

HCDD Employee Policy Manual

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.