Agenda

Crystal River City Council Meeting
Regular Meeting Agenda
Monday, January 26, 2026 at 5:30 PM
Citrus County Welcome Center

Joe Meek, Mayor
Chris Ensing, Vice Mayor/Council Seat #3
Gabrielle Satchell, Council Seat #1
Mindi Hastings, Council Seat #2
Robert Holmes, Council Seat #5

Audra Curts-Whann, City Manager
Rob Batsel, City Attorney
Mia Fink, City Clerk

NOTICE TO PUBLIC

Any person who decides to appeal any decision of the Governing Body with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose may need to provide that a verbatim record of the proceeding is made, which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the City of Crystal River, City Manager's Office, 123 N.W. Highway 19, Crystal River, Florida, 34428 (352) 795-4216, at least two (2) days before the meeting.

GENERAL MEETING PROCEDURES

1. In consideration of others, we ask that you follow a few basic rules:

   A. Please turn cell phones off, or place on vibrate. If you must make a call, please step out into the hallway.

   B. If you must speak to someone in the audience, please speak softly or go out into the hallway.

   C. Personal comments/remarks, directed to Council or the public, are not allowed and are considered out of order.

2. Public Comment:

   A. The general public will be allowed three (3) minutes to speak during the Public Input section at the beginning of the meeting and five (5) minutes to speak during the Public Input section at the end of the meeting.

1. CALL TO ORDER
A. Roll Call
B. Invocation
C. Pledge of Allegiance
D. Recognition of Elected Officials in Attendance

2. ADOPTION OF AGENDA

3. PRESENTATIONS

A. State of the City Address

4. UNFINISHED BUSINESS

5. PUBLIC INPUT

(Three Minute Time Limit)

6. APPROVAL OF CONSENT AGENDA

A. Motion to approve minutes of the City Council meeting held January 12, 2026

B. Monthly Departmental Report Summary for the Month of December

C. Motion to approve the scheduling of a City Council Workshop to be held February 17, 2026 at 1:00 p.m.

D. Motion to accept the resignation of Gregory Acker from Planning Commission Seat 7, appoint Charlie Kish to Seat 7 from Alternate Seat 1, and appoint Scott Davis to Alternate Seat 1 from Alternate Seat 2.

E. Motion to approve modifications to the Human Resources Policy Manual dated January 26, 2026

F. Motion to approve addendum to franchise agreements to the following four companies as paddle craft vendors at Kings Bay Park: Hunter Springs Kayaks, Manatee Paddle, Get Up and Go, and Waters Edge Adventures.

7. PUBLIC HEARING

A. Consideration of Ordinance 26-O-2 (Application PCT25-0001) for a text amendment of the City of Crystal River Comprehensive Plan to provide for a transition period for property owners who relied in good faith on the Land Development Code and Comprehensive Plan in effect prior to the 2024 Amendments and had engaged with the City of Crystal River prior to the 2024 Amendments, on Second Reading, and hold a public hearing on January 26, 2026, at 5:30 p.m.
AN ORDINANCE RESCENDING AND REPLACING ORDINANCE 25-O-11, AMENDING THE CITY OF CRYSTAL RIVER, FLORIDA, COMPREHENSIVE PLAN PURSUANT TO SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUES, CONCERNING FUTURE LAND USE TEXT (POLICY) AMENDMENT; AMENDING FUTURE LAND USE ELEMENT BY ADDING OBJECTIVE 2.9 PROMOTING FAIRNESS AND ACKNOWLEDGING GOOD FAITH RELIANCE ON THE PREVIOUSLY APPLICABLE COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE PRIOR TO RECENT AMENDMENT; PROVIDING FOR A TRANSITION PERIOD DURING WHICH APPLICANTS DEMONSTRATING SUCH RELIANCE MAY ELECT TO PROCEED UNDER THE CURRENT OR PREVIOUSLY EXISTING COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

8. INTRODUCTION AND FIRST READING OF ORDINANCES

9. CITY ATTORNEY

10. CITY MANAGER

11. CITY COUNCIL

A. Motion to approve 2026 Council member Committee Assignments

12. COUNCIL MEMBER AND COMMITTEE REPORTS

A. Mayor Meek
B. Vice Mayor Holmes
C. Council member Satchell
D. Council member Hastings
E. Council member Ensing

13. PUBLIC INPUT

(Five Minute Time Limit)

14. ADJOURNMENT

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 26, 2026 **Agenda Item Number: 3.A.**

Requested Motion: State of the City Address

Summary:
Mayor Meek to deliver the State of the City address.

ATTACHMENTS:
Description
State of the City 2025 012326.pdf

Location: Chamber of Commerce/Regular City Council Meeting/915 S Suncoast Blvd
Date: January 26, 2026
Time: 5:30 pm

State of the City 2025

Completed in 2025

- Copeland Park Improvements – Fishing Pier, Playground, Security Fencing, Pavilion Flooring, Rain Gutters, Electrical and Fountains including Aeration, Drainage Improvements for Stormwater
- 1st Avenue Parking Lot – including Riverwalk land segment and Drainage Improvements
- Sidewalk from Copeland to Legrone – including three way stop at MLK/NE 1st Street

Set in Motion, Council Approved Contracts for Construction During 2026

- Riverwalk Waterward Phase 1 – Kings Bay Park to Crab Plant - contr
- Renovation of the Train Depot Main Structure
- Renovation of the DAV Building at Legrone Park
- Repair/Replacement of Riverwalk Segment at Paddletails
- Stormwater Restoration Phase I - areas identified by Kimley Horn for immediate restoration and cleanout under the Stormwater Master Plan preliminary evaluation

Projects underway in various stages of Design & Permitting

- Hunter Springs Park Seawall Restoration Project – design complete 2025, now in permitting
- Stormwater Master Plan – in final stages of analysis, to come to Council in spring 2026
- Riverwalk Waterward Phase 2 – Waterfront Crackers to Tipsy Tarpon
- Replacement of City Hall – completed initial design concepts project and approved the final architectural/engineering to bring design to permit and shovel-ready with Monarch Design Group
- Paradise Point Roadway Improvements – final design is underway

Location: Chamber of Commerce/Regular City Council Meeting/915 S Suncoast Blvd
Date: January 26, 2026
Time: 5:30 pm

Other Accomplishments

- Established Long Term Temporary City Hall Location and moved successfully
- Secured funding for Hunter Springs Park Seawall Restoration Project
- Secured funding for Southern Septic to Sewer Project (multiyear; initial design to start)
- Secured additional funding for Wastewater Treatment Plant Upgrade project, including federal appropriation and notification of state revolving funds loan availability
- Finalized funding for Paradise Point Roadway Improvements with FHWA
- Finalized paperwork/approval by County Commission for TDC funding for Riverwalk
- Submitted Golf Cart Study to FDOT for final approval of a single crossing of US 19 – additional crossings will be considered pending safety studies and success of first crossing location; approval to allow construction to commence is anticipated during first half 2026 per conversations with District 7
- Pursuing Additional Affordable Housing through the transfer of the Fountains and Hidden Lake Loan Agreement with the City for Phase II.
- Leased the Historic City Hall Building on Citrus Avenue to Crystal River Main Street furthering our partnership.

Location: Chamber of Commerce/Regular City Council Meeting/915 S Suncoast Blvd
Date: January 26, 2026
Time: 5:30 pm

State of the City 2025

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CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 26, 2026 **Agenda Item Number: 6.A.**

Requested Motion: Motion to approve minutes of the City Council meeting held January 12, 2026

ATTACHMENTS:
Description
January 12, 2026 Council Meeting Minutes.pdf

Minutes

Crystal River City Council Meeting
Regular Meeting Agenda
Monday, January 12, 2026 at 5:30 PM
Citrus County Welcome Center

1. CALL TO ORDER

Mayor Meek called the meeting to order at 5:30 p.m.

Council members present: Mayor Meek, Vice Mayor Robert Holmes, Council member Chris Ensing, Council member Gabrielle Satchell, Council member Hastings (upon Interim appointment swearing in)

Staff present: City Attorney Rob Batsel, Assistant City Manager/Public Works Director Troy Slattery, Parks and Recreation Director Leslie Bollin, Visitors Services Director Andrea Hullstrung, Human Resources Director Mary Helprin, Finance Director Michelle Russell-Maynard, Growth Management Director Carly Hanson, Fire Chief Frank Melillo, City Clerk Mia Fink

Vice Mayor Holmes led the invocation and Mayor Meek led the Pledge of Allegiance.

2. ADOPTION OF AGENDA

Motion to adopt the agenda was made by Vice Mayor Holmes; seconded by Council member Satchell. Motion carried 4-0.

3. PRESENTATIONS

A. Swearing in of Mindi Hastings as Interim Council member Seat No. 2

Honorable Judge Edward Spaight performed swearing in ceremony for Interim Council Member Mindi Hastings.

4. UNFINISHED BUSINESS

5. PUBLIC INPUT

Charlie Kish- Noted Pete's Pier launch fee increase and inquired about resident discounts and benefits.

Auvis Cole- Citrus County Tourism Director- Addressed Council confirming invitation to Partners in Tourism Discover Magazine release event scheduled for January 28th.

6. APPROVAL OF CONSENT AGENDA

A. Motion to approve minutes of the City Council meeting held December 8, 2025

B. Motion to authorize the Crystal River Lions Club to utilize the parking lot at 41 NE Crystal St. during the 2026 Florida Manatee Fest to park cars and fundraise

C. Motion to approve the scheduling of a City Council Workshop on January 28, 2026 at 10:00 AM to discuss City Manager Evaluation Process

D. Motion to accept the resignation of Kimberly Salter from Planning Commission Alternate Seat No. 1, appoint Charlie Kish to Alternate Seat No. 1 from Alternate Seat No. 2, and appoint Scott Davis to Alternate Seat No. 2.

Motion to approve the consent agenda was made by Council member Ensing; seconded by Council member Hastings. Motion carried 5-0.

7. PUBLIC HEARING

A. Consideration of Ordinance 25-O-15 (Application No. PCA25-0003) for an amendment of the Future Land Use Map for 9.20 acres addressed as 41 NE Crystal Street and 109 NE Crystal Street, owned by the City of Crystal River, on Second Reading, and hold a public hearing on January 12, 2025, at 5:30 p.m. This item is associated with the next item.

(Quasi-Judicial Public Hearing for items 7A and 7B held simultaneously).

City Clerk Fink read Ordinance Nos. 25-O-15 and 25-O-16 by title only. Mayor Meek reviewed the quasi-judicial procedure, calling for disclosure of conflicts of interest and ex parte communications. There were none.

Staff Presentation: Growth Management Director Carly Hanson presented on the item.

Applicant Presentation: N/A

Public Hearing: No one spoke for or against the ordinance.

Applicant Rebuttal: N/A

Motion to approve Ordinance 25-O-15 (Application No. PCA25-0003) for an amendment of the Future Land Use Map for 9.20 acres addressed as 41 NE Crystal Street and 109 NE Crystal Street, owned by the City of Crystal River, on Second Reading, and hold a public hearing on January 12, 2025, at 5:30 p.m. was made by Council member Hastings; seconded by Council member Satchell. Motion carried 5-0.

B. QUASI JUDICIAL Consideration of Ordinance 25-O-16 (Application No. PZM25-0003) for an amendment of the Official Zoning Map for 9.20 acres addressed as 41 NE Crystal Street and 109 NE Crystal Street, owned by the City of Crystal River, on Second Reading, and hold a public hearing on January 12, 2026, at 5:30 p.m. This item is associated with the previous item.

Motion to approve Ordinance 25-O-16 (Application No. PZM25-0003) for an amendment of the Official Zoning Map for 9.20 acres addressed as 41 NE Crystal Street and 109 NE Crystal Street, owned by the City of Crystal River, on Second Reading, and hold a public hearing on January 12, 2026, at 5:30 p.m. was made by Council member Satchell; seconded by Vice Mayor Holmes. Motion carried 5-0.

C. Consideration of Ordinance No. 26-O-01 (Application PCT25-0002) to adopt the annual update of the 5-year Capital Improvements Plan within the Capital Improvements Element of the Comprehensive Plan, as mandated by Florida Statutes, and hold the second public hearing on January 12, 2026, at 5:30 p.m.

City Clerk Fink read the ordinance by title only.

Staff Presentation: Growth Management Director Carly Hanson presented on the item.

Public Hearing: No one spoke for or against the ordinance.

Motion to approve Ordinance No. 26-O-01 (Application PCT25-0002) to adopt the annual update of the 5-year Capital Improvements Plan within the Capital Improvements Element of the Comprehensive Plan, as mandated by Florida Statutes, and hold the second public hearing on January 12, 2026, at 5:30 p.m. was made by Council member Ensing; seconded by Council member Hastings. Motion carried 5-0.

8. INTRODUCTION AND FIRST READING OF ORDINANCES

A. Introduction of Ordinance 26-O-2 (Application PCT25-0001) for a text amendment of the City of Crystal River Comprehensive Plan to provide for a transition period for property owners who relied in good faith on the Land Development Code and Comprehensive Plan in effect prior to the 2024 Amendments and had engaged with the City of Crystal River prior to the 2024 Amendments, on First Reading, and set a public hearing for January 26, 2026, at 5:30 p.m.

City Clerk Fink read the ordinance by title only.

9. CITY ATTORNEY

City Attorney Batsel introduced Ed O'Hanrahan who provided an update on the 579 US Highway 19, LLC project, noting upcoming meetings with potential tenants. He confirmed completion of 40,000 sq ft. of demolition, noting challenges with securing the building. He also addressed questions regarding meeting with adjacent property owner (589 US Highway 19).

City Attorney Batsel noted upcoming amendment to agreement to extend timelines to accommodate project. Mr. Batsel also noted obstacles faced by Highway 19 parcel owners.

10. CITY MANAGER

A. Motion to approve the purchase of 2017 Starcraft Allstar 24+2 Bus in the total amount of $67,500.00 from Model 1 Commercial Vehicles, Inc.

Assistant City Manager/Public Works Director Troy Slattery presented the item, noting enterprise fund source and Mayor Meek noted future Three Sisters Springs Visitor's Center relocation and related parking challenges.

Motion to approve the purchase of 2017 Starcraft Allstar 24+2 Bus in the total amount of $67,500.00 from Model 1 Commercial Vehicles, Inc.

B. Motion to authorize the Mayor to sign an agreement for the Crystal River Government Center Project, Proposal for Construction Documents with Monarch Design Group and enter into contract in the amount of $1,009,640.00

Assistant City Manager/Public Works Director Troy Slattery presented the item and addressed questions regarding demolition funding. Discussion was held regarding the various funding streams associated with the project and logistical challenges. Mr. Barnett Chenault of Monarch Design Group addressed questions regarding next steps and ability to make future modifications.

Motion to authorize the Mayor to sign an agreement for the Crystal River Government Center Project, Proposal for Construction Documents with Monarch Design Group and enter into contract in the amount of $1,009,640.00 was made by Council member Hastings; seconded by Council member Ensing. Motion carried 5-0.

Mr. Slattery requested a Council member representative to work with staff on upcoming workshop regarding City manager evaluation process. *Consensus was reached to appoint Council member Hastings.*

11. CITY COUNCIL

A. Motion to nominate and elect a Vice Mayor for a one-year term pursuant to the City Council Policy Manual, Section 22

Council member Satchell nominated Council member Ensing, who accepted.

Motion to nominate Council member Ensing to serve as Vice Mayor for a one-year term was made by Vice Mayor Holmes; seconded by Council member Satchell. Motion carried 5-0.

12. COUNCIL MEMBER AND COMMITTEE REPORTS

A. Mayor Meek confirmed MPO upcoming in February.
B. Vice Mayor Ensing confirmed TDC upcoming later in the week.
C. Council member Holmes confirmed upcoming CCCCF meeting and requested Growth Management Director Carly Hanson to develop a form letter requesting project status on outstanding development permit applications.
D. Council member Satchell discussion pedestrian safety issues when crossing Highway19 at Citrus Avenue. She also suggested utilizing vacant portion of City property located on Rev. Dr. Martin Luther King Jr. Blvd. (adjacent to Legrone Park) for parking.
E. Council member Hastings

13. PUBLIC INPUT

Frances Gillette- Inquired about cell tower demolition (relocation) and need to improve the WWTP.

Gail Kostelnick- Discussed revisiting previous proposal to develop crosswalks at all trasffic stops along Highway 19.

Terry Thompson- Inquired about the expenditure status of the "Crystal River Government Center Project" Commerce funding, potential demolition funding sources and need to prioritize WWTP expansion.

14. ADJOURNMENT

Mayor Meek adjourned the meeting at 7:05 p.m.

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 26, 2026 **Agenda Item Number: 6.B.**

Requested Motion: Monthly Departmental Report Summary for the Month of December

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ATTACHMENTS:
Description
2025 Summary Report- December.docx

Departmental Monthly Report Summary
December 2025

THE CITY CLERK'S OFFICE

During the month of December, the office clerked 1 public meeting, coordinating the agenda and drafting 8 agenda items. The Clerk's office also facilitated 18 (vs. 3 received in December 2024) public records requests and performed 13 notarizations on various legal documents. Recording items included 4 utility liens, 5 lien releases, and 3 variance orders. Ongoing responsibilities include contract management/facilitation for DPW, grant coordination/reporting, audio/visual equipment operations/coordination, budget-related obligations, scheduling for City Manager, Riverwalk permitting and easement coordination/processing, records management duties including facilitation of public records requests, ordinance and resolution drafting, as well as duties related to interim appointment process and special election. A notable project has been Records Management duties (digitization, archiving, purging.)

THREE SISTERS SPRINGS

Three Sisters Springs had a total of 7,361 visitors for the month of November. Fiscal year 25' November, had a total of 3,946 visitors. Visitor counts were up 86.6% from the previous year with an average of 263 people per day. We were closed for 2 Holiday's in November: Veteran's Day and Thanksgiving. November had #547 online admission tickets purchased totaling $7,665.50 in revenue. Gross revenue for the month totaled $97,450.50. Commission paid to USFWS totaled $23,265.50.

This month on Social Media:

Facebook:

- Facebook Viewers: 494,777
- Facebook Views: 1,426,273
- Facebook Content Interactions: 35,699
- Facebook Follows: 2,085
- Facebook Visits: 23,703

Instagram:

- Instagram Reach: 20,173
- Instagram Views: 101,370
- Instagram Content Interactions: 4,541
- Instagram Follows: 280
- Instagram Visits: 1,122

* Further details are listed in the full departmental reports.

HR/RISK MANAGEMENT

Open Positions
Volunteer Fire
Firefighter/EMT – PT
Three Sisters Visitor Experience Specialist - Seasonal

New Hires

Re-Hire

Voluntary Resignation
Ava Gustafson – Three Sisters Visitors Experience Specialist – PT
Justin Fouquette – Firefighter/EMT - PT

Employee Headcount
Full Time City & Fire – 42
Part Time City – 23
Fire Fighter Volunteer – 14
Fire Fighter/EMT Part Time – 8

Projects
Updating Human Resources Policy Manual
City Manager Evaluation and Process – compiling information

PUBLIC WORKS DEPARTMENT

Roads and Streets

- Storm ditches, cleaning in progress, City-wide.
- Cleaned out storm drainpipes City-wide.
- Repaired potholes City-wide.
- Fixed Transmission Leak on the Three Sisters Big Bus
- Tree cutting NE 3rd St, starting from east to west on 3rd and 4th & 3rd east side - Vegetation tree & bush in and around light posts after sunset, sidewalk is extremely dim. 358, 272, 279, 215 NE 3rd St., and 250 NE 1st Ave.
- December's First Friday Tree Lighting Setup was a great success.
- Christmas Parade Road closing and opening on US 19 was successful
- Cut the wooden braces off the side of Kings Bay Park pier
- Removed Debris Pile at Waste Wastewater Treatment Plant.

Capital Projects

- Paradise Point lift station manifold project. completed
- Indian Waters –.68 connected 1 in progress 8 not connected. These numbers include vacant lots that may be constructed if construction begins this year.
- Kings Bay Park Improvements – In engineering and design phase. Currently in the permitting phase.
- Paradise Point Drainage Project – In engineering and design phase.
- 25-B-05 Stormwater Drainage Clearing Areas out for bid. Bid closing date 09-10-25 Daly & Zilch has been awarded the contract.

* Further details are listed in the full departmental reports.

- 25-RFP-05 Depression restoration bid has been awarded to SMG and work has been completed.
- Riverwalk phase 1 bid package has been closed on 10/15/25 by A.D Morgan in review now for contractors to be chosen and awarded.
- 25-B-07 D.A.V Building Remediation Project for Bid closes 11/13/25.
- 25-B-08 Train Depot Building Remediation Project for Bid closes 11/13/25.

Parks & Park Rangers

- Citations written.....113
- Incident Reports Written……...9
- CCSO or Fire Notified…….5
- Boats Pumped.....67
- Gallons Pumped.....2797
- Park Ranger department placed back under direction of the Public Works Dept. Finalization of the Kings Bay franchise agreements submitted to management.

Utilities & US WATER

- Visited lift stations weekly for PM assessments
- New alternating relay installed in panel at LS # 9
- New batteries installed in OmniSite lift station monitors at LS #24
- Pulled pumps at LS 23 and LS 11 for cleaning and service, then re-installed
- Rebuilt broken bypass piping at LS 14
- New E-ONE sewage pump power cord installed at 3617 N Hiawatha Terr.
- Broken sanitary sewer wye replaced at 142 NE 11th St.
- Broken cleanout repaired at 704 NE 2nd Ave
- Broken cleanout repaired at 433 NW 8th Ave
- Repaired broken sewer lateral at 240 SE 2nd Ave
- Jetter sewer lines and cleaned manholes behind Citrus Ave Plaza
- Repaired water leaks at:
  - 316 NE 2nd St (service line)
  - 2040 NW 13th St (service line)
  - NW 18th Ct (leak on 6” main) NE 1st St & NE 4th Ave (6” main)
  - 3956 N Timucua Pt. (service line)
  - 611 NE 5th Terr. (2” main) o 755 NE 6th Terr. (service line)
  - 3831 N Catbird Pt. (service line)
- Repaired vehicle hit backflow preventer at 750 NE 5th St.
- New water meter installed at:
  - 1004 NE 3rd Ave
  - 3802 N. Apalachee Pt.
  - 411 NW 8th Ave

- Completed Work Orders:
  - 157
- Underground Utility Locates Performed:
  - 105

FIRE DEPARTMENT

* Further details are listed in the full departmental reports.

Fire Department Activities: During the month of December, the Fire Department received 99 calls for service. An average of 2.61 personnel per call and had an average response time of 4:46. The average time on scene was 20:07. CRFD attended First Friday and completed community engagement during the Crystal River Christmas Parade and the Inverness Christmas Parade. CRFD attended the Inverness Veterans Day parade. Fire Cadet trainings have continued at the fire station. There were 36 EMS calls and 48 calls for fire incidents and crashes. Firefighter Caid Pease has officially been with the City for one year.

PLANNING, COMMUNITY SERVICES, & DEVELOPMENT SERVICES

A. **POTENTIAL PROJECT(S) AND PERMIT(S) UNDER REVIEW:**

1. **Home2Suites (Hilton)** – **PB24-0172– 1150 NE 5th Street** – A new four-story, 75-room hotel located on the corner of State Road 44 and NE 12th Ave. The developer proposes to develop the parcel with a hotel and a future restaurant as part of a second phase that would front SR 44. This permit is ready to issue.
2. **Crystal River Mall Redevelopment**
    1. **Crystal River Townhomes – PZ24-0057 – 1801 NW Hwy 19** – Application for Civil Site Plan for seven 8-unit buildings for 56 townhouses with clubhouse and dog park. This permit has been issued.
3. **Restaurant (at Port Hotel and Marina) – PB24-0010 - 1508 SE Kings Bay Drive** - Proposed 22,690 sf restaurant. The permit was issued on 11-13-2024, and construction has commenced.
4. **Hotel (at Port Hotel and Marina) – PB24-0011 – 1508 SE Kings Bay Drive** – Proposed 85,500 sf (85-room) hotel. This permit has been issued, and construction has commenced.
5. **Jimmy's Fish Camp Seafood Restaurant – PB23-0019 – 300 S Hwy 19** – A new restaurant (16,781 sf) and outdoor deck (1,707 sf). The Building Permit has been approved and is ready to be issued. The Developer will use a private provider for building plan review and inspections.
6. **Microtel – PZ24-0041 –1030 NE 5th Street** – A preliminary review of a civil site plan was requested for a new 103-room hotel (10,160 sq. ft.) This application is currently under review.
7. **Magnolia Creek – New Commercial Center – PZ24-0048 – 605 NW US Hwy 19** – A Site Development Permit for a new commercial center with two buildings totaling over 107,000 square feet. This permit has been issued.
8. **Crab Plant Deck and Pavilion – PB25-0059 – 201 NW 5th Street** – A Building Permit for a 2-story deck and a covered pavilion at the Crab Plant Restaurant. This permit has been issued.
9. **Amanda Z Art Studio – PB25-0171 – 215 NE 3rd Street** – A Building Permit for an elevated art studio. This permit has been issued.
10. **Crystal Creek Townhomes – PZ25-0004 – SE Dr. Martin Luther King Jr. Avenue** – An application for Site Plan for an 82-unit Townhome Development. This project is currently under review.
11. **Fountains at Hidden Lakes – Phase II – PZ25-0023 – 10456 W Ashburn Ln** – An application for Site Plan of Phase II was submitted on August 4, 2025. The Developer is using a private provider for building plan review and inspections. This permit has been issued.

12. **Take 5 Oil – PZ25-0020 – 563 NE 5th Street –** An application for Site Plan for the construction of a Take 5 Oil. This permit has been issued.

BUILDING DEPARTMENT:

PERMITS ISSUED:

Res - Mechanical	2
Res - Roof	4
Com - Electrical	2
Res - Electrical	3
Res - Fence	2
Res - Window/Door	7
Res - Gas	2
Res - Alteration/Repair	9
Com - Mechanical	4
Com - Alteration/Repair	1
Res - Accessory Structure	3
Res - Pool	1
Com - Fence	1
Res - Seawall	1
Com - Sign	2
Res - Plumbing	1
Res - Minor Flood Repair	1
Com - Window/Door	1
Res - Dock/Boat Launch	1
Com - Minor Flood Repair	3
Com - Temporary Tent	3
TREE REMOVAL PERMIT	1
Com - Demolition	2
Com - Change of Occupancy	1
Res - Solar	1
Total Permits	**59**
Total Fees	**$18,081.00**
Total Construction Value	**$ 1,139,839.39**

INSPECTIONS:

Building	138
Fire	6
Code & Zoning	0
Total Inspections	**144**

CODE ENFORCEMENT:

* Further details are listed in the full departmental reports.

New/Open Cases	19
Closed Cases	23
Code Hearings	0
Total Cases	**42**

BUSINESS TAX RECEIPTS:

We are now within the Business Tax Receipt renewal season for 2026. Of the 770 businesses emailed renewal notices, we have currently processed 460 business renewals, or 60%.

FINANCE DEPARTMENT

Attached is the monthly report for the Finance Department as of December 2025. This report represents the first quarter for the fiscal year FY2026 – 25.21% of the year has been completed. This report is preliminary for FY2026 as it does not reflect the final FY2025 adjustments.

General Fund

Operating Revenues for the fiscal year are running less than the budget (-24.59%). Revenues will be skewed this year due to the return of the $5m bridge loan the City received for Idalia. Management agreed not to utilize these funds and return them. Also, a large volume of Ad Valoreum Tax revenues are received at the beginning of the year and will end in June. As of this date, we have completed 25.21% of the year; however, we have received 55.32% of this main General Fund revenue source (30.22% more). The state revenues are less than budget (15.4% vs 25.21%) to date due to FY2025 year-end accrual reversals. Interest earned in our bank accounts is slightly less than budget due to the consistent reduction in the prime rate; it is adjusted each month based on the current prime rate. We received 23.29% of our budgeted interest revenue ($76,713) for the first quarter of FY2026. Overall, revenue for the first quarter are good.

Operating Expenditures overall are at approximately 16.82% of the budget – 8.39% less than budget. Many departments had paid their annual dues and subscriptions as well as the computer licensing annual costs in October. These one-time annul costs tend to skew the numbers in the beginning of year. November/December saw little activity. Departments are beginning to plan their operations for the year and encumber funds to better assist with the operations of their department. Projected expenditures for FY 2026 are $21,129,174 or $13,277,425 more than the original budget; this is primarily for the rollforwards approved during the November council meeting some Hurricane Idalia & Helene funding.

Marketing/Special Events

Marketing and Special Events are reported as a Special Revenue Find; however, the fund is still reflected within the financials under the governmental fund. This fund will always net to zero as a monthly transfer from the General Fund is processed to balance the fund; this is the main revenue source for this fund. The total transfer for the first quarter totaled $35,649. Vendor events fees will be billed to each vendor for utilization of City space and utilities as City Events begin to take off for the year. The City will also begin to collect vendor sponsorships to assist with the cost of City events.

Building – new fund

This fund was established in FY25 to segregate Building and Planning activity separately. The main revenue source for this fund is building permit revenues; they are slightly more than budget to date ($154,329 – 35.65%). Expenditures are running less than budget ($60,404 – 14.19%). It is still early in the year; permits will continue to pick up over the next few months.

Visitor Services - Kings Bay Paddlecraft Program and Park Enforcement Program

Revenues for the year are less than budget (17.79% - a decrease of almost $41,500). Kayak fees are down almost 11% and parking meter collections, one of our main sources of revenues for the parks' operations, are down approximately 3%. Parking fines are also down almost 6.5%. As the season proceeds, collections in this area will continue as the tourists continue to come.

Expenditures for the year are less than the budget by approximately $44,000 (15.62%). The fund currently reflects a negative net position due to this purchase - $-11,212.

CIP

Revenues in the CIP Fund are low in comparison to the revenues budgeted (2.01%); this is primarily due to the state & local grant funding for projects totaling over $2.3 million which includes City Hall and stormwater analysis. Both the state revenue and the local option gas tax are in line with the budget for this month.

Capital expenditures for the quarter are also less than budget (8.52%). The majority spent for the quarter pertains to the City Hall rebuild and stormwater analysis project. Public Works are in the beginning stages of planning the various capital projects for the year.

Water/Sewer

Operating revenues are slightly less than the budget for the month (23.69% vs 25.21%). The only revenues for the quarter were the utility billings and interest earned at the bank.

Operating expenditures are in line with the budget (9.61%). The contract with U.S. Water in the amount of $1,786,410 has been encumbered for the year as reflected within the encumbrance (remaining balance is $1,340,907). Several of the SRF loans for the old sewer expansion projects were paid this quarter totaling over $267,583.

Capital Revenues for water and sewer are less than budget (3.21% vs. 25.21%). This is primarily due to the WWTP grant for which reimbursement will not be received until the project is up and running and the City begins to incur costs.

Capital expenditures like the revenues are less than the budget for the year (1.73% vs 25.21%). There was very little activity for the quarter as Public Works in coordination with U.S. Water are planning the capital projects for the year. Staff also continue to work on the sewer expansion projects. Most FY2025 projects were rolled forward into FY2026.

Sanitation

Sanitation revenues are slightly less than budget for the quarter (18.15% vs. 25.21%). The vendor again will pay the Franchise fees monthly vs. annually. The $140,000 collection reflects as revenue into the fund, and then a transfer to General Fund; twenty-five percent of this is the

$35,000.

Sanitation expenditures are below budget (15.33%) – 9.88% less than budget.

Three Sisters Refuge

Revenues for the first quarter slightly above budget compared to October - Manatee season began November 15 – 31.75% vs. 25.21%. Operating expenditures are slightly more than the budget for the quarter (27.74% vs. 25.21%). Three Sisters operations is in full force now. This fund reflects a positive net position for the quarter. Overall, this fund primarily continues to be self-sufficient.

CRA

Revenues for the first quarter are significantly less than budget (.43%) due to the Ad Valoreum Tax which has not been billed to the County as of this date. The only revenue normally received monthly is interest income; this revenue source is in line with budget (25.32% vs. 25.21%).

Expenditures for the quarter are primarily for payroll, land lease, loan payment, and some Riverwalk and Hunter Springs Park expenses. Costs will begin to increase once the Riverwalk project – Water Phase continues to move forward; the large encumbrance is for Riverwalk. This project was rolled forward into FY2026 in conjunction with the grant funding.

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 26, 2026 **Agenda Item Number: 6.C.**

Requested Motion: Motion to approve the scheduling of a City Council Workshop to be held February 17, 2026 at 1:00 p.m.

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 26, 2026 **Agenda Item Number: 6.D.**

Requested Motion: Motion to accept the resignation of Gregory Acker from Planning Commission Seat 7, appoint Charlie Kish to Seat 7 from Alternate Seat 1, and appoint Scott Davis to Alternate Seat 1 from Alternate Seat 2.

Summary:
On January 8, 2026, Gregory Acker submitted his resignation from the Planning Commission. He has served on the Planning Commission since being appointed on September 23, 2024. The term for Seat 7 was set to expire on September 30, 2027.

With the vacancy of Planning Commission Seat 7, staff recommends appointment of Charlie Kish to Seat 7 from Alternate Seat 1, and appointment of Scott Davis to Alternate Seat 1 from Alternate Seat 2.

With upcoming Alternate Seat 2 vacancy, staff is advertising for applicants and will bring forth an appointment at a later date.

Staff Recommendation:
Staff recommends acceptance of the resignation of Gregory Acker from Planning Commission Seat 7, appointment of Charlie Kish to Seat 7 from Alternate Seat 1, and appointment of Scott Davis to Alternate Seat 1 from Alternate Seat 2.

ATTACHMENTS:
Description
Planning Commission ROSTER_1_20_26.doc
Thank You_Acker.docx

CITY OF CRYSTAL RIVER PLANNING COMMISSION **3 Year Terms**

MEMBER TYPE/ SEAT #	NAME/ADDRESS	APPOINTED	TERM END	WORK EXPERIENCE
At Large per LDC 8.02.02(E)(2) **Seat #1**	**Richard Laxton** 1411 NW 19th St. Crystal River, FL 34428 352-302-2883 RLaxton@Tmarkhomes.com	**03/10/08(O)** 12/12/22 (A) 10/23/23 (R)	**9/30/26**	Architect/ General Contractor
Construction per LDC 8.02.02(E)(2) **Seat #2**	**Deborah MacArthur Anderson** 707 Miller Creek Road Crystal River, 34428 813-390-6010 deborahanderson0@me.com	**10/13/08(O)** 9/12/2022 (A) 9/22/25 (R)	**9/30/28**	Planning and Architectural Design
Office Mgr. per LDC 8.02.02(E)(3) **Seat #3**	**Kristen Coble** 1611 NW 20th Ave. Crystal River, FL 34428 352-302-9449 Kristen.L.Bare@gmail.com	**10/01/09(O)** 9/23/24 (A)	**09/30/27**	Education
At-large per LDC 8.02.02(E)(4) **Seat #4**	**Terrance "Terry" Thompson** 1107 SE 4th Ave Crystal River, FL 34429 352-895-3561 Captterryrealtor@gmail.com	**10/01/09(O)** 10/25/21 (A) 9/23/24 (R)	**09/30/27**	Real Estate Broker
Architect per LDC 8.02.02(E)(4) **Seat #5**	**Larry Schenavar** 221 SE 2nd Pl Crystal River, FL 34429 352-895-6838 lschenavar@gmail.com	**10/13/08(O)** 03/28/22 (A) 10/23/23 (R)	**09/30/26**	Consultant
At-large per LDC 8.02.02(E)(4) **Seat #6**	**Karen Cunningham** 2011 NW 15th Street Crystal River, FL 34428 352-795-2441 kscunn@gmail.com	**03/10/08(O)** 9/12/2022 (A) 9/22/25 (R)	**09/30/28**	Real Estate Broker
Property Appraiser per LDC 8.02.02(E)(3) **Seat #7**	**Charles Kish** 209 SE 2nd Place Crystal River, FL 34429 352-795-6406 charliekish@gmail.com	**10/13/08(O)** 1/26/2026 (A)	**09/30/27**	Engineer and Project Management
Alternate **Seat #1**	**Scott Davis** 1840 NW 18th Street Crystal River, FL 34428 352-795-6436 davislanding@gmail.com	**10/01/09(O)** 1/26/2026 (A)	**09/30/28**	Management, Landscaping, and Mechanical
Alternate **Seat # 2**	VACANT	**10/01/09(O)**	**09/30/26**	VACANT
Citrus County School District Non-voting Member S. 163.3174(1), F.S.	**Chuck Dixon, AICP** 2575 S Panther Drive Lecanto, FL 34461 (352) 746-3960 dixonc@citrusschools.org	**N/A**	**N/A**	Director of Planning and Growth Management, Citrus Co. Schools

O- Original Term Date
A- Appointed
R- Reappointed

1/26/2026 REV. 1

Department of Growth Management
123 NW Highway 19
Crystal River, FL 34428
352-795-4216 P
development@crystalriverfl.org
www.crystalriverfl.org

January 26, 2026
Gregory Acker
387 North Magnolia Circle
Crystal River, Florida 34428

Re: Your Service on the Planning Commission

Dear Greg,

The Crystal River City Council extends its sincere appreciation for your service and dedication to the Planning Commission. During your tenure, your thoughtful contributions and commitment helped shape our city into the wonderful community it is today.

Your expertise was a true asset to both the Commission and the broader community. Additionally, your willingness to assist with other city-related matters greatly enriched the work of the Commission and strengthened our collaborative efforts.

Thank you once again for your time, service, and meaningful contributions to the City of Crystal River. We wish you the very best in your future endeavors.

Joe Meek, Mayor
On Behalf of the City of Crystal River City Council

cc: Robert Holms, Vice Mayor
Gabrielle Satchell, Council Member
Mindi Hastings, Council Member
Chris Ensing, Council Member

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 26, 2026 **Agenda Item Number: 6.E.**

Requested Motion: Motion to approve modifications to the Human Resources Policy Manual dated January 26, 2026

Summary:

Motion to Approve Modifications to the Human Resources Policy Manual

Staff is presenting proposed revisions to the Human Resources Policy Manual to ensure policies remain clear and aligned with operational needs and best practices. These updates are intended to strengthen consistency, accountability, and employee understanding of workplace expectations.

Key Policy Revisions Include:
• Updates to the Network and Cell Phone Use Policies
• Updates to the Discipline Policy
• Clarification of Holidays and Holiday Pay

In addition, staff is recommending the adoption of a new Vehicle, Equipment, and Boat Use Policy to address the appropriate and responsible use of City assets.

Staff Recommendation:
Motion to Approve Modifications to the Human Resources Policy Manual

A motion to approve the proposed modifications to the Human Resources Policy Manual, dated January 26, 2026.

ATTACHMENTS:
Description
HR Manual Redlined January 2026.pdf
HR Manual Clean January 2026.pdf



HUMAN RESOURCES POLICY MANUAL

January 26, 2026

Deleted: October 1, 2025

City of Crystal River Human Resources Manual Document Revision

Version	Date	Revised By	Description of Changes
1.0	10/1/2023	Mary Helprin	Initial version
1.1	11/1/2023	Mary Helprin	Updated Employment Policy – page 12
1.2	5/1/2025	Mary Helprin	Exhibit A
1.3	10/1/2025	Mary Helprin	Artificial Intelligence Policy– Article 5
1.4	1/26/2026	Mary Helprin	Update Network and Cell Phone Policies - page 19
1.5	1/26/2026	Mary Helprin	Update Discipline Policy – Article 11
1.6	1/26/2026	Mary Helprin	Clarification of Holidays and Holiday Pay – page 46
1.7	1/26/2026	Mary Helprin	Add Vehicle/Equipment/Boat Policy – Article 6

Note: This revision page is intended to provide a summary of changes made to the Human Resources Policy Manual. For detailed information about specific policy revisions, please refer to the corresponding sections in the manual or exhibits.

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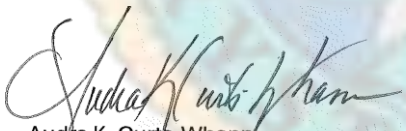
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The City of Crystal River was officially incorporated as a city on July 3, 1923, and proudly celebrated its centennial anniversary in 2023. As employees of this unique and growing city, we seek to ***serve*** its residents and visitors, and to ***maintain, preserve, enhance*** and ***embrace*** its beauty, charm and the abundance of nature around us.

The commitment, dedication and hard work of our staff are the driving factors in maintaining our residents' quality of life and making our city a place people want to visit to support our local businesses.

This employee handbook is divided into sections - including objectives and administrative policies, your responsibilities and rights as an employee, workplace safety guidelines, leave and compensation information, and general provisions to answer questions you may have as a valued employee of Crystal River. The handbook is intended to clearly communicate the city's policies and guide you during your career with the City. Please make yourself aware of the city's policies and guidelines.

We are proud to have you as a member of our team!



Audra K. Curts-Whann
City Manager
City of Crystal River

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INTRODUCTION

The purpose of this manual is to generally describe the Human Resources process and set forth policies to be followed by the City of Crystal River in the administration of its Human Resources program. This HR policy manual supersedes any previous HR Policy or manual. No manual can anticipate all circumstances that may arise. Actions taken where this manual is silent are the prerogative of the City Manager or the City Manager's designee. Questions regarding the interpretation of these policies or procedures should be directed to your immediate supervisor, Department Director and Human Resources Director.

Periodically existing policies will be revised to comply with changes in State and Federal Law. Proposed manual revisions will be prepared by the Human Resources Director and thereafter will be presented to the City Manager. Any such revisions will be communicated to employees via email, or memo from City Manager or Human Resource Director and said revisions shall supersede, modify and/or eliminate existing policies or benefits contained herein. An electronic copy will be posted on the City of Crystal River's Human Resources website. Printed copies will be available upon request.

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Employment at the City of Crystal River is an at-will relationship. This means that either the employee or the city may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee policy manual creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no city representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

ARTICLE 1 - GENERAL PROVISIONS

A. PURPOSE

The Human Resources Policy Manual is designed to be the primary reference document for communicating and interpreting Human Resources policies, programs, and procedures to employees at the City of Crystal River.

The City reserves the right to interpret, change, modify, add, delete or not apply all or part of the provisions of this manual at any time.

B. SCOPE

This Policy Manual applies to all City employees. Contract workers are excluded, except to the extent that rights and privileges are specifically provided in their written employment contracts.

Deleted: The terms of this Manual apply to all employees of the City except as follows contract workers shall have only those rights and privileges of employment as are specified in their written contracts of employment.¶

C. OPERATIONAL RULES, REGULATIONS AND PROCEDURES

The City Manager and Department Directors are authorized to establish and enforce departmental operational rules, regulations, and procedures in addition to those set forth herein, provided such rules, regulations, and procedures do not conflict with this Policy Manual.

Deleted: The City Manager and Department Directors may establish, and enforce departmental operational rules, regulations and procedures in addition to the regulations contained herein, provided, however, that any such rules, regulations and procedures shall not be inconsistent with the regulations contained herein.¶

D. DEFINITIONS

1. **ACTIVE MILITARY SERVICE** Active duty in the Florida defense force or federal service with any branch of the United States Army, Navy, Marine Corps, Air Force, or Coast Guard. The period of active military service shall commence with the date of entering upon active military service, and shall terminate with death, or a date thirty (30) days immediately next succeeding the date of release or discharge from active military service, or upon return from military service, whichever shall occur first. Active military service shall include the period during which a person in military service is absent from duty due to illness, wounds, leave, or other lawful cause.

2. **ANNIVERSARY DATE** The calendar date each year, which is the same as the month and day of an employee's initial date of employment. Re-employment after a break in service shall result in a new anniversary date.

3. **BREAK IN SERVICE** An interruption in continuity of employment by the City following the legal termination of such employment. Reductions in force for periods of less than eighteen (18) months shall not constitute a break in service.

4. **CITY** The City of Crystal River, Florida.

5. **COMPENSATION PLAN** A systematic process for evaluating jobs based on similarities in duties, responsibilities, and requirements. When positions have sufficiently similar duties, responsibilities, and requirements they are appropriately classified in one job with same title and be allocated on the same salary range.

6. **CONTRACT WORKER** A person who has a written contract for employment with the City to perform specific duties for a specified period of time.

7. **DATE OF EMPLOYMENT** The date on which an employee begins active employment with the City.

8. **DEMOTION** The reassignment, voluntary or involuntary, of an employee into a position having a lower pay range than the employee's previous position. The term does not include the reclassification of a position or the reallocation of a position.

9. **DEPARTMENT DIRECTOR** The Department Director of each City Department.

10. **DISCIPLINE OR DISCIPLINARY ACTION** The dismissal, suspension, demotion, or reprimand of an employee.

11. **DISMISSAL** An involuntary separation from employment, except by expiration of term, suspension or retirement.

12. **ELIGIBILE APPLICANT** A job applicant who meets the minimum qualifications for consideration for a position with the City.

13. **EMPLOYMENT-AT-WILL** The practice whereby employees are hired for an indefinite period of time, and the employment relationship may be terminated at-will by either party at any time. Unless otherwise indicated, all employees of the City of Crystal River shall be considered at-will employees.

14. **FISCAL YEAR** The period of time which begins on October 1st of each year and continues through September 30th of the following year.

15. **FULL TIME EMPLOYMENT** A full-time employee is an individual who is regularly scheduled to work in excess of thirty two (32) hours per week (on average, annually), as defined by the City's employment policies. Full-time employees are eligible for benefits as outlined in the City's policies, in accordance with federal law.

16. **FURLOUGH** A furlough is a mandatory temporary leave of absence from which the employee is expected to return to work or to be restored from a reduced work schedule.

17. **GRIEVANCE** A formal action initiated by an employee who believes that a workplace condition is unjust, inequitable, or hinders effective operations. However, dissatisfaction with performance evaluations is not considered a grievance unless the evaluation is alleged to be based on factors unrelated to job performance. Grievances do not include

complaints regarding disciplinary actions.

18. **IMMEDIATE FAMILY** The spouse, domestic partner, children (including step children), mother, father, sister, brother, grandmother, grandfather, and stepparent of an employee or an employee's spouse or domestic partner.

19. **INITIAL PROBATIONARY PERIOD** A six (6) month period of probationary employment, in the same position, immediately following the original date of employment by the City, or following a break in service. During this period, the employee may be disciplined or dismissed without a right of appeal.

20. **LATERAL TRANSFER** The movement of an employee from one position to another position having the same pay range and the same degree of responsibility. Lateral transfers may be within the same department or from one department to another.

21. **LAYOFF** A layoff is a separation of employment due to lack of work during periods of economic downturn or organizational restructuring. Layoffs may be permanent, or employers may implement a temporary layoff with the intention of recalling workers if circumstances allow.

22. **MANAGEMENT EMPLOYEES** An employee serving as a Director, Assistant Director and the City Manager (unless otherwise specified in employment contract).

23. **PART TIME EMPLOYMENT** Part-time employment is defined as a position in which an employee is regularly scheduled to work fewer than thirty-two (32) hours per week, (on average, annually). Part-time employees may be eligible for limited benefits as outlined in the City's employment policies and in accordance with federal law.

24. **PAY RANGE** is the established minimum and maximum rate of pay assigned to a specific job classification or pay grade within the City's compensation plan, an employer is willing to pay for a specific job or position.

25. **POSITION** A grouping of duties, responsibilities, designated classification, pay range, and tasks to be performed by an employee.

26. POSITION CATEGORY

Position category is defined as follows:

a. Officials and Administrators
b. Professionals
c. Administrative Support
d. Service/Maintenance
e. Skilled Trade Workers

Deleted: <#>**LEGAL HOLIDAY** Those days established by City Administration as a day when City offices are closed, and employees receive Holiday pay.¶

Deleted: <#>**OBSERVED HOLIDAY** Those days established by City Administration as Holidays that fall on a Saturday or Sunday are observed by the City on the preceding Friday or following Monday.¶

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27. **PROBATIONARY EMPLOYEE** A person who occupies a position included in the City's Compensation Plan who has not yet successfully completed his/her probationary period.

28. **PROMOTION** The competitive movement of an employee into a position having a higher pay range than the employee's previous position. The term does not include the reclassification of a position or the reallocation of a position.

29. **PROMOTION PROBATIONARY PERIOD** Normally, a period of three (3) months of conditional probation, immediately following promotion. This period may be extended for an additional period of up to six (6) months. Such period of employment does not affect the employee's rights as a regular employee, including the right to appeal disciplinary action.

30. **RATE OF PAY** An employee's wage or salary, whichever is appropriate to an employee's status under the Fair Labor Standards Act 29 U.S.C., Sections 201-219.

31. **REALLOCATION** The movement of a position to a higher or lower pay range based on an assessment of market conditions affecting the attraction, hiring, and retention of employees in that position.

32. **RECLASSIFICATION** The non-competitive movement of an employee to a position in the same or a different (higher or lower) pay range due to a material change in that employee's job duties and responsibilities.

33. **REDUCTION IN FORCE** The involuntary separation, through no fault of the employee, as by reason of lack of work, lack of funds, changes in organization, or similar cause, and without adverse effect on the employee's eligibility for further employment.

34. **REGULAR EMPLOYEE** An employee who has successfully completed the initial probationary period and does not fall into the Management category.

35. **RE-HIRE** The employment of a former City employee who has previously separated from City service and is subsequently returned to employment in a City position, whether in the same or a different classification, subject to applicable policies, eligibility requirements, and approval processes. Rehired individuals are considered new employees for all purposes of this policy manual.

36. **RESIGNATION** The voluntary separation from City employment initiated by an employee, whereby the employee formally notifies the City of their intent to leave their position, typically in writing and with advance notice, in accordance with City policy.

37. **RETIREMENT** The voluntary separation from City employment by an employee who meets the eligibility requirements for retirement under the applicable City-sponsored retirement plan, state retirement system, or pension program, and who elects to end

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active service and begin receiving retirement benefits.

38. **SENIORITY** An employee's length of continuous service with the City, measured from the employee's most recent date of hire or other date as defined by City policy, and used for purposes such as determining eligibility for benefits, promotions, layoffs, recalls, or other employment-related decisions.

39. **SEASONAL EMPLOYEE** An employee hired by the City for a limited period of time to meet temporary operational needs that recur on a seasonal or cyclical basis, such as tourism demand, special events, or weather-related activities, typically on a part-time basis.

40. **SUSPENSION** An involuntary separation in which an employee is temporarily relieved of duty, with or without pay, for a specified period of time as a result of misconduct, policy violations, or unsatisfactory performance.
41. **TRANSFER** The voluntary or involuntary movement of an employee from one position to another within the City Department to which the employee is assigned.

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ARTICLE 2 - EMPLOYMENT POLICIES

A. EQUAL EMPLOYMENT

The City of Crystal River provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The City of Crystal River will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon City of Crystal Rivers' business operations.

The City will make reasonable accommodations for qualified individuals with known legally recognized disabilities, under the Americans with Disabilities Act (ADA). This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

These protections extend to all management practices and decisions, including recruitment and hiring, evaluation systems, promotions, training, and career development programs.

B. PREFERENCE TO VETERANS

In accordance with the provisions of Chapter 205 Florida Statutes, Sections 295, 07-085 veterans and spouses of veterans who meet certain criteria are eligible for preference in employment or promotion provided the veteran or spouse possesses the minimum qualifications of the position as outlined in the job description. Such preference does not preclude the hiring (outside hire) of a non-veteran who is more qualified than a veteran.

Veterans' preference does not apply to the following positions with the City:

- City Manager
- City Attorney
- City Clerk
- Department Directors

C. DRUG AND ALCOHOL FREE WORKPLACE

The City's Drug-Free Workplace Policy is aimed at ensuring zero tolerance to illegal drugs at all times and its alcohol-free policy to zero tolerance under circumstances that affect or might affect the safety and wellbeing of employees, citizens and others, or that adversely affect or might affect the effective operation of City operations. This policy has been implemented in accordance with sections 440.101 and 440.102 of the Florida Statutes.

1. PROHIBITIONS

a. ILLEGAL CONTROLLED SUBSTANCES

The City prohibits the use, distribution, possession, manufacture, cultivation, sale or attempt to manufacture, sell or distribute illegal controlled substances at any time whether on or off duty and whether on or off City property. Illegal controlled substances are defined by applicable state and federal laws.

Please be advised that marijuana, even if prescribed for a medical purpose and even if deemed lawful by some states for other purposes, remains an illegal controlled substance under federal law. As such, the City strictly prohibits the use of marijuana for any purpose at all times, both on-and off-duty.

b. ALCOHOL ABUSE

Employees of the City are prohibited from using or possessing alcohol while on duty; while on City premises; while driving a City vehicle; while operating a piece of City equipment; or while being transported in City vehicles at any time. In addition, employees are prohibited from reporting to work under the influence of alcohol and from otherwise using alcohol in a manner at any time which adversely affects or might adversely affect the interests or operations of the City.

The City requires an applicant seeking employment with the City to submit to a pre-employment seven (7) panel drug screen. Any applicant who tests positive for illegal substances shall not be employed by the City.

The City may require an employee to submit to a blood, urine or other medical test to screen for the presence of unauthorized controlled substances or alcohol whenever there is reasonable suspicion that the employee is under the influence of unauthorized controlled substances or alcohol. Additionally, the City reserves the right, upon reasonable suspicion, to conduct a search of lockers, desks, purses/tote bags, equipment, and workspace on City property. The City further reserves the right to involve the Citrus County Sheriff's Office if there is reasonable suspicion that an employee has an illegal substance in their personal vehicle parked on city property.

Refusal of any employee to submit to blood, urine or other medical testing will result in appropriate disciplinary action up to and including dismissal. The City encourages any employee with a substance abuse problem to contact Human Resources Department for information about the City's Employee Assistance Program (EAP).

2. LEGAL USE OF PRESCRIPTION AND NON-PRESCRIPTION DRUGS

The legal use of prescription and non-prescription drugs is often necessary. Unless used in accordance with a valid prescription from a medical professional or in accordance with accepted over the counter uses, the City prohibits the use, distribution, possession, manufacture, cultivation, sale or attempt to sell or distribute prescription drugs. Employees are required to advise his or her supervisor if he or she is taking prescription or non-prescription drugs which have the potential to adversely impact the employee's job performance or the employee's ability to work in a safe and efficient manner.

Please be advised that marijuana, even if prescribed for a medical purpose and even if deemed lawful by some states for other purposes, remains an illegal controlled substance under federal law. As such, the City strictly prohibits the use of marijuana for any purpose at all times, both on-and off-duty.

3. REASONABLE SUSPICION TESTING

An employee will be subject to drug and alcohol testing whenever reasonable suspicion exists to believe the employee is using drugs or alcohol in violation of this policy or otherwise engaging in conduct in violation of this policy. Reasonable suspicion shall be based on specific, objective and articulable facts and reasonable inferences drawn from those facts in light of experience. In making this determination, relevant factors may include, but are not limited to:

a. Observable phenomena, such as direct observation of drug use or of physical symptoms or manifestation of being under the influence of a drug or alcohol;

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b. Abnormal conduct, erratic behavior or a significant unexplained deterioration in work performance;
c. A report of drug use, provided by a reliable source;
d. Evidence that an individual has tampered with a drug test during his or her employment with the City;
e. Information that an employee has caused or contributed to an accident or injury while at work;
f. Evidence that an employee has negligently or recklessly operated a vehicle, equipment or machinery while at work;
g. Evidence that an employee has used, possessed, manufactured, cultivated, sold, solicited, or transferred drugs.
h. Supervisors who determine that reasonable suspicion exists to require an employee to submit to a drug and/or alcohol test are required to promptly document in writing the circumstances which formed the basis of the determination that reasonable suspicion existed to warrant the testing.

4. ACCIDENTS, INJURY AND INCIDENTS

An employee will be subject to drug and alcohol testing whenever:

a. A City vehicle is involved in an accident, regardless of how minor. The driver/operator will be required to undergo a seven (7) panel drug test immediately.

b. In the event of damage of any City property over the amount of $500.00. The driver/operator will be required to undergo a seven (7) panel drug test immediately.

5. OTHER LAWFUL TESTING

The City reserves the right to conduct any other type of lawful drug or alcohol testing. Employees who are subject to the drug and alcohol testing requirements imposed by the Department of Transportation on operators of commercial motor vehicles must fully comply with this policy as well as the DOT-mandated Substance Abuse Policy for Commercial Motor Vehicle Operators. When safety sensitive CDL employees are being tested pursuant to this policy (i.e., the non-DOT policy), the testing procedures set forth below shall apply. When safety-sensitive CDL employees are being tested pursuant to the DOT-mandated policy, the procedures set forth in that policy shall apply.

6. TEST RESULTS

The following procedures will be followed if an employee or job applicant has a confirmed positive test result:

a. An employee or applicant who receives a positive confirmed test result may contest or explain the result to the Medical Review Officer identified above within five working days. If the MRO determines that the employee's explanation is unsatisfactory, the MRO will report the positive test to the City. The employee or applicant may contest a positive confirmed test result pursuant to this policy**,** section

440.102 of the Florida Statutes, or other applicable law. If an employee or applicant seeks to contest the laboratory result, it is his or her responsibility to contact the laboratory to advise of any administrative or civil proceeding challenging the results and to request that the test sample be preserved.

b. Within one hundred and eighty (180) days of receiving written notification of a positive test result, an employee or applicant may, at his or her expense, have the positive sample retested at a different laboratory licensed and approved by the Agency for Health Care Administration.

c. Within five (5) working days after receipt of a positive confirmed test result from the MRO, the City will inform the employee or applicant in writing of the test result, the consequences of the test result and any options that the City may elect to afford the employee or applicant in accordance with this policy. Within five (5) working days after receiving notice of a positive confirmed test result from the City, the employee or job applicant may submit information to the employer explaining or contesting the test result and explaining why the test result does not constitute a violation of this policy. If the City determines that the explanation is unsatisfactory, the City will provide a copy of the test result to the employee or applicant along with a written reason as to why the explanation was deemed unsatisfactory.

7. CONFIDENTIALITY

Absent written consent, all information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced as a result of the City's drug testing program are confidential and exempt from the provisions of Chapter 119 of the Florida Statutes (Public Records Law) and may not be used or disclosed except as otherwise provided by section 440.102 of the Florida Statutes or other applicable law.

Employee Assistance Programs (EAP) are available to assist employees who voluntarily self-report, prior to being requested to test, drug or alcohol related problems which have not yet adversely affected their job or City operations. Employees who voluntarily seek help, who have not had a positive drug test and who are not participating in EAP at the time or at any previous time, will not be subject to discipline. Employees with drug or alcohol related problems who wish to seek voluntary assistance through the EAP may contact one of the following EAP providers (or any other similar provider)

The National Helpline provides twenty four (24) hour free and confidential referrals and information about mental and/or substance use disorders, prevention, treatment, and recovery in English and Spanish.

The Drug-Free Workplace Helpline 1-800-WORKPLACE (967-5752)

Substance Abuse and Mental Health Services Administration SAMHSA's National Helpline 800-662-HELP (4357)
TTY 800-487-4889

Employees and applicants who violate this Policy will ordinarily not be eligible to elect participation in EAP in lieu of disciplinary action. The City may permit exceptions to this provision where the City Manager determines, in his or her exclusive discretion, that the specific circumstances warrant. In such circumstances, the City may require that an employee in violation of this policy participate and successfully complete the EAP as a condition of continued employment.

All action taken by supervisors under this policy must be coordinated through the Human Resources Department to ensure compliance with all applicable laws.

8. SEXUAL HARASSMENT

It is the policy of the City of Crystal River to provide a workplace that is free from harassment of one employee by another employee, Department Director/Supervisor, customer or outside vendor on the basis of gender. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Any employee who feels that he/she is a victim of sexual harassment or is aware of or suspects any prohibited harassment must report the harassment to their supervisor or the Department Director. The supervisor or Department Director shall ensure the Human Resources Director is advised immediately. If an employee is uncomfortable with reporting to the supervisor or Department Director, they may report directly to the Human Resources Director. All complaints of harassment will be promptly investigated and kept confidential to the extent possible. There will be no retaliation against an employee who files such a complaint. Any employee who is found to have violated this policy will be subject to disciplinary action up to and including termination.

9. HARASSMENT

Harassment is defined by the Equal Employment Opportunity Commission (EEOC) as "unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful when:

a. enduring the offensive conduct becomes a condition of continued employment, or;
b. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive

Any employee who feels that he/she is a victim of harassment or is aware of or suspects any prohibited harassment must report the harassment to their supervisor or the Department Director. The supervisor or Department Director shall ensure the Human Resources Director is advised immediately. If an employee is uncomfortable with reporting to the supervisor or Department Director, they may report directly to the Human Resources Director. All complaints of harassment will be promptly investigated and kept

confidential to the extent possible. There will be no retaliation against an employee who files such a complaint. Any employee who is found to have violated this policy will be subject to disciplinary action up to and including termination.

10. WORKPLACE VIOLENCE

The City of Crystal River is committed to maintaining an environment that is safe, secure, and free from violence, threats, intimidation, or other disruptive conduct. All employees, residents, customers, vendors, contractors, and business associates are expected to treat one another with courtesy, and respect at all times.

This policy applies to conduct occurring on City property, at off-site locations, or during any work-related activity, or anytime the employee is representing the City, and establishes guidelines for preventing and addressing intimidation, harassment, threats, or acts of actual or potential violence.

A. PROHIBITED CONDUCT

The following conduct is strictly prohibited and will not be tolerated.

- Fighting, , physical altercations, "horseplay," or other behavior that may endanger the safety of others.
- Threatening, intimidation, coercing, or harassing behavior towards employees, residents, customers, vendors, contractors, and business associates.
- Conduct or behavior that creates a climate of fear, violence, hostility, or intimidation will not be tolerated.
- Verbal or physical threats of harm, intimidation, or physically aggressive conduct toward any individual while engaging in City business is prohibited.
- Use of City resources, including computers, electronic systems, or communication devices (cell phone, radios, etc.)may not be used to threaten, stalk, or harass any individual whether on duty or off duty.

11. REPORTING

Any employee who experiences, witnesses, or becomes aware of any act of violence, threat of violence, or threatening behavior by a City employee, contractor, or member of the public while engaged in City business must immediately report the incident to their immediate supervisor or Department Director. Upon receiving such a report, the immediate supervisor or Department Director shall promptly notify the Human

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Resources Director without delay.

If an employee is uncomfortable reporting the matter to their immediate supervisor or Department Director, the employee may report the incident directly to the Human Resources Director.

The City will make every reasonable effort to maintain the confidentiality of all reports and related information, consistent with the need to conduct a thorough investigation, ensure workplace safety, and comply with applicable law.

All reports will be taken seriously and investigated promptly and impartially to the extent practicable. Violations of this policy may result in disciplinary action, up to and including termination, removal from City property, or referral to law enforcement.

Retaliation is strictly prohibited. No employee shall be subject to retaliation, intimidation, or adverse employment action for reporting concerns in good faith or for participating in an investigation related to workplace violence or threats. Any employee found to have engaged in retaliation will be subject to disciplinary action, up to and including termination.

12. POLITICAL ACTIVITIES

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All employees are encouraged to register to vote and to exercise this privilege at each opportunity afforded. No employee shall be required to make a contribution of any kind to any political party or any candidate for public office. Solicitation of any kind and in any manner for any political party, purpose or candidate during working hours is prohibited and constitutes grounds for immediate dismissal. Employees are not permitted to wear or display political badges, buttons, stickers or other insignia or to distribute campaign literature during working hours, while wearing a City insignia or uniform, or riding in or on City equipment or vehicles. Employees may run for elected office or be appointed to non- elected office so long as the office is unrelated to the City and does not interfere with their position or responsibilities as a City employee. Employees shall comply with all applicable State laws involving political activities. If an office is compensated, rules in this manual regarding outside employment must be adhered to (see number 15 below).

13. EMPLOYEE ORGANIZATIONS

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City employees shall have all those rights specified in Chapter 447, Florida Statutes pertaining to public employees. This shall include the right to form and join employee organizations for the purpose of representation concerning matters of employment. Any employee participating in or promoting a strike, work stoppage, picketing, slowdown, or other similar forms of interference with the City's operation shall be subject to disciplinary action, up to and including discharge.

14. OUTSIDE EMPLOYMENT

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Full-time employment with the City is considered an employee's primary employment obligation. No full-time City employee shall engage in any outside or secondary employment without the prior written approval of the City Manager. Outside employment is prohibited if it creates, or has the potential to create, a conflict of interest, interferes with the employee's assigned duties or scheduled work hours, or occurs during the employee's scheduled workday. If approved outside employment is later determined to adversely affect the employee's job performance, attendance, availability, or the City's operational needs, or if a conflict of interest is identified, the City Manager may revoke the approval in writing and require the employee to discontinue the outside employment.

Failure to comply with a revocation of approval within a reasonable timeframe shall constitute grounds for disciplinary action, up to and including termination.

15. PUBLIC EMPLOYMENT OATH

As a condition of employment, any person who becomes employed by the City shall execute a Public Employment Oath as required by Section 876.05 of the Florida Statutes.

> I, a citizen of the State of Florida and of the United States of America, and being employed by or an officer of the City of Crystal River and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

In the event the Public Employment Oath required by Section 876.05, Florida Statutes, as same may hereafter be amended or other Florida law requires that the Public Employment Oath be in another form, then the Public Employment Oath required by Florida law shall supersede the oath contained herein.

16. EMPLOYMENT OF RELATIVES

A City employee shall not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement, into a full time position in the City over which that person has supervisory/management responsibility, any individual who is a relative of that employee. The term relative shall mean an individual's spouse, children (including step children), parents (including step parents), siblings,(including step siblings and half siblings), grandchildren (including step grandchildren) and grandparents (including step grandparents) of the employee and the employee's spouse or domestic partner.

17. DRESS CODE

Employees are expected to maintain a professional appearance at all times. This includes being well-groomed and dressing appropriately for the public service environment to reflect positively on the City. Department Directors are responsible for establishing and

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enforcing reasonable dress standards within their respective departments which may include:

a. Collared shirts, business casual crewneck or V-neck shirts, blouses, golf shirts, and polo shirts.
b. Tailored or business casual slacks.
c. Jeans that are free of holes, tears, stains, or excessive wear, and worn in a manner that is respectful and professional.
d. Certain departments will be issued uniforms, which must be worn as required.
e. City uniforms and attire bearing the City logo should be worn only during business hours or when City business is conducted after hours with appropriate approval.

The dress code may vary across departments based on assigned duties, responsibilities, or essential job functions, subject to the discretion of the Department Director.

18. NETWORK/ELECTRONIC RESOURCES

Network and electronic resources, such as computers, other hardware, software, email, landline and cellular telephones, fax machines and internet access are tools provided by the City for employees to utilize in their work. These resources are for City business only.

All Internet and email communications, whether personal or business, sent through, received or stored in the City-owned system are the property of the City of Crystal River, and are subject to Florida's Public Records Law (Chapter 119, F.S.). Employees should have no expectation of privacy when using City-issued devices.

a. The City reserves the right to monitor email and Internet usage to ensure that its resources are being used for the purposes permitted by this policy. Misuse, including but not limited to personal use and damage due to mishandling, of a City-owned network or electronics will result in disciplinary action to the employee, up to and including termination. Employees do not have a personal privacy or property right in any matter created, received or sent using the email or Internet, regardless of whether the employee utilizes personal email programs or City email programs.
b. The City reserves the right to access, retrieve, read and delete any communication that is created, sent or received using the City's email or the Internet to assure compliance with this and other policies.

c. Any employee who becomes aware of misuse of the email or Internet system shall promptly contact their immediate supervisor, or Department Director.

d. Users must abide by copyright, contract and other local, state and federal laws, City policies and procedures as well as individual department or agency guidelines. Use of internet resources for conducting personal or commercial use is prohibited.

e. No email message relating to City business or containing a citizen's email address should be forwarded to another individual outside the City. This provision does not apply to

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email addresses of contractors, vendors or others engaged in business activity with the City.

f. Internet accounts are to be accessed only by the authorized owner of the account. Confidentiality of passwords and user accounts must be protected. Individual users will be held accountable for use of their account by others.

g. All employees of the City are required to complete a mandatory cyber security awareness training modules within (thirty) 30 days of their hire/start date and annually thereafter. This training is provided through KnowBe4, the City's online learning platform, and is an essential part of the onboarding process to ensure employees are equipped with the knowledge to recognize and prevent cybersecurity threats. (Florida Statute 282.3185(3)(a)1.)

h. All employees are responsible for reporting any suspected or confirmed cyber breaches. If you become aware of a breach or have reason to believe one has occurred, promptly notify your Department Director or Human Resources. They will ensure the incident is reported to IT and the City Manager.

All of the City's policies, including but not limited to policies on Equal Employment Opportunity, Sexual Harassment and Harassment apply to the use of the City's network and electronic resources.

19. PERSONAL USE OF CITY PROVIDED CELL PHONES

A. PURPOSE

To establish guidelines for the acquisition, use, and management of city-owned cellular telephones and mobile devices. These devices are provided to ensure efficient communication in the performance of official City business and to enhance employee productivity and public service.

B. GUIDELINES

a. The City reserves the right to monitor, audit, inspect, and review the use of all City-issued devices at any time. This includes, but is not limited to, the review of call logs, data usage, text messages, application installations, and related activity records, whether conducted through monthly billing statements, text message archiving software, or other monitoring tools authorized by the City.

b. Cellular telephones will only be used with the hands free options while operating City vehicles. If the hands free option is not available, the vehicle should be safely stopped prior to using the cellular telephone.

c. City-issued cellular phones are intended for official City business. Personal use of City-owned cell phones is not permitted, except in cases of emergency or when employees

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must make brief calls home or to family members while working extended hours. Such calls will be considered business-related. If an employee does need to make or receive a personal call on a City-owned cellular phone, such calls must be brief, and must be few in number.

d. Misuse, including but not limited to personal use and damage due to mishandling, of a City-owned cellular phone will result in disciplinary action to the employee, up to and including termination.

e. Cellular transmissions are not secure. Therefore, employees shall use discretion in relaying confidential information, and reasonable precautions shall be made to prevent equipment theft, cyber theft and vandalism.

f. It shall be a violation of this Policy for any employee to delete, destroy, or otherwise dispose of any information, text message, picture, video, or any other piece of data from a city owned cell phone. IT shall have the sole discretion to determine the proper and appropriate disposal of information and data stored on a city owned phone.

g. Lost or stolen devices must be reported immediately to the City Manager's Executive Assistant and the Director of the employee's department. In the event of theft, a report must be filed with the Citrus County Sheriff's Office. Failure to promptly report lost or stolen devices may result in disciplinary action.

h. All communications and data (calls, texts, voicemails, emails, and attachments) created or received on City-issued devices are subject to Florida's Public Records Law (Chapter 119, F.S.). Employees should have no expectation of privacy when using City-issued devices.

ARTICLE 3 - ETHICS

A. Every employee of the City of Crystal River is expected to uphold and exhibit professional conduct that fosters public trust in city government. It is the policy of the City of Crystal River to hold its employees to the highest ethical standards.

B. Every employee of the City of Crystal River is expected to avoid any action that may result in or create the appearance of impropriety including the following:

1. Using their position for private gain.
2. Giving preferential treatment to any person or group.
3. Impeding government efficiency or economy.
4. Losing independence or impartiality of action.
5. Making government decisions outside of official channels.
6. Adversely affecting public confidence in the integrity of government.

C. Every City employee is expected to act in a professional manner at all times and exhibit the following conduct:

1. **SERVE THE PUBLIC** Serve the public with respect, concern, courtesy and

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responsiveness, recognizing that service to the public is beyond service to oneself.

2. **MAINTAIN PERSONAL INTEGRITY** Demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all public activities in order to inspire confidence and trust in City of Crystal River government.

3. **SEEK NO FAVOR** Affirm that employment will not be used for personal gain or profit through the use or misuse of confidential information, official influence or public time.

4. **MAINTAIN CONFIDENTIALITY** Respect and protect at all times privileged information to which you have access in the course of official duties.

5. **SUPPORT EMPLOYMENT PRINCIPLES** Support and promote employment principles relative to the recruitment, selection and advancement of qualified individuals from all elements of society.

6. **BUSINESS GIFTS** No one shall accept any gifts, favor or thing of value in excess of twenty five dollars ($25.00) that may tend to influence him/her in the discharge of his/her duties or grant in the discharge of his/her duties any improper favor, service, or thing of value.

Employees found violating this policy will be subject to disciplinary action, up to and including termination. No retaliation will be tolerated against any employee who reports a violation of the City's Ethics Policy.

ARTICLE 4 - SOCIAL MEDIA POLICY

The City of Crystal River understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries certain responsibilities with it. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for the City of Crystal River.

A. GUIDELINES

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Crystal River, as well as any other form of electronic communication.

1. Ultimately, you are solely responsible for what you post online.

2. Before creating online content, consider some of the risks and rewards that are

involved.

3. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects residents, customers, vendors, and people who work on behalf of the City or legitimate business interests of the City of Crystal River may result in disciplinary action up to and including termination.

4. Inappropriate postings that may include discriminatory remarks, harassment, negative comments or pictures and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

5. Be respectful, fair and courteous to other employees, residents, customers, vendors, and people who work on behalf of the City or legitimate business interests of the City of Crystal River

6. Do not post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, which disparage employees, residents, customers, vendors, and people who work on behalf of the City or legitimate business interests of the City of Crystal River.

7. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

8. Posts should be accurate, appropriate and respectful in content. Do not post any information or rumors that you know to be false about the City of Crystal River, employees, citizens, suppliers, or people working on behalf of the City of Crystal River.

9. Posts made on your private social media account may become public record, pursuant to Florida Public Records Act, if the content of such post relates to City business.

10. Maintain the confidentiality of the City of Crystal River private or confidential information. Do not post internal reports, policies, procedures or other internal city-related confidential communications.

11. Do not create a link from your blog, website or other social networking site to the City of Crystal River website without identifying yourself as an employee of the City of Crystal River.

12. Express only your personal opinions. Never represent yourself as a spokesperson for the City of Crystal River. If the City of Crystal River is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City of Crystal River.

13. The City of Crystal River prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

14. All City-branded social media is carefully and strategically managed by the Community Engagement Director/Public Information Officer.

15. Employees who wish to use City logos, photos, flyers or other media assets on social media or otherwise must obtain written permission from the Community Engagement Director/Public Information Officer.

16. Employees should not speak to the media on behalf of the City of Crystal River. All media requests should be directed to the City Manager or designee, Community Engagement Director/Public Information Officer or the Visitor Services Director, in regard to Three Sisters Springs.

ARTICLE 5 - ARTIFICIAL INTELLIGENCE POLICY

1. PURPOSE

The purpose of this policy is to establish guidelines for the responsible use of Artificial Intelligence (AI) technologies, inclusive of Generative AI and Automated Decision-Making within the City of Crystal River. The City recognizes the potential benefits of AI to improve efficiency, enhance services, and support decision-making while ensuring ethical, transparent, and secure practices. This policy applies to all City employees, contractors, volunteers, and third-party vendors who use, procure, or manage AI systems on behalf of the City.

2. GUIDELINES

The City will adopt and use AI in alignment with the following principles:

1. **Transparency & Accountability** – AI use must be explainable, documented, and auditable.

2. **Ethical Use** – AI must not discriminate, infringe on privacy rights, or compromise fairness.

3. **Human Oversight** – All critical decisions affecting residents, employees, or public

resources must involve meaningful human review.

4. **Data Security & Privacy** – AI systems must comply with applicable laws, including Florida's public records laws, and protect sensitive data.

5. **Public Trust** – AI use must be communicated openly to maintain resident confidence.

3. ACCEPTABLE USE

1. AI can be used to handle routine tasks, improve communication, analyze information, and support better service delivery.

2. Generative AI tools (such as ChatGPT or Copilot) may be used for drafting, research, or brainstorming, but staff must review all content before sharing.

3. AI results should never be accepted as final or fully accurate without being checked.

4. PROHIBITED USE

a. Do not enter confidential, sensitive, or legally protected information into public AI tools.

b. Do not use AI in ways that could cause discrimination, harassment, or violate rights.

c. Do not use AI to make final decisions about City services, hiring, or discipline without human review.

d. AI notetakers or recording devices are discouraged and should not be used to generate summaries, recordings, or transcripts of City meetings without the prior consent of all meeting participants (which shall be documented by the notetaker, recording device or other written or recorded method).

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5. TRAINING AND AWARNESS

1. Employees will receive training on appropriate AI use, risks, and compliance requirements.

2. Departments are responsible for monitoring AI use and reporting concerns.

6. PROCUREMENT AND VENDOR REQUIREMENTS

1. Vendors must disclose whether AI is being used in their products and provide assurances of data protection and ethical practices

7. OVERSIGHT AND REVIEW

a. The City Manager (or designee) will be responsible for overseeing AI use.

b. This policy will be checked each year and updated as needed when technology or laws change.

Violations of this policy may result in disciplinary action up to and including termination, as provided in Article 11.

ARTICLE 6 – VEHICLE AND EQUIPMENT POLICY

A. PURPOSE

To establish uniform guidelines governing the use, operation, and care of City-owned vehicles, trucks, buses, boats, equipment, ATV, golf carts, and any other motorized asset to ensure safety, accountability, and compliance with applicable laws.

B. GUIDELINES

1. Only those persons possessing a valid Florida Operator's License for the type of vehicle to be operated shall be permitted to drive a City vehicle. Authorized users to operate a motor vehicle must be at least eighteen (18) years of age.

2. Florida Statutes require the operator of any vehicle to possess a valid State of Florida Driver's License for the class of vehicle being operated. Any State restriction placed on an operator's license shall be strictly enforced. Prior to the operation of any vehicle, the operator's supervisor is responsible for verification that the operator has the requisite license.

3. Anytime an employee receives a traffic citation, the employee shall notify his Department Director and Human Resources by the next business day.

4. The revocation or suspension of the State of Florida Driver's license of the operator immediately disqualifies that individual from any further vehicle operation until the license is restored. Should a driver have his license suspended or revoked, he shall report it immediately to the Department Head and Employee Services and he shall not operate any vehicle until the license is restored.

5. In no case shall an individual who is not an employee or authorized individual of the City be allowed to operate a City vehicle, or equipment unless approved by City Manager.

6. Use of City vehicle to transport a non-employee may be permitted in certain situations as part of the daily functions of the City of Crystal River.

   a. Occurs as part of a public activity, a city permitted event, or approved by the City Manager.

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b. Transporting consultants and similar personnel in conjunction with City projects.
c. Shall occur to promote positive community support.

7. Smoking tobacco products, use of E-Cigarettes and the use of smokeless tobacco products is prohibited in all County vehicles and inside all County facilities.

8. Equipment purchased by the City of Crystal River is to be properly cared for when used by employees in the performance of assigned tasks. Employees will be held accountable for the misuse, abuse or loss of a tool, or piece of equipment.

9. Employees are to exercise caution when using City equipment. At no time should the operation of a motorized or power piece of equipment compromise the safety of one's self or others.

10. Golf Cart/ATV Side by Side Drivers must be at least 18 years of age and drivers must possess a valid driver's license and may only be driven by City employees unless otherwise approved by City Manager.

11. Golf Carts may be operated only in designated areas or on streets approved for golf cart use under Florida Statute §316.212. In addition to the requirements of F.S. § 316.212, the restrictions outlined in the City's Ordinance, Chapter 15, Article 6, also apply when operating golf carts on city-designated roads and streets.

12. Observe all traffic laws and posted speed limits.

13. Boat and Watercraft Operations

a. City boats shall be used only for official City business.
b. Only employees authorized may operate a City boat.
c. Operation under the influence of alcohol, illegal drugs, or impairing medication is strictly prohibited.
d. Required safety equipment, including personal flotation devices, shall be onboard and used as required by law.
e. Boats shall not be operated in unsafe weather, water, or visibility conditions.
f. All authorized boat operators must successfully complete a Florida Boater Safety Course or other City-approved boating safety training prior to operating a City boat, unless exempt under Florida law.

14. All City vehicle/boat incidents or loss or damage of equipment shall be immediately reported to the immediate supervisor or Department Director and Human Resource Director. In instances of vehicular/boat accidents or equipment damage or loss, Human Resource Director shall cause an investigation to be conducted. Employees found to be at fault will be subject to disciplinary action to include repair or replacement of damaged items. Department Directors are to route copies of employee disciplinary memorandum(s), and/or investigate information to the Human Resources for review and filing in the employee's folder.

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C. EMPLOYEE RESPONSIBILITIES

1. Drivers of shared vehicles/work trucks should check their City vehicle or equipment before use to make sure it is in safe working condition. This includes looking at tires, brakes, lights, fluid levels, and any visible damage or issues. If anything seems unsafe or not working properly, it should be reported to the Department Director and the Public Works Department. Departments may perform a more comprehensive inspection. Regular inspections by Public Works will be done once a month to help keep vehicles safe, reliable, and ready for City work.

   a. If an employee is taking a vehicle out of town for a conference, a pre-check should be scheduled at least one week prior to the date of departure.

2. Vehicles shall be operated in accordance with the Motor Vehicle Regulations of the State of Florida.

3. The use of smoke, smokeless, and vape products in the use of any City Vehicle or equipment is prohibited.

4. The use of cell phones, without a hands-free device, while operating a vehicle/equipment should only be done while the vehicle/equipment is not in motion, in a parked position, and not at a stop sign or red light. It is recommended to allow the voice mail feature to answer the call, and then pull over and respond to the message at your earliest and safest opportunity utilizing a commercial parking lot or driveway leaving ample clearance for road traffic. The use of cell phones without a hands-free device, while a vehicle is in motion is restricted to calls placed or received that are deemed an emergency or absolutely vital to carry out business without further delay. The use of a hands-free device must be utilized whenever one is provided.

5. All employees operating a motor vehicle for City business shall adhere to the Motor Vehicle regulations of the State of Florida as well as the following safety guidelines:

   a. Supplies transported in motor vehicles shall be secured in such a manner that they will not dislodge, fall out or shift forward during transit or sudden stops;
   b. Never take drugs or medication, which may impair your ability to safely operate a motor vehicle, before and/or while operating a vehicle. Drugs, illness, or extreme fatigue may affect one's ability to judge distances, speed, and driving conditions;
   c. All persons who drive or ride in City vehicles shall wear the installed seat belts;
   d. Passenger capacity will meet the manufacturer's design for the vehicle. Persons shall not be transported in any vehicle unless safe seating and seatbelts are provided for each person;
   e. When backing a vehicle or equipment, with a load or body style that obstructs the driver's visibility, another employee should serve as a safety guide and direct the backing operation from outside the vehicle. Driver shall keep the safety guide in his vision at all times, if he cannot see the safety guide, the vehicle is to be stopped immediately;
   f. For added safety, utility vehicles, roadside mowers, and other mobile equipment

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should use flashers and safety warning lights, if so equipped, when alongside the road;

g. When fueling: Shut off the vehicle engine. Do not use electronic communications equipment when fueling. Do not smoke near fuel pumps. Keep the hose nozzle against the edge of the filler pipe. To avoid spilling fuel, do not fill the tank too fast, and hold fuel handle while pumping fuel;

h. Never exit a vehicle without first putting the vehicle in park. If leaving the vehicle put it in park, turn off the lights, wipers, radio, and close the windows, etc. Remove the keys, lock the doors, secure other areas of the vehicle as needed and take the keys with you.

D. REMOVAL OF OPERATING PRIVILEGES

The City Manager or Department Director may, for just cause, and/or for any of the following specific reasons, revoke or suspend operating privileges at any time.

Violation of this policy may result in disciplinary action up to and including termination of employment:

1. Misuse of City equipment;
2. Failure to follow operating regulations;
3. Allowing unauthorized persons to operate equipment or vehicles;
4. Allowing unauthorized persons to be passengers in equipment or vehicles
5. Unsatisfactory motor vehicle record;
6. Transportation of unauthorized passengers in City vehicles, unless otherwise approved by City Manager;
7. Failure to maintain a valid State of Florida driver's license;
8. Failure to report a traffic citation.

ARTICLE 7 - EMPLOYMENT PROCEDURES

A. EMPLOYMENT OPPORTUNITY LISTING

The City reserves the right to fill vacant positions in a manner deemed to be in the best interest of the City, including the right to fill positions internally, or to promote from within. Any vacant position that a department intends to fill will be posted by the Human Resources Director on designated employee information bulletin boards and the City website, and may be posted on local, regional, and national electronic-based job boards.

B. EMPLOYMENT APPLICATIONS

All applicants will be treated fairly, and no applicant will be discriminated against or given preference because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit- based factors.

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Each applicant shall fully and accurately complete an application on the City Website or web based employment sites, by the established deadline. Paper applications will be available upon request. Applicants claiming Veteran's Preference must do so at the time application for employment is made. The application must be accompanied by a copy of the applicant's discharge papers. Falsification or omission of information on the application form may be grounds for disqualification or termination. Nothing in the offer changes the at-will employment relationship between applicant, or employee and the City or gives the right to employment with the City for any particular time period.

C. APPLICANT EVALUATION AND SELECTION

Selection of applicants for City employment shall be based on the essential requirements of the position being filled with the specific knowledge, skills and abilities necessary for the successful performance of the duties of the position and. Hire will be based on suitability and the needs of the Department. Upon completion of the interview process, and when an applicant has been chosen, the Human Resources Director confirms interest in the position via a telephone contact, email or text. Next, an offer letter and acknowledgment forms of background check and drug screen will be sent via email to the applicant. Paper copies will be available upon request. Employment will be contingent on the result of a clear background check (which includes criminal background and sexual offender registry,) a driver's license review, and seven (7) panel drug screening.

Nothing in the offer changes the at-will relationship between applicant, or employee and the City or gives the right to employment with the City for any particular time period.

D. EMPLOYEE RECORDS

Chapter 119 of the Florida Statues requires public agencies to permit public access to the personnel records of their employees. Requests for information will be complied with as required by current law.

ARTICLE 8 - APPOINTMENTS

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A. ORIGINAL APPOINTMENTS

1. No original appointment to a vacant position shall be made by the City until the Department has recalled laid off employees entitled to recall as provided in Article 10.

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2. Except for a promotion, demotion, or transfer appointment, all appointments to available positions shall be considered original appointments.

3. Upon original appointment to a position, the following shall apply:

   a. **CONTRACT WORKER** Contract workers shall have only those rights and privileges as specified in their written contract for employment.

b. **PROBATIONARY PERIOD** An employee appointed to fill a position on a regular, full-time or part-time basis shall serve an initial probationary period of six (6) months from the date of hire. An employee's initial probationary period may be extended at the discretion of the Department Director or City Manager for up to an additional six (6) months. The Department Director or City Manager may dismiss a probationary employee at any time during the probationary period or the extended probationary period, and the employee shall have no right to appeal against the dismissal. No accrued leave, sick or personal day will be paid out if dismissed during the probationary period.

c. **LEAVE DURING PROBATION** An employee shall not be entitled to use accrued annual leave during the first six (6) months of the probationary period, unless it is leave without pay agreed to prior to hiring; however, in the case of illness, an employee may use accrued sick leave. An employee who is dismissed during the initial probationary period shall not receive payment for any unused leave.

d. **BREAK IN SERVICE** Any employee who is rehired after a break in service shall serve a new initial probationary period.

e. **POSITION CHANGE** Transfer or promotion of newly hired employees during probation shall not affect the initial probationary period. Employees who are promoted shall also serve a conditional probationary period for promotion as defined in this Section E below.

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B. NON-COMPETITIVE APPOINTMENT

Upon the approval of both the Department Director and the City Manager, a former employee who either resigned or retired may be appointed to his/her former position without competition provided that the former employee requests appointment within one (1) year of resignation or retirement. Persons hired pursuant to this paragraph shall be considered new employees for all purposes of this Policy unless negotiated otherwise through the City Manager.

C. NON-COMPETITIVE ADVANCEMENT/PROMOTION

Upon the approval of both the Department Director and the City Manager, the City reserves the right to advance or promote an employee to a higher position without outside advertisement.

D. REGULAR EMPLOYEES

Upon satisfactory completion of the initial probationary period, and any extension of the probationary period, an employee shall become a regular employee.

E. PROMOTIONS

An employee is promoted when the employee competes and is moved into a position which has a higher pay range. The promoted employee shall be required to serve a three (3) month conditional probationary period. A promoted employee may be demoted at any time during the conditional probationary period without the right to appeal, unless the demotion is to a lower pay range position than the position in which the employee was serving, as a regular employee, immediately prior to the promotion. Any person who feels he/she has been demoted during the conditional probationary period in violation of the City's Equal Employment Policy may file a grievance as provided in Article 13.

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F. DEMOTIONS

An employee is demoted when the employee is voluntarily or involuntarily moved into a position which has a lower pay range. An employee who is demoted prior to becoming a regular employee shall be required to complete a probationary period of three (3) months in the lower position and shall not have the right to appeal the demotion. A regular employee who is demoted shall have the right to appeal the demotion as provided in Article 12 unless the employee has signed a statement that the demotion is voluntary.

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G. TRANSFERS

1. An employee may be transferred from one position to another within the same job classification in the City Department to which the employee is assigned, An employee may be transferred from a position in one department to the same job classification in another department only with the approval of the City Manager.

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2. A transfer of a probationary employee shall not affect that employee's initial probationary period.

3. A regular employee who is laterally transferred shall not be required to serve any probationary period. An employee shall not be entitled to appeal a lateral transfer.

ARTICLE 9 - VOLUNTARY SEPARATION

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A. RETIREMENT

An employee who intends to retire from the City of Crystal River employment shall provide the City with written notice of such intent to retire not less than sixty (60) calendar days prior to the effective date of the retirement, based on the requirements of the Florida Retirement System (FRS) Pension Plan laws and rules in existence as of July 2024 which is subject to modification based on changes in the law or the Florida Administrative Code.

Once an employee's notice of retirement has been accepted by the City, the employee shall not have the right to withdraw the decision to retire unless the City Manager, in his/her sole discretion, consents to the withdrawal of the decision to retire in writing. An employee who submits a written notice of retirement shall not have the right to appeal the decision of the City Manager not to allow withdrawal of the retirement notice.

B. RESIGNATION

A regular employee who intends to resign shall present the reasons in writing to the City not less than fourteen (14) calendar days prior to the effective date of the resignation. Department Directors shall submit the reasons not less than thirty (30) calendar days prior to the effective date of the resignation. Employees who do not give at least a two week written notice shall be deemed ineligible for rehire. Once an employee's notice of resignation has been accepted by the City, the employee shall not have the right to withdraw the resignation, unless the City Manager, in his/her sole discretion, consents to the withdrawal of the resignation in writing. An employee who submits a written resignation shall not have the right to appeal the decision of the City Manager not to allow withdrawal of the resignation. The City retains the right to dismiss an employee the day the resignation is submitted.

C. RETURN OF CITY PROPERTY

Employees separating from the City of Crystal River for any reason shall, prior to separation, return all City-owned property, equipment, keys/key fobs, website information, passwords, and City issued uniforms in his or her possession to their respective department or the Human Resources Department.

ARTICLE 10 - INVOLUNTARY SEPARATIONS

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A. GENERAL

Personnel actions contemplated in this section are those which result in an employee's separation, either permanently or temporarily, from City employment. These actions include dismissal during initial probationary period, layoff, reduction in force, furlough, suspension with or without pay, demotion for cause, and dismissal from employment.

B. DISMISSAL DURING INITIAL PROBATIONARY PERIOD

Probationary employees may be dismissed without cause during the initial probationary period. Employees who are dismissed during the initial probationary period shall not have the right to appeal their dismissal unless it is in violation of the City's Equal Employment Policy. No annual leave, sick or personal day will be paid out.

C. REDUCTION IN FORCE

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The City may eliminate a position with no intention of replacing it, resulting in a

permanent cut in headcount, due to economic pressures, lack of work, organizational changes or other reasons of business necessity which require a reduction in staff. Employees who are dismissed due to Reduction in Force shall not have the right to appeal their dismissal unless it is in violation of the City's Equal Employment Policy.

D. LAYOFF

In the event of a layoff the City Manager along with the Department Directors will designate positions where layoffs will occur. The following factors, including seniority, will apply in determining which employees will be laid off and in what order the layoffs will occur:

a. Total continuous years of service within the City Department.
b. Total continuous years of service with the City.
c. Total continuous years of service within the City position.
d. The most recent performance evaluation rating.
e. Knowledge, skills and ability to do the job as determined by the Department Director.

Employees will receive written notice of a layoff at least thirty (30) calendar days prior to the effective date of a layoff. The City shall fund any position in which a layoff occurs to provide thirty (30) days' notice.

A laid-off employee shall be paid for all vacation, sick or personal leave to which he/she is entitled upon leaving the City's employment, and shall be permitted to continue health care coverage under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

E. FURLOUGH

An employee may be furloughed from employment with the City for just cause as follows:

a. Slowdown in business;
b. Economic downturn;
c. Lack of work;
d. Budget constraints;
e. Public Health Emergency

Employees will receive written notice of a furlough at least thirty (30) calendar days prior to the effective date of a furlough. The City shall fund any position in which a furlough occurs to provide thirty (30) days' notice. The City shall adhere to FLSA regulations in regard to a furlough.

F. SUSPENSIONS

An employee may be suspended from employment with the City for just cause as follows:

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a. Disciplinary reasons.
b. Pending an investigation of possible disciplinary action against the employee.
c. Pending the disposition of felony charges against the employee.
d. Pending the disposition of misdemeanor charges against the employee directly related to the employee's job duties.
e. Impairment of the employee, after reasonable accommodation(s), which affects his/her ability to perform his/her job safely and effectively.

G. SUSPENSIONS WITH PAY

An employee may be suspended with pay as follows:

Prior to suspending an employee with pay, the Department Director shall obtain City Manager and Human Resource Director approval and then provide written notice of such suspension to the employee. The notice shall state the reason(s) for the suspension with pay, the effective date of the suspension and the length of time of the suspension.

An employee may be suspended immediately with pay, but without the benefit of written notice, upon determination by the Department Director and approval of the City Manager and Human Resources Director as long as such suspension is in the best interest of the public. The employee will be provided written notice of the suspension as soon as practicable.

An employee suspended with pay must be accessible during normal business hours or have an easily contacted site agreed upon by the Department Director.

H. SUSPENSIONS WITHOUT PAY

Prior to suspending an employee without pay, the Department Director shall comply with the procedures prescribed in Article 11. An employee who has attained regular status and who is suspended without pay shall have the right to appeal such suspension without pay as provided in Article 12.

I. DISMISSALS

Prior to dismissing an employee, the Department Director shall comply with the procedures prescribed in Article 11. An employee who has attained regular status shall have the right to appeal a dismissal as provided in Article 12.

J. RETURN OF CITY PROPERTY

Employees separating from the City of Crystal River for any involuntary reason shall, prior to separation, return all City owned property, equipment, keys/key fobs, website information, passwords, and City issued uniforms in his or her possession to their respective department or the Human Resources Director.

ARTICLE 11 - DISCIPLINARY ACTION

A. GENERAL

The City hopes that good supervision and positive employee relations will prevent most

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situations that could lead to discipline. However, if disciplinary action is necessary, the City understands that each situation is unique. Accordingly, the City will handle each case individually and determine appropriate actions based on the circumstances, without setting a precedent for future situations. The City will determine appropriate discipline in every matter on a case-by-case basis.

B. FORMS OF DISCIPLINE

The City recognizes the following types of discipline

1. Documented Oral Warnings
2. Written Reprimands
3. Suspension with or without pay
4. Demotion
5. Termination of Employment

C. BASIS FOR DISCIPLINARY ACTION

Continued employment with the City in any position is at the will and pleasure of the employee and the City, and may be terminated by either without cause. Employees should also understand they may be disciplined, up to and including termination, for violation of any of the offenses listed below; for violating departmental rules; for any action or failure to act which in the opinion of the City adversely affects the ability of the employee and/or fellow employees to perform their responsibilities and/or adversely effects the efficient operation of the City government; or, for any other or no reason except one made illegal by applicable law.

D. PROCESS

Disciplinary actions should be appropriate to the offense. Department Directors will consult with the City Manager and Human Resources in deciding appropriate disciplinary action. The City, however, reserves the right to impose even the most severe discipline as an initial measure when circumstances warrant.

One or more of the following reasons shall constitute cause for disciplinary action:

1. Incompetence or continued rendering of unsatisfactory service after documented instruction and/or counseling.
2. Gross neglect of duty or specific serious failure to perform assigned duties.
3. Insubordination or the refusal to comply with written or verbal orders, directive or instructions of a supervisor by word, act or deed.
4. Absence without leave, or failure to give proper notice of absence.
5. Repetitive , documented unauthorized tardiness or unauthorized absence from work.

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6. Failure to return to duty at the end of an authorized absence.

7. The use of alcoholic beverages or unauthorized controlled substances while on duty.

8. Impairment, to any degree, of an employee's ability to effectively perform his/her job duties due to the use of drugs, alcoholic beverages, narcotics or other controlled substances.

9. Possession of unauthorized controlled substances during working hours on City property.

10. Unauthorized possession of firearms, knives, explosives, or other weapons while on duty or on City property or possession of any concealed weapon **on self** while on City property, or City vehicles.

11. **Violation of Florida Statute 790.251**
In accordance with Florida Statute 790.251, "Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008," employees are permitted to keep a legally owned firearm locked inside their private vehicle while on employer property, including public and government-owned parking lots. The firearm must remain secured within the private vehicle at all times.

12. Conviction, or entry of a plea of guilty or nolo contendere, of a felony or of a misdemeanor charge directly related to the employee's job duties.

13. Negligent or willful damage to City property.

14. Theft, conversion of, or willful or careless waste of, City supplies, property, or equipment.

15. Inducing or attempting to induce an officer or employee of the City to commit an unlawful act.

16. Using, threatening, or attempting to use personal or political influence in securing promotion, leave of absence, transfer, change in pay, change in character of work, or a change in any other term or condition of employment. For purposes of this section the exercise by an employee of his/her right to petition the City Council shall not be considered to be "personal or political influence."

17. Utilization of official position for unauthorized personal gain.

18. Taking for personal use from any person, a fee, gift, or other valuable thing in the course of work or in connection with work, when the gift or other valuable thing can reasonably be assumed to be offered with the intent or expectation of receiving a favor or better treatment than that accorded other persons and the failure to report in writing an offer of a bribe or gratuity to permit an illegal act. The payment of less than twenty-five dollars ($25.00) for a meal consumed in the course of business is

not included in this prohibition.

19. Giving false and misleading statements about oneself, another employee, or any other individual or situation.

20. Falsification of any document related to the employee's City employment, including but not limited to, the employee's qualifying application for employment and/or promotion, the employee's time sheets, or any other official document of the City.

21. Unauthorized use of City personnel services, supplies, property, facilities, or equipment, including use of the City's exempt tax number.

22. Engaging in personal or business activities unrelated to City employment during work hours.

23. Refusal or failure to fully and truthfully cooperate in any investigation related to City business conducted by or at the direction of the City Council, City Manager, City Attorney, or the Department Director.

24. Violation of Department work rules or operating procedures.

25. Insulting, inflammatory, or abusive language or conduct toward other City employees or toward members of the public while on duty or wearing City apparel.

26. Sleeping during scheduled work hours.

27. Engaging in a strike prohibited by Section 447.505, Florida Statutes, as such may hereafter be amended.

28. Fighting, horseplay, unsafe conduct or misconduct while on duty or during work hours on City property.

29. Harassment, violence, brutality or cruelty to another City employee or member of the public, provided that the act was not lawfully or necessarily committed in self-defense or to protect the lives of others.

30. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or any other personnel action, because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

31. Ethnic, racial, religious, sexual, or other harassment directed toward any person in recruitment, examination, appointment, training, promotion, retention, or any other personnel relations.

32. Failure to maintain competence, qualifications, or licenses to perform the duties of

the employee's position.

33. Negative representation outside the City or work hours while in City Logo Attire.

34. Actions or conduct detrimental to the interest of the City. Communicating or imparting confidential information either in writing or verbally to an unauthorized person.

35. Failure to use required safety devices, such as, but not limited to, traffic vests, hard hats, safety shoes, gloves and/or goggles.

36. Failure to use seat belts in City vehicles, either as a driver or a passenger.

37. Use of any type of tobacco or vaping product in a City vehicle, or while in City Logo attire within view of public/patrons on city property.

38. Any other properly substantiated cause which adversely affects the City.

This list is not all-inclusive. Other circumstances may warrant disciplinary actions and will be treated on a case-by-case basis. The City of Crystal River reserves the right to modify this list at any time or determine whether any other conduct is contrary to the interests of the City, and warranting disciplinary action up to and including termination.

ARTICLE 12 - EMPLOYEE APPEALS

A. PURPOSE

This Appeal Process provides a fair method for employees to request review of disciplinary actions issued under the City's Discipline Policy while preserving the City's authority to manage operations efficiently.

B. INITIATION OF APPEAL

Any employee with regular status who has been suspended or dismissed from employment with the City or involuntarily demoted shall have the right to request a hearing to appeal the disciplinary action by making a written request to the Human Resource Director within three (3) working days from the date of written notification of the action.

C. HEARING OFFICERS

The City Manager or designee shall conduct the appeal hearings.

D. APPEAL HEARINGS

1. SCHEDULING OF HEARINGS

The Human Resource Director shall schedule an appeal hearing for suspensions,

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dismissals or involuntary demotions within thirty (30) days of receipt of a notice of appeal. The Human Resource Director shall provide notice in writing to the employee no less than ten (10) days prior to the date set for the hearing.

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2. ABANDONMENT OF APPEAL

Failure of the employee to appear at the hearing or any continuances thereof and/or any failure to show good and compelling cause why the hearing should be continued, shall constitute an abandonment of any further right to appeal.

3. CONTINUANCES

Requests for continuances shall be submitted in writing to the City Manager or designee with a copy to the Human Resources Director. Except in cases of extreme emergency, requests for continuation shall be filed not less than five (5) days prior to the date noticed for the hearing. The City Manager or designee may, in his/her discretion, grant a continuance of a hearing for good cause shown or upon stipulation of all parties.

E. CONDUCT OF HEARINGS

Employee and Department Director shall have the right to present evidence relevant to the issues and to rebut evidence presented against them.

1. EVIDENCE

All testimony shall be transcribed by the City Clerk or Deputy City Clerk or recorded. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded. All other evidence of the type commonly relied upon by reasonably prudent persons in the conduct of their affairs shall be admissible, whether or not such evidence would be admissible in the courts of Florida. Hearsay evidence may be introduced and used for supplementing or explaining other evidence, but it shall not be sufficient in itself to support a finding by the City Manager or designee.

2. DECISION

In rendering his/her decision, the City Manager or their designee shall determine whether, based on the evidence presented, the discipline ordered was for just cause.

3. FINAL ORDER

The City Manager or their designee shall provide a Final Order to the parties within ten (10) working days of the appeal hearing. The Final Order shall set forth the City Manager's or designee's findings of fact, and decision concerning the disciplinary action. That order shall be final and binding on all parties.

ARTICLE 13 - GRIEVANCES

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A. GENERAL

The grievance procedure outlined in this Article is available to all employees.

1. A Grievance is a difference or dispute between an employee and the City regarding the meaning, interpretation or application of the express terms of Policy. However, dissatisfaction with performance evaluations shall not be considered grievable unless it is alleged that the evaluation is based on factors other than the employee's performance.

2. An employee who believes that any condition affecting the employee is unjust, inequitable, or a hindrance to effective operation of the City, shall not have the right to file a grievance as provided herein unless the alleged condition relates to the meaning, interpretation, or application of the express terms of this Policy. Such employee may, however, request a meeting to discuss his/her complaint with the City Manager or designee, and/or his/her Department Director.

3. Grievances shall not include complaints related to disciplinary actions other than reprimands. Employees shall have the right to file grievances related to oral or written reprimands.

B. GRIEVANCE PROCESS

1. All grievances shall be submitted by the employee to his/her immediate supervisor or Department Director detailing in writing the employee's complaint in a Grievance letter. The employee must set out full details about the complaint in the letter to give the employer adequate information to carry out a thorough investigation of the matter. Grievances must be submitted within three (3) working days of the date of the occurrence which has caused the grievance or within three (3) working days from when the employee became aware of the facts giving rise to the grievance. Failure to initiate a grievance within this timeframe will result in the grievance being barred from the grievance process. The employee's immediate supervisor or Department Director shall respond to the grievance in writing, to the employee and Human Resource Director within three (3) working days.

2. If the grievance is not resolved by the immediate supervisor to the employee's satisfaction the employee shall have the right to continue the grievance process to the Department Director by following the same procedure as previously outlined within the same time period for submission of the grievance and response to the grievance by the Department Director.

3. If the grievance is not resolved by the Department Director the employee shall have the right to request that the City Manager or designee review the action. This request shall be in writing and shall be submitted by the employee to the Human Resource

Director within three (3) working days from receipt by the employee of the response of the Department Director. Failure of the employee to submit such request to the Human Resource Director within the required time period shall constitute abandonment of the grievance. The City Manager or designee will provide a written response to the employee within three (3) working days of receipt of the request from the Human Resource Director.

The City Manager's or designee decision shall be final and binding on both sides.

C. ABANDONMENT OF GRIEVANCE

The following shall constitute abandonment of a grievance:

1. Withdrawal by the employee of a Grievance letter.

2. The voluntary resignation from City employment by an employee while a grievance is pending.

ARTICLE 14 - PERFORMANCE EVALUATIONS

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A. Each employee's performance shall be appraised on an annual basis on the employee's anniversary date to assess performance in relation to job requirements. Such evaluations shall be prepared on forms provided by the Human Resources Director.

B. Each New Hire Probationary employee will be evaluated prior to the end of the six (6) month probation period.

C. Each Promotion Probationary employee will be evaluated prior to the end of the three (3) month probation period.

ARTICLE 15 - ATTENDANCE AND LEAVE

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A. WORK WEEK AND HOURS OF WORK

1. The payroll period is biweekly, although each week stands alone for overtime purposes. The official workweek extends from 12:01 a.m. Monday through 12:00 p.m. on the following Sunday.

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2. The standard work week for full time employees will normally be Monday thru Friday, forty (40) hours, for eight (8) hour days, including two (2) fifteen (15) minute breaks per workday, excluding any time for meals. Alternative schedules may include Saturday and Sunday in city departments based upon the needs of the City.

3. Fire Department - Career firefighter schedules consist of three rotating shifts of Twenty-four (24) hours on duty and forty-eight (48) hours off duty. Career firefighter work weeks vary with shift assignment and may work shifts of one

hundred four (104) hours, one hundred twelve (112) hours or one hundred twenty (120) hours in a two-week work schedule.

Part-time firefighter work week consists of assigned shifts of twelve (12) hours on duty with hours and assignment based on the operational needs of the department.

Fire Administration staff such as Chief, and Fire Inspector may be assigned to a standard forty (40) hour work week.

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Calculations for regular pay and overtime will be based on a fourteen (14) day work period for Career firefighters

B. WORK DAY

1. Authorized breaks in accordance with the Fair Labor Standards Act shall be included as hours worked. Authorized breaks shall be limited to one break in the morning, not to exceed fifteen (15) minutes, and one break in the afternoon not to exceed (15) minutes.

   A non-paid lunch break of one (1) hour should be scheduled. Employees wishing to take less than one hour for their lunch break must have prior approval from their Department Director. Certain departments may have ½ hour non-paid lunch break schedule.

   Required attendance at training courses and attendance at approved seminars shall be considered as hours worked.

   Any official travel during an employee's normal working hours, whether on regular workdays or regular days off, shall be counted as hours worked. However, travel to and from an employee's home to the employee's regularly assigned work location (i.e., commuting) shall not be counted as hours worked.

2. Fire Department - Career firefighter schedules consist of twenty four (24) hours on duty and forty eight (48) hours off duty shifts, beginning at 0800 and finishing the following day at 0800.

   Part-time firefighter schedules consist of twelve (12) hours on duty shifts scheduled based on the operational needs of the department.

   Fire Administrative staff schedules follow the standard eight (8) hours on duty Monday-Friday.

   Required attendance at training courses and approved seminars shall be considered hours worked.

C. WORK SCHEDULES

1. Each employee's scheduled hours shall be determined by the Department Director. The Department Director shall inform his/her employees of their daily scheduled hours of work (including meal periods and breaks), and shall thereafter inform employees of any changes deemed necessary or desirable by the Department Director.

2. Fire Department - Career firefighter schedules will consist of twenty four (24) hours on duty, forty eight (48) hours off duty. Twenty four/forty eight (24/48) hour shifts commence at 0800 and continue through 0800 the following day.

   Part-time firefighter work schedules will consist of twelve (12) hours on duty with assignments scheduled based on the operational needs of the department.

   Fire Rescue staff assigned to a forty (40) hour work week shall work a standard work schedule with hours determined by the Fire Chief.

D. COMPENSATORY TIME

With approval of the Department Director, hourly employees can choose to use compensatory time in lieu of being paid overtime. Accurate records of compensatory time accumulated and used will be entered in the payroll system as other accrued leave. In no case will compensatory time earned and not used exceed 40 hours. Employees will accrue comp time at the rate of 1.5 hours per hour of overtime. Any comp time earned must be used within two (2) pay periods after it has been accrued, or the payroll staff shall ensure it is paid out on the next payroll period.

E. OVERTIME

1. A Department Director may require any employee to work overtime. Any employee's refusal to work overtime may be grounds for disciplinary action.

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2. All authorized hours worked in excess of forty (40) hours in a standard work week shall be paid per the Fair Labor Standards Act at the rate of 1.5 times the hourly employee's regular rate of pay. Hours worked shall specifically exclude bereavement leave, military leave, jury duty, unpaid leave, compensatory time used, vacation and sick leave.

4. Any overtime shall be approved by Department Director or City Manager, and must be included in the city's adopted budget. No employee may authorize overtime for themselves; unapproved overtime may be grounds for disciplinary action.

5. Fire Department - The City shall pay overtime pursuant to the Fair Labor Standards Act (FLSA) for both career firefighters and fire administration employees.

6. Pursuant to section 7(k) of FLSA, career firefighters working a twenty four/forty

eight (24/48) hour shift will work a fourteen (14) day work period for purposes of determining overtime. Career firefighters working a twenty four (24) hour shift shall be paid overtime compensation at a rate of 1.5 times their regular rate of pay for hours worked more than one hundred and four (104) hours per fourteen (14) day work period unless sick leave is used. Non-exempt fire staff working a standard forty (40) hour work week shall be paid overtime compensation at a rate of 1.5 times their regular rate of pay for hours worked more than forty (40) hours in a week.

F. ATTENDANCE OF EMPLOYEES

1. Full-time employees shall be required to be present on their assigned job for the total hours in the established workweek unless absence from duty is authorized by the Department Director.

2. Part-time employees shall be required to be present on their assigned jobs for the total number of hours for which they are being compensated, unless absence from duty is authorized by the Department Director.

3. Employees are expected to be at their scheduled worksite during hours of duty. Regular and punctual attendance at work shall be required of each City employee. Excessive unscheduled absences or tardiness shall be grounds for disciplinary action.

4. It is recognized that from time to time unforeseen emergencies may occur, which may make it impossible for an employee to promptly report for work. In such emergencies, a Department Director, through his respective supervisors, may excuse the tardiness. All such excused tardiness should be appropriately documented in the timekeeping system by the supervisor or Department Director.

5. Employees who are late without justifiable reasons, or who have a record of repeated tardiness, may be subject to disciplinary action.

G. ATTENDANCE RECORDS

1. Each Department Director shall keep an accurate record of all hours worked by each employee, as well as a complete and accurate record of all authorized leave which is approved through the approved city timekeeping system.

2. Falsification of any attendance or leave records shall be cause for dismissal of the employee(s) involved.

H. HOLIDAYS

The City may recognize **Legal Holidays**, **Observed Holidays**, and **Traditional Holidays** in accordance with City policy or action of the City Council.

a. **LEGAL** holidays are those holidays established by federal or state law.

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b. **OBSERVED** Holidays are recognized when a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. When a holiday falls on a Sunday, the holiday shall be observed on the following Monday.

c. **TRADITIONAL** holidays are holidays recognized by the City through custom or administrative designation and are not legal holidays.

1. The following Legal holidays may be City paid Holidays as approved by Council.
   a. New Year Day
   b. Martin Luther King Birthday
   c. President's Day
   d. Memorial Day
   e. Independence Day
   f. Labor Day
   g. Veteran's Day
   h. Thanksgiving Day
   i. Christmas Day

2. The following Traditional holidays may be City paid Holidays as approved by Council
   a. Day after Thanksgiving
   b. Christmas Eve
   c. Good Friday

3. The City Council may designate additional paid holidays. Holidays are adopted annually by the City Council during a meeting, typically in November. After approval, the City shall publish the calendar of legal, traditional and observed holidays..

4. All regular and probationary employees are entitled to holiday pay. When a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday by employees who work a regular work week. When a holiday falls on a Sunday, the holiday shall be observed on the following Monday by employees who work a regular workweek.

5. Fire department holidays shall be observed on the City's observed day for staff working standard or career fire schedules. Employees will receive eight (8) hours of Holiday pay on their timecards for holiday and 1.5 times the regular hourly rate worked for the hours worked on the observed holiday.

6. On the holidays set forth in this Article, employees shall receive their regular rate of pay and paid holiday hours will be included in hours worked for calculating overtime in a work week.

7. In order to be eligible for holiday pay, the employee must have worked or have been on approved paid leave on the last scheduled workday before and the first scheduled workday after the holiday. This approved paid leave must be authorized not less than two days prior to the occurrence of the holiday. If an employee does not have prior approval for sick leave, a doctor's note will be required in order to receive holiday pay.

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8. HOLIDAY PAY

A. CITY

a. Any City Employee classified as **Full Time** who is required to work on a legal, traditional or observed holiday as set forth in this Article shall be paid 1.5 times his/her regular rate of pay for each hour worked in addition to the paid holiday hours.

b. Any employee classified as **Part Time** will be paid for time and half if the employee works the actual legal holiday, as set forth in this Article.

9. FLOATING HOLIDAYS

A. CITY

In addition to annual leave, Full Time Employees will receive two (2) floating personal days on October 1, the beginning of the fiscal year. Employees hired after May 1 will receive one (1) floating holiday for that fiscal year. Floating personal days must be used by September 30 of the fiscal year and may be taken in increments of one (1) hour. Floating personal hours cannot be carried over from one year to the next. Floating personal days will not be paid out at separation of employment. These days must be used by September 30 of the following year or be forfeited.

B. FIRE DEPARTMENT

In addition to annual leave, Fire Staff working a standard forty (40) hour work week employees will receive two (2) floating personal days on October 1st, the beginning of the fiscal year. Employees hired after May 1 will receive one (1) floating personal day for the fiscal year. Floating personal days must be used by September 30 of the fiscal year and may be taken in increments of one (1) hour. Floating personal hours cannot be carried over from one year to the next. Floating personal days will not be paid out a separation of employment. These days must be used by September 30 of the following year or be forfeited.

Career firefighters working a twenty four/forty eight (24/48) shift schedule receive one (1) floating personal day for twenty four (24) hours and leave may be used in one hour increments.

I. ANNUAL LEAVE

1. ACCRUALS

All regular full-time employees shall earn annual leave according to the following table

Years of Continuous Service	Length of Annual Vacation
0 – 5 years	10 working days

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6 – 12 years	15 working days
13 – 17 years	20 working days
18 + years	25 working days

All employees categorized as Management shall earn annual leave according to the following table

Years of Continuous Service	Length of Annual Vacation
0 – 5 years	15 working days
6 – 12 years	20 working days
13 + years	25 working days

2. FIRE DEPARTMENT ACCRUALS

It is recognized that schedules for career firefighter positions result in more annual working hours than traditional forty (40) hour work week schedules. All employees categorized as Career Firefighters shall earn annual leave according to the following table

Years of Continuous Service	Length of Annual Hours
0 – 5.9 years	86 Annual Hours
6 – 12.9 years	128 Annual Hours
13 – 17.9	171 Annual Hours
18+	214 Annual Hours

The maximum accrual of annual leave shall be two hundred and forty (240) hours. Hours accrued beyond this maximum limit as of September 30th of each year shall be forfeited.

Employees are not permitted to forego use of annual leave for the purpose of receiving payment for annual leave hours as an alternative. Upon separation from service with the City, an employee shall be paid for all accrued annual leave up to a maximum of two hundred and forty (240) hours.

New employees serving a probationary period are not eligible to use annual leave until the completion of their probation, unless included as a negotiated item in the employee's initial offer of employment.

J. SCHEDULED LEAVE

Leave which is requested and approved prior to the day in which it is taken by the employee shall be considered to be scheduled leave.

K. UNAUTHORIZED ABSENCE

An employee's failure to obtain approval for leave shall result in the hours of absence being without pay. An employee's unauthorized absence also may be grounds for disciplinary action. However, a Department Director shall not unreasonably withhold approval of an employee's request for leave.

L. LEAVE WITHOUT PAY

Based on request and after all other leave time has been exhausted, an employee may request a leave of absence without pay for a period not to exceed thirty (30) days. The request must be submitted in writing to the Department Director and must be approved in writing by both the Department Director and the City Manager. In determining whether to approve the request for leave without pay, the Department Director and the City Manager shall consider factors such as the reason for the request and the department's ability to operate effectively in the absence of the employee. The City shall provide employer paid employee benefits, including, but not limited to, medical or other insurance. The employee may, at his/her option, maintain voluntary benefits at the employee's sole expense.

M. PAYMENT FOR UNUSED ANNUAL LEAVE

An employee who separates from the City (either a voluntary or non-voluntary separation) shall be paid out any remaining accrued annual leave time up to two hundred and forty (240) hours.

N. BEREAVEMENT LEAVE

1. An employee is entitled to up to three (3) working days of paid leave in the event of a death in their immediate family. This bereavement leave will not be deducted from the employee's accumulated annual leave.

For the purposes of this section, "immediate family" includes the employee's spouse, domestic partner, children, parents, siblings, grandchildren, and grandparents. It also includes the same relatives of the employee's spouse or domestic partner. In special circumstances where another individual is significant to the employee, bereavement leave may be granted at the discretion of the City Manager.

If the funeral is located more than two hundred and fifty (250) miles from the City, the employee may request up to an additional sixteen (16) hours of paid leave. This leave is subject to the sole discretion of the City Manager and will not be deducted from any other type of leave.

Employees who require additional time off, regardless of the funeral's location, may request leave under other applicable City policies, such as vacation leave.

2. Fire Department - In recognition of the different work schedules for career

firefighters, staff working twenty four (24) hours on duty, forty eight (48) hours off duty shall be entitled to leave with pay for one twenty four (24) hour shift. Fire Administrative staff on a standard work schedule are entitled to three (3) consecutive working days.

O. SICK LEAVE POLICY

1. The City of Crystal River grants Sick Leave to eligible employees to provide continued income during employee illness. Sick Leave shall not be considered a right to be used at the employee's discretion, but rather a privilege which shall be allowed only in a case of personal illness or disability, pregnancy, medical appointments, legal quarantine because of exposure to contagious disease, or in the case of illness in the immediate family. For this policy, immediate family shall be defined as spouse, dependent children and parents. Employees may be eligible to take leave under the FMLA, if all the requirements are met.

2. All regular and probationary full-time hourly employees shall earn Sick Leave at the rate of .0385 hours per hour or ten (10) days annually while in an eligible pay status. Eligible pay status for the purpose of calculating sick hours shall include regular hours, vacation hours, comp hours, sick hours, and holiday leave but shall not include leave without pay, or hours not worked.

3. A maximum of seven hundred and twenty (720) Sick Leave hours will only be permitted to accrue at any time for employees.

4. Conversion of Sick Leave to Annual Leave is permitted; however, the first three hundred and twenty (320) hours of accrued Sick Leave are not subject to these conversion privileges.

a. An employee with three hundred and twenty (320) hours, but less than seven hundred and twenty (720) hours of accrued Sick Leave, may convert the unused balance of any Sick Leave earned in the previous anniversary year, but not more than forty (40) hours, to forty (40) hours of Vacation Leave (subject to approval of the employee's Department Director.)

b. All Annual Leave resulting from a conversion of Sick Leave must be taken within a year of conversion. If retirement or separation from City employment occurs during the one year period, the converted leave will revert back to Sick Leave for consideration according to the Sick Leave payout procedures. Converted Sick Leave shall be taken before regular Annual Leave.

5. In order to be granted Sick Leave with pay, an employee must meet the following:

a. Notify the immediate supervisor or Department Director prior to the beginning of the scheduled workday of the reason for such employee's absence. Failure to comply with the above may result in denial of Sick Leave for the absence and

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leave without pay.

b. Upon returning to work, the employee must submit a written request for such leave on the sick leave form to the Department Director.

c. In the event an employee is absent for three (3) days or more, the employee shall submit a medical certification signed by a physician stating the employee may return to work and is physically able to perform the required duties of their job.

d. If the employee is eligible for FMLA leave, appropriate documentation will be required from the employee.

6. Sick Leave will be paid at the employee's current basic rate of pay.

7. Hours taken as sick leave will not count as hours worked for overtime calculation purposes.

8. An employee with less than six (6) years of continuous employment upon separation with the City with shall not be paid for any unused sick leave.

9. Employees in good standing with more than six (6) years of continuous employment upon separation with the City shall be paid at the hourly rate at which it was earned (first in-first out rule is applied to hours) for fifty percent (50%) of their accrued sick leave not to exceed two hundred and forty (240) hours.

10. Abuse of sick leave or the sick leave policies will be grounds for the Department Director to initiate disciplinary action against the employee, up to and including termination.

11. Fire Department - Fire suppression staff will accrue sick leave at .0385 per hour while in an eligible pay status. Due to the increased fire work schedule, fire suppression staff working twenty four/forty eight (24/48) shifts will accrue one hundred and seven (107) hours of sick leave annually.

P. FAMILY AND MEDICAL LEAVE ACT PROVISIONS (FMLA)

1. The Family and Medical Leave Act (FMLA) provides job-protected leave from work for family and medical reasons. This fact sheet explains FMLA benefits and protections.

2. FMLA provides eligible employees of covered employers with job-protected leave for qualifying family and medical reasons and requires continuation of their group health benefits under the same conditions as if they had not taken leave. FMLA leave may be unpaid or used at the same time as employer-provided paid leave. Employees must be restored to the same or virtually identical position when they return to work after FMLA leave.

3. Employees are eligible if they work for a covered employer for at least 12 months, have at least 1,250 hours of service with the employer during the 12 months before their FMLA leave starts, and work at a location where the employer has at least 50 employees within 75 miles.

4. Covered employers under the FMLA include:

a. Private-sector employers who employ 50 or more employees in 20 or more workweeks in either the current calendar year or previous calendar year.

b. Public agencies (including Federal, State, and local government employers, regardless of the number of employees.)

c. Local educational agencies (including public school boards, public elementary and secondary schools, and private elementary and secondary schools, regardless of the number of employees.)

FMLA PROTECTION

Twelve workweeks of leave in a 12-month period for:

a. the birth of a child and to care for the newborn child within one year of birth;

b. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;

c. to care for the employee's spouse, child, or parent who has a serious health condition;

d. a serious health condition that makes the employee unable to perform the essential functions of his or her job;

e. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
The NDAA (National Defense Authorization Act) provides for up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

FMLA PROCESS

a. Requests for FMLA protected leave shall be made thirty (30) days in advance when the leave is foreseeable otherwise notice shall be given as soon as practicable. Requests for leave will be made on approved forms provided by the Human Resources Director. A request for leave due to the employee's health shall be supported by documentation from a medical provider which attests that the employee

is unable to perform the functions of his/her job, and the anticipated timing and duration of the leave. A request for leave to care for a family member, including family military leave, with a serious health condition shall be supported by documentation from the healthcare provider indicating the need for hospitalization or continuing treatment. A second or third opinion may be requested at the City's expense in cases of an employee's own illness/injury, but the City shall not be responsible for the employee's time or incidental expenses. Employees shall be required to provide periodic recertification supporting the need for leave.

b. FMLA protected leave taken for the care of an employee's family member or due to the employee's serious medical condition may be taken on an intermittent or reduced work week basis. Intermittent leave or a reduced work week for the birth or placement of a child must be approved by the department director.

c. If an intermittent or reduced work schedule is requested to care for a seriously ill family member, the employee is required to provide the department Director, within fifteen (15) calendar days from the request, medical certification from a health care provider that the care provided by the employee is medically necessary and the expected schedule and duration of the absence. Failure to provide the certification within the time frame may result in the employee being denied leave until the certification is received.

d. At the option of the department Director, the employee requesting an intermittent or reduced work schedule type of leave may be temporarily transferred to another position which more easily accommodates the leave, providing the position has equivalent pay and benefits.

e. An employee on leave for any FMLA covered shall utilize all sick leave, and if applicable accrued annual leave, which shall be considered inclusive of the twelve (12) week entitlement prior to being placed on unpaid leave status.

f. No adverse action can result from an employee's use of FMLA protected leave. No discipline can be administered for taking such FMLA protected leave and performance evaluations cannot reflect less favorable ratings as a result of an employee's use of this type of leave.

g. Absences for a medical condition, including appointments for treatment or ongoing follow-up appointments with a health care provider, which qualifies under the FMLA, will count toward the twelve (12) weeks per year provided by this Act.

h. Upon return from FMLA leave, an employee must be returned to the same position or to an equivalent position and maintain health benefits coverage. If an employee is on unpaid FMLA leave the employee may pay the employee share of the premium on a current basis.

Q. REASONABLE ACCOMMODATION

The City will make reasonable accommodations for qualified individuals with known legally recognized disabilities, under the Americans with Disabilities Act (ADA). This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Requests for reasonable accommodation will be considered on a case-by-case basis.

R. BREAK TIME FOR NURSING MOTHERS

Under the Fair Labor Standards Act (FLSA), most nursing employees have the right to reasonable break time to express breast milk while at work. This right is available for up to one year after the child's birth.

S. JURY DUTY

An employee who is summoned for jury duty shall be granted administrative leave with pay for all hours required for such duty, not to exceed the number of hours in the employee's normal work day. The employee must submit a copy of the summons to report for jury duty. Any jury fees shall be retained by the employee, however payment received for service as a juror is to be reported to the Human Resources Director, and the City will pay the difference between jury duty compensation and the regular salary that would have been paid had the employee been at work that day. This does not include mileage reimbursement paid by the courts. The City shall not reimburse the employee for meals, lodging, or travel expenses incurred while serving as a juror. If the employee's court attendance does not coincide with the employee's regular work schedule, the employee shall be granted administrative leave with pay only on scheduled work days.

T. COURT APPEARANCES

a. An employee subpoenaed as a witness in a court proceeding or an administrative hearing not involving service as a paid expert witness shall be granted administrative leave without pay. The employee shall retain any witness fees. The City shall not reimburse the employee for meals, lodging or travel expenses incurred while serving as a witness pursuant to this paragraph. Employees may choose to utilize paid leave (including floating holidays or annual leave) in lieu of administrative leave without pay.

b. An employee subpoenaed in the line of duty to represent the City as a witness or defendant shall not be granted administrative leave. The employee's appearance in such cases shall be considered a part of the employee's job assignment. The employee shall be paid per diem and travel expenses and shall be required to turn over to the City any fees received in relation to appearance.

c. In no case shall administrative leave with pay be granted for court attendance when an employee is engaged in personal litigation or service as a paid expert witness.

However, an employee may be granted annual leave in such cases with the approval of the City Manager. For purposes of this section, "personal litigation" shall mean any litigation in which the employee is named as a party.

U. ADMINISTRATIVE LEAVE

The City Manager may authorize an employee to take up to a maximum of sixty (60) days of unpaid leave per fiscal year if the City Manager determines that such a leave is in the best interest of the City.

V. MILITARY LEAVE

The City of Crystal River supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs leave for military service should immediately notify their Department Director and the Human Resource Director, who will obtain details regarding the leave.

All employees of the City of Crystal River who serve as commissioned reserve officers, reserve enlisted personnel in the United States military or naval service, or members of the National Guard are entitled to leaves of absence from their duties, without loss of vacation leave, pay, time, or efficiency rating, for all days engaged in training as required by United States military or naval training regulations, whether on active or inactive duty. Employees are entitled to up to two hundred and forty (240) hours of paid military leave within any calendar year. Additional or extended administrative leave beyond this period shall be unpaid but will be granted in accordance with Florida Statute § 115.07

W. LEAVE SHARING

1. The City Manager may authorize employees to donate Annual Leave on a dollar for dollar basis to employees who have exhausted all hours of accrued paid leave.

2. The City Manager may authorize employees to donate Sick Leave on a dollar for dollar basis to employees who have exhausted all hours of accrued paid leave.

X. DOMESTIC AND SEXUAL VIOLENCE LEAVE

1. The City may grant Domestic or Sexual Violence Leave to eligible employees as provided by law. Up to three (3) workdays of unpaid may be granted for the purposes specified in Florida Statue 741.313 if the employee or a household member of the employee is a victim of domestic or sexual violence. Employees may choose to utilize paid leave (including floating holidays or annual leave) in lieu of unpaid leave.

2. Personal identifying information that is contained in records documenting an act of domestic violence or sexual violence submitted by an agency employee to an agency,

as defined in chapter 119, under the requirements of this section is confidential and exempt from s. 119.07(1) and s. 24(a), Article I of the State Constitution.

Y. TRAVEL POLICY

1. **LOCAL TRAVEL** Local travel via City vehicle or local travel requiring mileage reimbursement must be approved in advance by the Department Director. All mileage will be reimbursed at the current IRS rate for each mile logged as substantiated by point-to-point odometer readings and purpose of the trip.

2. **TRIPS ON CITY BUSINESS** All trips, whether for education, training or other official business are to be approved prior to the trip.

3. **APPROVAL** All Employees' travel must be approved in advance by the Department Director. Department Directors must have their requests approved, in advance by the City Manager.

Z. TRAVEL GUIDELINES

1. Actual expenses for lodging not paid in advance, or on a City of Crystal River credit card will be reimbursed at the tax-exempt single occupancy rate substantiated by a paid receipt.

2. Meals & Incidentals are paid at the standard GSA per diem rate. Rates depend on location of travel. Travel not involving full days and day trips will receive partial per diem. No one shall be reimbursed for any meal included in the seminar or conference program, or any meal which is otherwise complimentary. Generally, meals included as part of a conference are noted in the conference brochure/agenda.

   www.gsa.gov/travel/plan-book/per-diem-rates

3. Meal reimbursement will be based on the time of travel as follows

   a. Breakfast Travel must begin before 6 a.m. and extend beyond 8 a.m.

   b. Lunch Travel must begin before 12 p.m. and extend beyond 2 p.m.

   c. Dinner Travel must extend beyond 7 p.m.

   d. Incidentals are not paid unless overnight stay is required. For travel involving an overnight stay, the GSA incidental rate may be included for incidentals in the total per diem rate.

   e. Other reasonable expenses for tolls and parking will be reimbursed with receipts for actual costs. The City may **not** reimburse tips, alcoholic beverages or sales tax. A tax-exempt certificate is available for all travelers.

4. MEALS DURING A STATE OF EMERGENCY

Meals, including beverages and necessary supplies, will be provided to employees performing essential duties during a state of emergency when the following conditions apply

a. Employees are actively engaged in emergency response, recovery, or operations at designated Emergency Operations Centers (EOCs) or other approved emergency sites.

b. Employees are not receiving per diem or other meal allowances.

c. Employees are required to work extended hours beyond their normal shifts without reasonable time to obtain meals independently.

d. Access to food or water is limited or unavailable in the immediate area of the work location.

e. Meals should be purchased in a cost-effective and reasonable manner, such as bulk orders from approved vendors.

f. Meals should be delivered directly to the worksite.

5. REIMBURSEMENT AND DOCUMENTATION

a. All meal expenses must be documented with receipts, indicating the date, time, and location of service.

b. Reimbursement for meal costs is subject to federal, state, or local emergency funding guidelines, including FEMA reimbursement standards.

ARTICLE 16 - COMPENSATION PLAN

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A. GENERAL

The City shall maintain a compensation plan that assures the following:

1. That the employee's job responsibilities are appropriately documented, and then compared to other similar positions; and

2. That the range of pay assigned to position is sufficiently competitive, within the City's relevant labor market, to allow for the recruitment, selection, and retention of competent employees.

B. COMPENSATION STUDY

At least once every five (5) years the City Council and/or City Manager shall consider the City's need to have a comprehensive study of the Compensation Plan conducted.

C. CREATION OF A POSITION

When the City Manager determines that there is a need for a new position title, the job responsibilities shall be appropriately documented in a newly developed job description, and a pay range assigned based upon review of similar positions in nearby governmental entities and current similar city positions, if applicable. The new position shall be added to the Compensation Plan with notification to City Council of such change.

D. ABOLISHMENT OF A POSITION

When the City Manager determines that a position is no longer needed, the City Manager may abolish that position, and update the Compensation Plan with notification to City Council of such change.

E. RECLASSIFICATION

When the City Manager determines that the duties and responsibilities of an existing position have materially changed, the City Manager may retitle that position to an appropriate title and pay range with notification to City Council of such change. The incumbent of a reclassified position shall be placed in the newly titled position unless the incumbent does not meet the minimum qualifications of the new position. The incumbent of a reclassified position shall have his/her wages or salary adjusted as specified in this Article.

F. REALLOCATION

When the City Manager determines that the range of a pay range on the Compensation Plan is no longer competitive or appropriate in the labor market, or when a change is required to maintain the internal equity of the Compensation Plan, the City Manager may move a position to a higher or lower pay range with notification to City Council of such reallocation. The wages or salary of an incumbent of a reallocated position shall be adjusted as specified in this Article.

G. EFFECTIVE DATE OF POSITION CHANGES

Wage or salary changes resulting from changes to the Compensation Plan shall be effective at the beginning of the bi-weekly payroll period following the date of approval by the City Manager.

H. DECISION REGARDING COMPENSATION PLAN CHANGES

Decisions of the City concerning the Compensation Plan shall be final. Employees shall not be entitled to file grievances concerning a decision of the City with respect to the Compensation Plan.

ARTICLE 17 - COMPENSATION

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A. GENERAL

The City shall maintain fair, equitable, and competitive wages and salaries for its employees.

B. ANNUAL RATES OF PAY BY POSITION

The City Council shall be presented the Compensation Plan each fiscal year as part of the budget process. The Compensation Plan shall consist of a series of positions listed by department, and pay ranges (which include a minimum, and maximum for comparative purposes). Annual increases in pay recommended during the budget process will be determined by taking into consideration factors such as cost-of-living and competing wages and salaries in the public and private sectors. Such recommended annual changes shall be presented to the City Council for approval during the budget process. No employee's wage or salary shall be less than the minimum or more than the maximum of the Pay Range to which his/her position is assigned. Employees whose salaries would be in excess of the pay range would not be eligible for an increase to their base pay rate; however, the City Manager may recommend those employees receive a one-time stipend for the amount being proposed above the maximum pay of the employee's pay range.

C. RATE OF PAY UPON HIRE AND RE-HIRE

1. GENERAL

Except as may be otherwise provided in this Resolution, the rate of pay for a newly hired or re-hired person shall be the minimum of the Pay Range to which his/her position is assigned unless approved by the Department Director and the City Manager.

a. Upon completing the initial probationary period, an employee hired or re-hired may receive an increase in pay of not more than five percent (5%), provided that such increase in pay was offered at time of hire. The increase shall be requested in writing by the employee's Department Director and approved by the City Manager.

b. A newly hired or re-hired employee may be employed at a rate of pay which exceeds the minimum of the Pay Range by not more than twenty-five percent (25%) provided, however, that such rate of pay shall first be requested in writing by the Department Director and approved by the Finance Department Director, and the City Manager.

D. RATE OF PAY UPON PROMOTION

1. Except as may be otherwise provided herein, an employee who is promoted shall receive a rate of pay increase of five percent (5%) or an increase to the minimum of the Pay Range into which he/she is promoted, whichever is greater. For purposes of this section, the total percentage increase shall be applied to the employee's current rate of pay to determine the amount of increase. Upon completing the three (3) month probationary period, a promoted employee may receive an increase in pay of not more than five percent (5%), provided that such increase in pay was offered at time of promotion. The increase shall be requested in writing by the employee's Department Director and approved by the City Manager.

2. An employee's rate of pay after promotion shall not be less than the minimum or more than the maximum of his/her new Pay Range.

E. RATE OF PAY UPON TRANSFER

1. Except as otherwise provided herein, an employee who laterally transfers from one position to another in the same Pay Range shall receive the same rate of pay as in his/her former position.

2. Where extraordinary circumstances merit such consideration, the City Manager may authorize that the rate of pay for a laterally transferred employee be set at no more than the maximum of the Pay Range into which he/she is laterally transferring.

F. RATE OF PAY UPON DEMOTION

In the event that an employee is either voluntarily or involuntarily demoted, that employee's rate of pay shall be decreased by five percent (5%) or to the maximum of the Pay Range into which he/she is demoted, whichever results in the lower salary.

G. RATE OF PAY UPON RECLASSIFICATION

1. Except as may be otherwise provided herein, an employee who is reclassified to a position with a higher Pay Range shall receive a rate of pay increase of either five percent (5%), or an increase to the minimum of the Pay Range to which he/she is reclassified, whichever is greater. This section shall not apply in instances when a city wide compensation study is being implemented.

2. Where extraordinary circumstances merit such consideration, the City Manager may authorize that the rate of pay for an employee who is reclassified to a position with a higher Pay Range be set at up to the maximum of the Pay Range into which he/she is being reclassified.

3. An employee's rate of pay after reclassification shall not be less than the minimum

or more than the maximum of his/her new Pay Range.

4. Except as may be otherwise provided herein, the rate of pay of an employee who is reclassified from one position to another position in the same Pay Range shall not change.

H. RATE OF PAY UPON REALLOCATION

1. The rate of pay for an employee whose position is reallocated to a higher Pay Range shall remain unchanged. However, an employee's rate of pay after reallocation shall not be less than the minimum or more than the maximum of the Pay Range to which his/her position is reallocated.

2. The rate of pay for an employee whose position is reallocated to a lower Pay Range shall remain unchanged. However, an employee's rate of pay after reallocation shall not be less than the minimum or more than the maximum of the Pay Range to which his/her position has been reallocated.

I. TEMPORARY TRANSFER ("ACTING") PAY

1. Subject to the concurrence of the Department Director, a Department Director may temporarily transfer an employee to another position with a higher pay range under the following conditions:
   a. The position temporarily being filled is an authorized, budgeted position; and

   b. The position temporarily being filled is vacant or the employee occupying such position will be absent from duty for more than two (2) full weeks or more; the expectation is the Director or Assistant Director will fill in for absences less than two (2) weeks.

2. The rate of pay of an employee who is temporarily transferred to a position with a higher pay range shall increase by five percent (5%).

3. The rate of pay for an employee who is temporarily transferred to another position shall not be less than the minimum or more than the maximum of the Pay Range into which he/she is temporarily transferred.

J. MERIT INCREASES

The City Manager, as part of annual budget preparation, may request funding for merit increases for all City employees. Merit increases shall be awarded in conjunction with an employee's annual evaluation. If the City Manager presents a merit increase to the Council during the annual budget process, and such is approved, the merit pay may be provided as a lump sum rather than an adjustment to the employee's base pay.

K. ANNUAL COST OF LIVING ADJUSTMENT (COLA)

1. City Manager, as part of annual budget preparation, may request funding for a Cost of Living Adjustment for all City Employees.

2. If approved by City Council, COLA awards will be effective October 1 each fiscal year.

3. Employees on probation as of October 1 will not be eligible for the COLA (until the next fiscal year.)

L. UNIFORM ALLOWANCE

The City Manager, as part of annual budget preparation, may request an allocation of funding for uniforms for designated staff. When such is approved by Council, the City will provide uniforms to employees required to wear them, subject to the following provisions:

1. PUBLIC WORKS UNIFORM REQUIREMENTS

a. Uniforms include protective footwear (work boots or shoes approved by the City based on specific tasks), shirts, blue or black jeans, cargo work pants, or shorts no more than three (3) inches above the knee.

b. Public Works employees must have work boots and long pants available at the workplace and must wear them when job assignments require long pants, work boots, or protective chaps.

2. SHIRT DISTRIBUTION

a. Between October 1 and December 31 each year, the City will order shirts with the City logo for Public Works employees required to wear uniforms and will issue them upon receipt.

b. Public Works employees required to wear uniforms and will receive up to six (6) shirts annually.

c. New Public Works employees required to wear a uniform will receive an initial allotment of eleven (11) City-logo shirts upon employment.

3. CLOTHING ALLOWANCE

a. Public Works employees required to wear uniforms will receive a $380 clothing allowance annually, provided in the form of a purchase order at the start of each fiscal year. This allowance is for replacing clothing damaged or worn out through normal wear and tear.

b. Purchase orders will expire at the end of the fiscal year, and a new $380 purchase order will be issued for the following fiscal year.

c. New Public Works employees will receive an initial $380 purchase order upon hire. Any unused amount from this initial purchase order will not carry over into the next fiscal year.

d. The second year's purchase order for new employees will be increased by a prorated amount based on the number of months worked in the first fiscal year.

As determined by the City, certain employees will be required to wear uniforms. This section also applies to full-time and part-time non-Public Works field and office employees required to wear uniforms, such as Park Rangers, Trolley Drivers, and Visitor Experience Specialists.

4. NON-PUBLIC WORKS UNIFORM REQUIREMENTS

a. The uniform consists of a City-provided shirt, and black or blue jean, or khaki-colored pants or shorts, paired with City-approved footwear.

5. SHIRT DISTRIBUTION

a. New employees who are required to wear a uniform will receive up to six (6) uniform shirts upon hire.

b. Annually thereafter, employees will be provided with up to four (4) uniform shirts.

6. UNIFORM STIPEND

The City will provide an annual $100 stipend for the purchase of pants and shoes.

7. SEPARATION DURING PROBATIONARY PERIOD

If a new employee separates from the City during their probationary period, the City will deduct any funds used from the purchase order from the employee's final paycheck.

8. UNIFORM MAINTENANCE

a. Employees are responsible for cleaning and maintaining City-provided uniforms.

a. The Department Director and/or supervisor will ensure that all uniforms, including footwear, comply with the City's uniform standards.

M. SPECIAL COMPENSATION

Upon certification by the Finance Department Director that sufficient funds are available, the City Manager may authorize shift differentials, call-back pay, call-in pay, stand-by pay, or other such special compensation as deemed to be in the best interest of the City's operations.

N. OVERTIME COMPENSATION AND COMPENSATORY LEAVE

1. Employees who are required to work overtime shall receive compensation in accordance with the requirements of the law, including but not limited to the Fair Labor Standards Act (29 U.S.C. 201-219), as same may hereafter from time to time be amended.

2. In lieu of the payment of overtime compensation, an employee may be allowed compensatory time off as provided in Article15 of this manual.

3. Overtime compensation or compensatory leave shall be used within two pay periods or reimbursed at the end of the second pay period following the occurrence.

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ARTICLE 18 - EMPLOYEE BENEFITS

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A. EMPLOYEE BENEFITS

The City may offer city-paid benefits to its full-time employees and active elected officials, subject to eligibility and employment status. These benefits may include, but are not limited to, health insurance, dental insurance, life insurance, and enrollment in the Florida Retirement System. The terms and conditions of these benefits will be determined at the City's sole discretion. Any adjustments to benefits, pay rates, or compensation may be made with the approval of the City Council.

Employees will be accepted into the insurance plan in accordance with the terms of the City's agreement with the insurance carrier.

Employee will be responsible for any cost associated with dependent coverage.

B. BENEFITS FOR ACTIVE ELECTED OFFICIALS

Active elected officials will include the Mayor and Council Members.

1. Entitlement to Coverage The active elected officials, during their respective terms of office, are each eligible, at their request, for enrollment in the City's medical, dental and life insurance plans then in existence, individual or family coverage, with 100% of the individual health insurance premium paid by the City. It will be the sole responsibility of the elected official to cover any other plan costs (i.e., dependent coverage).

2. Continuation of Coverage The active elected officials enrolled in such plans upon termination of their term of office, regardless of reason, are each eligible, at their

request, for continued enrollment in the plan, individual or family coverage, with 100% of the premium paid by the enrolled member subject to COBRA rules.

3. No Adverse Effects on Rights to COBRA Nothing in this section is intended to adversely affect the rights to an active elected official during or after each respective term of office pursuant to 42 USC Section 300 (COBRA).

ARTICLE 19 - WORKERS COMPENSATION

Deleted: 18

The City will provide Worker's Compensation insurance for all employees covered by this Agreement in accordance with the applicable provisions of Florida Law; position category.

All accidents and injuries must be reported immediately to one's supervisor or Department Director and the Human Resources Director. The supervisor shall follow up with an investigation and forward it to the Department Director and Human Resources Director.

ARTICLE 20 - SEVERABILITY AND EFFECTIVE DATE

Deleted: 19

A. SEVERABILITY

In the event that any portion or section of this Manual is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining portions or sections of this Manual which shall remain in full force and effect.

B. EFFECTIVE DATE

This Policy Manual shall take effect immediately upon its adoption by the Crystal River City Council.

ADMINISTRATION		PAY RANGE	
JOB TITLE	JOB CLASSIFICATION	MINIMUM	MAXIMUM
CITY MANAGER	OFFICIAL/ADMINISTRATIVE	$ 100,000.00	$ 140,000.00
CITY CLERK	OFFICIAL/ADMINISTRATIVE	$ 65,000.00	$ 90,000.00
DEPUTY CITY CLERK/EXECUTIVE ADMIN	ADMINISTRATIVE SUPPORT	$ 45,000.00	$ 70,000.00
~~PARKS AND RECREATION DIRECTOR~~	~~OFFICIAL/ADMINISTRATIVE~~	~~$ 85,000.00~~	~~$ 125,000.00~~
COMMUNITY ENGAGEMENT DIRECTOR/PIO	OFFICIAL/ADMINISTRATIVE	$ 55,000.00	$ 80,000.00
HUMAN RESOURCES DIRECTOR	OFFICIAL/ADMINISTRATIVE	$ 55,000.00	$ 80,000.00
THREE SISTERS VISITORS CENTER		PAY RANGE	
JOB TITLE	JOB CLASSIFICATION	MINIMUM	MAXIMUM
DIRECTOR OF VISITORS SERVICES	OFFICIAL/ADMINISTRATIVE	$ 65,000.00	$ 90,000.00
VISITOR EXPERIENCE SPECIALIST LEAD	ADMINISTRATIVE SUPPORT	$ 15.14	$ 22.36
VISITOR EXPERIENCE SPECIALIST - PT ANNUAL	ADMINISTRATIVE SUPPORT	$ 15.14	$ 22.36
VISITOR EXPERIENCE SPECIALIST - SEASONAL	ADMINISTRATIVE SUPPORT	$ 15.14	$ 22.36
TROLLEY DRIVER - PT	SERVICE/MAINTENANCE	$ 15.14	$ 22.36
PUBLIC WORKS		PAY RANGE	
JOB TITLE	JOB CLASSIFICATION	MINIMUM	MAXIMUM
PUBLIC WORKS DIRECTOR/ASST CITY	OFFICIAL/ADMINITRATIVE	$ 85,000.00	$ 125,000.00
ASSISTANT PUBLIC WORKS DIRECTOR	OFFICIAL/ADMINITRATIVE	$ 65,000.00	$ 90,000.00
PUBLIC WORKS EXCUTIVE ADMIN ASSISTANT	ADMINISTRATIVE SUPPORT	$ 45,000.00	$ 70,000.00
~~PUBLIC WORKS SUPERINTENDENT~~	~~SKILLED CRAFT WORKER~~	~~$ 47,500.00~~	~~$ 72,500.00~~
PUBLIC WORKS SUPERINTENDENT	FIRST/MID OFFS/MGRS	$ 47,500.00	$ 72,500.00
TRADES WORKER	SKILLED CRAFT WORKER	$ 19.95	$ 29.57
MECHANIC	SKILLED CRAFT WORKER	$ 18.03	$ 27.64
HEAVY EQUIPMENT OPERATOR	SKILLED CRAFT WORKER	$ 18.03	$ 27.64
EQUIPMENT OPERATOR	SKILLED CRAFT WORKER	$ 16.83	$ 26.44
MAINTENANCE WORKER I/GROUNDSWORKER	SERVICE/MAINTENANCE	$ 15.14	$ 22.36
MAINTENANCE WORKER II	SERVICE/MAINTENANCE	$ 16.11	$ 23.32
PARK RANGER - PT LEAD	SERVICE/MAINTENANCE	$ 16.11	$ 23.32
PARK RANGER - PT	SERVICE/MAINTENANCE	$ 15.14	$ 22.36
~~PARK ATTENDANT - PT~~	~~SERVICE/MAINTENANCE~~	~~$ 15.14~~	~~$ 22.36~~

GROWTH MANAGEMENT		PAY RANGE	
JOB TITLE	**JOB CLASSIFICATION**	**MINIMUM**	**MAXIMUM**
GROWTH MANAGEMENT DIRECTOR	OFFICIAL/ADMINISTRATIVE	$ 85,000.00	$ 125,000.00
ASSISTANT GROWTH MANAGEMENT DIRECTOR	OFFICIAL/ADMINISTRATIVE	$ 65,000.00	$ 90,000.00
ASSOCIATE PLANNER	PROFESSIONALS	$ 47,500.00	$ 72,500.00
GROWTH MANAGEMENT ADMINISTRATOR	ADMINISTRATIVE SUPPORT	$ 18.03	$ 27.64
PERMIT TECHNICIAN	ADMINISTRATIVE SUPPORT	$ 16.83	$ 26.44
CODE ENFORCEMENT OFFICER	ADMINISTRATIVE SUPPORT	$ 19.23	$ 28.85
CODE ENFORCEMENT OFFICER PT	ADMINISTRATIVE SUPPORT	$ 19.23	$ 28.85
BUDGET AND FINANCE		**PAY RANGE**	
JOB TITLE	**JOB CLASSIFICATION**	**MINIMUM**	**MAXIMUM**
BUDGET AND FINANCE DIRECTOR	OFFICIAL/ADMINISTRATIVE	$ 85,000.00	$ 125,000.00
ASSISTANT BUDGET AND FINANCE DIRECTOR	OFFICIAL/ADMINISTRATIVE	$ 65,000.00	$ 90,000.00
SENIOR ACCOUNTANT	PROFESSIONALS	$ 50,000.00	$ 75,000.00
CUSTOMER SERVICE/ACCOUNTS PAYABLE CLERK	ADMINISTRATIVE SUPPORT	$ 16.83	$ 26.44
UTILITY BILLING CLERK	ADMINISTRATIVE SUPPORT	$ 18.03	$ 27.64
UTILITY BILLING CUSTOMER SERVICE	ADMINISTRATIVE SUPPORT	$ 16.83	$ 26.44
FIRE		**PAY RANGE**	
JOB TITLE	**JOB CLASSIFICATION**	**MINIMUM**	**MAXIMUM**
FIRE CHIEF	OFFICIAL/ADMINISTRATIVE	$ 85,000.00	$ 125,000.00
STATION COORDINATOR	ADMINISTRATIVE SUPPORT	$ 19.23	$ 28.85
FIREFIGHTER/EMT	SERVICE WORKERS/TECHNICIAN	$ 50,000.00	$ 70,000.00
FIREFIGHTER/EMT - PT	SERVICE WORKERS/TECHNICIAN	$ 16.52	$ 23.12
FIREFIGHTER - VOLUNTEER	SERVICE WORKERS	Based on Stipends	Based on Stipends

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF POLICY MANUAL

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I, the undersigned employee of the City of Crystal River, FL, do hereby acknowledge that on the date set forth below I received a copy of the Human Resources Manual of the City of Crystal River.

I understand and acknowledge

a) That the contents of this manual do not in any way constitute the terms of a contract and this manual is not a legal document and that the policies and benefits described herein are subject to change with or without notice.

b) That any changes that are made will be communicated through official notices and that revisions will supersede, modify and/or eliminate existing policies or benefits.

c) That the policies in this manual cannot be changed by an oral statement or promise by any employee or officer of the City; any such statement is invalid and should not be relied upon by any prospective or existing employee.

d) No manual can anticipate all circumstances that may arise. Action taken where this manual is silent are the prerogative of the City Manager.

I further understand that it is my responsibility to read and comply with the policies contained in this manual and any changes and revisions made to it, and that I should contact and consult with the Human Resources Department if I have questions relating to information in the manual or employment questions not answered in the manual.

Employee Signature_____

Employee Printed Name_____

Date:_____



HUMAN RESOURCES POLICY MANUAL

January 26, 2026

City of Crystal River Human Resources Manual Document Revision

Version	Date	Revised By	Description of Changes
1.0	10/1/2023	Mary Helprin	Initial version
1.1	11/1/2023	Mary Helprin	Updated Employment Policy – page 12
1.2	5/1/2025	Mary Helprin	Exhibit A
1.3	10/1/2025	Mary Helprin	Artificial Intelligence Policy– Article 5
1.4	1/26/2026	Mary Helprin	Update Network and Cell Phone Policies - page 19
1.5	1/26/2026	Mary Helprin	Update Discipline Policy – Article 11
1.6	1/26/2026	Mary Helprin	Clarification of Holidays and Holiday Pay – page 46
1.7	1/26/2026	Mary Helprin	Add Vehicle/Equipment/Boat Policy – Article 6

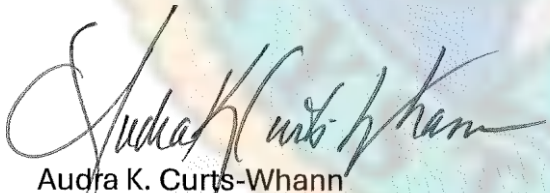
Note: This revision page is intended to provide a summary of changes made to the Human Resources Policy Manual. For detailed information about specific policy revisions, please refer to the corresponding sections in the manual or exhibits.

The City of Crystal River was officially incorporated as a city on July 3, 1923, and proudly celebrated its centennial anniversary in 2023. As employees of this unique and growing city, we seek to ***serve*** its residents and visitors, and to ***maintain, preserve, enhance*** and ***embrace*** its beauty, charm and the abundance of nature around us.

The commitment, dedication and hard work of our staff are the driving factors in maintaining our residents' quality of life and making our city a place people want to visit to support our local businesses.

This employee handbook is divided into sections - including objectives and administrative policies, your responsibilities and rights as an employee, workplace safety guidelines, leave and compensation information, and general provisions to answer questions you may have as a valued employee of Crystal River. The handbook is intended to clearly communicate the city's policies and guide you during your career with the City. Please make yourself aware of the city's policies and guidelines.

We are proud to have you as a member of our team!



Audra K. Curts-Whann
City Manager
City of Crystal River

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INTRODUCTION

The purpose of this manual is to generally describe the Human Resources process and set forth policies to be followed by the City of Crystal River in the administration of its Human Resources program. This HR policy manual supersedes any previous HR Policy or manual. No manual can anticipate all circumstances that may arise. Actions taken where this manual is silent are the prerogative of the City Manager or the City Manager's designee. Questions regarding the interpretation of these policies or procedures should be directed to your immediate supervisor, Department Director and Human Resources Director.

Periodically existing policies will be revised to comply with changes in State and Federal Law. Proposed manual revisions will be prepared by the Human Resources Director and thereafter will be presented to the City Manager. Any such revisions will be communicated to employees via email, or memo from City Manager or Human Resource Director and said revisions shall supersede, modify and/or eliminate existing policies or benefits contained herein. An electronic copy will be posted on the City of Crystal River's Human Resources website . Printed copies will be available upon request.

Employment at the City of Crystal River is an at-will relationship. This means that either the employee or the city may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee policy manual creates or is intended to create an employment agreement, express or implied. Nothing contained in this, or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no city representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

ARTICLE 1 - GENERAL PROVISIONS

A. PURPOSE

The Human Resources Policy Manual is designed to be the primary reference document for communicating and interpreting Human Resources policies, programs, and procedures to employees at the City of Crystal River.

The City reserves the right to interpret, change, modify, add, delete or not apply all or part of the provisions of this manual at any time.

B. SCOPE

This Policy Manual applies to all City employees. Contract workers are excluded, except to the extent that rights and privileges are specifically provided in their written employment contracts.

C. OPERATIONAL RULES, REGULATIONS AND PROCEDURES

The City Manager and Department Directors are authorized to establish and enforce departmental operational rules, regulations, and procedures in addition to those set forth herein, provided such rules, regulations, and procedures do not conflict with this Policy Manual.

D. DEFINITIONS

1. **ACTIVE MILITARY SERVICE** Active duty in the Florida defense force or federal service with any branch of the United States Army, Navy, Marine Corps, Air Force, or Coast Guard. The period of active military service shall commence with the date of entering upon active military service, and shall terminate with death, or a date thirty (30) days immediately next succeeding the date of release or discharge from active military service, or upon return from military service, whichever shall occur first. Active military service shall include the period during which a person in military service is absent from duty due to illness, wounds, leave, or other lawful cause.

2. **ANNIVERSARY DATE** The calendar date each year, which is the same as the month and day of an employee's initial date of employment. Re-employment after a break in service shall result in a new anniversary date.

3. **BREAK IN SERVICE** An interruption in continuity of employment by the City following the legal termination of such employment. Reductions in force for periods of less than eighteen (18) months shall not constitute a break in service.

4. **CITY** The City of Crystal River, Florida.

5. **COMPENSATION PLAN** A systematic process for evaluating jobs based on similarities in duties, responsibilities, and requirements. When positions have sufficiently similar duties, responsibilities, and requirements they are appropriately classified in one job with same title and be allocated on the same salary range.

6. **CONTRACT WORKER** A person who has a written contract for employment with the City to perform specific duties for a specified period of time.

7. **DATE OF EMPLOYMENT** The date on which an employee begins active employment with the City.

8. **DEMOTION** The reassignment, voluntary or involuntary, of an employee into a position having a lower pay range than the employee's previous position. The term does not include the reclassification of a position or the reallocation of a position.

9. **DEPARTMENT DIRECTOR** The Department Director of each City Department.

10. **DISCIPLINE OR DISCIPLINARY ACTION** The dismissal, suspension, demotion, or reprimand of an employee.

11. **DISMISSAL** An involuntary separation from employment, except by expiration of term, suspension or retirement.

12. **ELIGIBILE APPLICANT** A job applicant who meets the minimum qualifications for consideration for a position with the City.

13. **EMPLOYMENT-AT-WILL** The practice whereby employees are hired for an indefinite period of time, and the employment relationship may be terminated at-will by either party at any time. Unless otherwise indicated, all employees of the City of Crystal River shall be considered at-will employees.

14. **FISCAL YEAR** The period of time which begins on October 1st of each year and continues through September 30th of the following year.

15. **FULL TIME EMPLOYMENT** A full-time employee is an individual who is regularly scheduled to work in excess of thirty two (32) hours per week (on average, annually), as defined by the City's employment policies. Full-time employees are eligible for benefits as outlined in the City's policies, in accordance with federal law.

16. **FURLOUGH** A furlough is a mandatory temporary leave of absence from which the employee is expected to return to work or to be restored from a reduced work schedule.

17. **GRIEVANCE** A formal action initiated by an employee who believes that a workplace condition is unjust, inequitable, or hinders effective operations. However, dissatisfaction with performance evaluations is not considered a grievance unless the evaluation is alleged to be based on factors unrelated to job performance. Grievances do not include

complaints regarding disciplinary actions.

18. **IMMEDIATE FAMILY** The spouse, domestic partner, children (including step children), mother, father, sister, brother, grandmother, grandfather, and stepparent of an employee or an employee's spouse or domestic partner.

19. **INITIAL PROBATIONARY PERIOD** A six (6) month period of probationary employment, in the same position, immediately following the original date of employment by the City, or following a break in service. During this period, the employee may be disciplined or dismissed without a right of appeal.

20. **LATERAL TRANSFER** The movement of an employee from one position to another position having the same pay range and the same degree of responsibility. Lateral transfers may be within the same department or from one department to another.

21. **LAYOFF** A layoff is a separation of employment due to lack of work during periods of economic downturn or organizational restructuring. Layoffs may be permanent, or employers may implement a temporary layoff with the intention of recalling workers if circumstances allow.

22. **MANAGEMENT EMPLOYEES** An employee serving as a Director, Assistant Director and the City Manager (unless otherwise specified in employment contract).

23. **PART TIME EMPLOYMENT** Part-time employment is defined as a position in which an employee is regularly scheduled to work fewer than thirty-two (32) hours per week, (on average, annually). Part-time employees may be eligible for limited benefits as outlined in the City's employment policies and in accordance with federal law.

24. **PAY RANGE** is the established minimum and maximum rate of pay assigned to a specific job classification or pay grade within the City's compensation plan, an employer is willing to pay for a specific job or position.

25. **POSITION** A grouping of duties, responsibilities, designated classification, pay range, and tasks to be performed by an employee.

26. POSITION CATEGORY

Position category is defined as follows:

a. Officials and Administrators
b. Professionals
c. Administrative Support
d. Service/Maintenance
e. Skilled Trade Workers

27. **PROBATIONARY EMPLOYEE** A person who occupies a position included in the City's Compensation Plan who has not yet successfully completed his/her probationary period.

28. **PROMOTION** The competitive movement of an employee into a position having a higher pay range than the employee's previous position. The term does not include the reclassification of a position or the reallocation of a position.

29. **PROMOTION PROBATIONARY PERIOD** Normally, a period of three (3) months of conditional probation, immediately following promotion. This period may be extended for an additional period of up to six (6) months. Such period of employment does not affect the employee's rights as a regular employee, including the right to appeal disciplinary action.

30. **RATE OF PAY** An employee's wage or salary, whichever is appropriate to an employee's status under the Fair Labor Standards Act 29 U.S.C., Sections 201-219.

31. **REALLOCATION** The movement of a position to a higher or lower pay range based on an assessment of market conditions affecting the attraction, hiring, and retention of employees in that position.

32. **RECLASSIFICATION** The non-competitive movement of an employee to a position in the same or a different (higher or lower) pay range due to a material change in that employee's job duties and responsibilities.

33. **REDUCTION IN FORCE** The involuntary separation, through no fault of the employee, as by reason of lack of work, lack of funds, changes in organization, or similar cause, and without adverse effect on the employee's eligibility for further employment.

34. **REGULAR EMPLOYEE** An employee who has successfully completed the initial probationary period and does not fall into the Management category.

35. **RE-HIRE** The employment of a former City employee who has previously separated from City service and is subsequently returned to employment in a City position, whether in the same or a different classification, subject to applicable policies, eligibility requirements, and approval processes. Rehired individuals are considered new employees for all purposes of this policy manual.

36. **RESIGNATION**. The voluntary separation from City employment initiated by an employee, whereby the employee formally notifies the City of their intent to leave their position, typically in writing and with advance notice, in accordance with City policy.

37. **RETIREMENT** The voluntary separation from City employment by an employee who meets the eligibility requirements for retirement under the applicable City-sponsored retirement plan, state retirement system, or pension program, and who elects to end active service and begin receiving retirement benefits.

38. **SENIORITY** An employee's length of continuous service with the City, measured from the employee's most recent date of hire or other date as defined by City policy, and used

for purposes such as determining eligibility for benefits, promotions, layoffs, recalls, or other employment-related decisions.

39. **SEASONAL EMPLOYEE** An employee hired by the City for a limited period of time to meet temporary operational needs that recur on a seasonal or cyclical basis, such as tourism demand, special events, or weather-related activities, typically on a part-time basis.

40. **SUSPENSION** An involuntary separation in which an employee is temporarily relieved of duty, with or without pay, for a specified period of time as a result of misconduct, policy violations, or unsatisfactory performance.

41. **TRANSFER** The voluntary or involuntary movement of an employee from one position to another within the City Department to which the employee is assigned.

ARTICLE 2 - EMPLOYMENT POLICIES

A. EQUAL EMPLOYMENT

The City of Crystal River provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The City of Crystal River will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon City of Crystal Rivers' business operations.

The City will make reasonable accommodations for qualified individuals with known legally recognized disabilities, under the Americans with Disabilities Act (ADA). This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

These protections extend to all management practices and decisions, including recruitment and hiring, evaluation systems, promotions, training, and career development programs.

B. PREFERENCE TO VETERANS

In accordance with the provisions of Chapter 205 Florida Statutes, Sections 295, 07-085 veterans and spouses of veterans who meet certain criteria are eligible for preference in employment or promotion provided the veteran or spouse possesses the minimum qualifications of the position as outlined in the job description. Such preference does not preclude the hiring (outside hire) of a non-veteran who is more qualified than a veteran.

Veterans' preference does not apply to the following positions with the City:

- City Manager
- City Attorney
- City Clerk
- Department Directors

C. DRUG AND ALCOHOL FREE WORKPLACE

The City's Drug-Free Workplace Policy is aimed at ensuring zero tolerance to illegal drugs at all times and its alcohol-free policy to zero tolerance under circumstances that affect or might affect the safety and wellbeing of employees, citizens and others, or that adversely affect or might affect the effective operation of City operations. This policy has been implemented in accordance with sections 440.101 and 440.102 of the Florida Statutes.

1. PROHIBITIONS

a. ILLEGAL CONTROLLED SUBSTANCES

The City prohibits the use, distribution, possession, manufacture, cultivation, sale or attempt to manufacture, sell or distribute illegal controlled substances at any time whether on or off duty and whether on or off City property. Illegal controlled substances are defined by applicable state and federal laws.

Please be advised that marijuana, even if prescribed for a medical purpose and even if deemed lawful by some states for other purposes, remains an illegal controlled substance under federal law. As such, the City strictly prohibits the use of marijuana for any purpose at all times, both on-and off-duty.

b. ALCOHOL ABUSE

Employees of the City are prohibited from using or possessing alcohol while on duty; while on City premises; while driving a City vehicle; while operating a piece of City equipment; or while being transported in City vehicles at any time. In addition, employees are prohibited from reporting to work under the influence of alcohol and from otherwise using alcohol in a manner at any time which adversely affects or might adversely affect the interests or operations of the City.

The City requires an applicant seeking employment with the City to submit to a pre-employment seven (7) panel drug screen. Any applicant who tests positive for illegal substances shall not be employed by the City.

The City may require an employee to submit to a blood, urine or other medical test to screen for the presence of unauthorized controlled substances or alcohol whenever there is reasonable suspicion that the employee is under the influence of unauthorized controlled substances or alcohol. Additionally, the City reserves the right, upon reasonable suspicion, to conduct a search of lockers, desks, purses/tote bags, equipment, and workspace on City property. The City further reserves the right to involve the Citrus County Sheriff's Office if there is reasonable suspicion that an employee has an illegal substance in their personal vehicle parked on city property.

Refusal of any employee to submit to blood, urine or other medical testing will result in appropriate disciplinary action up to and including dismissal. The City encourages any employee with a substance abuse problem to contact Human Resources Department for information about the City's Employee Assistance Program (EAP).

2. LEGAL USE OF PRESCRIPTION AND NON-PRESCRIPTION DRUGS

The legal use of prescription and non-prescription drugs is often necessary. Unless used in accordance with a valid prescription from a medical professional or in accordance with accepted over the counter uses, the City prohibits the use, distribution, possession, manufacture, cultivation, sale or attempt to sell or distribute prescription drugs. Employees are required to advise his or her supervisor if he or she is taking prescription or non-prescription drugs which have the potential to adversely impact the employee's job performance or the employee's ability to work in a safe and efficient manner.

Please be advised that marijuana, even if prescribed for a medical purpose and even if deemed lawful by some states for other purposes, remains an illegal controlled substance under federal law. As such, the City strictly prohibits the use of marijuana for any purpose at all times, both on-and off-duty.

3. REASONABLE SUSPICION TESTING

An employee will be subject to drug and alcohol testing whenever reasonable suspicion exists to believe the employee is using drugs or alcohol in violation of this policy or otherwise engaging in conduct in violation of this policy. Reasonable suspicion shall be based on specific, objective and articulable facts and reasonable inferences drawn from those facts in light of experience. In making this determination, relevant factors may include, but are not limited to:

a. Observable phenomena, such as direct observation of drug use or of physical symptoms or manifestation of being under the influence of a drug or alcohol;
b. Abnormal conduct, erratic behavior or a significant unexplained deterioration in

work performance;

c. A report of drug use, provided by a reliable source;
d. Evidence that an individual has tampered with a drug test during his or her employment with the City;
e. Information that an employee has caused or contributed to an accident or injury while at work;
f. Evidence that an employee has negligently or recklessly operated a vehicle, equipment or machinery while at work;
g. Evidence that an employee has used, possessed, manufactured, cultivated, sold, solicited, or transferred drugs.
h. Supervisors who determine that reasonable suspicion exists to require an employee to submit to a drug and/or alcohol test are required to promptly document in writing the circumstances which formed the basis of the determination that reasonable suspicion existed to warrant the testing.

4. ACCIDENTS, INJURY AND INCIDENTS

An employee will be subject to drug and alcohol testing whenever:

a. A City vehicle is involved in an accident, regardless of how minor. The driver/operator will be required to undergo a seven (7) panel drug test immediately.

b. In the event of damage of any City property over the amount of $500.00. The driver/operator will be required to undergo a seven (7) panel drug test immediately.

5. OTHER LAWFUL TESTING

The City reserves the right to conduct any other type of lawful drug or alcohol testing. Employees who are subject to the drug and alcohol testing requirements imposed by the Department of Transportation on operators of commercial motor vehicles must fully comply with this policy as well as the DOT-mandated Substance Abuse Policy for Commercial Motor Vehicle Operators. When safety sensitive CDL employees are being tested pursuant to this policy (i.e., the non-DOT policy), the testing procedures set forth below shall apply. When safety-sensitive CDL employees are being tested pursuant to the DOT-mandated policy, the procedures set forth in that policy shall apply.

6. TEST RESULTS

The following procedures will be followed if an employee or job applicant has a confirmed positive test result:

a. An employee or applicant who receives a positive confirmed test result may contest or explain the result to the Medical Review Officer identified above within five working days. If the MRO determines that the employee's explanation is unsatisfactory, the MRO will report the positive test to the City. The employee or applicant may contest a positive confirmed test result pursuant to this policy**,** section 440.102 of the Florida Statutes, or other applicable law. If an employee or applicant

seeks to contest the laboratory result, it is his or her responsibility to contact the laboratory to advise of any administrative or civil proceeding challenging the results and to request that the test sample be preserved.

b. Within one hundred and eighty (180) days of receiving written notification of a positive test result, an employee or applicant may, at his or her expense, have the positive sample retested at a different laboratory licensed and approved by the Agency for Health Care Administration.

c. Within five (5) working days after receipt of a positive confirmed test result from the MRO, the City will inform the employee or applicant in writing of the test result, the consequences of the test result and any options that the City may elect to afford the employee or applicant in accordance with this policy. Within five (5) working days after receiving notice of a positive confirmed test result from the City, the employee or job applicant may submit information to the employer explaining or contesting the test result and explaining why the test result does not constitute a violation of this policy. If the City determines that the explanation is unsatisfactory, the City will provide a copy of the test result to the employee or applicant along with a written reason as to why the explanation was deemed unsatisfactory.

7. CONFIDENTIALITY

Absent written consent, all information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced as a result of the City's drug testing program are confidential and exempt from the provisions of Chapter 119 of the Florida Statutes (Public Records Law) and may not be used or disclosed except as otherwise provided by section 440.102 of the Florida Statutes or other applicable law.

Employee Assistance Programs (EAP) are available to assist employees who voluntarily self-report, prior to being requested to test, drug or alcohol related problems which have not yet adversely affected their job or City operations. Employees who voluntarily seek help, who have not had a positive drug test and who are not participating in EAP at the time or at any previous time, will not be subject to discipline. Employees with drug or alcohol related problems who wish to seek voluntary assistance through the EAP may contact one of the following EAP providers (or any other similar provider)

The National Helpline provides twenty four (24) hour free and confidential referrals and information about mental and/or substance use disorders, prevention, treatment, and recovery in English and Spanish.

The Drug-Free Workplace Helpline 1-800-WORKPLACE (967-5752)

Substance Abuse and Mental Health Services Administration SAMHSA's National Helpline 800-662-HELP (4357)
TTY 800-487-4889

Employees and applicants who violate this Policy will ordinarily not be eligible to elect

participation in EAP in lieu of disciplinary action. The City may permit exceptions to this provision where the City Manager determines, in his or her exclusive discretion, that the specific circumstances warrant. In such circumstances, the City may require that an employee in violation of this policy participate and successfully complete the EAP as a condition of continued employment.

All action taken by supervisors under this policy must be coordinated through the Human Resources Department to ensure compliance with all applicable laws.

8. SEXUAL HARASSMENT

It is the policy of the City of Crystal River to provide a workplace that is free from harassment of one employee by another employee, Department Director/Supervisor, customer or outside vendor on the basis of gender. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Any employee who feels that he/she is a victim of sexual harassment or is aware of or suspects any prohibited harassment must report the harassment to their supervisor or the Department Director. The supervisor or Department Director shall ensure the Human Resources Director is advised immediately. If an employee is uncomfortable with reporting to the supervisor or Department Director, they may report directly to the Human Resources Director. All complaints of harassment will be promptly investigated and kept confidential to the extent possible. There will be no retaliation against an employee who files such a complaint. Any employee who is found to have violated this policy will be subject to disciplinary action up to and including termination.

9. HARASSMENT

Harassment is defined by the Equal Employment Opportunity Commission (EEOC) as "unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful when:

a. enduring the offensive conduct becomes a condition of continued employment, or;
b. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive

Any employee who feels that he/she is a victim of harassment or is aware of or suspects any prohibited harassment must report the harassment to their supervisor or the Department Director. The supervisor or Department Director shall ensure the Human Resources Director is advised immediately. If an employee is uncomfortable with reporting to the supervisor or Department Director, they may report directly to the Human Resources Director. All complaints of harassment will be promptly investigated and kept confidential to the extent possible. There will be no retaliation against an employee who

files such a complaint. Any employee who is found to have violated this policy will be subject to disciplinary action up to and including termination.

10. WORKPLACE VIOLENCE

The City of Crystal River is committed to maintaining an environment that is safe, secure, and free from violence, threats, intimidation, or other disruptive conduct. All employees, residents, customers, vendors, contractors, and business associates are expected to treat one another with courtesy, and respect at all times.

This policy applies to conduct occurring on City property, at off-site locations, or during any work-related activity, or anytime the employee is representing the City, and establishes guidelines for preventing and addressing intimidation, harassment, threats, or acts of actual or potential violence.

A. PROHIBITED CONDUCT

The following conduct is strictly prohibited and will not be tolerated.

- Fighting, physical altercations, "horseplay," or other behavior that may endanger the safety of others.
- Threatening, intimidation, coercing, or harassing behavior towards employees, residents, customers, vendors, contractors, and business associates.
- Conduct or behavior that creates a climate of fear, violence, hostility, or intimidation will not be tolerated.
- Verbal or physical threats of harm, intimidation, or physically aggressive conduct toward any individual while engaging in City business is prohibited.
- Use of City resources, including computers, electronic systems, or communication devices (cell phone, radios, etc.)may not be used to threaten, stalk, or harass any individual whether on duty or off duty.

11. REPORTING

Any employee who experiences, witnesses, or becomes aware of any act of violence, threat of violence, or threatening behavior by a City employee, contractor, or member of the public while engaged in City business must immediately report the incident to their immediate supervisor or Department Director. Upon receiving such a report, the immediate supervisor or Department Director shall promptly notify the Human Resources Director without delay.

If an employee is uncomfortable reporting the matter to their immediate supervisor or Department Director, the employee may report the incident directly to the Human Resources Director.

The City will make every reasonable effort to maintain the confidentiality of all reports and related information, consistent with the need to conduct a thorough investigation, ensure workplace safety, and comply with applicable law.

All reports will be taken seriously and investigated promptly and impartially to the extent practicable. Violations of this policy may result in disciplinary action, up to and including termination, removal from City property, or referral to law enforcement.

Retaliation is strictly prohibited. No employee shall be subject to retaliation, intimidation, or adverse employment action for reporting concerns in good faith or for participating in an investigation related to workplace violence or threats. Any employee found to have engaged in retaliation will be subject to disciplinary action, up to and including termination.

12. POLITICAL ACTIVITIES

All employees are encouraged to register to vote and to exercise this privilege at each opportunity afforded. No employee shall be required to make a contribution of any kind to any political party or any candidate for public office. Solicitation of any kind and in any manner for any political party, purpose or candidate during working hours is prohibited and constitutes grounds for immediate dismissal. Employees are not permitted to wear or display political badges, buttons, stickers or other insignia or to distribute campaign literature during working hours, while wearing a City insignia or uniform, or riding in or on City equipment or vehicles. Employees may run for elected office or be appointed to non-elected office so long as the office is unrelated to the City and does not interfere with their position or responsibilities as a City employee. Employees shall comply with all applicable State laws involving political activities. If an office is compensated, rules in this manual regarding outside employment must be adhered to (see number 15 below).

13. EMPLOYEE ORGANIZATIONS

City employees shall have all those rights specified in Chapter 447, Florida Statutes pertaining to public employees. This shall include the right to form and join employee organizations for the purpose of representation concerning matters of employment. Any employee participating in or promoting a strike, work stoppage, picketing, slowdown, or other similar forms of interference with the City's operation shall be subject to disciplinary action, up to and including discharge.

14. OUTSIDE EMPLOYMENT

Full-time employment with the City is considered an employee's primary employment obligation. No full-time City employee shall engage in any outside or secondary employment without the prior written approval of the City Manager.
Outside employment is prohibited if it creates, or has the potential to create, a conflict of interest, interferes with the employee's assigned duties or scheduled work hours, or

occurs during the employee's scheduled workday. If approved outside employment is later determined to adversely affect the employee's job performance, attendance, availability, or the City's operational needs, or if a conflict of interest is identified, the City Manager may revoke the approval in writing and require the employee to discontinue the outside employment.

Failure to comply with a revocation of approval within a reasonable timeframe shall constitute grounds for disciplinary action, up to and including termination.

15. PUBLIC EMPLOYMENT OATH

As a condition of employment, any person who becomes employed by the City shall execute a Public Employment Oath as required by Section 876.05 of the Florida Statutes.

> I, a citizen of the State of Florida and of the United States of America, and being employed by or an officer of the City of Crystal River and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

In the event the Public Employment Oath required by Section 876.05, Florida Statutes, as same may hereafter be amended or other Florida law requires that the Public Employment Oath be in another form, then the Public Employment Oath required by Florida law shall supersede the oath contained herein.

16. EMPLOYMENT OF RELATIVES

A City employee shall not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement, into a full time position in the City over which that person has supervisory/management responsibility, any individual who is a relative of that employee. The term relative shall mean an individual's spouse, children (including step children), parents (including step parents), siblings,(including step siblings and half siblings), grandchildren (including step grandchildren) and grandparents (including step grandparents) of the employee and the employee's spouse or domestic partner.

17. DRESS CODE

Employees are expected to maintain a professional appearance at all times. This includes being well-groomed and dressing appropriately for the public service environment to reflect positively on the City. Department Directors are responsible for establishing and enforcing reasonable dress standards within their respective departments which may include:

a. Collared shirts, business casual crewneck or V-neck shirts, blouses, golf shirts, and polo shirts.
b. Tailored or business casual slacks.

c. Jeans that are free of holes, tears, stains, or excessive wear, and worn in a manner that is respectful and professional.
d. Certain departments will be issued uniforms, which must be worn as required.
e. City uniforms and attire bearing the City logo should be worn only during business hours or when City business is conducted after hours with appropriate approval.

The dress code may vary across departments based on assigned duties, responsibilities, or essential job functions, subject to the discretion of the Department Director.

18. NETWORK/ELECTRONIC RESOURCES

Network and electronic resources, such as computers, other hardware, software, email, landline and cellular telephones, fax machines and internet access are tools provided by the City for employees to utilize in their work. These resources are for City business only.

All Internet and email communications, whether personal or business, sent through, received or stored in the City-owned system are the property of the City of Crystal River, and are subject to Florida's Public Records Law (Chapter 119, F.S.). Employees should have no expectation of privacy when using City-issued devices.

a. The City reserves the right to monitor email and Internet usage to ensure that its resources are being used for the purposes permitted by this policy. Misuse, including but not limited to personal use and damage due to mishandling, of a City-owned network or electronics will result in disciplinary action to the employee, up to and including termination. Employees do not have a personal privacy or property right in any matter created, received or sent using the email or Internet, regardless of whether the employee utilizes personal email programs or City email programs.
b. The City reserves the right to access, retrieve, read and delete any communication that is created, sent or received using the City's email or the Internet to assure compliance with this and other policies.

c. Any employee who becomes aware of misuse of the email or Internet system shall promptly contact their immediate supervisor, or Department Director

d. Users must abide by copyright, contract and other local, state and federal laws, City policies and procedures as well as individual department or agency guidelines. Use of internet resources for conducting personal or commercial use is prohibited.

e. No email message relating to City business or containing a citizen's email address should be forwarded to another individual outside the City. This provision does not apply to email addresses of contractors, vendors or others engaged in business activity with the City.

f. Internet accounts are to be accessed only by the authorized owner of the account. Confidentiality of passwords and user accounts must be protected. Individual users will be held accountable for use of their account by others.

g. All employees of the City are required to complete a mandatory cyber security awareness training modules within (thirty) 30 days of their hire/start date and annually thereafter. This training is provided through KnowBe4, the City's online learning platform, and is an essential part of the onboarding process to ensure employees are equipped with the knowledge to recognize and prevent cybersecurity threats. (Florida Statute 282.3185(3)(a)1.)

h. All employees are responsible for reporting any suspected or confirmed cyber breaches. If you become aware of a breach or have reason to believe one has occurred, promptly notify your Department Director or Human Resources. They will ensure the incident is reported to IT and the City Manager.

All of the City's policies, including but not limited to policies on Equal Employment Opportunity, Sexual Harassment and Harassment apply to the use of the City's network and electronic resources.

19. PERSONAL USE OF CITY PROVIDED CELL PHONES

A. PURPOSE

To establish guidelines for the acquisition, use, and management of city-owned cellular telephones and mobile devices. These devices are provided to ensure efficient communication in the performance of official City business and to enhance employee productivity and public service.

B. GUIDELINES

a. The City reserves the right to monitor, audit, inspect, and review the use of all City-issued devices at any time. This includes, but is not limited to, the review of call logs, data usage, text messages, application installations, and related activity records, whether conducted through monthly billing statements, text message archiving software, or other monitoring tools authorized by the City.

b. Cellular telephones will only be used with the hands free options while operating City vehicles. If the hands free option is not available, the vehicle should be safely stopped prior to using the cellular telephone.

c. City-issued cellular phones are intended for official City business. Personal use of City-owned cell phones is not permitted, except in cases of emergency or when employees must make brief calls home or to family members while working extended hours. Such calls will be considered business-related. If an employee does need to make or receive a personal call on a City-owned cellular phone, such calls must be brief, and must be few in number.

d. Misuse, including but not limited to personal use and damage due to mishandling, of a

City-owned cellular phone will result in disciplinary action to the employee, up to and including termination.

e. Cellular transmissions are not secure. Therefore, employees shall use discretion in relaying confidential information, and reasonable precautions shall be made to prevent equipment theft, cyber theft and vandalism.

f. It shall be a violation of this Policy for any employee to delete, destroy, or otherwise dispose of any information, text message, picture, video, or any other piece of data from a city owned cell phone. IT shall have the sole discretion to determine the proper and appropriate disposal of information and data stored on a city owned phone.

g. Lost or stolen devices must be reported immediately to the City Manager's Executive Assistant and the Director of the employee's department. In the event of theft, a report must be filed with the Citrus County Sheriff's Office. Failure to promptly report lost or stolen devices may result in disciplinary action.

h. All communications and data (calls, texts, voicemails, emails, and attachments) created or received on City-issued devices are subject to Florida's Public Records Law (Chapter 119, F.S.). Employees should have no expectation of privacy when using City-issued devices.

ARTICLE 3 - ETHICS

A. Every employee of the City of Crystal River is expected to uphold and exhibit professional conduct that fosters public trust in city government. It is the policy of the City of Crystal River to hold its employees to the highest ethical standards.

B. Every employee of the City of Crystal River is expected to avoid any action that may result in or create the appearance of impropriety including the following:

1. Using their position for private gain.
2. Giving preferential treatment to any person or group.
3. Impeding government efficiency or economy.
4. Losing independence or impartiality of action.
5. Making government decisions outside of official channels.
6. Adversely affecting public confidence in the integrity of government.

C. Every City employee is expected to act in a professional manner at all times and exhibit the following conduct:

1. **SERVE THE PUBLIC** Serve the public with respect, concern, courtesy and responsiveness, recognizing that service to the public is beyond service to oneself.

2. **MAINTAIN PERSONAL INTEGRITY** Demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all public activities in order to inspire confidence and trust in City of Crystal River government.

3. **SEEK NO FAVOR** Affirm that employment will not be used for personal gain or profit through the use or misuse of confidential information, official influence or public time.

4. **MAINTAIN CONFIDENTIALITY** Respect and protect at all times privileged information to which you have access in the course of official duties.

5. **SUPPORT EMPLOYMENT PRINCIPLES** Support and promote employment principles relative to the recruitment, selection and advancement of qualified individuals from all elements of society.

6. **BUSINESS GIFTS** No one shall accept any gifts, favor or thing of value in excess of twenty five dollars ($25.00) that may tend to influence him/her in the discharge of his/her duties or grant in the discharge of his/her duties any improper favor, service, or thing of value.

Employees found violating this policy will be subject to disciplinary action, up to and including termination. No retaliation will be tolerated against any employee who reports a violation of the City's Ethics Policy.

ARTICLE 4 - SOCIAL MEDIA POLICY

The City of Crystal River understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries certain responsibilities with it. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for the City of Crystal River.

A. GUIDELINES

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Crystal River, as well as any other form of electronic communication.

1. Ultimately, you are solely responsible for what you post online.

2. Before creating online content, consider some of the risks and rewards that are involved.

3. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects residents, customers, vendors, and people who work on behalf of the City or legitimate business

interests of the City of Crystal River may result in disciplinary action up to and including termination.

4. Inappropriate postings that may include discriminatory remarks, harassment, negative comments or pictures and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

5. Be respectful, fair and courteous to other employees, residents, customers, vendors, and people who work on behalf of the City or legitimate business interests of the City of Crystal River

6. Do not post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, which disparage employees, residents, customers, vendors, and people who work on behalf of the City or legitimate business interests of the City of Crystal River.

7. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

8. Posts should be accurate, appropriate and respectful in content. Do not post any information or rumors that you know to be false about the City of Crystal River, employees, citizens, suppliers, or people working on behalf of the City of Crystal River.

9. Posts made on your private social media account may become public record, pursuant to Florida Public Records Act, if the content of such post relates to City business.

10. Maintain the confidentiality of the City of Crystal River private or confidential information. Do not post internal reports, policies, procedures or other internal city-related confidential communications.

11. Do not create a link from your blog, website or other social networking site to the City of Crystal River website without identifying yourself as an employee of the City of Crystal River.

12. Express only your personal opinions. Never represent yourself as a spokesperson for the City of Crystal River. If the City of Crystal River is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the City of Crystal River.

13. The City of Crystal River prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

14. All City-branded social media is carefully and strategically managed by the Community Engagement Director/Public Information Officer.

15. Employees who wish to use City logos, photos, flyers or other media assets on social media or otherwise must obtain written permission from the Community Engagement Director/Public Information Officer.

16. Employees should not speak to the media on behalf of the City of Crystal River. All media requests should be directed to the City Manager or designee, Community Engagement Director/Public Information Officer or the Visitor Services Director, in regard to Three Sisters Springs.

ARTICLE 5 - ARTIFICIAL INTELLIGENCE POLICY

1. PURPOSE

The purpose of this policy is to establish guidelines for the responsible use of Artificial Intelligence (AI) technologies, inclusive of Generative AI and Automated Decision-Making within the City of Crystal River. The City recognizes the potential benefits of AI to improve efficiency, enhance services, and support decision-making while ensuring ethical, transparent, and secure practices. This policy applies to all City employees, contractors, volunteers, and third-party vendors who use, procure, or manage AI systems on behalf of the City.

2. GUIDELINES

The City will adopt and use AI in alignment with the following principles:

1. **Transparency & Accountability** – AI use must be explainable, documented, and auditable.

2. **Ethical Use** – AI must not discriminate, infringe on privacy rights, or compromise fairness.

3. **Human Oversight** – All critical decisions affecting residents, employees, or public resources must involve meaningful human review.

4. **Data Security & Privacy** – AI systems must comply with applicable laws, including Florida's public records laws, and protect sensitive data.

5. **Public Trust** – AI use must be communicated openly to maintain resident confidence.

3. ACCEPTABLE USE

1. AI can be used to handle routine tasks, improve communication, analyze information, and support better service delivery.

2. Generative AI tools (such as ChatGPT or Copilot) may be used for drafting, research, or brainstorming, but staff must review all content before sharing.

3. AI results should never be accepted as final or fully accurate without being checked.

4. PROHIBITED USE

a. Do not enter confidential, sensitive, or legally protected information into public AI tools.

b. Do not use AI in ways that could cause discrimination, harassment, or violate rights.

c. Do not use AI to make final decisions about City services, hiring, or discipline without human review.

d. AI notetakers or recording devices are discouraged and should not be used to generate summaries, recordings, or transcripts of City meetings without the prior consent of all meeting participants (which shall be documented by the notetaker, recording device or other written or recorded method).

5. TRAINING AND AWARNESS

1. Employees will receive training on appropriate AI use, risks, and compliance requirements.

2. Departments are responsible for monitoring AI use and reporting concerns.

6. PROCUREMENT AND VENDOR REQUIREMENTS

1. Vendors must disclose whether AI is being used in their products and provide assurances of data protection and ethical practices

7. OVERSIGHT AND REVIEW

a. The City Manager (or designee) will be responsible for overseeing AI use.

b. This policy will be checked each year and updated as needed when technology or laws change.

Violations of this policy may result in disciplinary action up to and including termination, as

provided in Article 11.

ARTICLE 6 – VEHICLE AND EQUIPMENT POLICY

A. PURPOSE

To establish uniform guidelines governing the use, operation, and care of City-owned vehicles, trucks, buses, boats, equipment, ATV, golf carts, and any other motorized asset to ensure safety, accountability, and compliance with applicable laws.

B. GUIDELINES

1. Only those persons possessing a valid Florida Operator's License for the type of vehicle to be operated shall be permitted to drive a City vehicle. Authorized users to operate a motor vehicle must be at least eighteen (18) years of age.

2. Florida Statutes require the operator of any vehicle to possess a valid State of Florida Driver's License for the class of vehicle being operated. Any State restriction placed on an operator's license shall be strictly enforced. Prior to the operation of any vehicle, the operator's supervisor is responsible for verification that the operator has the requisite license.

3. Anytime an employee receives a traffic citation, the employee shall notify his Department Director and Human Resources by the next business day.

4. The revocation or suspension of the State of Florida Driver's license of the operator immediately disqualifies that individual from any further vehicle operation until the license is restored. Should a driver have his license suspended or revoked, he shall report it immediately to the Department Head and Employee Services and he shall not operate any vehicle until the license is restored.

5. In no case shall an individual who is not an employee or authorized individual of the City be allowed to operate a City vehicle, or equipment unless approved by City Manager.

6. Use of City vehicle to transport a non-employee may be permitted in certain situations as part of the daily functions of the City of Crystal River.

a. Occurs as part of a public activity, a city permitted event, or approved by the City Manager.
b. Transporting consultants and similar personnel in conjunction with City projects.
c. Shall occur to promote positive community support.

7. Smoking tobacco products, use of E-Cigarettes and the use of smokeless tobacco products is prohibited in all County vehicles and inside all County facilities.

8. Equipment purchased by the City of Crystal River is to be properly cared for when used

by employees in the performance of assigned tasks. Employees will be held accountable for the misuse, abuse or loss of a tool, or piece of equipment.

9. Employees are to exercise caution when using City equipment. At no time should the operation of a motorized or power piece of equipment compromise the safety of one's self or others.

10. Golf Cart/ATV Side by Side Drivers must be at least 18 years of age and drivers must possess a valid driver's license and may only be driven by City employees unless otherwise approved by City Manager.

11. Golf Carts may be operated only in designated areas or on streets approved for golf cart use under Florida Statute §316.212. In addition to the requirements of F.S. § 316.212, the restrictions outlined in the City's Ordinance, Chapter 15, Article 6, also apply when operating golf carts on city-designated roads and streets.

12. Observe all traffic laws and posted speed limits.

13. Boat and Watercraft Operations

a. City boats shall be used only for official City business.
b. Only employees authorized may operate a City boat.
c. Operation under the influence of alcohol, illegal drugs, or impairing medication is strictly prohibited.
d. Required safety equipment, including personal flotation devices, shall be onboard and used as required by law.
e. Boats shall not be operated in unsafe weather, water, or visibility conditions.
f. All authorized boat operators must successfully complete a Florida Boater Safety Course or other City-approved boating safety training prior to operating a City boat, unless exempt under Florida law.

14. All City vehicle/boat incidents or loss or damage of equipment shall be immediately reported to the immediate supervisor or Department Director and Human Resource Director. In instances of vehicular/boat accidents or equipment damage or loss, Human Resource Director shall cause an investigation to be conducted. Employees found to be at fault will be subject to disciplinary action to include repair or replacement of damaged items. Department Directors are to route copies of employee disciplinary memorandum(s), and/or investigate information to the Human Resources for review and filing in the employee's folder.

C. EMPLOYEE RESPONSIBILITIES

1. Drivers of shared vehicles/work trucks should check their City vehicle or equipment before use to make sure it is in safe working condition. This includes looking at tires, brakes, lights, fluid levels, and any visible damage or issues. If anything seems unsafe or not working properly, it should be reported to the Department Director and the Public Works Department. Departments may perform a more comprehensive

inspection. Regular inspections by Public Works will be done once a month to help keep vehicles safe, reliable, and ready for City work.

If an employee is taking a vehicle out of town for a conference, a pre-check should be scheduled at least one week prior to the date of departure.

2. Vehicles shall be operated in accordance with the Motor Vehicle Regulations of the State of Florida.

3. The use of smoke, smokeless, and vape products in the use of any City Vehicle or equipment is prohibited.

4. The use of cell phones, without a hands-free device, while operating a vehicle/equipment should only be done while the vehicle/equipment is not in motion, in a parked position, and not at a stop sign or red light. It is recommended to allow the voice mail feature to answer the call, and then pull over and respond to the message at your earliest and safest opportunity utilizing a commercial parking lot or driveway leaving ample clearance for road traffic. The use of cell phones without a hands-free device, while a vehicle is in motion is restricted to calls placed or received that are deemed an emergency or absolutely vital to carry out business without further delay. The use of a hands-free device must be utilized whenever one is provided.

5. All employees operating a motor vehicle for City business shall adhere to the Motor Vehicle regulations of the State of Florida as well as the following safety guidelines:

a. Supplies transported in motor vehicles shall be secured in such a manner that they will not dislodge, fall out or shift forward during transit or sudden stops;
b. Never take drugs or medication, which may impair your ability to safely operate a motor vehicle, before and/or while operating a vehicle. Drugs, illness, or extreme fatigue may affect one's ability to judge distances, speed, and driving conditions;
c. All persons who drive or ride in City vehicles shall wear the installed seat belts;
d. Passenger capacity will meet the manufacturer’s design for the vehicle. Persons shall not be transported in any vehicle unless safe seating and seatbelts are provided for each person;
e. When backing a vehicle or equipment, with a load or body style that obstructs the driver's visibility, another employee should serve as a safety guide and direct the backing operation from outside the vehicle. Driver shall keep the safety guide in his vision at all times, if he cannot see the safety guide, the vehicle is to be stopped immediately;
f. For added safety, utility vehicles, roadside mowers, if so equipped should use flashers and safety warning lights, if so equipped, when alongside the road;
g. When fueling: Shut off the vehicle engine. Do not use electronic communications equipment when fueling. Do not smoke near fuel pumps. Keep the hose nozzle against the edge of the filler pipe. To avoid spilling fuel, do not fill the tank too fast, and hold fuel handle while pumping fuel;
h. Never exit a vehicle without first putting the vehicle in park. If leaving the vehicle put it in park, turn off the lights, wipers, radio, and close the windows, etc. Remove

the keys, lock the doors, secure other areas of the vehicle as needed and take the keys with you.

D. REMOVAL OF OPERATING PRIVILEGES

The City Manager or Department Director may, for just cause, and/or for any of the following specific reasons, revoke or suspend operating privileges at any time.

Violation of this policy may result in disciplinary action up to and including termination of employment:

1. Misuse of City equipment;
2. Failure to follow operating regulations;
3. Allowing unauthorized persons to operate equipment or vehicles;
4. Allowing unauthorized persons to be passengers in equipment or vehicles
5. Unsatisfactory motor vehicle record;
6. Transportation of unauthorized passengers in City vehicles, unless otherwise approved by City Manager;
7. Failure to maintain a valid State of Florida driver's license;
8. Failure to report a traffic citation.

ARTICLE 7 - EMPLOYMENT PROCEDURES

A. EMPLOYMENT OPPORTUNITY LISTING

The City reserves the right to fill vacant positions in a manner deemed to be in the best interest of the City, including the right to fill positions internally, or to promote from within. Any vacant position that a department intends to fill will be posted by the Human Resources Director on designated employee information bulletin boards and the City website, and may be posted on local, regional, and national electronic-based job boards.

B. EMPLOYMENT APPLICATIONS

All applicants will be treated fairly, and no applicant will be discriminated against or given preference because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit- based factors.

Each applicant shall fully and accurately complete an application on the City Website or web based employment sites, by the established deadline. Paper applications will be available upon request. Applicants claiming Veteran's Preference must do so at the time application for employment is made. The application must be accompanied by a copy of the applicant's discharge papers. Falsification or omission of information on the application form may be grounds for disqualification or termination. Nothing in the offer changes the at-will employment relationship between applicant, or employee and the City or gives the right to employment with the City for any particular time period.

C. APPLICANT EVALUATION AND SELECTION

Selection of applicants for City employment shall be based on the essential requirements of the position being filled with the specific knowledge, skills and abilities necessary for the successful performance of the duties of the position and. Hire will be based on suitability and the needs of the Department. Upon completion of the interview process, and when an applicant has been chosen, the Human Resources Director confirms interest in the position via a telephone contact, email or text. Next, an offer letter and acknowledgment forms of background check and drug screen will be sent via email to the applicant. Paper copies will be available upon request. Employment will be contingent on the result of a clear background check (which includes criminal background and sexual offender registry,) a driver's license review, and seven (7) panel drug screening.

Nothing in the offer changes the at-will relationship between applicant, or employee and the City or gives the right to employment with the City for any particular time period.

D. EMPLOYEE RECORDS

Chapter 119 of the Florida Statues requires public agencies to permit public access to the personnel records of their employees. Requests for information will be complied with as required by current law.

ARTICLE 8 - APPOINTMENTS

A. ORIGINAL APPOINTMENTS

1. No original appointment to a vacant position shall be made by the City until the Department has recalled laid off employees entitled to recall as provided in Article 10.

2. Except for a promotion, demotion, or transfer appointment, all appointments to available positions shall be considered original appointments.

3. Upon original appointment to a position, the following shall apply:

a. **CONTRACT WORKER** Contract workers shall have only those rights and privileges as specified in their written contract for employment.

b. **PROBATIONARY PERIOD** An employee appointed to fill a position on a regular, full-time or part-time basis shall serve an initial probationary period of six (6) months from the date of hire. An employee's initial probationary period may be extended at the discretion of the Department Director or City Manager for up to an additional six (6) months. The Department Director or City Manager may dismiss a probationary employee at any time during the probationary period or the extended probationary period, and the employee shall have no right to appeal against the dismissal. No accrued leave, sick or personal day will be paid

out if dismissed during the probationary period.

c. **LEAVE DURING PROBATION** An employee shall not be entitled to use accrued annual leave during the first six (6) months of the probationary period, unless it is leave without pay agreed to prior to hiring; however, in the case of illness, an employee may use accrued sick leave. An employee who is dismissed during the initial probationary period shall not receive payment for any unused leave.

d. **BREAK IN SERVICE** Any employee who is rehired after a break in service shall serve a new initial probationary period.

e. **POSITION CHANGE** Transfer or promotion of newly hired employees during probation shall not affect the initial probationary period. Employees who are promoted shall also serve a conditional probationary period for promotion as defined in this Section E below.

B. NON-COMPETITIVE APPOINTMENT

Upon the approval of both the Department Director and the City Manager, a former employee who either resigned or retired may be appointed to his/her former position without competition provided that the former employee requests appointment within one (1) year of resignation or retirement. Persons hired pursuant to this paragraph shall be considered new employees for all purposes of this Policy unless negotiated otherwise through the City Manager.

C. NON-COMPETITIVE ADVANCEMENT/PROMOTION

Upon the approval of both the Department Director and the City Manager, the City reserves the right to advance or promote an employee to a higher position without outside advertisement.

D. REGULAR EMPLOYEES

Upon satisfactory completion of the initial probationary period, and any extension of the probationary period, an employee shall become a regular employee.

E. PROMOTIONS

An employee is promoted when the employee competes and is moved into a position which has a higher pay range. The promoted employee shall be required to serve a three (3) month conditional probationary period. A promoted employee may be demoted at any time during the conditional probationary period without the right to appeal, unless the demotion is to a lower pay range position than the position in which the employee was serving, as a regular employee, immediately prior to the promotion. Any person who feels he/she has been demoted during the conditional probationary period in

violation of the City's Equal Employment Policy may file a grievance as provided in Article 13.

F. DEMOTIONS

An employee is demoted when the employee is voluntarily or involuntarily moved into a position which has a lower pay range. An employee who is demoted prior to becoming a regular employee shall be required to complete a probationary period of three (3) months in the lower position and shall not have the right to appeal the demotion. A regular employee who is demoted shall have the right to appeal the demotion as provided in Article 12 unless the employee has signed a statement that the demotion is voluntary.

G. TRANSFERS

1. An employee may be transferred from one position to another within the same job classification in the City Department to which the employee is assigned, An employee may be transferred from a position in one department to the same job classification in another department only with the approval of the City Manager.

2. A transfer of a probationary employee shall not affect that employee's initial probationary period.

3. A regular employee who is laterally transferred shall not be required to serve any probationary period. An employee shall not be entitled to appeal a lateral transfer.

ARTICLE 9 - VOLUNTARY SEPARATION

A. RETIREMENT

An employee who intends to retire from the City of Crystal River employment shall provide the City with written notice of such intent to retire not less than sixty (60) calendar days prior to the effective date of the retirement, based on the requirements of the Florida Retirement System (FRS) Pension Plan laws and rules in existence as of July 2024 which is subject to modification based on changes in the law or the Florida Administrative Code.

Once an employee's notice of retirement has been accepted by the City, the employee shall not have the right to withdraw the decision to retire unless the City Manager, in his/her sole discretion, consents to the withdrawal of the decision to retire in writing. An employee who submits a written notice of retirement shall not have the right to appeal the decision of the City Manager not to allow withdrawal of the retirement notice.

B. RESIGNATION

A regular employee who intends to resign shall present the reasons in writing to the City not less than fourteen (14) calendar days prior to the effective date of the resignation. Department Directors shall submit the reasons not less than thirty (30) calendar days prior to the effective date of the resignation. Employees who do not give at least a two week written notice shall be deemed ineligible for rehire. Once an employee's notice of resignation has been accepted by the City, the employee shall not have the right to withdraw the resignation, unless the City Manager, in his/her sole discretion, consents to the withdrawal of the resignation in writing. An employee who submits a written resignation shall not have the right to appeal the decision of the City Manager not to allow withdrawal of the resignation. The City retains the right to dismiss an employee the day the resignation is submitted.

C. RETURN OF CITY PROPERTY

Employees separating from the City of Crystal River for any reason shall, prior to separation, return all City-owned property, equipment, keys/key fobs, website information, passwords, and City issued uniforms in his or her possession to their respective department or the Human Resources Department.

ARTICLE 10 - INVOLUNTARY SEPARATIONS

A. GENERAL

Personnel actions contemplated in this section are those which result in an employee's separation, either permanently or temporarily, from City employment. These actions include dismissal during initial probationary period, layoff, reduction in force, furlough, suspension with or without pay, demotion for cause, and dismissal from employment.

B. DISMISSAL DURING INITIAL PROBATIONARY PERIOD

Probationary employees may be dismissed without cause during the initial probationary period. Employees who are dismissed during the initial probationary period shall not have the right to appeal their dismissal unless it is in violation of the City's Equal Employment Policy. No annual leave, sick or personal day will be paid out.

C. REDUCTION IN FORCE

The City may eliminate a position with no intention of replacing it, resulting in a permanent cut in headcount, due to economic pressures, lack of work, organizational changes or other reasons of business necessity which require a reduction in staff. Employees who are dismissed due to Reduction in Force shall not have the right to appeal their dismissal unless it is in violation of the City's Equal Employment Policy.

D. LAYOFF

In the event of a layoff the City Manager along with the Department Directors will designate positions where layoffs will occur. The following factors, including seniority, will apply in determining which employees will be laid off and in what order the layoffs will occur:

a. Total continuous years of service within the City Department.
b. Total continuous years of service with the City.
c. Total continuous years of service within the City position.
d. The most recent performance evaluation rating.
e. Knowledge, skills and ability to do the job as determined by the Department Director.

Employees will receive written notice of a layoff at least thirty (30) calendar days prior to the effective date of a layoff. The City shall fund any position in which a layoff occurs to provide thirty (30) days' notice.

A laid-off employee shall be paid for all vacation, sick or personal leave to which he/she is entitled upon leaving the City's employment, and shall be permitted to continue health care coverage under the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

E. FURLOUGH

An employee may be furloughed from employment with the City for just cause as follows:

a. Slowdown in business;
b. Economic downturn;
c. Lack of work;
d. Budget constraints;
e. Public Health Emergency

Employees will receive written notice of a furlough at least thirty (30) calendar days prior to the effective date of a furlough. The City shall fund any position in which a furlough occurs to prior thirty (30) days' notice. The City shall adhere to FLSA regulations in regard to a furlough.

F. SUSPENSIONS

An employee may be suspended from employment with the City for just cause as follows:
a. Disciplinary reasons.
b. Pending an investigation of possible disciplinary action against the employee.
c. Pending the disposition of felony charges against the employee.
d. Pending the disposition of misdemeanor charges against the employee directly related to the employee's job duties.

e. Impairment of the employee, after reasonable accommodation(s), which affects his/her ability to perform his/her job safely and effectively.

G. SUSPENSIONS WITH PAY

An employee may be suspended with pay as follows:

Prior to suspending an employee with pay, the Department Director shall obtain City Manager and Human Resource Director approval and then provide written notice of such suspension to the employee. The notice shall state the reason(s) for the suspension with pay, the effective date of the suspension and the length of time of the suspension.

An employee may be suspended immediately with pay, but without the benefit of written notice, upon determination by the Department Director and approval of the City Manager and Human Resources Director as long as such suspension is in the best interest of the public. The employee will be provided written notice of the suspension as soon as practicable.

An employee suspended with pay must be accessible during normal business hours or have an easily contacted site agreed upon by the Department Director.

H. SUSPENSIONS WITHOUT PAY

Prior to suspending an employee without pay, the Department Director shall comply with the procedures prescribed in Article 11. An employee who has attained regular status and who is suspended without pay shall have the right to appeal such suspension without pay as provided in Article 12.

I. DISMISSALS

Prior to dismissing an employee, the Department Director shall comply with the procedures prescribed in Article 11. An employee who has attained regular status shall have the right to appeal a dismissal as provided in Article 12.

J. RETURN OF CITY PROPERTY

Employees separating from the City of Crystal River for any involuntary reason shall, prior to separation, return all City owned property, equipment, keys/key fobs, website information, passwords, and City issued uniforms in his or her possession to their respective department or the Human Resources Director.

ARTICLE 11 - DISCIPLINARY ACTION

A. GENERAL

The City hopes that good supervision and positive employee relations will prevent most

situations that could lead to discipline. However, if disciplinary action is necessary, the City understands that each situation is unique. Accordingly, the City will handle each case individually and determine appropriate actions based on the circumstances, without setting a precedent for future situations. The City will determine appropriate discipline in every matter on a case-by-case basis.

B. FORMS OF DISCIPLINE

The City recognizes the following types of discipline

1. Documented Oral Warnings
2. Written Reprimands
3. Suspension with or without pay
4. Demotion
5. Termination of Employment

D. BASIS FOR DISCIPLINARY ACTION

Continued employment with the City in any position is at the will and pleasure of the employee and the City, and may be terminated by either without cause. Employees should also understand they may be disciplined, up to and including termination, for violation of any of the offenses listed below; for violating departmental rules; for any action or failure to act which in the opinion of the City adversely affects the ability of the employee and/or fellow employees to perform their responsibilities and/or adversely effects the efficient operation of the City government; or, for any other or no reason except one made illegal by applicable law.

D. PROCESS

Disciplinary actions should be appropriate to the offense. Department Directors will consult with the City Manager and Human Resources in deciding appropriate disciplinary action. The City, however, reserves the right to impose even the most severe discipline as an initial measure when circumstances warrant.

One or more of the following reasons shall constitute cause for disciplinary action:

1. Incompetence or continued rendering of unsatisfactory service after documented instruction and/or counseling.

2. Gross neglect of duty or specific serious failure to perform assigned duties.

3. Insubordination or the refusal to comply with written or verbal orders, directive or instructions of a supervisor by word, act or deed.

4. Absence without leave, or failure to give proper notice of absence.

5. Repetitive , documented unauthorized tardiness or unauthorized absence from work.

6. Failure to return to duty at the end of an authorized absence.

7. The use of alcoholic beverages or unauthorized controlled substances while on duty.

8. Impairment, to any degree, of an employee's ability to effectively perform his/her job duties due to the use of drugs, alcoholic beverages, narcotics or other controlled substances.

9. Possession of unauthorized controlled substances during working hours on City property.

10. Unauthorized possession of firearms, knives, explosives, or other weapons while on duty or on City property or possession of any concealed weapon **on self** while on City property, or City vehicles.

11. Violation of Florida Statute 790.251
    In accordance with Florida Statute 790.251, "Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008," employees are permitted to keep a legally owned firearm locked inside their private vehicle while on employer property, including public and government-owned parking lots. The firearm must remain secured within the private vehicle at all times.

12. Conviction, or entry of a plea of guilty or nolo contendere, of a felony or of a misdemeanor charge directly related to the employee's job duties.

13. Negligent or willful damage to City property.

14. Theft, conversion of, or willful or careless waste of, City supplies, property, or equipment.

15. Inducing or attempting to induce an officer or employee of the City to commit an unlawful act.

16. Using, threatening, or attempting to use personal or political influence in securing promotion, leave of absence, transfer, change in pay, change in character of work, or a change in any other term or condition of employment. For purposes of this section the exercise by an employee of his/her right to petition the City Council shall not be considered to be "personal or political influence."

17. Utilization of official position for unauthorized personal gain.

18. Taking for personal use from any person, a fee, gift, or other valuable thing in the course of work or in connection with work, when the gift or other valuable thing can reasonably be assumed to be offered with the intent or expectation of receiving a favor or better treatment than that accorded other persons and the failure to report in writing an offer of a bribe or gratuity to permit an illegal act. The payment of less than twenty-five dollars ($25.00) for a meal consumed in the course of business is

not included in this prohibition.

19. Giving false and misleading statements about oneself, another employee, or any other individual or situation.

20. Falsification of any document related to the employee's City employment, including but not limited to, the employee's qualifying application for employment and/or promotion, the employee's time sheets, or any other official document of the City.

21. Unauthorized use of City personnel services, supplies, property, facilities, or equipment, including use of the City's exempt tax number.

22. Engaging in personal or business activities unrelated to City employment during work hours.

23. Refusal or failure to fully and truthfully cooperate in any investigation related to City business conducted by or at the direction of the City Council, City Manager, City Attorney, or the Department Director.

24. Violation of Department work rules or operating procedures.

25. Insulting, inflammatory, or abusive language or conduct toward other City employees or toward members of the public while on duty or wearing City apparel.

26. Sleeping during scheduled work hours.

27. Engaging in a strike prohibited by Section 447.505, Florida Statutes, as such may hereafter be amended.

28. Fighting, horseplay, unsafe conduct or misconduct while on duty or during work hours on City property.

29. Harassment, violence, brutality or cruelty to another City employee or member of the public, provided that the act was not lawfully or necessarily committed in self-defense or to protect the lives of others.

30. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or any other personnel action, because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors.

31. Ethnic, racial, religious, sexual, or other harassment directed toward any person in recruitment, examination, appointment, training, promotion, retention, or any other personnel relations.

32. Failure to maintain competence, qualifications, or licenses to perform the duties of

the employee's position.

33. Negative representation outside the City or work hours while in City Logo Attire.

34. Actions or conduct detrimental to the interest of the City. Communicating or imparting confidential information either in writing or verbally to an unauthorized person.

35. Failure to use required safety devices, such as, but not limited to, traffic vests, hard hats, safety shoes, gloves and/or goggles.

36. Failure to use seat belts in City vehicles, either as a driver or a passenger.

37. Use of any type of tobacco or vaping product in a City vehicle, or while in City Logo attire within view of public/patrons on city property.

38. Any other properly substantiated cause which adversely affects the City.

This list is not all-inclusive. Other circumstances may warrant disciplinary actions and will be treated on a case-by-case basis. The City of Crystal River reserves the right to modify this list at any time or determine whether any other conduct is contrary to the interests of the City and warranting disciplinary action up to and including termination.

ARTICLE 12 - EMPLOYEE APPEALS

A. PURPOSE

This Appeal Process provides a fair method for employees to request review of disciplinary actions issued under the City's Discipline Policy while preserving the City's authority to manage operations efficiently.

B. INITIATION OF APPEAL

Any employee with regular status who has been suspended or dismissed from employment with the City or involuntarily demoted shall have the right to request a hearing to appeal the disciplinary action by making a written request to the Human Resource Director within three (3) working days from the date of written notification of the action.

C. HEARING OFFICERS

The City Manager or designee shall conduct the appeal hearings.

D. APPEAL HEARINGS

1. SCHEDULING OF HEARINGS

The Human Resource Director shall schedule an appeal hearing for suspensions, , dismissals or involuntary demotions within thirty (30) days of receipt of a notice of appeal. The Human Resource Director shall provide notice in writing to the employee no less than ten (10) days prior to the date set for the hearing.

2. ABANDONMENT OF APPEAL

Failure of the employee to appear at the hearing or any continuances thereof and/or any failure to show good and compelling cause why the hearing should be continued, shall constitute an abandonment of any further right to appeal.

3. CONTINUANCES

Requests for continuances shall be submitted in writing to the City Manager or designee with a copy to the Human Resources Director. Except in cases of extreme emergency, requests for continuation shall be filed not less than five (5) days prior to the date noticed for the hearing. The City Manager or designee may, in his/her discretion, grant a continuance of a hearing for good cause shown or upon stipulation of all parties.

E. CONDUCT OF HEARINGS

Employee and Department Director shall have the right to present evidence relevant to the issues and to rebut evidence presented against them.

1. EVIDENCE

All testimony shall be transcribed by the City Clerk or Deputy City Clerk or recorded. Irrelevant, immaterial, or unduly repetitious evidence shall be excluded. All other evidence of the type commonly relied upon by reasonably prudent persons in the conduct of their affairs shall be admissible, whether or not such evidence would be admissible in the courts of Florida. Hearsay evidence may be introduced and used for supplementing or explaining other evidence, but it shall not be sufficient in itself to support a finding by the City Manager or designee.

2. DECISION

In rendering his/her decision, the City Manager or their designee shall determine whether, based on the evidence presented, the discipline ordered was for just cause.

3. FINAL ORDER

The City Manager or their designee shall provide a Final Order to the parties within ten (10) working days of the appeal hearing. The Final Order shall set forth the City Manager's or designee's findings of fact, and decision concerning the disciplinary

action. That order shall be final and binding on all parties.

ARTICLE 13 - GRIEVANCES

A. GENERAL

The grievance procedure outlined in this Article is available to all employees.

1. A Grievance is a difference or dispute between an employee and the City regarding the meaning, interpretation or application of the express terms of Policy. However, dissatisfaction with performance evaluations shall not be considered grievable unless it is alleged that the evaluation is based on factors other than the employee's performance.

2. An employee who believes that any condition affecting the employee is unjust, inequitable, or a hindrance to effective operation of the City, shall not have the right to file a grievance as provided herein unless the alleged condition relates to the meaning, interpretation, or application of the express terms of this Policy. Such employee may, however, request a meeting to discuss his/her complaint with the City Manager or designee, and/or his/her Department Director.

3. Grievances shall not include complaints related to disciplinary actions other than reprimands. Employees shall have the right to file grievances related to oral or written reprimands.

B. GRIEVANCE PROCESS

1. All grievances shall be submitted by the employee to his/her immediate supervisor or Department Director detailing in writing the employee's complaint in a Grievance letter. The employee must set out full details about the complaint in the letter to give the employer adequate information to carry out a thorough investigation of the matter. Grievances must be submitted within three (3) working days of the date of the occurrence which has caused the grievance or within three (3) working days from when the employee became aware of the facts giving rise to the grievance. Failure to initiate a grievance within this timeframe will result in the grievance being barred from the grievance process. The employee's immediate supervisor or Department Director shall respond to the grievance in writing, to the employee and Human Resource Director within three (3) working days.

2. If the grievance is not resolved by the immediate supervisor to the employee's satisfaction the employee shall have the right to continue the grievance process to the Department Director by following the same procedure as previously outlined within the same time period for submission of the grievance and response to the grievance by the Department Director.

3. If the grievance is not resolved by the Department Director the employee shall have

the right to request that the City Manager or designee review the action. This request shall be in writing and shall be submitted by the employee to the Human Resource Director within three (3) working days from receipt by the employee of the response of the Department Director. Failure of the employee to submit such request to the Human Resource Director within the required time period shall constitute abandonment of the grievance. The City Manager or designee will provide a written response to the employee within three (3) working days of receipt of the request from the Human Resource Director.

The City Manager's or designee decision shall be final and binding on both sides.

C. ABANDONMENT OF GRIEVANCE

The following shall constitute abandonment of a grievance:

1. Withdrawal by the employee of a Grievance letter.

2. The voluntary resignation from City employment by an employee while a grievance is pending.

ARTICLE 14 - PERFORMANCE EVALUATIONS

A. Each employee's performance shall be appraised on an annual basis on the employee's anniversary date to assess performance in relation to job requirements. Such evaluations shall be prepared on forms provided by the Human Resources Director.

B. Each New Hire Probationary employee will be evaluated prior to the end of the six (6) month probation period.

C. Each Promotion Probationary employee will be evaluated prior to the end of the three (3) month probation period.

ARTICLE 15 - ATTENDANCE AND LEAVE

A. WORK WEEK AND HOURS OF WORK

1. The payroll period is biweekly, although each week stands alone for overtime purposes. The official workweek extends from 12:01 a.m. Monday through 12:00 p.m. on the following Sunday.

2. The standard work week for full time employees will normally be Monday thru Friday, forty (40) hours, for eight (8) hour days, including two (2) fifteen (15) minute breaks per workday, excluding any time for meals. Alternative schedules may include Saturday and Sunday in city departments based upon the needs of the City.

3. Fire Department - Career firefighter schedules consist of three rotating shifts of

Twenty-four (24) hours on duty and forty-eight (48) hours off duty. Career firefighter work weeks vary with shift assignment and may work shifts of one hundred four (104) hours, one hundred twelve (112) hours or one hundred twenty (120) hours in a two-week work schedule.

Part-time firefighter work week consists of assigned shifts of twelve (12) hours on duty with hours and assignment based on the operational needs of the department.

Fire Administration staff such as Chief, and Fire Inspector may be assigned to a standard forty (40) hour work week.

Calculations for regular pay and overtime will be based on a fourteen (14) day work period for Career firefighters

B. WORK DAY

1. Authorized breaks in accordance with the Fair Labor Standards Act shall be included as hours worked. Authorized breaks shall be limited to one break in the morning, not to exceed fifteen (15) minutes, and one break in the afternoon not to exceed (15) minutes.

A non-paid lunch break of one (1) hour should be scheduled. Employees wishing to take less than one hour for their lunch break must have prior approval from their Department Director. Certain departments may have ½ hour non-paid lunch break schedule.

Required attendance at training courses and attendance at approved seminars shall be considered as hours worked.

Any official travel during an employee's normal working hours, whether on regular workdays or regular days off, shall be counted as hours worked. However, travel to and from an employee's home to the employee's regularly assigned work location (i.e., commuting) shall not be counted as hours worked.

2. Fire Department - Career firefighter schedules consist of twenty four (24) hours on duty and forty eight (48) hours off duty shifts, beginning at 0800 and finishing the following day at 0800.

Part-time firefighter schedules consist of twelve (12) hours on duty shifts scheduled based on the operational needs of the department.

Fire Administrative staff schedules follow the standard eight (8) hours on duty Monday-Friday.

Required attendance at training courses and approved seminars shall be considered hours worked.

C. WORK SCHEDULES

1. Each employee's scheduled hours shall be determined by the Department Director. The Department Director shall inform his/her employees of their daily scheduled hours of work (including meal periods and breaks), and shall thereafter inform employees of any changes deemed necessary or desirable by the Department Director.

2. Fire Department - Career firefighter schedules will consist of twenty four (24) hours on duty, forty eight (48) hours off duty. Twenty four/forty eight (24/48) hour shifts commence at 0800 and continue through 0800 the following day.

Part-time firefighter work schedules will consist of twelve (12) hours on duty with assignments scheduled based on the operational needs of the department.

Fire Rescue staff assigned to a forty (40) hour work week shall work a standard work schedule with hours determined by the Fire Chief.

D. COMPENSATORY TIME

With approval of the Department Director, hourly employees can choose to use compensatory time in lieu of being paid overtime. Accurate records of compensatory time accumulated and used will be entered in the payroll system as other accrued leave. In no case will compensatory time earned and not used exceed 40 hours. Employees will accrue comp time at the rate of 1.5 hours per hour of overtime. Any comp time earned must be used within two (2) pay periods after it has been accrued, or the payroll staff shall ensure it is paid out on the next payroll period.

E. OVERTIME

1. A Department Director may require any employee to work overtime. Any employee's refusal to work overtime may be grounds for disciplinary action.

2. All authorized hours worked in excess of forty (40) hours in a standard work week shall be paid per the Fair Labor Standards Act at the rate of 1.5 times the hourly employee's regular rate of pay. Hours worked shall specifically exclude bereavement leave, military leave, jury duty, unpaid leave, compensatory time used, vacation and sick leave.

4. Any overtime shall be approved by Department Director or City Manager, and must be included in the city's adopted budget. No employee may authorize overtime for themselves; unapproved overtime may be grounds for disciplinary action.

5. Fire Department - The City shall pay overtime pursuant to the Fair Labor Standards Act (FLSA) for both career firefighters and fire administration employees.

6. Pursuant to section 7(k) of FLSA, career firefighters working a twenty four/forty eight (24/48) hour shift will work a fourteen (14) day work period for purposes of determining overtime. Career firefighters working a twenty four (24) hour shift shall be paid overtime compensation at a rate of 1.5 times their regular rate of pay for hours worked more than one hundred and four (104) hours per fourteen (14) day work period unless sick leave is used. Non-exempt fire staff working a standard forty (40) hour work week shall be paid overtime compensation at a rate of 1.5 times their regular rate of pay for hours worked more than forty (40) hours in a week.

F. ATTENDANCE OF EMPLOYEES

1. Full-time employees shall be required to be present on their assigned job for the total hours in the established workweek unless absence from duty is authorized by the Department Director.

2. Part-time employees shall be required to be present on their assigned jobs for the total number of hours for which they are being compensated, unless absence from duty is authorized by the Department Director.

3. Employees are expected to be at their scheduled worksite during hours of duty. Regular and punctual attendance at work shall be required of each City employee. Excessive unscheduled absences or tardiness shall be grounds for disciplinary action.

4. It is recognized that from time to time unforeseen emergencies may occur, which may make it impossible for an employee to promptly report for work. In such emergencies, a Department Director, through his respective supervisors, may excuse the tardiness. All such excused tardiness should be appropriately documented in the timekeeping system by the supervisor or Department Director.

5. Employees who are late without justifiable reasons, or who have a record of repeated tardiness, may be subject to disciplinary action.

G. ATTENDANCE RECORDS

1. Each Department Director shall keep an accurate record of all hours worked by each employee, as well as a complete and accurate record of all authorized leave which is approved through the approved city timekeeping system.

2. Falsification of any attendance or leave records shall be cause for dismissal of the employee(s) involved.

H. HOLIDAYS

The City may recognize **Legal Holidays**, **Observed Holidays**, and **Traditional Holidays** in accordance with City policy or action of the City Council.

a. **LEGAL** holidays are those holidays established by federal or state law.
b. **OBSERVED** Holidays are recognized when a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. When a holiday falls on a Sunday, the holiday shall be observed on the following Monday.
c. **TRADITIONAL** holidays are holidays recognized by the City through custom or administrative designation and are not legal holidays.

1. The following Legal holidays may be City paid Holidays as approved by Council.
a. New Year Day
b. Martin Luther King Birthday
c. President's Day
d. Memorial Day
e. Independence Day
f. Labor Day
g. Veteran's Day
h. Thanksgiving Day
i. Christmas Day

2. The following Traditional holidays may be City paid Holidays as approved by Council
a. Day after Thanksgiving
b. Christmas Eve
c. Good Friday

3. The City Council may designate additional paid holidays. Holidays are adopted annually by the City Council during a meeting, typically in November. After approval, the City shall publish the calendar of legal, traditional and observed holidays...

4. All regular and probationary employees are entitled to holiday pay. When a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday by employees who work a regular work week. When a holiday falls on a Sunday, the holiday shall be observed on the following Monday by employees who work a regular workweek.

5. Fire department holidays shall be observed on the City's observed day for staff working standard or career fire schedules. Employees will receive eight (8) hours of Holiday pay on their timecards for holiday and 1.5 times the regular hourly rate worked for the hours worked on the observed holiday.

6. On the holidays set forth in this Article, employees shall receive their regular rate of pay and paid holiday hours will be included in hours worked for calculating overtime in a work week.

7. In order to be eligible for holiday pay, the employee must have worked or have been on approved paid leave on the last scheduled workday before and the first scheduled workday after the holiday. This approved paid leave must be authorized not less than two days prior to the occurrence of the holiday. If an employee does not have prior approval for sick leave, a doctor's note will be required in order to receive holiday

pay.

8. HOLIDAY PAY

A. CITY

a. Any City Employee classified as **Full Time** who is required to work on a legal, traditional or observed holiday as set forth in this Article shall be paid 1.5 times his/her regular rate of pay for each hour worked in addition to the paid holiday hours.

b. Any employee classified as **Part Time** will be paid for time and half if the employee works the actual legal holiday, as set forth in this Article.

9. FLOATING HOLIDAYS

A. CITY

In addition to annual leave, Full Time Employees will receive two (2) floating personal days on October 1, the beginning of the fiscal year. Employees hired after May 1 will receive one (1) floating holiday for that fiscal year. Floating personal days must be used by September 30 of the fiscal year and may be taken in increments of one (1) hour. Floating personal hours cannot be carried over from one year to the next. Floating personal days will not be paid out at separation of employment. These days must be used by September 30 of the following year or be forfeited.

B. FIRE DEPARTMENT

In addition to annual leave, Fire Staff working a standard forty (40) hour work week employees will receive two (2) floating personal days on October 1st, the beginning of the fiscal year. Employees hired after May 1 will receive one (1) floating personal day for the fiscal year. Floating personal days must be used by September 30 of the fiscal year and may be taken in increments of one (1) hour. Floating personal hours cannot be carried over from one year to the next. Floating personal days will not be paid out a separation of employment. These days must be used by September 30 of the following year or be forfeited.

Career firefighters working a twenty four/forty eight (24/48) shift schedule receive one (1) floating personal day for twenty four (24) hours and leave may be used in one hour increments.

I. ANNUAL LEAVE

1. ACCRUALS

All regular full-time employees shall earn annual leave according to the following table

Years of Continuous Service	Length of Annual Vacation
0 – 5 years	10 working days
6 – 12 years	15 working days
13 – 17 years	20 working days
18 + years	25 working days

All employees categorized as Management shall earn annual leave according to the following table

Years of Continuous Service	Length of Annual Vacation
0 – 5 years	15 working days
6 – 12 years	20 working days
13 + years	25 working days

2. FIRE DEPARTMENT ACCRUALS

It is recognized that schedules for career firefighter positions result in more annual working hours than traditional forty (40) hour work week schedules. All employees categorized as Career Firefighters shall earn annual leave according to the following table

Years of Continuous Service	Length of Annual Hours
0 – 5.9 years	86 Annual Hours
6 – 12.9 years	128 Annual Hours
13 – 17.9	171 Annual Hours
18+	214 Annual Hours

The maximum accrual of annual leave shall be two hundred and forty (240) hours. Hours accrued beyond this maximum limit as of September 30th of each year shall be forfeited.

Employees are not permitted to forego use of annual leave for the purpose of receiving payment for annual leave hours as an alternative. Upon separation from service with the City, an employee shall be paid for all accrued annual leave up to a maximum of two hundred and forty (240) hours.

New employees serving a probationary period are not eligible to use annual leave until

the completion of their probation, unless included as a negotiated item in the employee's initial offer of employment.

J. SCHEDULED LEAVE

Leave which is requested and approved prior to the day in which it is taken by the employee shall be considered to be scheduled leave.

K. UNAUTHORIZED ABSENCE

An employee's failure to obtain approval for leave shall result in the hours of absence being without pay. An employee's unauthorized absence also may be grounds for disciplinary action. However, a Department Director shall not unreasonably withhold approval of an employee's request for leave.

L. LEAVE WITHOUT PAY

Based on request and after all other leave time has been exhausted, an employee may request a leave of absence without pay for a period not to exceed thirty (30) days. The request must be submitted in writing to the Department Director and must be approved in writing by both the Department Director and the City Manager. In determining whether to approve the request for leave without pay, the Department Director and the City Manager shall consider factors such as the reason for the request and the department's ability to operate effectively in the absence of the employee. The City shall provide employer paid employee benefits, including, but not limited to, medical or other insurance. The employee may, at his/her option, maintain voluntary benefits at the employee's sole expense.

M. PAYMENT FOR UNUSED ANNUAL LEAVE

An employee who separates from the City (either a voluntary or non-voluntary separation) shall be paid out any remaining accrued annual leave time up to two hundred and forty (240) hours.

N. BEREAVEMENT LEAVE

1. An employee is entitled to up to three (3) working days of paid leave in the event of a death in their immediate family. This bereavement leave will not be deducted from the employee's accumulated annual leave.

For the purposes of this section, "immediate family" includes the employee's spouse, domestic partner, children, parents, siblings, grandchildren, and grandparents. It also includes the same relatives of the employee's spouse or domestic partner. In special circumstances where another individual is significant to the employee, bereavement leave may be granted at the discretion of the City Manager.
If the funeral is located more than two hundred and fifty (250) miles from the City,

the employee may request up to an additional sixteen (16) hours of paid leave. This leave is subject to the sole discretion of the City Manager and will not be deducted from any other type of leave.

Employees who require additional time off, regardless of the funeral's location, may request leave under other applicable City policies, such as vacation leave.

2. Fire Department - In recognition of the different work schedules for career firefighters, staff working twenty four (24) hours on duty, forty eight (48) hours off duty shall be entitled to leave with pay for one twenty four (24) hour shift. Fire Administrative staff on a standard work schedule are entitled to three (3) consecutive working days.

O. SICK LEAVE POLICY

1. The City of Crystal River grants Sick Leave to eligible employees to provide continued income during employee illness. Sick Leave shall not be considered a right to be used at the employee's discretion, but rather a privilege which shall be allowed only in a case of personal illness or disability, pregnancy, medical appointments, legal quarantine because of exposure to contagious disease, or in the case of illness in the immediate family. For this policy, immediate family shall be defined as spouse, dependent children and parents. Employees may be eligible to take leave under the FMLA, if all the requirements are met.

2. All regular and probationary full-time hourly employees shall earn Sick Leave at the rate of .0385 hours per hour or ten (10) days annually while in an eligible pay status. Eligible pay status for the purpose of calculating sick hours shall include regular hours, vacation hours, comp hours, sick hours, and holiday leave but shall not include leave without pay, or hours not worked.

3. A maximum of seven hundred and twenty (720) Sick Leave hours will only be permitted to accrue at any time for employees.

4. Conversion of Sick Leave to Annual Leave is permitted; however, the first three hundred and twenty (320) hours of accrued Sick Leave are not subject to these conversion privileges.

a. An employee with three hundred and twenty (320) hours, but less than seven hundred and twenty (720) hours of accrued Sick Leave, may convert the unused balance of any Sick Leave earned in the previous anniversary year, but not more than forty (40) hours, to forty (40) hours of Vacation Leave (subject to approval of the employee's Department Director.)

b. All Annual Leave resulting from a conversion of Sick Leave must be taken within a year of conversion. If retirement or separation from City employment occurs during the one year period, the converted leave will revert back to Sick Leave for

consideration according to the Sick Leave payout procedures. Converted Sick Leave shall be taken before regular Annual Leave.

5. In order to be granted Sick Leave with pay, an employee must meet the following:

a. Notify the immediate supervisor or Department Director prior to the beginning of the scheduled workday of the reason for such employee's absence. Failure to comply with the above may result in denial of Sick Leave for the absence and leave without pay.

b. Upon returning to work, the employee must submit a written request for such leave on the sick leave form to the Department Director.

c. In the event an employee is absent for three (3) days or more, the employee shall submit a medical certification signed by a physician stating the employee may return to work and is physically able to perform the required duties of their job.

d. If the employee is eligible for FMLA leave, appropriate documentation will be required from the employee.

6. Sick Leave will be paid at the employee's current basic rate of pay.

7. Hours taken as sick leave will not count as hours worked for overtime calculation purposes.

8. An employee with less than six (6) years of continuous employment upon separation with the City with shall not be paid for any unused sick leave.

9. Employees in good standing with more than six (6) years of continuous employment upon separation with the City shall be paid at the hourly rate at which it was earned (first in-first out rule is applied to hours) for fifty percent (50%) of their accrued sick leave not to exceed two hundred and forty (240) hours.

10. Abuse of sick leave or the sick leave policies will be grounds for the Department Director to initiate disciplinary action against the employee, up to and including termination.

11. Fire Department - Fire suppression staff will accrue sick leave at .0385 per hour while in an eligible pay status. Due to the increased fire work schedule, fire suppression staff working twenty four/forty eight (24/48) shifts will accrue one hundred and seven (107) hours of sick leave annually.

P. FAMILY AND MEDICAL LEAVE ACT PROVISIONS (FMLA)

1. The Family and Medical Leave Act (FMLA) provides job-protected leave from work for family and medical reasons. This fact sheet explains FMLA benefits and protections.

2. FMLA provides eligible employees of covered employers with job-protected leave for qualifying family and medical reasons and requires continuation of their group health benefits under the same conditions as if they had not taken leave. FMLA leave may be unpaid or used at the same time as employer-provided paid leave. Employees must be restored to the same or virtually identical position when they return to work after FMLA leave.

3. Employees are eligible if they work for a covered employer for at least 12 months, have at least 1,250 hours of service with the employer during the 12 months before their FMLA leave starts, and work at a location where the employer has at least 50 employees within 75 miles.

4. Covered employers under the FMLA include:

a. Private-sector employers who employ 50 or more employees in 20 or more workweeks in either the current calendar year or previous calendar year.

b. Public agencies (including Federal, State, and local government employers, regardless of the number of employees.)

c. Local educational agencies (including public school boards, public elementary and secondary schools, and private elementary and secondary schools, regardless of the number of employees.)

FMLA PROTECTION

Twelve workweeks of leave in a 12-month period for:

a. the birth of a child and to care for the newborn child within one year of birth;

b. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;

c. to care for the employee's spouse, child, or parent who has a serious health condition;

d. a serious health condition that makes the employee unable to perform the essential functions of his or her job;

e. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
The NDAA (National Defense Authorization Act) provides for up to twenty-six (26) work weeks of leave during a single twelve (12) month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

FMLA PROCESS

a. Requests for FMLA protected leave shall be made thirty (30) days in advance when the leave is foreseeable otherwise notice shall be given as soon as practicable. Requests for leave will be made on approved forms provided by the Human Resources Director. A request for leave due to the employee's health shall be supported by documentation from a medical provider which attests that the employee is unable to perform the functions of his/her job, and the anticipated timing and duration of the leave. A request for leave to care for a family member, including family military leave, with a serious health condition shall be supported by documentation from the healthcare provider indicating the need for hospitalization or continuing treatment. A second or third opinion may be requested at the City's expense in cases of an employee's own illness/injury, but the City shall not be responsible for the employee's time or incidental expenses. Employees shall be required to provide periodic recertification supporting the need for leave.

b. FMLA protected leave taken for the care of an employee's family member or due to the employee's serious medical condition may be taken on an intermittent or reduced work week basis. Intermittent leave or a reduced work week for the birth or placement of a child must be approved by the department director.

c. If an intermittent or reduced work schedule is requested to care for a seriously ill family member, the employee is required to provide the department Director, within fifteen (15) calendar days from the request, medical certification from a health care provider that the care provided by the employee is medically necessary and the expected schedule and duration of the absence. Failure to provide the certification within the time frame may result in the employee being denied leave until the certification is received.

d. At the option of the department Director, the employee requesting an intermittent or reduced work schedule type of leave may be temporarily transferred to another position which more easily accommodates the leave, providing the position has equivalent pay and benefits.

e. An employee on leave for any FMLA covered shall utilize all sick leave, and if applicable accrued annual leave, which shall be considered inclusive of the twelve (12) week entitlement prior to being placed on unpaid leave status.

f. No adverse action can result from an employee's use of FMLA protected leave. No discipline can be administered for taking such FMLA protected leave and performance evaluations cannot reflect less favorable ratings as a result of an employee's use of this type of leave.

g. Absences for a medical condition, including appointments for treatment or ongoing follow-up appointments with a health care provider, which qualifies under the

FMLA, will count toward the twelve (12) weeks per year provided by this Act.

h. Upon return from FMLA leave, an employee must be returned to the same position or to an equivalent position and maintain health benefits coverage. If an employee is on unpaid FMLA leave the employee may pay the employee share of the premium on a current basis.

Q. REASONABLE ACCOMMODATION

The City will make reasonable accommodations for qualified individuals with known legally recognized disabilities, under the Americans with Disabilities Act (ADA). This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.
Requests for reasonable accommodation will be considered on a case-by-case basis.

R. BREAK TIME FOR NURSING MOTHERS

Under the Fair Labor Standards Act (FLSA), most nursing employees have the right to reasonable break time to express breast milk while at work. This right is available for up to one year after the child's birth.

S. JURY DUTY

An employee who is summoned for jury duty shall be granted administrative leave with pay for all hours required for such duty, not to exceed the number of hours in the employee's normal work day. The employee must submit a copy of the summons to report for jury duty. Any jury fees shall be retained by the employee, however payment received for service as a juror is to be reported to the Human Resources Director, and the City will pay the difference between jury duty compensation and the regular salary that would have been paid had the employee been at work that day. This does not include mileage reimbursement paid by the courts. The City shall not reimburse the employee for meals, lodging, or travel expenses incurred while serving as a juror. If the employee's court attendance does not coincide with the employee's regular work schedule, the employee shall be granted administrative leave with pay only on scheduled work days.

T. COURT APPEARANCES

a. An employee subpoenaed as a witness in a court proceeding or an administrative hearing not involving service as a paid expert witness shall be granted administrative leave without pay. The employee shall retain any witness fees. The City shall not reimburse the employee for meals, lodging or travel expenses incurred while serving as a witness pursuant to this paragraph. Employees may choose to utilize paid leave (including floating holidays or annual leave) in lieu of administrative leave without pay.

b. An employee subpoenaed in the line of duty to represent the City as a witness or

defendant shall not be granted administrative leave. The employee's appearance in such cases shall be considered a part of the employee's job assignment. The employee shall be paid per diem and travel expenses and shall be required to turn over to the City any fees received in relation to appearance.

c. In no case shall administrative leave with pay be granted for court attendance when an employee is engaged in personal litigation or service as a paid expert witness. However, an employee may be granted annual leave in such cases with the approval of the City Manager. For purposes of this section, "personal litigation" shall mean any litigation in which the employee is named as a party.

U. ADMINISTRATIVE LEAVE

The City Manager may authorize an employee to take up to a maximum of sixty (60) days of unpaid leave per fiscal year if the City Manager determines that such a leave is in the best interest of the City.

V. MILITARY LEAVE

The City of Crystal River supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs leave for military service should immediately notify their Department Director and the Human Resource Director, who will obtain details regarding the leave.

All employees of the City of Crystal River who serve as commissioned reserve officers, reserve enlisted personnel in the United States military or naval service, or members of the National Guard are entitled to leaves of absence from their duties, without loss of vacation leave, pay, time, or efficiency rating, for all days engaged in training as required by United States military or naval training regulations, whether on active or inactive duty. Employees are entitled to up to two hundred and forty (240) hours of paid military leave within any calendar year. Additional or extended administrative leave beyond this period shall be unpaid but will be granted in accordance with Florida Statute § 115.07

W. LEAVE SHARING

1. The City Manager may authorize employees to donate Annual Leave on a dollar for dollar basis to employees who have exhausted all hours of accrued paid leave.

2. The City Manager may authorize employees to donate Sick Leave on a dollar for dollar basis to employees who have exhausted all hours of accrued paid leave.

X. DOMESTIC AND SEXUAL VIOLENCE LEAVE

1. The City may grant Domestic or Sexual Violence Leave to eligible employees as provided by law. Up to three (3) workdays of unpaid may be granted for the purposes specified in Florida Statue 741.313 if the employee or a household member of the employee is a victim of domestic or sexual violence. Employees may choose to utilize paid leave (including floating holidays or annual leave) in lieu of unpaid leave.

2. Personal identifying information that is contained in records documenting an act of domestic violence or sexual violence submitted by an agency employee to an agency, as defined in chapter 119, under the requirements of this section is confidential and exempt from s. 119.07(1) and s. 24(a), Article I of the State Constitution.

Y. TRAVEL POLICY

1. **LOCAL TRAVEL** Local travel via City vehicle or local travel requiring mileage reimbursement must be approved in advance by the Department Director. All mileage will be reimbursed at the current IRS rate for each mile logged as substantiated by point-to-point odometer readings and purpose of the trip.

2. **TRIPS ON CITY BUSINESS** All trips, whether for education, training or other official business are to be approved prior to the trip.

3. **APPROVAL** All Employees' travel must be approved in advance by the Department Director. Department Directors must have their requests approved, in advance by the City Manager.

Z. TRAVEL GUIDELINES

1. Actual expenses for lodging not paid in advance, or on a City of Crystal River credit card will be reimbursed at the tax-exempt single occupancy rate substantiated by a paid receipt.

2. Meals & Incidentals are paid at the standard GSA per diem rate. Rates depend on location of travel. Travel not involving full days and day trips will receive partial per diem. No one shall be reimbursed for any meal included in the seminar or conference program, or any meal which is otherwise complimentary. Generally, meals included as part of a conference are noted in the conference brochure/agenda.

   www.gsa.gov/travel/plan-book/per-diem-rates

3. Meal reimbursement will be based on the time of travel as follows

   a. Breakfast Travel must begin before 6 a.m. and extend beyond 8 a.m.

b. Lunch Travel must begin before 12 p.m. and extend beyond 2 p.m.

c. Dinner Travel must extend beyond 7 p.m.

d. Incidentals are not paid unless overnight stay is required. For travel involving an overnight stay, the GSA incidental rate may be included for incidentals in the total per diem rate.

e. Other reasonable expenses for tolls and parking will be reimbursed with receipts for actual costs. The City may **not** reimburse tips, alcoholic beverages or sales tax. A tax-exempt certificate is available for all travelers.

4. MEALS DURING A STATE OF EMERGENCY

Meals, including beverages and necessary supplies, will be provided to employees performing essential duties during a state of emergency when the following conditions apply

a. Employees are actively engaged in emergency response, recovery, or operations at designated Emergency Operations Centers (EOCs) or other approved emergency sites.

b. Employees are not receiving per diem or other meal allowances.

c. Employees are required to work extended hours beyond their normal shifts without reasonable time to obtain meals independently.

d. Access to food or water is limited or unavailable in the immediate area of the work location.

e. Meals should be purchased in a cost-effective and reasonable manner, such as bulk orders from approved vendors.

f. Meals should be delivered directly to the worksite.

5. REIMBURSEMENT AND DOCUMENTATION

a. All meal expenses must be documented with receipts, indicating the date, time, and location of service.

b. Reimbursement for meal costs is subject to federal, state, or local emergency funding guidelines, including FEMA reimbursement standards.

ARTICLE 16 - COMPENSATION PLAN

A. GENERAL

The City shall maintain a compensation plan that assures the following:

1. That the employee's job responsibilities are appropriately documented, and then compared to other similar positions; and

2. That the range of pay assigned to position is sufficiently competitive, within the City's relevant labor market, to allow for the recruitment, selection, and retention of competent employees.

B. COMPENSATION STUDY

At least once every five (5) years the City Council and/or City Manager shall consider the City's need to have a comprehensive study of the Compensation Plan conducted.

C. CREATION OF A POSITION

When the City Manager determines that there is a need for a new position title, the job responsibilities shall be appropriately documented in a newly developed job description, and a pay range assigned based upon review of similar positions in nearby governmental entities and current similar city positions, if applicable. The new position shall be added to the Compensation Plan with notification to City Council of such change.

D. ABOLISHMENT OF A POSITION

When the City Manager determines that a position is no longer needed, the City Manager may abolish that position, and update the Compensation Plan with notification to City Council of such change.

E. RECLASSIFICATION

When the City Manager determines that the duties and responsibilities of an existing position have materially changed, the City Manager may retitle that position to an appropriate title and pay range with notification to City Council of such change. The incumbent of a reclassified position shall be placed in the newly titled position unless the incumbent does not meet the minimum qualifications of the new position. The incumbent of a reclassified position shall have his/her wages or salary adjusted as specified in this Article.

F. REALLOCATION

When the City Manager determines that the range of a pay range on the Compensation Plan is no longer competitive or appropriate in the labor market, or when a change is

required to maintain the internal equity of the Compensation Plan, the City Manager may move a position to a higher or lower pay range with notification to City Council of such reallocation. The wages or salary of an incumbent of a reallocated position shall be adjusted as specified in this Article.

G. EFFECTIVE DATE OF POSITION CHANGES

Wage or salary changes resulting from changes to the Compensation Plan shall be effective at the beginning of the bi-weekly payroll period following the date of approval by the City Manager.

H. DECISION REGARDING COMPENSATION PLAN CHANGES

Decisions of the City concerning the Compensation Plan shall be final. Employees shall not be entitled to file grievances concerning a decision of the City with respect to the Compensation Plan.

ARTICLE 17 - COMPENSATION

A. GENERAL

The City shall maintain fair, equitable, and competitive wages and salaries for its employees.

B. ANNUAL RATES OF PAY BY POSITION

The City Council shall be presented the Compensation Plan each fiscal year as part of the budget process. The Compensation Plan shall consist of a series of positions listed by department, and pay ranges (which include a minimum, and maximum for comparative purposes). Annual increases in pay recommended during the budget process will be determined by taking into consideration factors such as cost-of-living and competing wages and salaries in the public and private sectors. Such recommended annual changes shall be presented to the City Council for approval during the budget process. No employee's wage or salary shall be less than the minimum or more than the maximum of the Pay Range to which his/her position is assigned. Employees whose salaries would be in excess of the pay range would not be eligible for an increase to their base pay rate; however, the City Manager may recommend those employees receive a one-time stipend for the amount being proposed above the maximum pay of the employee's pay range.

C. RATE OF PAY UPON HIRE AND RE-HIRE

1. GENERAL

Except as may be otherwise provided in this Resolution, the rate of pay for a newly hired or re-hired person shall be the minimum of the Pay Range to which his/her position is

assigned unless approved by the Department Director and the City Manager.

a. Upon completing the initial probationary period, an employee hired or re-hired may receive an increase in pay of not more than five percent (5%), provided that such increase in pay was offered at time of hire. The increase shall be requested in writing by the employee's Department Director and approved by the City Manager.

b. A newly hired or re-hired employee may be employed at a rate of pay which exceeds the minimum of the Pay Range by not more than twenty-five percent (25%) provided, however, that such rate of pay shall first be requested in writing by the Department Director and approved by the Finance Department Director, and the City Manager.

D. RATE OF PAY UPON PROMOTION

1. Except as may be otherwise provided herein, an employee who is promoted shall receive a rate of pay increase of five percent (5%) or an increase to the minimum of the Pay Range into which he/she is promoted, whichever is greater. For purposes of this section, the total percentage increase shall be applied to the employee's current rate of pay to determine the amount of increase. Upon completing the three (3) month probationary period, a promoted employee may receive an increase in pay of not more than five percent (5%), provided that such increase in pay was offered at time of promotion. The increase shall be requested in writing by the employee's Department Director and approved by the City Manager.

2. An employee's rate of pay after promotion shall not be less than the minimum or more than the maximum of his/her new Pay Range.

E. RATE OF PAY UPON TRANSFER

1. Except as otherwise provided herein, an employee who laterally transfers from one position to another in the same Pay Range shall receive the same rate of pay as in his/her former position.

2. Where extraordinary circumstances merit such consideration, the City Manager may authorize that the rate of pay for a laterally transferred employee be set at no more than the maximum of the Pay Range into which he/she is laterally transferring.

F. RATE OF PAY UPON DEMOTION

In the event that an employee is either voluntarily or involuntarily demoted, that employee's rate of pay shall be decreased by five percent (5%) or to the maximum of the Pay Range into which he/she is demoted, whichever results in the lower salary.

G. RATE OF PAY UPON RECLASSIFICATION

1. Except as may be otherwise provided herein, an employee who is reclassified to a position with a higher Pay Range shall receive a rate of pay increase of either five percent (5%), or an increase to the minimum of the Pay Range to which he/she is reclassified, whichever is greater. This section shall not apply in instances when a city wide compensation study is being implemented.

2. Where extraordinary circumstances merit such consideration, the City Manager may authorize that the rate of pay for an employee who is reclassified to a position with a higher Pay Range be set at up to the maximum of the Pay Range into which he/she is being reclassified.

3. An employee's rate of pay after reclassification shall not be less than the minimum or more than the maximum of his/her new Pay Range.

4. Except as may be otherwise provided herein, the rate of pay of an employee who is reclassified from one position to another position in the same Pay Range shall not change.

H. RATE OF PAY UPON REALLOCATION

1. The rate of pay for an employee whose position is reallocated to a higher Pay Range shall remain unchanged. However, an employee's rate of pay after reallocation shall not be less than the minimum or more than the maximum of the Pay Range to which his/her position is reallocated.

2. The rate of pay for an employee whose position is reallocated to a lower Pay Range shall remain unchanged. However, an employee's rate of pay after reallocation shall not be less than the minimum or more than the maximum of the Pay Range to which his/her position has been reallocated.

I. TEMPORARY TRANSFER ("ACTING") PAY

1. Subject to the concurrence of the Department Director, a Department Director may temporarily transfer an employee to another position with a higher pay range under the following conditions:

a. The position temporarily being filled is an authorized, budgeted position; and

b. The position temporarily being filled is vacant or the employee occupying such position will be absent from duty for more than two (2) full weeks or more; the expectation is the Director or Assistant Director will fill in for absences less than two (2) weeks.

2. The rate of pay of an employee who is temporarily transferred to a position with a

higher pay range shall increase by five percent (5%).

3. The rate of pay for an employee who is temporarily transferred to another position shall not be less than the minimum or more than the maximum of the Pay Range into which he/she is temporarily transferred.

J. MERIT INCREASES

The City Manager, as part of annual budget preparation, may request funding for merit increases for all City employees. Merit increases shall be awarded in conjunction with an employee's annual evaluation. If the City Manager presents a merit increase to the Council during the annual budget process, and such is approved, the merit pay may be provided as a lump sum rather than an adjustment to the employee's base pay.

K. ANNUAL COST OF LIVING ADJUSTMENT (COLA)

1. City Manager, as part of annual budget preparation, may request funding for a Cost of Living Adjustment for all City Employees.

2. If approved by City Council, COLA awards will be effective October 1 each fiscal year.

3. Employees on probation as of October 1 will not be eligible for the COLA (until the next fiscal year.)

L. UNIFORM ALLOWANCE

The City Manager, as part of annual budget preparation, may request an allocation of funding for uniforms for designated staff. When such is approved by Council, the City will provide uniforms to employees required to wear them, subject to the following provisions:

1. PUBLIC WORKS UNIFORM REQUIREMENTS

a. Uniforms include protective footwear (work boots or shoes approved by the City based on specific tasks), shirts, blue or black jeans, cargo work pants, or shorts no more than three (3) inches above the knee.

b. Public Works employees must have work boots and long pants available at the workplace and must wear them when job assignments require long pants, work boots, or protective chaps.

2. SHIRT DISTRIBUTION

a. Between October 1 and December 31 each year, the City will order shirts with the City logo for Public Works employees required to wear uniforms and will

issue them upon receipt.

b. Public Works employees required to wear uniforms and will receive up to six (6) shirts annually.

c. New Public Works employees required to wear a uniform will receive an initial allotment of eleven (11) City-logo shirts upon employment.

3. CLOTHING ALLOWANCE

a. Public Works employees required to wear uniforms will receive a $380 clothing allowance annually, provided in the form of a purchase order at the start of each fiscal year. This allowance is for replacing clothing damaged or worn out through normal wear and tear.

b. Purchase orders will expire at the end of the fiscal year, and a new $380 purchase order will be issued for the following fiscal year.

c. New Public Works employees will receive an initial $380 purchase order upon hire. Any unused amount from this initial purchase order will not carry over into the next fiscal year.

d. The second year's purchase order for new employees will be increased by a prorated amount based on the number of months worked in the first fiscal year.

As determined by the City, certain employees will be required to wear uniforms. This section also applies to full-time and part-time non-Public Works field and office employees required to wear uniforms, such as Park Rangers, Trolley Drivers, and Visitor Experience Specialists.

4. NON-PUBLIC WORKS UNIFORM REQUIREMENTS

a. The uniform consists of a City-provided shirt, and black or blue jean, or khaki-colored pants or shorts, paired with City-approved footwear.

5. SHIRT DISTRIBUTION

a. New employees who are required to wear a uniform will receive up to six (6) uniform shirts upon hire.

b. Annually thereafter, employees will be provided with up to four (4) uniform shirts.

6. UNIFORM STIPEND

The City will provide an annual $100 stipend for the purchase of pants and shoes.

7. SEPARATION DURING PROBATIONARY PERIOD

If a new employee separates from the City during their probationary period, the City will deduct any funds used from the purchase order from the employee's final paycheck.

8. UNIFORM MAINTENANCE

a. Employees are responsible for cleaning and maintaining City-provided uniforms.

a. The Department Director and/or supervisor will ensure that all uniforms, including footwear, comply with the City's uniform standards.

M. SPECIAL COMPENSATION

Upon certification by the Finance Department Director that sufficient funds are available, the City Manager may authorize shift differentials, call-back pay, call-in pay, stand-by pay, or other such special compensation as deemed to be in the best interest of the City's operations.

N. OVERTIME COMPENSATION AND COMPENSATORY LEAVE

1. Employees who are required to work overtime shall receive compensation in accordance with the requirements of the law, including but not limited to the Fair Labor Standards Act (29 U.S.C. 201-219), as same may hereafter from time to time be amended.

2. In lieu of the payment of overtime compensation, an employee may be allowed compensatory time off as provided in Article15 of this manual.

3. Overtime compensation or compensatory leave shall be used within two pay periods or reimbursed at the end of the second pay period following the occurrence.

ARTICLE 18 - EMPLOYEE BENEFITS

A. EMPLOYEE BENEFITS

The City may offer city-paid benefits to its full-time employees and active elected officials, subject to eligibility and employment status. These benefits may include, but are not limited to, health insurance, dental insurance, life insurance, and enrollment in the Florida Retirement System. The terms and conditions of these benefits will be determined at the City's sole discretion. Any adjustments to benefits, pay rates, or compensation may be made with the approval of the City Council.

Employees will be accepted into the insurance plan in accordance with the terms of the City's agreement with the insurance carrier.
Employee will be responsible for any cost associated with dependent coverage.

B. BENEFITS FOR ACTIVE ELECTED OFFICIALS

Active elected officials will include the Mayor and Council Members.

1. Entitlement to Coverage The active elected officials, during their respective terms of office, are each eligible, at their request, for enrollment in the City's medical, dental and life insurance plans then in existence, individual or family coverage, with 100% of the individual health insurance premium paid by the City. It will be the sole responsibility of the elected official to cover any other plan costs (i.e., dependent coverage).

2. Continuation of Coverage The active elected officials enrolled in such plans upon termination of their term of office, regardless of reason, are each eligible, at their request, for continued enrollment in the plan, individual or family coverage, with 100% of the premium paid by the enrolled member subject to COBRA rules.

3. No Adverse Effects on Rights to COBRA Nothing in this section is intended to adversely affect the rights to an active elected official during or after each respective term of office pursuant to 42 USC Section 300 (COBRA).

ARTICLE 19 - WORKERS COMPENSATION

The City will provide Worker's Compensation insurance for all employees covered by this Agreement in accordance with the applicable provisions of Florida Law; position category.

All accidents and injuries must be reported immediately to one's supervisor or Department Director and the Human Resources Director. The supervisor shall follow up with an investigation and forward it to the Department Director and Human Resources Director.

ARTICLE 20 - SEVERABILITY AND EFFECTIVE DATE

A. SEVERABILITY

In the event that any portion or section of this Manual is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining portions or sections of this Manual which shall remain in full force and effect.

B. EFFECTIVE DATE

This Policy Manual shall take effect immediately upon its adoption by the Crystal River City Council.

PAY RANGE EXHIBIT A

ADMINISTRATION		PAY RANGE	
JOB TITLE	**JOB CLASSIFICATION**	**MINIMUM**	**MAXIMUM**
CITY MANAGER	OFFICIAL/ADMINISTRATIVE	$ 100,000.00	$ 140,000.00
CITY CLERK	OFFICIAL/ADMINISTRATIVE	$ 65,000.00	$ 90,000.00
DEPUTY CITY CLERK/EXECUTIVE ADMIN	ADMINISTRATIVE SUPPORT	$ 45,000.00	$ 70,000.00
COMMUNITY ENGAGEMENT DIRECTOR/PIO	OFFICIAL/ADMINISTRATIVE	$ 55,000.00	$ 80,000.00
HUMAN RESOURCES DIRECTOR	OFFICIAL/ADMINISTRATIVE	$ 55,000.00	$ 80,000.00
THREE SISTERS VISITORS CENTER		**PAY RANGE**	
JOB TITLE	**JOB CLASSIFICATION**	**MINIMUM**	**MAXIMUM**
DIRECTOR OF VISITORS SERVICES	OFFICIAL/ADMINISTRATIVE	$ 65,000.00	$ 90,000.00
VISITOR EXPERIENCE SPECIALIST LEAD	ADMINISTRATIVE SUPPORT	$ 15.14	$ 22.36
VISITOR EXPERIENCE SPECIALIST - PT ANNUAL	ADMINISTRATIVE SUPPORT	$ 15.14	$ 22.36
VISITOR EXPERIENCE SPECIALIST - SEASONAL	ADMINISTRATIVE SUPPORT	$ 15.14	$ 22.36
TROLLEY DRIVER - PT	SERVICE/MAINTENANCE	$ 15.14	$ 22.36
PUBLIC WORKS		**PAY RANGE**	
	JOB CLASSIFICATION	**MINIMUM**	**MAXIMUM**
PUBLIC WORKS DIRECTOR/ASST CITY	OFFICIAL/ADMINITRATIVE	$ 85,000.00	$ 125,000.00
ASSISTANT PUBLIC WORKS DIRECTOR	OFFICIAL/ADMINITRATIVE	$ 65,000.00	$ 90,000.00
PUBLIC WORKS EXCUTIVE ADMIN ASSISTANT	ADMINISTRATIVE SUPPORT	$ 45,000.00	$ 70,000.00
PUBLIC WORKS SUPERINTENDENT	FIRST/MID OFFS/MGRS	$ 47,500.00	$ 72,500.00
TRADES WORKER	SKILLED CRAFT WORKER	$ 19.95	$ 29.57
MECHANIC	SKILLED CRAFT WORKER	$ 18.03	$ 27.64
HEAVY EQUIPMENT OPERATOR	SKILLED CRAFT WORKER	$ 18.03	$ 27.64
EQUIPMENT OPERATOR	SKILLED CRAFT WORKER	$ 16.83	$ 26.44
MAINTENANCE WORKER I/GROUNDSWORKER	SERVICE/MAINTENANCE	$ 15.14	$ 22.36
MAINTENANCE WORKER II	SERVICE/MAINTENANCE	$ 16.11	$ 23.32
PARK RANGER - PT LEAD	SERVICE/MAINTENANCE	$ 16.11	$ 23.32
PARK RANGER - PT	SERVICE/MAINTENANCE	$ 15.14	$ 22.36

JOB TITLE	JOB CLASSIFICATION	MINIMUM	MAXIMUM
GROWTH MANAGEMENT DIRECTOR	OFFICIAL/ADMINISTRATIVE	$ 85,000.00	$ 125,000.00
ASSISTANT GROWTH MANAGEMENT DIRECTOR	OFFICIAL/ADMINISTRATIVE	$ 65,000.00	$ 90,000.00
ASSOCIATE PLANNER	PROFESSIONALS	$ 47,500.00	$ 72,500.00
GROWTH MANAGEMENT ADMINISTRATOR	ADMINISTRATIVE SUPPORT	$ 18.03	$ 27.64
PERMIT TECHNICIAN	ADMINISTRATIVE SUPPORT	$ 16.83	$ 26.44
CODE ENFORCEMENT OFFICER	ADMINISTRATIVE SUPPORT	$ 19.23	$ 28.85
CODE ENFORCEMENT OFFICER PT	ADMINISTRATIVE SUPPORT	$ 19.23	$ 28.85
BUDGET AND FINANCE		**PAY RANGE**	
JOB TITLE	**JOB CLASSIFICATION**	**MINIMUM**	**MAXIMUM**
BUDGET AND FINANCE DIRECTOR	OFFICIAL/ADMINISTRATIVE	$ 85,000.00	$ 125,000.00
ASSISTANT BUDGET AND FINANCE DIRECTOR	OFFICIAL/ADMINISTRATIVE	$ 65,000.00	$ 90,000.00
SENIOR ACCOUNTANT	PROFESSIONALS	$ 50,000.00	$ 75,000.00
CUSTOMER SERVICE/ACCOUNTS PAYABLE CLERK	ADMINISTRATIVE SUPPORT	$ 16.83	$ 26.44
UTILITY BILLING CLERK	ADMINISTRATIVE SUPPORT	$ 18.03	$ 27.64
UTILITY BILLING CUSTOMER SERVICE	ADMINISTRATIVE SUPPORT	$ 16.83	$ 26.44
FIRE		**PAY RANGE**	
JOB TITLE	**JOB CLASSIFICATION**	**MINIMUM**	**MAXIMUM**
FIRE CHIEF	OFFICIAL/ADMINISTRATIVE	$ 85,000.00	$ 125,000.00
STATION COORDINATOR	ADMINISTRATIVE SUPPORT	$ 19.23	$ 28.85
FIREFIGHTER/EMT	SERVICE WORKERS/TECHNICIAN	$ 50,000.00	$ 70,000.00
FIREFIGHTER/EMT - PT	SERVICE WORKERS/TECHNICIAN	$ 16.52	$ 23.12
FIREFIGHTER - VOLUNTEER	SERVICE WORKERS	Based on Stipends	Based on Stipends

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF POLICY MANUAL

I, the undersigned employee of the City of Crystal River, FL, do hereby acknowledge that on the date set forth below I received a copy of the Human Resources Manual of the City of Crystal River.

I understand and acknowledge

a) That the contents of this manual do not in any way constitute the terms of a contract and this manual is not a legal document and that the policies and benefits described herein are subject to change with or without notice.

b) That any changes that are made will be communicated through official notices and that revisions will supersede, modify and/or eliminate existing policies or benefits.

c) That the policies in this manual cannot be changed by an oral statement or promise by any employee or officer of the City; any such statement is invalid and should not be relied upon by any prospective or existing employee.

d) No manual can anticipate all circumstances that may arise. Action taken where this manual is silent are the prerogative of the City Manager.

I further understand that it is my responsibility to read and comply with the policies contained in this manual and any changes and revisions made to it, and that I should contact and consult with the Human Resources Department if I have questions relating to information in the manual or employment questions not answered in the manual.

Employee Signature_____

Employee Printed Name_____

Date:_____

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 26, 2026 **Agenda Item Number: 6.F.**

Requested Motion: Motion to approve addendum to franchise agreements to the following four companies as paddle craft vendors at Kings Bay Park: Hunter Springs Kayaks, Manatee Paddle, Get Up and Go, and Waters Edge Adventures.

Summary:
During the December 8, 2025 council meeting a franchise agreement was approved with Hunter Springs Kayaks, Manatee Paddle, Get Up and Go, and Water's Edge Adventures.

The proposed addendum provides for clarification on belongings left unattended, the requirement of all patrons to watch training video, and the excess volume of paddlecraft launched at Kings Bay Park

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Staff Recommendation:
Staff recommends approval of the addendum to franchise agreements to the following four companies as paddle craft vendors at Kings Bay Park: Hunter Springs Kayaks, Manatee Paddle, Get Up and Go, and Waters Edge Adventures.

ATTACHMENTS:
Description
Addendum 1 Paddlecraft 2026 Master Agreement.docx

KING'S BAY PARK FRANCHISE AGREEMENT
ADDENDUM 1

The City of Crystal River and the Franchisee acknowledge the clarifications of terms to the original agreement as follows:

Section 5.1:
The Franchisee and City understand franchisee personnel are sometimes required to return to their home base (storefront) during business hours due to limited staffing; therefore, a reasonable timeframe for definition of "belongings left unattended" would be in excess of thirty (30) minutes. This definition applies to items outside of the assigned corral during business hours. The City allows franchisees to utilize their corrals for equipment staging during business hours as needed, with or without franchise personnel present.

Section 7.9:
The Franchisee shall require all patrons to watch a training video provided by the City and/or USFWS regarding proper waterway activities and manatee interaction. The City understands USFWS has requirements with SUP holders which must be adhered to and does not intend to duplicate tour participant education efforts. The City will provide a video which we suggest be provided to your customers and be made available on the Franchisee's website and/or social media.

Section 10.1:
There is not currently any definition of an "excessive volume of paddlecraft launches at Kings Bay Park causing a public safety concern." If such concern arises, the City shall meet with Franchisee and discuss alternatives.

Effective this _____ day of _____, 2026 through the end of this agreement.

THE CITY OF CRYSTAL RIVER

By:_____
City Manager

Attest: _____
City Clerk

FRANCHISEE

_____

By: _____

Its: _____

CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 26, 2026 **Agenda Item Number: 7.A.**

Requested Motion: Consideration of Ordinance 26-O-2 (Application PCT25-0001) for a text amendment of the City of Crystal River Comprehensive Plan to provide for a transition period for property owners who relied in good faith on the Land Development Code and Comprehensive Plan in effect prior to the 2024 Amendments and had engaged with the City of Crystal River prior to the 2024 Amendments, on Second Reading, and hold a public hearing on January 26, 2026, at 5:30 p.m.

Summary:

By Ordinance No. 24-O-14, on December 9, 2024, the City of Crystal River adopted a new city-wide form-based Land Development Code (known as the "Community Development Code"). The Land Use Element of the Comprehensive Plan was amended by Ordinance No. 24-O-04 on December 9, 2024, to ensure consistency with these updated land development regulations.

The Community Development Code, after a 31-day appeal period, became effective on January 11, 2025.

The City of Crystal River desires to further amend its Comprehensive Plan and the Community Development Code to provide for a transition period for property owners who relied in good faith on the Land Development Code and Comprehensive Plan in effect prior to the 2024 Amendments and had engaged with the City of Crystal River prior to the 2024 Amendments.

This item was previously adopted by Ordinance 25-O-11. The Florida Department of Commerce returned this amendment package to the City of Crystal River because transmittal occurred more than 10 working days after adoption. Because the City of Crystal River is within the 180-day timeframe for adopting the amendment, the City may rescind Ordinance 25-O-11 and readopt this Ordinance to resubmit the amendment in accordance with the requirements of Section 163.3184(3).

Staff Recommendation:
Consideration of Ordinance 26-O-2, hold a public hearing on January 26, 2026, at 5:30 p.m., and if approved, authorize the Mayor to execute Ordinance 26-O-2.

Ordinance:
AN ORDINANCE RESCENDING AND REPLACING ORDINANCE 25-O-11, AMENDING THE CITY OF CRYSTAL RIVER, FLORIDA, COMPREHENSIVE PLAN PURSUANT TO SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUES, CONCERNING FUTURE LAND USE TEXT (POLICY) AMENDMENT; AMENDING FUTURE LAND USE ELEMENT BY ADDING OBJECTIVE 2.9 PROMOTING FAIRNESS AND ACKNOWLEDGING GOOD FAITH RELIANCE ON THE PREVIOUSLY APPLICABLE COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE PRIOR TO RECENT AMENDMENT; PROVIDING FOR A TRANSITION PERIOD DURING WHICH APPLICANTS DEMONSTRATING SUCH RELIANCE MAY ELECT TO

PROCEED UNDER THE CURRENT OR PREVIOUSLY EXISTING COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

ATTACHMENTS:

Description

ORD 26-O-2

Staff Report

PowerPoint

ORDINANCE NO. 26-O-2

AN ORDINANCE RESCENDING AND REPLACING ORDINANCE 25-O-11, AMENDING THE CITY OF CRYSTAL RIVER, FLORIDA, COMPREHENSIVE PLAN PURSUANT TO SECTIONS 163.3161 THROUGH 163.3248, FLORIDA STATUES, CONCERNING FUTURE LAND USE TEXT (POLICY) AMENDMENT; AMENDING FUTURE LAND USE ELEMENT BY ADDING OBJECTIVE 2.9 PROMOTING FAIRNESS AND ACKNOWLEDGING GOOD FAITH RELIANCE ON THE PREVIOUSLY APPLICABLE COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE PRIOR TO RECENT AMENDMENT; PROVIDING FOR A TRANSITION PERIOD DURING WHICH APPLICANTS DEMONSTRATING SUCH RELIANCE MAY ELECT TO PROCEED UNDER THE CURRENT OR PREVIOUSLY EXISTING COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Crystal River, Florida, recognizes the need to plan for orderly growth and development; and

WHEREAS, the City of Crystal River adopted the City of Crystal River Comprehensive Plan (the "Comprehensive Plan"), by Ordinance 11-O-06 on September 12, 2011, and subsequent amendments thereto; and,

WHEREAS, by Ordinance No. 24-O-14 on December 9, 2024, the City of Crystal River adopted a new city-wide form-based Land Development Code (to be known as the "Community Development Code") that fosters predictable built results and high-quality public realm by using physical form (rather than the separation of uses) as the primary organizing principle to maintain natural features and community character; and

WHEREAS, pursuant to Section 163.3202, Florida Statutes, which requires that land development regulations be consistent with and implement the Comprehensive Plan, the City of Crystal River, by Ordinance 24-O-04, adopted on December 9, 2024, amended the Land Use Element of the Comprehensive Plan ("2024 Plan Amendment"); and

WHEREAS, the 2024 Plan Amendment, and thus the Community Development Code (collectively the "2024 Amendments"), became effective on January 11, 2025.

WHEREAS, the City of Crystal River desires to further amend its Comprehensive Plan and the Community Development Code to provide for a transition period for property owners who relied in good faith on the Land Development Code and Comprehensive Plan in effect prior to the 2024 Amendments and had engaged with the City of Crystal River prior to the 2024 Amendments.

WHEREAS, a Comprehensive Plan may be amended under the conditions set forth in Section 163.3184, Florida Statutes, and other provisions of state and local law; and

WHEREAS, the City has reviewed the proposed amendment to the City's Comprehensive Plan, and said proposed amendment was reviewed by the City's Local Planning Agency at a duly

advertised meeting on June 6, 2025, and submitted staff report, which determined such application to be consistent with the Comprehensive Plan; and

WHEREAS, the City Council has agreed with the recommendations of the Local Planning Agency that the proposed amendment complies with the requirements of Chapter 163, Florida Statutes, Part II, and that the proposed amendment is consistent with the Comprehensive Plan within the City; and

WHEREAS, the City Council held a public hearing for the transmittal of the proposed amendment on July 14, 2025, and

WHEREAS, the City has received and responded where necessary to the Comments provided by the Department of Economic Opportunity and other reviewing agencies pursuant to Section 3184(B), F.S., and

WHEREAS, a second public hearing was held by the City Council for adoption of this Ordinance on August 25, 2025, and

WHEREAS, the amendment was returned by the Florida Department of Commerce because transmittal occurred more than 10 working days after adoption and could not be processed, and

WHEREAS, the City of Crystal River is within the 180-day timeframe for adopting the amendment, and the City may choose to rescind Ordinance 25-O-11 and readopt this Ordinance to resubmit the amendment in accordance with the requirements of Section 163.3184(3).

WHEREAS, an introduction was held by the City Council on January 12, 2026, and a public hearing was held by the City Council for adoption of this Ordinance on January 26, 2026.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Crystal River, Florida that:

Section 1. The City of Crystal River Comprehensive Plan, Future Land Use Element is hereby amended as required by the Florida Local Government Comprehensive Planning and Land Development Regulation Act of 1985 contained in Section 163.3161 through and including Section 163.3248, Florida Statutes, and pursuant to Section 106-38 of the Code of Ordinances, City of Crystal River, Florida by adding Objective 2.9 and related Policies as set forth on the attached **Exhibit A**.

Section 2. It is the intention of the City Council of the City of Crystal River, Florida, and it is hereby provided that the provisions of this Ordinance shall become and be made a part of the Crystal River Comprehensive Plan. To this end, the sections of this Ordinance may be renumbered or re-lettered to accomplish such intention, and that the word "ordinance" may be changed to "section" article" "policy" or other appropriate designation.

Section 3. Severability Clause. Should any provision or section of this ordinance be held by a Court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of this ordinance as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. This ordinance shall become effective upon approval by the mayor, or upon becoming law without such approval.

Section 6. If this amendment is not timely challenged, the effective date shall be 31 days after the state land planning agency notifies the local government that this plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency.

ATTEST:

_____
MIA FINK, CITY CLERK

APPROVED FOR CORRECTNESS AND LEGALITY:

_____
ROBERT W. BATSEL, JR., ESQUIRE
CITY ATTORNEY

CITY OF CRYSTAL RIVER

_____
JOE MEEK, MAYOR

VOTE OF COUNCIL:
Meek: _____
Holmes: _____
Ensing: _____
Hastings: _____
Satchell: _____

EXHIBIT A

OBJECTIVE 2.9: To promote fairness and to acknowledge good faith reliance by property owners on the Comprehensive Plan and Land Development Code in effect prior to the adoption of City Ordinance No. 24-O-04 and City Ordinance No. 24-O-14 on December 9, 2024, which became effective January 11, 2025.

POLICIES:

A) The City shall establish a transition period of twelve (12) months for a property owner that submits a development application after January 11, 2025.

B) During such transition period, the applicant may choose whether to be governed by the Comprehensive Plan and Land Development Code currently in effect or that which was in effect immediately prior to amendments effective January 11, 2025.

C) The transition period shall only apply to an applicant upon a demonstration of the following:

1. Participation in a pre-application conference or engaged in documented substantive discussions with City staff between July 11, 2024, and January 11, 2025 regarding proposed development of real property lying within the City of Crystal River; and

2. Subsequent payment of substantial expenses in furtherance of development of such real property in reasonable, good faith reliance upon the provisions of the Comprehensive Plan and Land Development Code of City of Crystal River, Florida, as they existed prior to January 11, 2025.

D) This Objective 2.9 shall only apply to development orders or permits sought through applications filed prior to the expiration of the transition period set forth herein on January 11, 2026.

CITY OF CRYSTAL RIVER

STAFF REPORT

Growth Management Department

MEETING DATES:	Planning Commission: June 5, 2025, at 5:30 p.m. City Council Transmittal: July 14, 2025, at 5:30 p.m. City Council Adoption: August 25, 2025, at 5:30 p.m.
PCT/PZT25-0001 – Comprehensive Plan and Community Development Code Text Amendment	
INTENTION OF PROPOSED AMENDMENTS:	City of Crystal River desires to further amend its Comprehensive Plan and the Community Development Code to provide for a transition period for property owners who relied in good faith on the Land Development Code and Comprehensive Plan in effect prior to the 2024 Amendments and had engaged with the City of Crystal River prior to the 2024 Amendments.
APPLICANT:	City of Crystal River
PREPARED BY:	Carly Hanson, AICP, Growth Management Director

BACKGROUND:

By Ordinance No. 24-O-14, on December 9, 2024, the City of Crystal River adopted a new city-wide form-based Land Development Code (known as the "Community Development Code") to foster predictable built results and high-quality public realm by using physical form (rather than the separation of uses) as the primary organizing principle to maintain natural features and community character. The Land Use Element of the Comprehensive Plan was amended by Ordinance No. 24-O-04 on December 9, 2024, to ensure consistency with these updated land development regulations.

The Community Development Code, after a 31-day appeal period, became effective on January 11, 2025.

The City of Crystal River desires to further amend its Comprehensive Plan and the Community Development Code to provide for a transition period for property owners who relied in good faith on the Land Development Code and Comprehensive Plan in effect prior to the 2024 Amendments and had engaged with the City of Crystal River prior to the 2024 Amendments.

PROPOSED AMENDMENTS:

The following amendments are proposed to the text of the Future Land Use Element of the City of Crystal River Comprehensive Plan:

> ***OBJECTIVE 2.9:*** *To promote fairness and to acknowledge good faith reliance by property owners on the Comprehensive Plan and Land Development Code in effect prior to the adoption of City Ordinance No. 24-O-04 and City Ordinance No. 24-O-14 on December 9, 2024, which became effective January 11, 2025.*

***POLICIES**:*

A) The City shall establish a transition period of twelve (12) months for a property owner that submits a development application after January 11, 2025.

B) During such transition period, the applicant may choose whether to be governed by the Comprehensive Plan and Land Development Code currently in effect or that which was in effect immediately prior to amendments effective January 11, 2025.

C) The transition period shall only apply to an applicant upon a demonstration of the following:

1. Participation in a pre-application conference or engaged in documented substantive discussions with City staff between July 11, 2024, and January 11, 2025 regarding proposed development of real property lying within the City of Crystal River; and

2. Subsequent payment of substantial expenses in furtherance of development of such real property in reasonable, good faith reliance upon the provisions of the Comprehensive Plan and Land Development Code of City of Crystal River, Florida, as they existed prior to January 11, 2025.

D) This Objective 2.9 shall only apply to development orders or permits sought through applications filed prior to the expiration of the transition period set forth herein on January 11, 2026.

The following amendments are proposed to the text of the Community Development Code as an addition to the Introduction:

The City of Crystal River recognizes the need for a comprehensive code to guide its future development and promote sustainable growth. The code structure is designed to provide a clear and organized framework for development in the city, with a focus on creating walkable, bikeable, and attractive urban environments. The code will be organized into several sections, each addressing a specific aspect of development, from block configuration and connectivity to zoning requirements and building design. The goal is to ensure that development in the city is well-designed, sustainable, and responsive to the needs and goals of the community. The code will provide clear guidelines and standards for developers, property owners, and city officials, with the ultimate goal of creating a vibrant and livable community that is attractive to residents, businesses, and visitors alike.

This Code became effective on January 11, 2025, pursuant to City Ordinance No. 24-O-14, which repealed the previous Appendix A – Land Development Code of City of Crystal River, Florida, Code of Ordinances, and replaced it with the Code set forth herein.

Notwithstanding the amendments to Appendix A – Land Development Code of City of Crystal River, Florida, Code of Ordinances, adopted pursuant to City Ordinance No. 24-O-14, any development application submitted to the City prior to January 11, 2026, may elect

to proceed under Appendix A – Land Development Code of City of Crystal River, Florida, Code of Ordinances, in effect immediately prior to the adoption of City Ordinance No. 24-O-14, provided the applicant demonstrates the following:

1. *Participation in a pre-application conference with City staff or engagement in documented, substantive discussions with City staff between July 11, 2024, and January 11, 2025, regarding the proposed development of real property lying within the City of Crystal River; and*

2. *Subsequent payment of substantial expenses in furtherance of development of such real property within the City in reasonable, good faith reliance upon the provisions of Appendix A – Land Development Code of City of Crystal River, Florida, Code of Ordinances, as they existed prior to the adoption of City Ordinance No. 24-O-14.*

3. *The City reserves the right to request documentation of such good faith reliance or expenses incurred.*

This provision shall only apply to development orders or permits sought through applications filed prior to the expiration of the transition period set forth herein on January 11, 2026.

REASON FOR THE CHANGE:

Staff brings this text amendment for the Comprehensive Plan and Community Development Code in order to provide for a transition period for property owners who relied in good faith on the Land Development Code and Comprehensive Plan in effect prior to the 2024 Amendments and had engaged with the City of Crystal River prior to the 2024 Amendments.

In the City's prior adoption of the Community Development Code, there was no transition period for applicants who held substantial meetings with staff between July 11, 2024, and January 11, 2025, and made payment of substantial expenses in pursuit of the development.

These text amendments will establish a transition period of twelve (12) months for a property owner who submits a development application after January 11, 2025. This gives the applicant the ability to choose whether they would like to utilize the current or the previous Comprehensive Plan and land development regulations. This shall only be an option for applicants who participated in a pre-application conference or engaged in documented substantive discussions with City staff between July 11, 2024, and January 2025, and who made subsequent payment of substantial expenses in furtherance of development in reasonable, good faith reliance upon the provisions of the previous Comprehensive Plan and Land Development Code as they existed prior to January 11, 2025. This shall only apply to development orders or permits sought through an application filed before this transition period expires on January 11, 2026.

The addition to the Community Development Code would provide the same transition period, consistent with the amendment to the Comprehensive Plan.

SUMMARY OF PUBLIC COMMENT:

No public comment has been received as of the writing of this report on May 27, 2025.

STAFF RECOMMENDATION:

Staff recommends approval of this application.

PLANNING COMMISSION ACTION:

As conveyed in Section 8.u(4) of the Crystal River Community Development Code, the Planning Commission shall hear, consider, and make recommendations to the city council regarding amendment of its adopted comprehensive plan and applications to amend the text of the Code.

ATTACHMENTS:

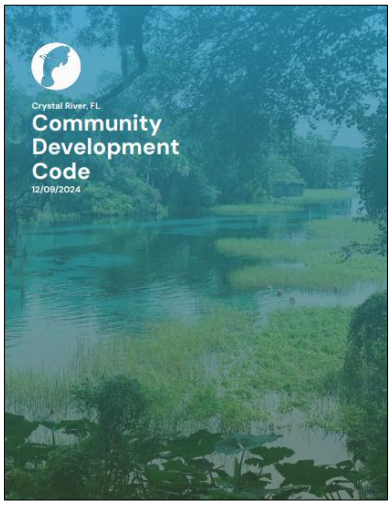
1. Staff PowerPoint
2. Draft Ordinances

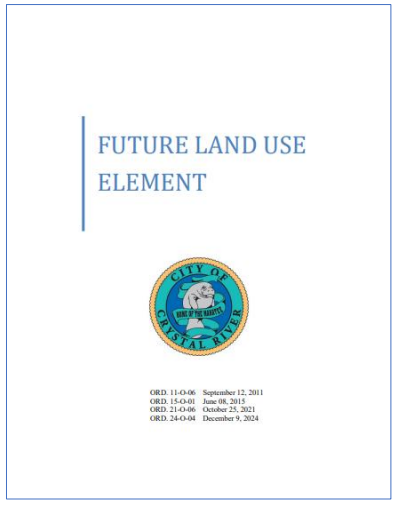
PCT/PZT25-0001

Comprehensive Plan and Community Development Code Text Amendment

1

Background





2

2

Proposed Amendment – Comprehensive Plan

OBJECTIVE 2.9: *To promote fairness and to acknowledge good faith reliance by property owners on the Comprehensive Plan and Land Development Code in effect prior to the adoption of City Ordinance No. 24-O-04 and City Ordinance No. 24-O-14 on December 9, 2024, which became effective January 11, 2025.*

POLICIES:

A) *The City shall establish a transition period of twelve (12) months for a property owner that submits a development application after January 11, 2025.*

B) *During such transition period, the applicant may choose whether to be governed by the Comprehensive Plan and Land Development Code currently in effect or that which was in effect immediately prior to amendments effective January 11, 2025.*

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Proposed Amendment – Comprehensive Plan

C) The transition period shall only apply to an applicant upon a demonstration of the following:

1) *Participation in a pre-application conference or engaged in documented substantive discussions with City staff between July 11, 2024, and January 11, 2025, regarding the proposed development of real property lying within the City of Crystal River; and*
2) *Subsequent payment of substantial expenses in furtherance of development of such real property in reasonable, good faith reliance upon the provisions of the Comprehensive Plan and Land Development Code of the City of Crystal River, Florida, as they existed prior to January 11, 2025.*

D) This Objective 2.9 shall only apply to development orders or permits sought through applications filed prior to the expiration of the transition period set forth herein on January 11, 2026.

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Proposed Amendment – CDC

- An addition to the Introduction of the Community Development Code

This Code became effective on January 11, 2025, pursuant to City Ordinance No. 24-O-14, which repealed the previous Appendix A – Land Development Code of City of Crystal River, Florida, Code of Ordinances, and replaced it with the Code set forth herein.

Notwithstanding the amendments to Appendix A – Land Development Code of City of Crystal River, Florida, Code of Ordinances, adopted pursuant to City Ordinance No. 24-O-14, any development application submitted to the City prior to January 11, 2026, may elect to proceed under Appendix A – Land Development Code of City of Crystal River, Florida, Code of Ordinances, in effect immediately prior to the adoption of City Ordinance No. 24-O-14, provided the applicant demonstrates the following:

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Proposed Amendment – CDC

1. *Participation in a pre-application conference with City staff or engagement in documented, substantive discussions with City staff between July 11, 2024, and January 11, 2025, regarding the proposed development of real property lying within the City of Crystal River; and*

2. *Subsequent payment of substantial expenses in furtherance of development of such real property within the City in reasonable, good faith reliance upon the provisions of Appendix A – Land Development Code of City of Crystal River, Florida, Code of Ordinances, as they existed prior to the adoption of City Ordinance No. 24-O-14.*

3. *The City reserves the right to request documentation of such good faith reliance or expenses incurred.*

This provision shall only apply to development orders or permits sought through applications filed prior to the expiration of the transition period set forth herein on January 11, 2026.

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QUESTIONS?

PCT/PZT25-0001

Comprehensive Plan and Community Development Code Text Amendment

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CRYSTAL RIVER CITY COUNCIL MEETING
Agenda Item Summary

Meeting Date: January 26, 2026 **Agenda Item Number: 11.A.**

Requested Motion: Motion to approve 2026 Council member Committee Assignments

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Staff Recommendation:
Staff recommends approval of revisions to the Council member Committee Assignments based upon discussion and consensus.

ATTACHMENTS:
Description
Councilmember Committee Assignments 2026.docx

Councilmember Committee Assignments (REV. 2/10/2025)

Committee Name	Council Member Assigned	Staff Member Assigned
Citrus County Board of Commissioners	Meek	Curts
Citrus County Community Charitable Foundation	Holmes/Ensing	NA
Citrus County Library Governing Board	Satchell	NA
Crystal River Main Street	Ensing	Curts
FL League of Cities	Hastings/Meek	NA
Keep Citrus County Beautiful	Holmes	Fink
Metropolitan Planning Organization	Meek/Holmes/Ensing	Curts
Springs Coast Steering Committee	Holmes	Curts
Tampa Bay Regional Planning Council	Meek/Holmes	Hanson
Three Sisters Springs Coordination Committee	Hastings	Curts
Tourist Development Council	Ensing/Satchell	Bollin
Withlacoochee Regional Water Supply Authority	Holmes	Curts