during an eight (8) hour shift. The Field Operations Manager or his assistant must be notified before and after the lunch and rest breaks. Breaks are to be observed according to the procedures of the work unit to which the employee is assigned, and breaks may not be combined or accumulated to cover a late arrival, early departure or extended lunch. Lunch breaks should be taken at the employee's own initiative between 11:30 A.M. and 2:00 P.M. Lunch breaks are limited to one (1) hour.

If an employee must leave the jobsite (District systems and facilities) for any reason, the employee must inform the Field Operations Manager.

### C. Employee Attendance Records

The Field Operations Manager will record and maintain timesheets for all staff.

### D. Paid Time Off

Paid time off (PTO) may be used to cover sick days and vacation/personal time. Before taking PTO for vacation/personal time, the employee must submit an advanced request for supervisor approval. Such request may be denied if the employee's absence would adversely affect the work unit. Vacation/personal time taken on weekend shifts (Friday, Saturday, Sunday, or Monday) must be specifically approved by the Field Operations Manager.

Paid time off is "*use-it or lose-it*" and will reset each year on October 1st, which is the beginning of the District's fiscal year. That is to say, if any employee has accrued leave hours that are not used by October 1st, they will be forfeited.

After the 90-day probationary period and up to 1 year of service, new employees will accrue PTO leave at a rate of 6 hours per month; a total of 54 hours during the first year. After the employee's 3 year anniversary, the employee will accrue PTO leave at a rate of 10 hours per month;

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a total of 120 hours during each year. After the employee's 5-year anniversary, the employee will accrue PTO leave at a rate of 12 hours per month; a total of 144 hours during each year. These hours include sick, personal, and vacation accruals.

Although the total amount of an employee's PTO hours is determined based on the above monthly accrual schedule, the total hours will be banked and may be used in advance during the fiscal year. In other words, an employee does not have to wait until the end of the fiscal year to take a vacation that would use all PTO hours that the employee is entitled to accrue during that fiscal year.

An employee who is absent without authorization will be placed on leave without pay and may be subject to appropriate disciplinary action, up to and including discharge.

Paid Time Off (PTO) will be subject to advanced approval of the Field Operations Manager. Employees must fill out the PTO Request Form contained in Appendix 9. In the case of illness or emergency when a PTO Request Form cannot be submitted to the Field Operations Manager in advance, employees are still required to notify the Field Operations Manager by phone.

### **E. Holidays**

The following are holidays upon which Harmony CDD will be closed:

- New Year's Day — January 1
- Memorial Day — Last Monday in May
- Independence Day — July 4
- Labor Day — First Monday in September
- Thanksgiving Day — Fourth Thursday in November
- Christmas Day — December 25

The following are additional holidays upon which Harmony CDD may be closed (floating holidays):

- Easter
- Day after Thanksgiving
- Christmas Eve

Employees will be credited a maximum of eight (8) hours of pay on these holidays. If an employee is scheduled to work on a holiday, the employee will receive regular pay for the hours worked that day as well as an additional eight (8) hours of holiday pay.

## **VI. GENERAL INFORMATION**

### **A. Personal Appearance/Dress Code**

Employees are expected to be neat and clean in appearance and dress appropriately for public contact. No camouflage clothing will be permitted. Employees must wear the Harmony CDD Field Operations shirt with jeans, solid cargo pants, or solid shorts.

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## **B. Smoking Policy**

Smoking or vaping is not permitted when employees are working in close proximity to Harmony Residents.

## **C. Safe Use of Cellular Phones**

The District promotes safe use of any cellular phones by encouraging drivers to follow common sense tips to ensure their wireless phone is not a distraction. It is even more important to pay attention to the road and make driving safety the employee's first priority. Do not use a cellular phone when driving. Stop at a safe location to answer calls or text messages. Driving while texting is against the law and law enforcement officers are authorized to stop motor vehicles and issue citations as a secondary offense to persons who are texting while driving. It will also result in a verbal warning from the Field Operations Manager.

Abuse or over-use of personal phones or private use of the CDD phone will result in a verbal warning. Continued violations following a verbal warning may be cause for additional disciplinary action, up to and including discharge.

## **D. Personal Property**

The District cannot assume responsibility for the loss or theft of employees' personal property or valuables. Employees are encouraged to keep such property in a safe place.

## **E. District Property**

District vehicles and other property are only to be used for District purposes.

## **F. Jury/Civic Duty**

If employees are subpoenaed for involuntary jury duty, or as a witness in a court of law, employees must notify the District as soon as possible of the time and place employees are to serve. Employees must provide the District with a copy of employee's subpoena or other court order.

An employee shall receive full pay for any absence from work necessary to serve on a jury, provided, however, any compensation received for said service or attendance, other than mileage, shall be given to the District. Any employee who is dismissed from jury duty prior to noon shall return to work for the afternoon session.

If the employee fails to return to work as required, then he shall submit a PTO Request Form and the time off will be charged to the employee's PTO. Any employee who is required to attend court on his day off is exempt from the reimbursement procedure.

## **G. Severe Weather Conditions**

The District is concerned with the safety of its employees regarding the transportation to and from work during inclement weather. Employees should use their best judgment in determining whether it is safe to report to work during hurricanes, floods, tornadoes, or other inclement weather.

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Employees are responsible for contacting the Field Operations Manager to find out opening and closing hours during such circumstances. If employees cannot make it to work on time, the employee must call the Field Operations Manager as soon as possible, to let him/her know when the employee will be able to arrive at work. If inclement weather occurs during the work day, employees are to report to the Field Operations Manager's office and wait for the weather to pass before returning to work.

### H. Solicitations/Distributions

Solicitations and distributions can put undue pressure on employees and interfere with work activities. Therefore, the following shall apply to solicitations or distributions of literature.

There will be no solicitation or distributions of literature during working time or at any time in working areas.

Solicitations which are forbidden include, but are not limited to, solicitations for magazines or periodicals, subscriptions, memberships in organizations, and political contributions.

Distributions which are forbidden include, but are not limited to, political or religious literature, advertising brochures, and packages of materials, leaflets, or information bulletins.

Strict compliance with this rule is required of all employees. Violation of this rule will be grounds for discipline, up to and including discharge.

## VII. EMPLOYEE RELATIONS

### A. Drug-Free Workplace

The District acknowledges that drug use has serious adverse effects in the workplace resulting in lost productivity and poses a threat to public health and safety. Maintaining a healthy and productive workforce with safe working conditions free from the effects of drugs decreases the occurrence of injuries on the job, absenteeism and theft, and promotes employee morale.

The Drug-Free Workplace Act promotes the goal of drug-free workplaces within government through fair and reasonable drug-testing methods for the protection of public employees and employers.

Section 112.0455, Florida Statutes, identifies and defines the types of authorized drug testing: job applicant testing, routine fitness for duty testing, follow-up testing, random testing, and reasonable suspicion drug testing. Random testing and job applicant testing are currently carried out only under separate, specific legislative authorization. "Reasonable suspicion drug testing" means drug testing based on a belief that an employee is using or has used drugs in violation of the employer's policy drawn from specific objective facts and reasonable inferences drawn from those facts in light of experience. A job applicant is defined in section 112.0455, Florida Statutes, as "a person who has applied for a position with an employer and has been offered employment conditioned upon successfully passing a drug test." To learn more about the other types of drug-testing, review [section 112.0455](#), Florida Statutes.

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All employees are expected to adhere to the District's standards of conduct concerning the possession and/or use of drugs or alcohol while on duty or while in or on District property. Violations of this policy will result in disciplinary action, up to and including discharge.

### **B. Harassment**

The District has a strict policy against discrimination and harassment in the workplace. It is expected that all employees will interact fairly and honestly with one another to ensure that the work environment is free of intimidation and harassment.

The District is committed to providing all job applicants and employees with an environment free of discrimination and unlawful harassment. Actions, words, jokes, or remarks based on an individual's sex, race, ethnicity, age, religion, physical impairment, or any other legally protected characteristic will not be tolerated. This policy also prohibits harassment in any form, including verbal, physical, and visual harassment.

Unwelcome sexual conduct, such as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when it is made as a term or condition of employment or, unwelcome sexual conduct, which creates an intimidating, hostile, or offensive work environment will not be tolerated.

Any employee who believes a co-worker, member of management, or agent of the District has unlawfully harassed him/her should promptly report the matter to District Manager, Kristen Suit with InfraMark at 407-566-1935. Every employee can raise concerns and make reports without fear of reprisal.

The District will make every effort to ensure that complaints of harassment are resolved promptly and effectively. All actions taken to resolve complaints of harassment through investigations shall be conducted confidentially to the extent possible.

Similar actions of harassment directed towards residents and/or visitors of the District by employees are also prohibited and will not be tolerated. Employees are expected to be courteous and respectful of residents and visitors at all times. Any reports regarding such behavior will be promptly investigated.

Any employee after appropriate investigation, who is found to have engaged in the harassment of an employee, resident, or visitor, will be subject to disciplinary actions, up to and including discharge, with or without warning per Appendix 7.

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APPENDIX – 1

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge receipt of the Harmony Community Development District Employee Handbook. I accept my responsibility to read and understand this handbook, including the District's policy on discipline and standards of conduct. I understand the topics discussed in this handbook represent the general policies of the District and that the District may impose additional requirements, depending upon the nature of my position.

Employee Name: \_\_\_\_\_  
*(Please print)*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

---

## APPENDIX - 2



### AGREEMENT

I, THE UNDERSIGNED EMPLOYEE, IN CONSIDERATION OF MY HIRING BY FLORIDA RESOURCE MANAGEMENT, LLC ("FRM") AS AN AT-WILL LEASED EMPLOYEE OF FRM, ACKNOWLEDGE AND AGREE TO THE FOLLOWING:

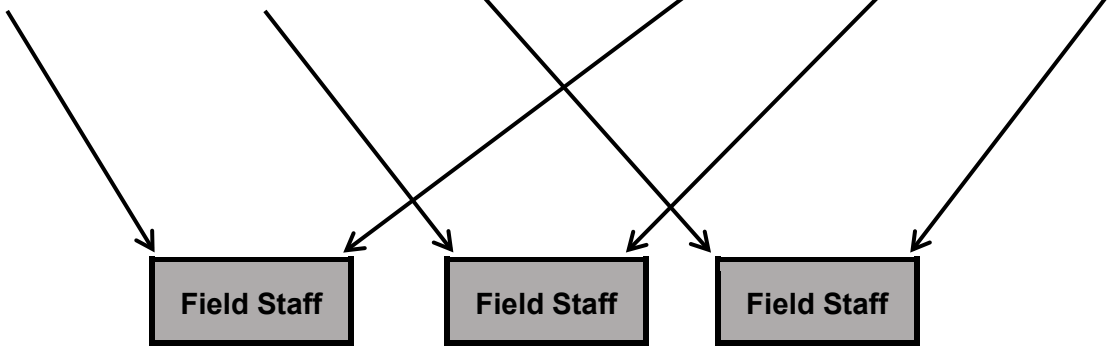
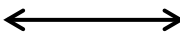
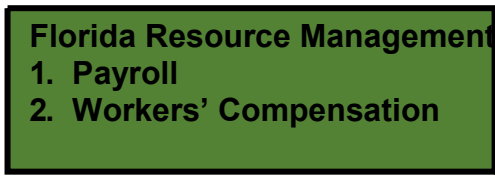
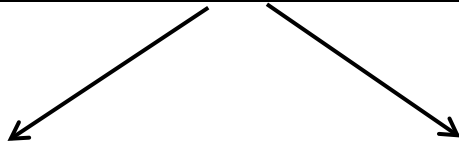
- I have been hired as an at-will employee of FRM which is an employee leasing company
- There is no contract of employment which exists between me and the client to which I have been assigned, nor between FRM and me and FRM have no liability with regard to any employment agreement.
- I understand and agree that either FRM or I can terminate our employment relationship at any time as I am an at-will employee of FRM.
- I further understand and agree that continued employment with the client to which I have been assigned is an essential requirement for employment with FRM and that if my employment with the client to which I have been assigned ends, my employment with FRM will also immediately end at that time.
- I also agree that while I am a leased employee of FRM, if FRM does not receive payment from client for services which I perform as a leased employee, FRM will still pay me the applicable minimum wage (or the legally required minimum salary) for any such pay period, and I agree to this method of compensation.
- I understand and agree that FRM has no obligation to pay me any other compensation or benefit unless FRM has specifically, in a written agreement with me, adopted the client's obligation to pay me such compensation or benefit.
- I understand that the client to which I am assigned at all times remains obligated to pay me my regular hourly rate of pay if I am a non-exempt employee and to pay me my full salary if I am an exempt employee even if FRM is not paid by the client to which I am assigned.
- I understand and agree that FRM does not assume responsibility for payment of bonuses, commissions, severance pay, deferred compensation, profit sharing, vacation, sick, or other paid time off pay, or for any other payment, where payment for such items has not been received by FRM from the client to which I am assigned.
- In recognition of the fact that any work related injuries which might be sustained by me are covered by state workers' compensation statutes, and to avoid the circumvention of such state statutes which may result from suits against the customers or clients of FRM or against FRM based on the same injury or injuries, and to the extent permitted by law, I hereby waive and forever release any rights I might have to make claims or bring suit against any client or customer of FRM or against FRM for damages based upon injuries which are covered under such workers' compensation statutes.
- I also agree to comply with any drug testing policy which FRM may adopt, and I specifically agree to post-accident drug testing in any situation where it is allowed by law.
- In addition, I also agree that if at any time during my employment I am subjected to any type of discrimination, including discrimination because of race, sex, age, genetic information, religion, color, retaliation, national origin, handicap, disability, or marital status, or if I am subjected to any type of harassment including sexual harassment, I will immediately contact an appropriate person of the client company to which I have been assigned. In most instances, this appropriate person will be the president of the client company. Should I choose not to contact the client company for any reason, I may contact FRM human resources director at \_\_\_\_\_ in order to obtain assistance in the resolution of such matters. I understand and agree FRM does not have actual control over my workplace and as such, is not in a position to end or remediate any discrimination, harassment, or retaliation which may be occurring. The responsibility to resolve and/or end such inappropriate conduct rests with the client company; however, FRM will attempt to facilitate a resolution.
- I understand and agree that if I am accepted as a leased employee of FRM, I am expressly prohibited from performing any work outside the state of Florida for client during my status as a leased employee except as is allowed pursuant to the workers' compensation policy provided to me by FRM or except as may be allowed in writing by FRM and FRM workers' compensation carrier. If I work outside the state of Florida for client without first securing this approval, I understand that, I will not be a leased employee of FRM and may not be provided workers' compensation benefits through FRM or FRM workers' compensation carrier. My leased employment with FRM will be considered immediately terminated upon commencement of my trip outside the state of Florida to perform work for client where prior approval has not been received as set forth herein.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE



# Harmony CDD ORGANIZATION CHART



## APPENDIX – 4

### **HCDD Field Services Field Operations Manager Job Description**

Responsibilities and requirements include:

- Hiring and training of new staff
- Performance monitoring and evaluations
- Monitoring existing projects
- Planning day-to-day operations
- Managing Bi-weekly Payroll and Benefits Packages
- Manage budget and coordinate materials to ensure ongoing operations
- Analyzing workload
- Planning, attending and following-up after CDD Board of Supervisors meetings
- Arranging for maintenance & repair of fleet of vehicles/equipment to minimize downtime
- Ongoing cross-training to be proficient in all tasks to fill-in for absent employees as needed
- General administrative duties to ensure employees are working effectively and efficiently
- Managing and controlling the resident Pool Access ID Card System
- Administrating the Online Resident Boat Reservation System
- Controlling and managing the Rain Bird Maxicom Irrigation System
- Maintaining the Door King Access System for pools and Buck Lake
- Required 24/7 availability in case of emergencies

### **HCDD Field Services Aquatics/Custodial Manager Job Description**

Responsibilities and requirements include:

- Required Certification: Certified Pool Operator.
- For all water bodies open to the Harmony public: Ensure all chemical balances and safety guidelines are within FDOH specifications
- Daily clean and deep clean all public and inside pool restrooms on CDD property
- Performing maintenance on restroom plumbing
- Cleaning and repairing pool furniture
- Monitoring safety and rules in all areas within the Harmony pools and splash pad
- Conducting pool ID checks
- Blow off the pool decks and splash pad daily
- Maintaining splash pad and pool equipment, (i.e., changing filters and performing minor repairs)
- Opening and closing the pools by procedure
- All other duties required in the changing environment of the CDD Field Services

## APPENDIX – 4

### **HCDD Field Services Dock Master Job Description**

Responsibilities and requirements include:

- Maintain the cleanliness and safety of the Buck Lake Dock and Boathouse
- Responsible for the entire reservation process on a day-to-day basis.
- Responsible for keeping up the maintenance of equipment and Boats/Kayaks/Canoes.
- Will receive basic cross-training on all facets of CDD Field Services.
- All other duties required in the changing environment of the CDD Field Services

### **HCDD Field Services Pond Master Job Description**

Responsibilities and requirements include:

- Required Certification: Florida Aquatics Pesticide/Herbicide Certification
- Performing overall maintenance of all Harmony Ponds
- Providing a monthly pond report to the Field Operations Manager
- Keeping record of and updating all MDS sheets
- Ordering required chemicals
- Maintaining all equipment required for spraying ponds
- Safely storing all chemicals used on ponds
- Applying chemicals to ponds, as needed

### **HCDD Field Services Irrigation Job Description**

Responsibilities and requirements include:

- Performing installation, maintenance and repair *of all irrigation systems*
- Operating small power equipment and hand tools to install, maintain and repair irrigation systems and related components including irrigation lines, sprinkler heads, control panels, valves, etc.
- Possessing a basic knowledge of the Rain Bird Maxicom System and its functions
- Will receive basic cross-training on all functions of CDD Field Services
- All other duties required in the changing environment of CDD Field Services

## APPENDIX – 4

### HCDD Field Services Floater Job Description

Responsibilities and requirements include:

- Maintaining and emptying dog potty stations throughout the week
- Performing minor custodial work
- Maintaining all sidewalks, including power washing and grinding.
- Maintaining the cleanliness of the 192 median (i.e., removing road debris, etc.)
- Filling in for Dock Master 2 days a week, when necessary
- Performing play area safety and maintenance checks
- Replenishing gas for vehicles and water for CDD Field Services Staff
- Working on special projects, as needed
- Will receive basic cross-training on all aspects of CDD Field Services
- All other duties required in the changing environment of CDD Field Services

### HCDD Field Services Pay Scale and Salary Information

Position Description	Starting	Mid Point	Maximum
<b>Hourly Positions</b>			
<b>Floater</b>	\$ 12.50 per/hr	\$ 13.50 per/hr	\$ 14.50 per/hr
<b>Dock Master</b>	\$ 14.50 per/hr	\$ 15.50 per/hr	\$ 16.50 per/hr
<b>Irrigation Worker</b>	\$ 15.00 per/hr	\$ 16.00 per/hr	\$ 17.00 per/hr
<b>Aquatics/Custodial Manager</b>	\$ 16.00 per/hr	\$ 17.00 per/hr	\$ 18.00 per/hr
<ul style="list-style-type: none"> <li>• Modest \$0.50/hr increase generally provided after 90-day probationary period.</li> <li>• Maintaining certifications required for position warrants \$1.00/hr increase.</li> <li>• Employees may be entitled to an annual pay increase subject to the discretion and approval of the Board of Supervisors.</li> </ul>			
<b>Salaried Position</b>			
<b>Field Operations Manager</b>	\$ 52,500 annum	\$ 57,500 annum	\$ 62,500 annum
<ul style="list-style-type: none"> <li>• May be granted a longevity &amp;/or performance increase subject to the discretion and approval of the Board of Supervisors.</li> </ul>			

a/o October 2019

Compensation in lieu of Insurance Benefits:

Any employee who chooses to not purchase insurance through payroll deductions will be offered offsetting equivalent compensation in the form of a \$2.00 per/hr pay increase. This offer applies equally to all job categories, all pay scales, and all positions.

## APPENDIX – 5

### CONFIDENTIAL Exit Information Survey

\*\*\*If you desire an in-person exit interview, please contact the District Manager, Kristen Suit with InfraMark, at 407-566-1935. Otherwise, please fill out this form and return it to the District Manager, Kristen Suit at 175 Hampton Point Drive, Suite 4, St. Augustine, Florida 32092.

Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_

1. How did you learn about the job opening for your current position?
2. Why did you accept that job offer versus another?
3. Were the duties and demands of your job (*i.e.* maintaining the works of the District) described accurately during the interview process?
4. Were you given training to perform the job? How would you assess the quality of that training? What are some of the areas for improvement?
5. Were your own expectations for the job met?
6. Describe the workplace environment.
7. Were there any special problem areas within the works of the District (the systems, facilities, parks and recreation, etc.)?
8. What improvements can you suggest to your job (to make it easier, more challenging and more interesting)?
9. Were you and your supervisor able to work together effectively?

## APPENDIX – 5

10. What kind of feedback did you receive from your supervisor and how frequently?
11. How could your supervisor have helped you more on the job?
12. How would you describe your supervisor's management style?
13. How would you describe the management style of the District Manager?
14. What do you like most about working here?
15. What do you like the least about working here?
16. What do you feel good about accomplishing in your job and in your time here?
17. What factors contributed to your decision to leave? What might have been done to prevent you from leaving?
18. What makes your new job more attractive than your present job?
19. What are your general feelings about working for this CDD?
20. Would you consider returning to this CDD if a position were available in the future?

## APPENDIX - 6

### EMPLOYEE EVALUATION

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Manager: \_\_\_\_\_

Anniversary Date: \_\_\_\_\_

Department: \_\_\_\_\_

Year Hired: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_

Raise Approved: Yes  No

New Hourly Rate: \_\_\_\_\_

BEHAVIOR	ASSESSMENT				COMMENTS
	Role Model Outstanding	Highly Effective	Effective	Needs Improvement	
Adaptability					
Communication					
Customer Service					
Interpersonal Skills					
Judgment					
Personal Account- Ability/Ownership					
<b>JOB PERFORMANCE</b>					
Quality of Work					
Quantity of Work					
Job Knowledge					
Dependability					
Initiative					
Organizational Skills					
<b>ATTENDANCE</b>					
Absences					
Tardiness					

Overall Rating (Check One):

Outstanding

On-Target Performance

Strong Performance

Action Needed

Employee Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

APPENDIX - 7

EMPLOYEE WARNING REPORT

-CONFIDENTIAL-

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Client Company Name: \_\_\_\_\_ Violation Date: \_\_\_\_\_

Violation			
<input type="checkbox"/> Alcohol/Drug Abuse	<input type="checkbox"/> Attendance	<input type="checkbox"/> Attitude	<input type="checkbox"/> Carelessness
<input type="checkbox"/> Conduct	<input type="checkbox"/> Fighting	<input type="checkbox"/> Insubordination	<input type="checkbox"/> Personal Work
<input type="checkbox"/> Quality of Work	<input type="checkbox"/> Safety	<input type="checkbox"/> Tardiness	<input type="checkbox"/> Work Rules
<input type="checkbox"/> Other:			

Company Statement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets if necessary)

Employee Statement:

- I agree with the company statement.
- I do not agree with the company statement.

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets if necessary)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Indicates receipt of written warning)

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



APPENDIX – 8

**FLORIDA RESOURCE MANAGEMENT  
(FRM) EMPLOYEE TERMINATION**

Name of Employee: \_\_\_\_\_

Termination Effective Date: \_\_\_\_\_

Reg. Hours to be paid on final check: \_\_\_\_\_

Vacation Hours to be paid: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

**Reason for Termination:**

**Voluntary Resignation (check one)**

- Secured better position
- Dissatisfied (type of work)
- Dissatisfied (salary)
- Dissatisfied (supervisor)
- Dissatisfied (working conditions)
- Generally dissatisfied
- Retirement
- Returned to school
- Moving out of area
- Family or personal circumstances
- In Lieu of Discharge
- No Reason Given

**Involuntary Termination (check one)**

- Absenteeism or Tardiness
- Failure to Meet Performance Expectations
- Insubordination
- Not qualified for the position
- Gross Misconduct
- Dishonesty or Theft
- Job abandonment
- Death
- Other

**Lay Off (check one)**

Lack of Work

Job Eliminated

Reason for leaving (Supervisor's statement) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Eligible for Re-hire?       Yes       No

If no, Explain: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

APPENDIX – 9

**HCDD Field Operations  
Paid Time Off (PTO)  
Request Form**

Please submit this form for approval at least two weeks in advance of your preferred PTO dates.

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Remaining Banked PTO Days: \_\_\_\_\_

PTO Dates Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ through \_\_\_\_/\_\_\_\_/\_\_\_\_

Returning: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Number of Days Requested: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee Date \_\_\_\_\_

Approval:

\_\_\_\_\_  
Field Operations Manager Date \_\_\_\_\_





## Contact Information

**District Manager:** Kristen Suit  
E-Mail: [Kristen.Suit@inframark.com](mailto:Kristen.Suit@inframark.com)  
Phone: 497-566-1935  
Address: 175 Hampton Drive, Suite 4  
St. Augustine, FL 32092

**Field Services Manager:** Gerhard van der Snel  
E-Mail: [GerhardHarmony@gmail.com](mailto:GerhardHarmony@gmail.com)  
Phone: 407-301-2235  
Address: 7360 Five Oaks Drive  
Harmony, FL 34773

**(FCHR):** Florida Commission on Human Relations  
Website: <https://fchr.myflorida.com/>  
Phone: 850-488-7082  
Address: 4705 Esplanade Way, Room 110  
Tallahassee, FL 32399

**(CIGF):** Chief Inspector General of Florida  
Website: <http://www.floridaoig.com/>  
E-Mail: [cig@eog.myflorida.com](mailto:cig@eog.myflorida.com)  
Phone: 850-717-9264  
Address: Room 1901 - The Capitol  
Tallahassee, FL 32399-0001