

**Jacksonville City Council
2019 Orientation**

**ADMINISTRATIVE SERVICES
DIVISION**

**EMPLOYMENT
&
OFFICE PROCEDURES**

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Rev. MARCH 2019
Rev. OCTOBER 2018
Rev. JANUARY 2018
Rev. OCTOBER 2017
Rev. MAY 2016
Rev. MAY 2015
Rev. MAY 2011
Rev. JUNE 2008
JULY 2007

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ADMINISTRATIVE SERVICES DIVISION

I. ORGANIZATIONAL STRUCTURE

A. Services Provided

The Administrative Services Division is responsible for performing the administrative functions for the Office of City Council. These functions include the preparation and maintenance of the budget, purchasing office supplies and equipment, coordinating and payment for services, human resources, payroll, travel, employee benefits, computer and telephone related services and equipment, scheduling and maintenance of City Council meeting rooms, and the front desk reception area. Additional duties include distribution of incoming mail, preparing coffee and water for meetings, maintaining inventory of all City-owned equipment/supplies, and many other office-related functions.

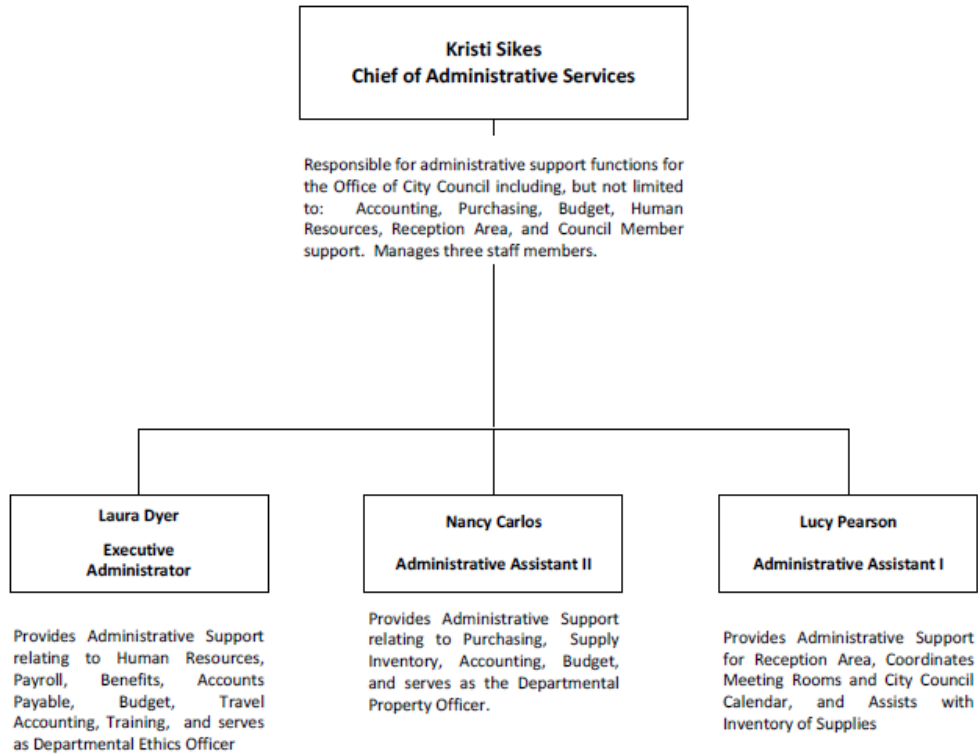
The Administrative Services Division is managed by the Chief of Administrative Services. Currently, Kristi Sikes serves as the Chief of Administrative Services and has done so since 1992. Ms. Sikes supervises three employees:

- Laura Dyer, Executive Administrator
- Nancy Carlos, Administrative Assistant II
- Lucy Pearson, Administrative Assistant I

Although the Office of City Council employs many individuals with varied work schedules, the City Council reception area is staffed from 8:00 AM to 5:00 PM, Monday through Friday (with the exception of City-observed holidays). The front doors to the City Council suite are locked when the receptionist leaves at the end of the work day.

B. Organizational Chart

Office of City Council Administrative Services Division



3/20/2019

II. TIME & ATTENDANCE REPORTING

(Rev. March 1, 2019)

A. Work Schedule Requirements

In Order to ensure compliance with local, state, and federal laws, the following policy outlines the requirements for maintaining employment and benefits for the Office of City Council.

Executive Council Assistants

Employees in these positions are required to work* a minimum of 80 hours during each bi-weekly pay period. Dates and scheduled hours of work are determined by the appointing Council Member for their Executive Council Assistant. A pay schedule, including the dates (from start to end) for each bi-weekly pay period, is distributed to employees upon employment, and then prior to the beginning of each fiscal year.

In addition, these employees are entitled to personal leave hours which are granted at the end of each pay period. Newly hired employees begin earning 6.15 hours of personal leave (based on 80 hours of pay) per pay period which accumulates to 20 days per year. Additionally, employees are entitled to one "Personal Leave Day" per fiscal year, meaning an additional 8-hour day off with their supervisor's advance approval. This day cannot be used in increments. City observed holidays are also included as 8-hour "paid" day off from work.

If an employee does not work 80 hours by the last day of the pay period, it is mandatory for the employee to charge personal leave for the number of hours needed to reach a total of 80.

Since these particular employees are appointed by elected officials, they are exempt from the *Fair Labor Standards Act (FLSA)* and are not entitled to cash overtime compensation. However, Compensatory Time may be requested on an hour for hour basis for hours worked in excess of the 80-hour minimum during the bi-weekly pay period in accordance with Sections 3.2 and 3.4 of the *Appointed Officials and Employees Salary and Employment Plan*. (This plan formalizes a uniform employment plan for appointed officials and employees throughout City government, which includes benefits as well as restrictions, and should be reviewed prior to employment.) However, if an employee is required to work on a holiday, they will automatically receive the eight hours of holiday pay, plus they are entitled to overtime compensation for the hours worked at a rate of time-and-one-half.

* *Leave hours charged, as well as City-observed holidays, are counted as "work" hours when determining the 80-hour minimum for City Council employees.*

B. Reporting Requirements

Every employee (excluding Elected Officials) is required to enter and submit their time and attendance records to the City's electronic Time and Attendance System (TAS) on the last day of each pay period, unless otherwise scheduled to accommodate holidays. (See attached TAS instructions.) All Leave Requests, Overtime Requests, and Timesheets must be approved in TAS by the employee's supervisor by 5:00 PM on the last day of the pay period. Each Council Member approves time and attendance in TAS for their Executive Council Assistant. Actual work hours (times of day) are not recorded in TAS, only the total hours worked for each day. It is the employee's responsibility to maintain a record of their actual arrival and departure time each work day, as well as time periods where work is performed away from the Council Office. This record may be requested at any time.

If a Council Member is unavailable to approve time and attendance for their Executive Council Assistant by the deadline, the Council Member may contact Laura Dyer, Executive Administrator, via email (ldyer@coj.net) to request that she approve any pending time and attendance data for their ECA for the current pay period. However, Council Members are encouraged to make every effort to approve time and attendance for their ECA prior to established deadlines.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 1 of 25)

TIME & ATTENDANCE SYSTEM (TAS)

The City of Jacksonville uses an electronic Time and Attendance System known as **TAS** to record employees' work and leave schedules. Using **Internet Explorer**, employees will submit Leave Requests, Overtime Requests, and Timesheets electronically. Supervisors will be notified via email of pending requests from subordinates. Once supervisors approve or reject these requests, employees are notified via email. Employees are required to submit their completed Timesheets by the established payroll deadlines. The City's standard deadline is on Mondays of pay weeks at 10:00 AM, at which time access to TAS is suspended. However, earlier deadlines sometimes occur to accommodate holidays. **The goal for the Office of City Council is to ensure all time and attendance is submitted and approved no later than Fridays before pay weeks by 5:00 PM.** This allows additional time for review and to resolve issues before TAS is disabled should they occur.

NOTE: Always use Internet Explorer when using TAS; Google Chrome is not always compatible with TAS applications and can cause errors.

ENTERING & SUBMITTING DATA

1. Open Internet Explorer and go to the "Employee Portal" located at <http://inside.coj.net>. Select the **Time & Attendance System** link located in the green banner on the right side of the page under the **My Info** tab.
2. To submit Leave and/or Overtime Requests, select **Submit a Leave Request** or **Submit an Overtime/Comp Credit Request** under **Submit Requests** at the top left of the page.
3. Enter your data to each field and select **Submit** to submit your request. (Detailed instructions below.)

NOTE: For employees who intend to flex their time within their established flex period, it may be beneficial to wait until the end of the work week (40-hour flex) or the end of the pay period (80-hour flex) to determine if a Leave Request or Overtime Request is needed.

Leave Requests

1. To submit a Leave Request, select **Submit a Leave Request** under **Submit Requests** at the top left of the page.
2. Using your mouse, select the date for your leave from the calendar (click the calendar icon next to the *Leave Date* field).
3. Enter the leave hours for that date in the *Hours* field. All hours are entered with two decimal places in TAS. Annual Leave or Annual Sick (AL or AS) hours may be used in 15-minute increments, **after the 30-minute minimum has been met.** Compensatory Leave (CTL) hours may be used in 15-minute increments. Please see information below in the **Formatting Dates, Hours, & Times** section below.
4. Using your mouse, select the drop down arrow for the *Leave Type* field to choose the type of leave you are requesting.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 2 of 25)

5. Enter the time of day for the *Leave Start Time* and *Leave End Time* field. Make sure that AM and PM are notated correctly. All times are entered to TAS in standard format. No military time notations. If you are requesting a standard 8-hour day off, the Start and End times do not have to be entered.
6. You may combine several dates of leave on one Leave Request, providing the leave hours are consecutive with no work hours in between, and the leave occurs within the same work week. To request a block of time on one Leave Request, you will enter the leave type and leave hours for each date (Example 1). However, if you intend to request leave for various hours and dates within a work week, you must submit a separate Leave Request for each instance. Leave that extends beyond one work week also requires a separate Leave Request (Example 2).

Example 1: If you request 24.00 hours of consecutive leave time within the same work week (i.e. Monday - Wednesday), you can submit one Leave Request. However, you must enter each day of leave on a separate line on the Leave Request. In this example, you would enter data on three lines – one line for each day.

Example 2: If you request 2.00 hours of leave for Monday and 4.00 hours of leave for Thursday, you must submit two separate Leave Requests because the leave period is not consecutive (even if the leave dates fall within the same work week).

Once a Leave Request has been approved, those leave hours are “reserved” and deducted immediately from your “Available Balance” in TAS (shown on the *Leave Request*). The leave hours are not deducted from your “HR Leave Balance as of ___” (shown on the *Leave Request*) and your Oracle Leave Balance (shown on each Pay Statement) until the pay period during which the leave hours are actually used. Keep in mind that once leave hours are reserved for a future date and deducted from your “Available Balance” in TAS, they are no longer available for any leave that may occur prior to the approved leave period. The only way to have those hours returned to your “Available Balance” is to request that your Approver reject the *Leave Request* that has already been approved.

7. Leave Requests that are not approved by the Supervisor in TAS expire after 90 days of the request date and are automatically removed from TAS.
8. If you request leave for Bereavement Leave, Civil Duty, or Jury Duty, you are required to attach supporting documentation. When requesting Bereavement Leave (BL), you must enter the relationship of the deceased person to you (i.e. Grandmother, Spouse’s Grandmother, Aunt, etc.). Please refer to the *Appointed Officials and Employees Salary and Employment Plan* for a complete list of relatives covered for BL). You are also required to attach and an obituary, funeral program, or signed letter from the funeral home that shows the name and date of death of the deceased. For Civil Duty (CD – subpoenaed as a witness) or Jury Duty (JD – summoned to serve as a juror), a copy of the subpoena/summons must be attached to the request.

To attach a scanned document to your Leave Request, select **Add Attachment** (located at the bottom of the Leave Request form next to the **Submit** button). In the *Title* field, enter a title for your document. In the *Attach Document* field, enter the named of your scanned document or select the **Browse** button to search for the document. If you select **Browse**, your files will appear in a new window. Using your mouse, choose the scanned document you want to attach and select **Open**. Then select **Save** and the document will attach to your Leave Request.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 3 of 25)

9. Once you have reviewed and confirmed that the data entered is correct, you may submit your Leave Request by selecting the **Submit** button.

Overtime Requests

1. To submit an Overtime Request, select **Submit an Overtime/Comp Credit Request** under **Submit Requests** at the top left of the page.
2. Using your mouse, select the drop down arrow for the *Overtime Types* field to select **Comp Credit** or **Cash Payment**. (The TAS default is Comp Credit so if you are eligible (employees who are non-exempt from FLSA) and want to request Cash Payment, you must change this field to **Cash Payment**.)
3. Using your mouse, select the date you worked overtime from the calendar (click the calendar icon next to the *Date of Overtime* field).
4. Enter the overtime hours for that date in the *Number of Hours* field. All hours are entered with two decimal places in TAS. Please see information below in the **Formatting Dates, Hours, & Times** section below.
5. Select the *Explain Nature of Work or Emergency* field and type a brief statement of the assignment(s) you performed on overtime.
6. Enter the time of day for the *Overtime Start Time* and *Overtime End Time* field. Make sure that AM and PM are shown correctly. All times are entered to TAS in standard format. Military time format is not accepted.
7. Overtime Requests are restricted to each work week. You may submit one Overtime Request for several dates, but these dates must all fall within the same work week. Overtime hours worked are earned in 15-minute increments.

NOTE: If the overtime hours worked begin on one day and continue to the next day, without interruption, two separate entries must be entered to the Overtime Request (Example 1).

Example 1: An employee who worked 8 hours of overtime that began on 5/3 at 5:00 PM and ended on 5/4 at 1:00 AM, would add one entry to the Overtime Request as 7 hours on 5/3 from 5:00 PM – 11:59 PM and one entry for 1 hour on 5/4 from 12:00 AM – 1:00 AM.

8. Overtime Requests that are not approved by the Supervisor in TAS expire after 90 days of the request date and are automatically removed from TAS.
9. Once you have reviewed and confirmed that the data entered is correct, you may submit your Overtime Request by selecting the **Submit** button.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 4 of 25)

FORMATTING DATES, HOURS, & TIMES

When entering dates, hours, and times in TAS, please remember the following:

- a. Always select the correct **Work Week** on your Timesheet – follow the payroll schedule
- b. All **Hours** are entered with two decimal places (8.00)
- c. **Times** are entered in standard format - EXAMPLE: 8:00 AM or 5:00 PM (No military format)
- d. **Work** hours are entered in 15-minute increments (.25, .50, .75)
- e. **Annual Leave** hours used are restricted to a 30-minute minimum, with 15-minute increments once the minimum has been met
- f. **Compensatory Leave** hours earned and used are restricted to 15-minute increments (.25, .50, .75)
- g. **Overtime Hours** (whether cash or comp credit) are earned and recorded in 15-minute increments (.25, .50, .75).

15 minutes = .25 hour

30 minutes = .50 hour

45 minutes = .75 hour

FLEXING WORK SCHEDULE

If you are **flexing work hours**, you will only submit Leave Requests or Overtime Requests if your total work hours fall short or exceed the designated flex period for your classification. Therefore, you may wish to wait until the end of your designated flex period to submit Leave and Overtime Requests to prevent the need to recall, or have your supervisor reject, requests that are no longer needed. It is the employee's responsibility to maintain a record of their actual arrival and departure times each work day. This record of actual times worked is required to support a flexed work schedule. Employees must be able to produce it upon request.

Employees who wish to flex their work hours must have prior approval from their supervisor to do so. Fluctuating work hours that deviate from an employee's regular work schedule should be the exception, not the norm. The intent of flexing work schedules is to reduce overtime hours and/or to ensure work assignments are completed, not to reduce the amount of leave charged. It is important that all employees adhere to their normal work schedule unless they receive permission to do otherwise. Supervisors will consider office coverage and work assignments prior to approving an employee's request to flex work hours.

Designated Flex Period

Classification

40 hours weekly

Employees of Administrative Services, Legislative Services, Research, and Assistant to Council Director

80 hours bi-weekly pay period

Appointed Officials, Executive Council Assistants, and IT Staff

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 5 of 25)

TIMESHEETS

1. Once you have submitted your Leave and Overtime Requests, you will select **Submit a Timesheet** under **Submit Requests** at the top left corner of the page. If any Leave Requests and/or Overtime Requests are pending, the hours for those requests will appear on your Timesheet in **blue** font. This is an indication that your request has not been approved by your supervisor.

NOTE: Notify your supervisor of requests pending for more than 24 hours. Make sure all requests are approved prior to the deadline for submitting Timesheets. Although TAS will allow your Timesheets to be submitted to your supervisor with *pending* requests, TAS will not permit your supervisor to approve your Timesheets until all pending Leave and/or Overtime Requests for the pay period have been approved. Therefore, it is crucial that all Leave Requests and Overtime Requests that coincide with the pay period being processed are approved prior to the approval of your Timesheets.

2. When Leave Requests and Overtime Requests are submitted to your supervisor, the data will automatically populate to your Timesheet and appear in **blue** font. Once approved by the supervisor, leave and overtime hours will change to **black** font. You are required to enter your actual number of hours worked to your Timesheets. (Exempt employees, including ECAs, should enter their actual hours worked, even if they exceed the 80-hour minimum and no overtime compensation is being requested.)
3. In the top left corner of the weekly Timesheet, you will select the dates for Week 1 of the current pay period. Enter your work hours. This process is repeated to enter work hours for Week 2.

If you submitted leave for a partial day, the actual work hours for that day must also be entered to TAS. The exception would be if you are flexing work hours from another day within your flex period to cover the difference. Always check the total number of hours at the bottom right corner of your Timesheet before you submit it. Your Timesheets should never reflect more hours than you worked or charged leave for.

NOTE: If you use leave for an entire work week and you have 0.00 Work Hours to enter to your Timesheet for that week, you are required to select the drop down arrow next to *Work Hours* in the *Activity* field and change it from “Work Hours” to “None.” The TAS system will not allow you to submit your Timesheet until you make this change.

4. You may enter your work hours to your Timesheet at anytime during the pay period. It is important to **Save** your Timesheet until you are ready to actually **Submit** it for payroll. **Payroll submission deadlines for City Council are Fridays before pay weeks by 5:00 PM.** This deadline may be adjusted to an earlier date and time to accommodate holidays. Although you can submit Timesheets early in TAS, it is not recommended unless you will be on leave the last day of the pay period. Because schedules may change late in the pay period, it is wise to wait to **Submit** your Timesheets on Fridays to prevent errors that may result from early reporting. Employee Services does have access to make corrections after Timesheets are submitted, but the correction process is both time consuming and labor intensive. It is our goal to submit our data correctly, thus preventing any unnecessary hardship for Employee Services staff.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 6 of 25)

5. Your supervisor will be notified via email each time you submit a request. As each Leave Request, Overtime Request, and Timesheet is either approved or rejected, you will receive an email notifying you of the status. Once these requests are approved, any leave and overtime hours that were auto-populated to your Timesheet will change from **blue** font to **black** font. **Always review your Timesheet at the end of each work week to ensure that your Total Hours amount is correct. You are now ready to submit your completed Timesheets for the current pay period.**
6. Appointed Officials, Executive Council Assistants, and IT Staff are required to work a minimum of 80 hours by the end of the last day of each pay period (Friday of Week 2). Leave time must be charged for any hours not worked up to the 80-hour minimum requirement (less than 80). It is recommended that Timesheets for both Week 1 and Week 2 are “Saved” and not actually “Submitted” until Friday afternoon of Week 2 (Friday before pay week). This will provide employees the opportunity to flex work hours or to submit Leave Requests for the two-week period.

All other City Council employees are required to work a minimum of 40 hours by the end of each work week (Job Classifications non-exempt from FLSA). Leave time must be charged for any hours not worked up to the 40-hour minimum requirement (less than 40). These employees are required to submit their Timesheets weekly (Fridays). With prior approval from their supervisor, these employees are allowed to flex their work hours within the 40-hour week, providing they charge leave for hours worked less than 40.

7. **All access to TAS is suspended on Mondays of pay weeks at 10:00 AM to process payroll. (Observed holidays may require an earlier deadline which is noted on the Payroll Schedule).** All Leave Requests, Overtime Requests, and Timesheets for the pay period must be submitted and approved prior to this deadline. It is recommended that the process be completed by Friday afternoon before pay week. This provides an opportunity for review on Monday mornings and time to resolve any problems before access to TAS is suspended citywide at 10:00 AM.

CORRECTIONS TO SUBMITTED DATA

1. If an employee discovers an error after they have submitted a Leave Request, Overtime Request, or Timesheet, the employee can recall the transaction if it has not been approved by their supervisor. If the transaction has been approved, only the supervisor can void it by rejecting it in TAS but the rejection must take place prior to 10:00 AM deadline on Mondays of pay week.
2. To recall a transaction, go to the TAS home page and under **Manage Requests** choose **Manage Requests and Timesheets**. Using your mouse, select the transaction for recall and then select **Recall**. You will receive an email notification that the transaction has been successfully recalled.

NOTE: Leave Requests, Overtime Requests, and Timesheets that have been recalled by the employee or rejected by the Supervisor cannot be modified and resubmitted. The employee, if needed, must submit a new request or timesheet. Never “modify” a request. (Due to a system glitch, TAS will “technically” allow modification of certain requests, and provides every indication that the modified request has been successfully submitted and approved. However, modified requests do not “actually” process for payroll; hence, no modification of any requests should be initiated.)

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 7 of 25)

3. If the supervisor has already approved the transaction, the supervisor must go to the TAS home page and under **Manage Requests**, select **Reject Approved Requests and Timesheets** in order to reject it. Once the **Reject Approved Requests** menu appears, select the type of request, the **Begin Date** (first day of the payweek – Saturday) and **End Date** (last day of the payweek - Friday), and then **Search**. When the request that needs to be rejected appears, select it. Next, insert the reason the request is being rejected (required) in the *Manager's Comments* field, and **Reject** it.

NOTE: Once a request has been recalled or rejected, it cannot be modified. The employee must submit a new request. (The TAS system will allow rejected *Overtime* Requests to be modified, submitted, and approved, but the data does not transfer to the payroll system; hence, the employee must manually close the rejected *Overtime* Request and submit a new one.) Correction for this system glitch is on the list of future TAS enhancements.

TAS ERRORS (shown in red font)

Occasionally TAS will produce errors that appear in red font at the top of your screen. There are two types of errors:

- a. **System error(s)** which may occur following software updates performed by ITD.
- b. **Data Entry error(s)** made by the user.

The most common **System error** is an “input string error” which is sometimes produced when submitting an *Overtime* Request. If this occurs, please choose one of the following corrective measures:

Option 1: (Quickest method)

- Using your mouse, select the **broken page icon** (picture of a broken piece of paper) in the status bar

Option 2:

- At the top of the home page of the “*Employee Portal*” click on **Tools**
- Click on **Compatibility View Settings**
- When the next screen populates you will see at the top “Add this website” then “coj.net” and click **Add**
- Then click **Close** at the bottom

Option 3:

- Go to TAS *Overtime* Request.
- HOLD CONTROL KEY AND PRESS F5 KEY to force the browser to get the latest JavaScript from the server.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 8 of 25)

Data entry errors made by the user will also produce errors, shown in red font. One of the most common data entry errors occurs when an employee attempts to submit a timesheet for a work week that contains only leave hours and fails to change the *Activity* field. For instance, an employee takes a week off from work and submits a leave request for 40.00 hours. The timesheet will be automatically populated with 40.00 leave hours (generated by the employee's leave request), leaving the row assigned for "**Work Hours**" blank. Since no work hours need to be entered to the timesheet, the employee must change the **Work Hours** field under *Activity*. Using your mouse, select the drop down arrow next to **Work Hours** and change the default ("**Work Hours**") to "**None**." Once this field is changed, the error is corrected and the timesheet can be submitted successfully.

APPROVING DATA (Managers' Guide for Elected and Appointed Officials)

It is the responsibility of each supervisor to review and approve time and attendance records submitted by their subordinate(s) for payroll. A supervisor's approval serves as the Certification of Payroll required in *Part 6, Chapter 106, Jacksonville Ordinance Code*. Therefore, supervisors should review the data carefully to ensure the information provided by the employee is correct.

The TAS System refers to the supervisor as "Manager." When an employee submits a request in TAS, the Manager (supervisor) is notified via email. Likewise, the employee is notified via email when the Manager approves or denies the request. Upon receipt of an email notification, the Manager will select one of the two links provided within the body of the email. The first link opens the **Mass Approve Requests** option which allows the Manager to approve selected or all pending requests at once. The second link only opens the individual request prompted by the email; by choosing this one, the Manager's response only affects one specific request.

If links provided in the email fail, or a more comprehensive view of the employee's record is preferred, the Manager can open the TAS System from the "*Employee Portal*" (<http://inside.coj.net> or remotely at <http://remote.coj.net>). See *Reviewing and Approving/Rejecting Data* below.

NOTE: Always use Internet Explorer to operate TAS. Chrome is not always compatible and can cause errors.

REVIEWING & APPROVING DATA/REJECTING DATA

1. Open Internet Explorer and go to the "*Employee Portal*." Selected the **Time and Attendance System** link located in the green banner on the right side of the page under the **My Info** tab.
2.
 - a. To view individual requests, select **Manage Requests and Timesheets** under **Manage Requests**. Move your mouse to the request you want to review and select the field under *Activity Name*. The request will open in a new tab. Once the data has been reviewed, select **Approve**, **Reject**, or **Reassign**. *Reassign* allows a Manager to forward the request to another Manager for consideration and is only used if the request would impact another work area.

NOTE: If a request is rejected, the supervisor is required to enter the reason for rejection in the *Manager's Comments* field.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 9 of 25)

- b. To view all pending requests, select **Mass Approve Requests** under **Manage Requests**. From this page, you can **Select All** or select the checkbox for specific requests and then select **Approve** to approve several requests at once. Likewise, you can select **Reject** to reject selected requests.

NOTE: All Leave and Overtime Requests for the pay period must be approved in TAS by the Manager prior to approving Timesheets. Failure to approve or deny these requests first will prevent the Manager from approving the timesheets.

3. To reject a request that has already been approved, select **Reject Approved Requests and Timesheets** under **Manage Requests**. Select an option (Timesheet, Leave Requests, or Overtime Requests) and if applicable, enter the *Begin Date* (first day of the payweek – Saturday) and *End Date* (last day of the payweek – Friday). Select the request(s) to be rejected, enter the reason for rejection in the *Comments Section*, and **Reject**. The request is now void. If the employee needs to make changes, a new request must be submitted. No modification of recalled or rejected Leave Requests, Overtime Requests, or Timesheets is permitted.

SPECIAL TOOLS FOR MANAGERS

View Calendar

There are tools in TAS that are designed to help Managers determine work and leave schedules for their employees. The **View Calendar** tool (located on the Leave Request approval page) is especially helpful when considering Leave Requests submitted by employees. It provides an overall picture of pending and approved Leave Requests for the Manager's subordinates in a calendar view format. **View Calendar** can also be selected under the **Manage Requests** at the top of the page.

Out of Office

The **Out of Office** tool (located under **Manage Requests**) can be used by Managers to reassign their approval rights to another Manager. If a Manager (i.e. Approver) is or will be unavailable to review and approve requests made by their employees before the established payroll deadlines, there are two options available to ensure employees are paid:

1. The Approver can request the Executive Administrator (Laura Dyer), via email, to approve pending requests made by their subordinate(s) for a specific pay period. (Encouraged method.)
2. The Approver can set the Out of Office tool to designate another Manager (who must also have TAS approval rights) to perform these actions for them. Please note that once another Manager has been designated in TAS to approve the time and attendance data for the employee, the Executive Administrator's approval access is automatically removed. If the designated Manager fails to approve the time and attendance data in TAS by the deadline, the Executive Administrator will not be able to perform the approval process.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 10 of 25)

Managers have access to TAS remotely by using <http://remote/coj.net>. However, if they will not have access to a computer during their absence, requesting the Executive Administrator to approve TAS data or assigning another Manager for a specific time period will be necessary. Requesting assistance with TAS approvals should only be done:

1. if the absent Manager will not have access to a computer prior to established payroll deadlines,
2. after the designated back-up is made aware and has agreed to serve as a back-up approver, and
3. in accordance with the following reassignment structure:
 - a. Council Members may reassign approval authority to the Executive Administrator (via email request) or to another Council Member (in TAS)
 - b. The Council Director may reassign approval authority to the Executive Administrator (via email request) or to Chief(s) (in TAS)
 - c. Chiefs and Legislative Supervisors may reassign approval authority to the Executive Administrator (via email request) or to other Chiefs or the Council Director (in TAS)

NOTE: The Executive Administrator has the ability to approve TAS data for all employees. If an Approver does not have access to approve TAS data for a subordinate, they can send a request via email to the Executive Administrator to approve pending requests for the current pay period.

Setting the Out of Office Tool (Temporary Reassignment of Approval Authority)

1. Open Internet Explorer and go to the “Employee Portal.” Selected the **Time and Attendance System** link located in the green banner on the right side of the page under the **My Info** tab.
2. Select **Out of Office** under **Manage Requests**.
3. In the *From* field, enter the first date that authority will be reassigned. In the *To* field, enter the last date that authority will be reassigned.
4. Enter the first and last name of the Manager you’ve selected to approve TAS requests during your absence in the *Last Name* and *First Name* fields.
5. Using your mouse, select the drop down arrow for the *Department* field and select **CITY COUNCIL**. (Skip the *Division* field.)
6. Select **Save** and then **Return**. Failure to select **Return** at the end of the transaction will void the reassignment request.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 11 of 25)

NOTE: The Executive Administrator has access to approve all leave requests, overtime requests, and timesheets entered to TAS. However, if approval authority is reassigned by one Manager to another, the Executive Administrator's access is removed altogether. This means that the Manager assigned to serve as the back-up Approver will be the only authorized Approver for the designated period of time (and therefore must be available to approve requests for payroll).

QUICK REFERENCE GUIDES

Please review the *Quick Reference Guide for Employees* and the *Quick Reference Guide for Managers*. These references are very helpful and provide technical instructions for using the TAS System. However, please note that employees are required to adhere to the procedures outlined in the City Council TAS Manual in order to comply with the department's policies, rules, and regulations.

LDyer
Rev. 3/1/2019
Rev. 10/1/2017
Rev. 5/1/2017
Rev. 1/19/2017
Rev. 9/7/2016
6/3/2016

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 12 of 25)



The Time and Attendance System allows employees to enter timesheets and submit requests for leave and overtime.

You may access the main menu (shown to the right) using one of the following methods:

- Access the main menu directly at <http://tas.coj.net>
- Access the employee portal at <http://inside.coj.net>, then click Time and Attendance System under the Links tab (shown below) to display the main menu.



Submitting Leave Request

The leave request form (below) pre-populates your employee data, available leave and comp. time balance, plus your personal day (PD) availability. These fields are static and not editable. All balances are current from the most recent payroll date.

Employee ID:	53268	Employee Name:	Valde D. Employee
Index Code:	ITITS36	Job Title:	HVAC Technician
Borgaining Unit:	390	Manager:	Valde D. Manager
Date of Request:	5/12/2008	Comments:	

HR Balance as of 5/2/2008	Leave: 74.01	Comp Time: 0	Personal Day: 0
Available Balance	Leave: 74.01	Comp Time: 0	Personal Day: 0

Leave Date	Number of Hours	Leave Type	Leave Start Time	Leave End Time	Recall Row
05/30/2008	8.00	AL	08:00 AM	05:00 PM	Recall
06/03/2008	8.00	PD	08:00 AM	05:00 PM	Recall
		<-- Please Select -->	AM	AM	Recall
		<-- Please Select -->	AM	AM	Recall
		<-- Please Select -->	AM	AM	Recall
		<-- Please Select -->	AM	AM	Recall
		<-- Please Select -->	AM	AM	Recall
		<-- Please Select -->	AM	AM	Recall
Total Hours: 16.00					Submit

Follow these steps to submit a leave request:

1. From the main menu, click **Submit a Leave Request**.
Result: The Leave Request Form appears (see above).
2. Click the calendar icon in the **Leave Date** column to display the pop-up calendar. Select the proper date.
3. Type the hours of leave in the **Number of Hours** box.
4. Select the leave type in the **Leave Type** list.
5. Type the leave start time in the h:mm or hh:mm format. Select either AM or PM under **Leave Start Time** column.
6. Type the leave end time in the h:mm or hh:mm format. Select either AM or PM under **Leave End Time** column.
7. Click **Submit**.
Result: Your manager receives a notification of the request in order to take action. A recall task appears in the My Site area of the Employee Portal in case you want to recall the request. Refer to the reverse page for recall instructions.

Checking Leave/Overtime History

Follow these steps to check leave/overtime history:

1. From the main menu, click **My Leave History**.
Result: The employee's list appears with historical leave dates, leave types, leave hours, and statuses.
2. You may sort the rows on the history table by the leave date, leave types, or status columns. Click on **Leave Date** once to sort chronologically (or twice to sort reverse chronologically); click on **Leave Types** or **Status** to sort alphabetically (or twice to sort reverse alphabetically).

EXHIBIT 1 – Time & Attendance System (TAS) Instructions

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Submitting Overtime Request

The overtime request form (below) pre-populates your employee data. You may not change or edit any of these fields. The **Overtime Types** list contains various overtime options, including several for Solid Waste employees.

Follow these steps to submit an overtime request:

- From main menu, click **Submit an Overtime Request**.
Result: The Overtime Request Form appears.
- Select the desired option in the **Overtime Types** list.
- Click the calendar icon in the **Date of Overtime** column to display the pop-up calendar. Select the proper date.
- Type the proper hours of overtime in the **Number of Hours** box.
- Type the reason or explanation of the job duties or work in the **Explain Nature of Work or Emergency** text box.
- Type the start time in the h:mm or hh:mm format. Select either AM or PM under **Overtime Start Time** column.
- Type the end time in the h:mm or hh:mm format. Select either AM or PM under **Overtime End Time** column.
- Click **Submit**.
Result: Your manager receives a notification of the request in order to take action. A recall task appears in the My Site area of the Employee Portal in case you want to recall the request. Refer to the instructions below.

Recalling the Leave/Overtime Request

You may recall the leave or overtime request before your manager approves it.

Overtime Date	Overtime Hours	Nature of Work or Emergency	Overtime Start Time	Overtime End Time
06/11/2008	2.00	Production Issue..	08:00 PM	10:00 PM

[Recall](#)

Follow these steps to recall a leave/overtime request:

- From the main menu, click **Manage Requests and Timesheets**.
Result: The **My Task List** appears.
- Click the particular leave/overtime request that you want to recall.
Result: The application opens and displays details about the particular leave/overtime request.
- Click **Recall**.
Result: The recall task is removed from your Task List on the Employee Portal.
- Follow the steps to re-submit a new leave/overtime request, if necessary.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions

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Submitting Timesheet

The timesheet form (below) pre-populates your employee data. For time clock employees, the form populates the work hours from the daily line-up based on your assigned schedule. You may not change or edit any of these fields. The timesheet displays to the most current work week. You may only enter time on the timesheet form (see below); you cannot request leave or overtime on this form. You will see a link on the main menu to request leave or overtime.

Employee ID: 53258 Search Employee Name: Value D. Employee
 Index Code: ITTTS35 Job Title: HVAC Technician
 Bargaining Unit: 390 Manager: Value D. Manager
 Week of: 05/24/2008 - 05/30/2008 Comments:

Activity	Saturday 5/24/2008	Sunday 5/25/2008	Monday 5/26/2008	Tuesday 5/27/2008	Wednesday 5/28/2008	Thursday 5/29/2008	Friday 5/30/2008	Total
Work Hours			0	8	8	6.5	9.5	32
H Holiday			8					8
None								0
None								
None								
None								
None								
Total Hours	0	0	8	8	8	6.5	9.5	40

Submit

Follow these steps to submit a timesheet:

- From the main menu, click **Submit a Timesheet**.
Result: The Timesheet Form appears (see image above).
- Select the proper week in the **Week of** list, if necessary.
- Select the proper activity under the Activity column and type the number of hours per day for that activity.
- Enter the time for the entire work week (Saturday-Friday). Type the hours for each day that you want to submit. You may enter hours for multiple activities per day. You may enter time in half-hour increments (**example:** .5 for a half-hour).
- Click **Submit**.
Result: A confirmation box appears.
- Click **OK**.
Result: The employee's manager receives an e-mail message with a link to the timesheet for approval/denial.
- You may also recall a submitted timesheet before your manager approves/denies it. From the main menu, click **Manage Requests and Timesheets**.
Result: The My Tasks Lists page on the employee portal appears.
- Click the particular timesheet that you want to recall.
Result: The application opens and displays details about the particular timesheet.
- Click **Recall**.

Checking Timesheet History

You may check your timesheet history for all timesheets that have been approved, denied, or submitted.

Follow these steps to check timesheet history:

- From the main menu, click **My Timesheet History**.
Result: A search feature appears (see above).
- Select the search parameters in the **Begin Date** and **End Date** boxes. Click the calendar icon for each date to display the pop-up calendar. Select the proper date.
- Select one of the following options in the **Status** list:
 - Submitted
 - Approved
 - Denied, or
 - Recalled.
- Click **View Report**.
Result: A historical report of your timesheets appears.

Timesheet History Report
 Begin Date: [Calendar Icon]
 End Date: [Calendar Icon]
 Status: ALL
 View Report

Timesheet History Report
 Attendance Date Range From: 02/01/2008 To: 02/16/2010
 Status: ALL

Index Code	Check Date	Week	Timesheet Status
ITTTS35	10/16/2009	09/26/2009 - 10/02/2009	Approved
ITTTS35BA	10/16/2009	10/03/2009 - 10/09/2009	Approved
ITTTS35	10/02/2009	09/12/2009 - 09/18/2009	Approved
ITTTS35	10/02/2009	09/19/2009 - 09/25/2009	Approved
ITTTS35	09/18/2009	08/29/2009 - 09/04/2009	Approved

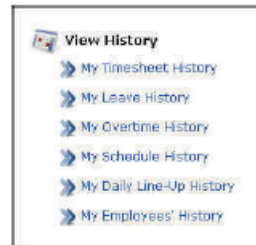
EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 15 of 25)

Reviewing Your Schedule History

Employees may review their schedule history as needed.

Follow these steps to view your schedule history:

- From the main menu (see the image to the right), click **My Schedule History**.
Result: The My Schedule History appears (see the image below).
- Click the calendar icon in the **Start Date** and **End Date** fields to display the respective pop-up calendar(s). Select the proper date range for the schedule history that you want to view.
- Click **Search**.
Result: The schedule history for the date range appears (see the image below).



My Schedule History														
Start Date:		02/28/2010		End Date:		03/12/2010		Search						
Week Of	Monday			Tuesday			Wednesday			Thursday			Fri	
03/08/2010 - 03/12/2010	03/08/2010			03/09/2010			03/10/2010			03/11/2010			03/12	
	Time In	Time Out	Total	Time In	Time Out	Total	Time In	Time Out	Total	Time In	Time Out	Total	Time In	Time
Schedule Week	12:30 PM	08:30 PM	7.50	12:30 PM	08:30 PM	7.50	12:30 PM	08:30 PM	7.50	12:30 PM	08:30 PM	7.50	12:30 PM	08

Reviewing Daily Line-up History

Employees may review their daily line-up history as needed.

Follow these steps to view your daily line-up history:

- From the main menu (see the image at the top of the page), click **My Daily Line-Up History**.
Result: The My Daily Line-Up History appears (see the image below).
- Click the calendar icon in the **Start Date** and **End Date** fields to display the respective pop-up calendar(s). Select the proper date range for the daily line-up history that you want to view.
- Click **Search**.
Result: The daily line-up history for the date range appears (see the image below).

My Daily Line-Up History														
Start Date:		02/28/2010		End Date:		03/12/2010		Search						
Status	Week Of			Monday			Tuesday			Wednesday			Thu	
	03/08/2010 - 03/12/2010			03/08/2010			03/09/2010			03/10/2010			03/11	
	Activity	Route #		Time In	Time Out	Total	Time In	Time Out	Total	Time In	Time Out	Total	Time In	TI
	Schedule Hours			12:30 PM	08:30 PM	7.50	12:30 PM	08:30 PM	7.50	12:30 PM	08:30 PM	7.50	12:30 PM	0

Checking Leave/Overtime History

Follow these steps to check leave/overtime history:

- From the main menu (see the image at the top of the page), click either **My Leave History** or **My Overtime History**.
Result: The employee's list appears with historical leave dates, leave types, leave hours, and statuses.
- You may sort the rows on the history table by the leave date, leave types, or status columns. Click on **Leave Date** once to sort chronologically (or twice to sort reverse chronologically); click on **Leave Types** or **Status** to sort alphabetically (or twice to sort reverse alphabetically).

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 16 of 25)

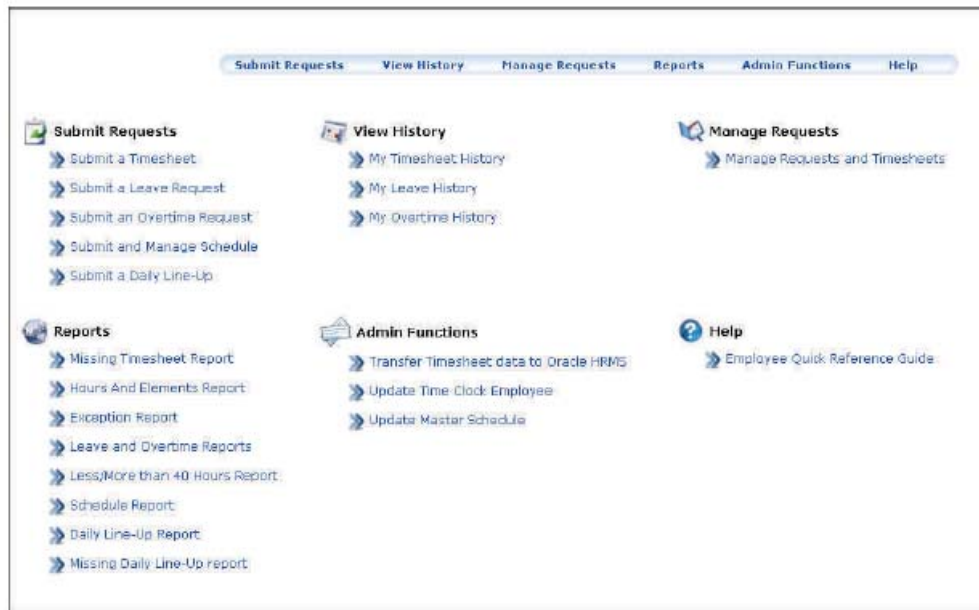


The Time and Attendance System allows managers to approve their employees' timesheets, and requests for leave and overtime. Managers with time clock employees may submit their employees' daily line-ups plus submit and manage their schedules. You may approve (or deny) leave requests en masse or individually. However, you may only approve timesheets individually. You may view and take action on requests using one of the following four methods:

- Access the employee portal at <http://inside.coj.net>, then click Time and Attendance System to display the main menu (shown below).



- Access the system from an e-mail message you receive from your employee who requested leave/overtime.
- From the Employee Portal, click **Employee Corner** in the left-hand navigation bar, then click **My Tasks** on the left menu bar. A list of timesheets and leave/overtime requests appears.
- Access the main menu (shown above) directly at <http://tas.coj.net>



Returning to the home page

You may return to the home page by clicking the Time and Attendance logo in the upper left corner.



EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 17 of 25)

Approving (or Denying) Individual Leave/Overtime Request

The individual leave/overtime request form appears when you click on the link from the automated e-mail message from an employee who has requested leave/overtime time, or when you click a request from **My Tasks** on the employee portal.

You may not change or edit any of these fields. You may reject a leave/overtime request; then your employee may request leave/overtime again.

Follow these steps to approve a leave/overtime request:

1. You may select individuals to whom you want to carbon copy (cc) the leave/overtime approval via e-mail notification. Click **Select for CC** at the bottom of the page.
Result: A pop-up window appears with search and selection features (shown below).

Search for the employees you want to include in the leave/overtime approval. Click **OK** after you have selected the proper employees.

2. You may select another manager and reassign the leave/overtime request via e-mail notification. Click **Select for Reassign** at the bottom of the page.
Result: A pop-up window appears with search and selection features (shown above).
3. Search for the manager you want to reassign this leave/overtime request. Click **OK** after you have selected the proper manager.

Note: If you selected a manager to whom you want to reassign the leave/overtime approval (in step 2), then click **Reassign**.

4. Click **Approve** or **Reject**.
Result: The original requestor receives an e-mail notification.
5. If you want to delegate another manager to perform approvals while you are on vacation or away from the office, then click **Out of Office** on the main menu.
Result: A pop-up window appears with date range selection boxes in addition to search and selection features (shown below).
6. Type the date range in the **From** and **To** boxes. Click the calendar icon to display the pop-up calendar, if desired.

Search for the manager you want to delegate your leave/overtime approvals.

7. Click **Save** after you have selected the proper manager.
8. Click **Return**.
Result: The manager you delegated receives approval requests from your employees during your absence.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions

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Approving (or Denying) Timesheets

The timesheet form (shown at bottom) allows you to approve or deny an employee's timesheet. To access the timesheet form, click on the link from an automated e-mail message from an employee who has submitted a timesheet, or click a link from **My Tasks** (shown directly below) on the employee portal.

You may not change or edit any of these fields. You may reject a timesheet request; then your employee may resubmit the timesheet.

Folio	Process Name	Activity Name	Status	Date
Leave Request				
Test2, QA: 03/07/2010 - 03/07/2010	Leave Request	Manager Approval	Available	2/17/2010 4:03:55 PM
Test2, QA: 03/29/2010 - 03/29/2010	Leave Request	Originator Recall	Available	3/3/2010 3:09:00 PM
Test2, QA: 03/29/2010 - 03/29/2010	Leave Request	Manager Approval	Available	3/3/2010 3:08:59 PM
Test2, QA: 04/05/2010 - 04/05/2010	Leave Request	Manager Approval	Available	2/18/2010 2:54:21 PM
Test6, QA: 03/15/2010 - 03/15/2010	Leave Request	Manager Approval	Available	2/23/2010 9:01:59 AM
Overtime Request				
Test2, QA: 04/05/2010 - 04/05/2010	Overtime Request	Manager Approval	Available	3/3/2010 2:24:04 PM
Test2, QA: 04/05/2010 - 04/05/2010	Overtime Request	Originator Recall	Available	3/3/2010 2:24:04 PM
Test2, QA: 04/05/2010 - 04/05/2010	Overtime Request	Manager Approval	Available	3/3/2010 2:24:31 PM
Test2, QA: 04/05/2010 - 04/05/2010	Overtime Request	Originator Recall	Available	3/3/2010 2:24:31 PM
Test2, QA: 04/05/2010 - 04/05/2010	Overtime Request	Originator Recall	Available	3/3/2010 2:23:24 PM
Test2, QA: 04/05/2010 - 04/05/2010	Overtime Request	Manager Approval	Available	3/3/2010 2:23:24 PM

Follow these steps to approve a timesheet:

- From the main menu (see page 1), click **Manage Requests and Timesheets** or access **Employee Corner** on the employee portal.

Result: A new browser launches and displays **My Tasks** towards the bottom of the page.

- Scroll to the Timesheet table (shown above). Click on the proper timesheet that you want to view.

Result: The individual timesheet form (shown below) appears with the employee's pre-populated employee data and time entries for each day of the workweek.

- Review the accuracy of the timesheet. Click **Approve** or **Deny**.

Note: When denying a timesheet, the manager must enter comments.

Result:

For approval: The timesheet originator receives an e-mail notification that the timesheet has been approved. The system stores the approved timesheet in Central Repository on the portal for the ASD administrator's archival use.

Note: Time entries that appear in blue indicate a pending leave/overtime request. Managers must act on a pending leave/overtime request before timesheets can be approved.

For denial: The timesheet originator receives an e-mail notification that the timesheet has been denied. The employee may resubmit the timesheet.

Employee ID:	53268	Search	Employee Name:	Value D. Employee
Index Code:	JTIT535		Job Title:	HVAC Technician
Bargaining Unit:	390		Manager:	Value D. Manager
Week of:	5/24/2008 - 5/30/2008		Status:	Submitted
Employee Comments:			Manager/ASD Comments:	

Activity	Saturday 5/24/2008	Sunday 5/25/2008	Monday 5/26/2008	Tuesday 5/27/2008	Wednesday 5/28/2008	Thursday 5/29/2008	Friday 5/30/2008	Total
Work Hours				8.00			8.00	16.00
AL Annual Leave					8.00	8.00		16.00
AS Annual Sick Le			8.00					8.00
CTE Comp Time E				3.00			2.00	5.00
---None---								
---None---								
---None---								
Total Hours			8.00	11.00	8.00	8.00	10.00	45.00

This Timesheet can not be approved because there are pending Leave/OT requests for this Timesheet.

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Approving (or Denying) Mass Leave/Overtime Requests

The mass leave/overtime request form (below) displays all pending requests submitted by your employees. The dates, leave types, and leave hours are separated by a comma for each respective request.

Mass Approve Leave and Overtime Request						
Leave Requests						
Employee	Leave Dates	Leave Types	Leave Hours	History	Manager's Comments	Select
Test2, QA	04/05/2010	AL	2.00	History		<input type="checkbox"/>
Test2, QA	03/29/2010	CD	10.00	History		<input type="checkbox"/>
Test2, QA	03/07/2010	AL	8.00	History		<input type="checkbox"/>
Test6, QA	03/15/2010	AL	1.00	History		<input type="checkbox"/>

Overtime Requests						
Employee	Overtime Dates	Overtime Type	Overtime Hours	History	Manager's Comments	Select
Test2, QA	04/05/2010	Comp Credit	1.00	History		<input type="checkbox"/>
Test2, QA	04/05/2010	Comp Credit	1.00	History		<input type="checkbox"/>
Test2, QA	04/05/2010	Comp Credit	1.00	History		<input type="checkbox"/>

View Calendar Select All Clear All Approve Reject Refresh

Follow these steps to approve mass leave requests:

- From the main menu, click **Mass Approve Leave and Overtime Requests**.
Result: A list of pending leave/overtime requests appears.
- You may approve or reject requests on this page. Select the checkbox on the employee's line item to approve or reject all leave requests from the employee.

If you want to approve or reject multiple requests (both leave and overtime) at once, then click **Select All**. Conversely, if you want to deselect all checkboxes that you selected, then click **Clear All**.

- Click **Approve** or **Reject**.
- If you want to view an individual request, then click the employee name.
Result: Details of the leave request appear in a pre-populated page. Refer to the reverse page for individual leave approval instructions.
- You may view a calendar of all historical approvals. Click **View Calendar** on the approval page.
Result: The calendar lists all the leave requests submitted by their employees. Approved requests appear in green. In Process requests appear in blue.

March 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6 Test2, QA
7	8 Test2, QA	9	10	11	12	13
14	15 Test2, QA	16 Test2, QA	17	18	19	20
21	22 Test2, QA	23	24	25	26	27
28	29 Test2, QA	30	31			

EXHIBIT 1 – Time & Attendance System (TAS) Instructions

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Submitting a Daily Line-up (Time Clock Managers only)

Some managers must establish and submit a daily line-up for their time clock employees. For time clock employees who work by a set schedule, their managers must establish a daily line-up before their work day. Solid Waste and Ground Maintenance employees have a year-round set work schedule that may be modified, if necessary. The manager must submit the completed daily line-up every Friday. Managers may also submit overtime hours for employees on the daily line-up. ASD Super Users may also submit a daily line-up as well as confirm the entry of overtime hours.

Employee	Submit	Week Of	Monday	Tuesday	Wednesday							
		02/22/2010 - 02/26/2010	2/22/2010	2/23/2010	2/24/2010							
		Activity	Route #	Time In	Time Out	Total	Time In	Time Out	Total	Time In	Time Out	Total
Turner, Shawn 45789 PWC0461SW	<input type="checkbox"/>	Schedule Hours		07:00 AM	05:30 PM	10.00	07:00 AM	05:30 PM	10.00	07:00 AM	05:30 PM	10.00
		Work Hours		07:00 AM	05:30 PM	10.00	07:00 AM	05:30 PM	10.00	07:00 AM	05:30 PM	10.00

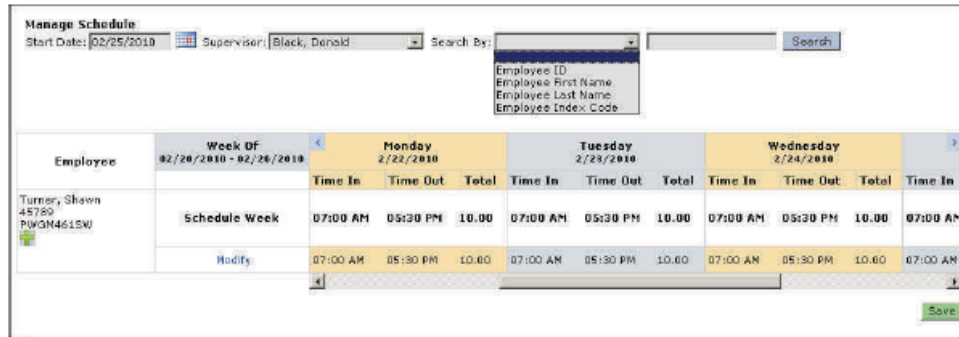
Follow these steps to submit your subordinate's daily line-up:

- From the main menu, click **Submit a Daily Line-up**.
Result: The daily line-up for the current week appears for your subordinates.
- If you want to search for an employee, then select the proper search element in the **Search By** list, if necessary. Type any search criteria in the blank freeform entry box for an employee search. Click **Search**.
Result: The managers' subordinate's work week appears (see the bottom half of the screen capture above).
- Select the type of activity (example: work hours, holiday, shift pay, overtime) in the **Activity** list. If the employee drives a route (for Solid Waste or Public Works), then select the proper number in the **Route #** list.
- Type the proper time elements for each work day in the respective boxes.
- Type any relevant comments in the **Comments** box at the right side of the scrollable row. Use the scroll bar to slide to the right.
- If you want to add activities to the daily line-up, then click the plus icon (+). Then, repeat steps 3-6.
- If you want to delete activities from the daily line-up, then use the scroll bar to slide to the right. Click **Delete** on the activity line item that you want to delete.
- Click **Save**.
- If you want to submit the daily line-up to the database, then select the checkbox in the **Submit** column. You may select the checkbox in the **Submit** column header to submit all the daily line-ups at once.
- Click **Save** again to submit the data.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 22 of 25)

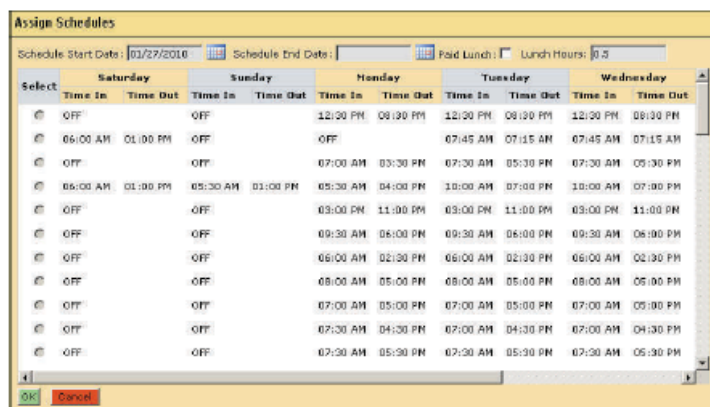
Submitting and Managing Schedule

Some managers may submit and manage their subordinates' schedules. This option is to assign, modify, delete, and view the schedule of an employee for a particular week.



Follow these steps to submit and manage a schedule:

- From the main menu, click **Submit and Manage Schedule**.
Result: The schedule for the current week appears for your subordinates (see the screen capture above).
- Click the calendar icon in the **Start Date** field to display the pop-up calendar. Select the proper date for the desired work week.
- If you want to search for an employee, then select the proper search element in the **Search By** list, if necessary. You may search by the following criteria:
 - Employee ID
 - Employee First Name
 - Employee Last Name
 - Employee Index Code
- Type any search criteria in the blank freeform entry box for an employee search. Click **Search**.
Result: The schedule for the subordinate you searched (see the screen capture at the top of the page).
- If you want to end an existing schedule, then follow step 8 and enter a schedule end date. Click **OK**.
- If you want to assign a new schedule, then click the plus icon (+) under the Employee column.
Note: For employees who have an existing schedule, you must enter an end date on the existing schedule.
- Select the schedule from the assign schedules list and follow steps 9-13.
- If you want to modify a schedule, then click **Modify** under the **Week Of** column.
Result: The Assign Schedules screen appears (see the pop-up window above). These schedules have been established by ASD Admins and may be adjusted as needed.



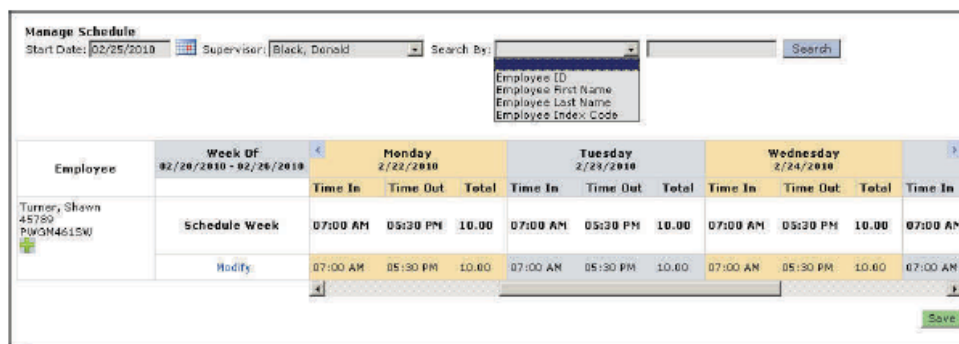
- Click the calendar icon near the **Schedule Start Date** and **Schedule End Date** fields at the top of the pop-up window. Select the proper start and end dates. If you neglect to enter an end date, then the schedule will continue indefinitely.
- Select the proper schedule for the employee's work week.
- If the lunch period is paid by the vendor/contractor, then select the **Paid Lunch** checkbox.
- Type the length of the lunch period in the **Lunch Hours** box (example: .5, 1.0).
- Click **OK**.
Result: The revised schedule appears in the employee's work week schedule.
- If you want to delete an activity line item, then scroll to the far right side of the row. Click **Delete**.
- Click **Save**.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 23 of 25)

Managing Your Subordinate's Schedule (Managers and ASD only)

Some managers may modify the work schedule of their subordinates.

For timesheet employees who work by a set schedule, managers and ASD Super Users must establish their daily line-ups before their subordinates' work day. The manager must submit the completed daily line-up every Friday.



Follow these steps to manage your subordinate's schedule:

1. From the main menu, click **Manage Requests and Timesheets**.

Result: The schedule for the current week appears for your subordinates (see the screen capture above).

2. Click the calendar icon in the **Start Date** field to display the pop-up calendar. Select the proper date for the desired work week.

3. If you want to search for an employee, then select the proper search element in the **Search By** list, if necessary.

You may search by the following criteria:

- Employee ID
- Employee First Name
- Employee Last Name
- Employee Index Code

4. Type any search criteria in the blank freeform entry box for an employee search. Click **Search**.

Result: The schedule for the subordinate you searched appears for the subordinate you searched (see the screen capture at the top of the page).

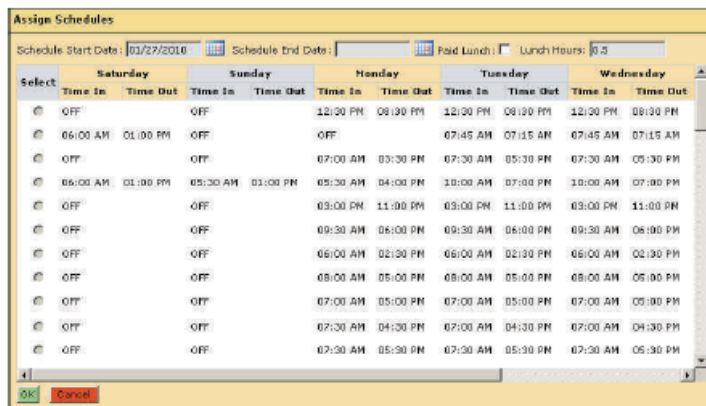
5. If you want to end an existing schedule, then follow step 8 and enter a schedule end date. Click **OK**.

6. If you want to assign a new schedule, then click the plus icon (+) under the Employee column.
Note: For employees who have an existing schedule, you must enter an end date on the existing schedule.

7. Select the schedule from the assign schedules list and follow steps 9-13.

8. If you want to modify a schedule, then click **Modify** under the **Week Of** column.

Result: The Assign Schedules screen appears (see the pop-up window above). You may adjust these schedules that have been initially established by ASD Admins.



9. Click the calendar icon near the **Schedule Start Date** and **Schedule End Date** fields at the top of the pop-up window. Select the proper start and end dates. If you neglect to enter an end date, then the schedule will continue indefinitely.

10. Select the proper schedule for the employee's work week.

11. If the lunch period is paid by the vendor/contractor, then select the **Paid Lunch** checkbox.

12. Type the length of the lunch period in the **Lunch Hours** box.

13. Click **OK**.

Result: The revised schedule appears in the employee's work week schedule.

14. If you want to delete an activity line item, then scroll to the far right side of the row. Click **Delete**.

15. Click **Save**.

EXHIBIT 1 – Time & Attendance System (TAS) Instructions

(Page 24 of 25)

Administrator Functions (ASD only)

Transfer timesheet data to Oracle HRMS

ASD administrators may transfer timesheet data to Oracle.

Follow these steps to transfer timesheet data:

- From the main menu (see the image to the right) under the **Admin Functions** section, click **Transfer Timesheet Data to Oracle HRMS**.
Result: The check date field appears (see the screen capture below).



- Click the calendar icon in the **Check Date** field to display the pop-up calendar. Select the proper date for the payroll period that you want to transfer
- Click **Start Transfer**.

Updating Time Clock Employees

ASD administrators may update time clock employees.

Follow these steps to update time clock employees:

- From the main menu (see the image to the right) under the **Admin Functions** section, click **Update Time Clock Employees**.
Result: The employee search feature appears (see the screen capture below).



- Select the proper search element in the Search By list. You may search by the following criteria:
 - Employee ID
 - Employee First Name
 - Employee Last Name

- Type any search criteria in the blank freeform entry box for the employee search.

- Click **Search**.

Result: The search results appear.

- Select the **Track Daily Line-Up** checkbox for the employee whose daily line-up you want to track.
Note: If you select the **Track Daily Line-Up** checkbox, the system will auto-select the **Track Schedule** checkbox.

Note: Public Works employees work under a schedule, not a daily line-up.

Employee ID	Last Name	First Name	Index Code	Supervisor	Track Schedule	Track Daily Line-Up
40191	Smith	Redhey	OPFNS11AD	Tongol, Crisendo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
40249	Smith	Stephen	PDD5112	Sands, George	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
40298	Smith	Guy	ERPP431MVAD1	Carle, Robert	<input checked="" type="checkbox"/>	<input type="checkbox"/>
40366	Smith	Clyde	RCRC011AQ	Gragson, Jacqueline	<input type="checkbox"/>	<input type="checkbox"/>
40576	Smith	Harry	EREQL25AQAPT-REA007-10	Robinson, Richard	<input type="checkbox"/>	<input type="checkbox"/>
40595	Smith	Robert	OPFNS11AD	Carr, Eugene	<input type="checkbox"/>	<input type="checkbox"/>
40664	Smith	Raymond	PDBZ169B1	Woods, Robert	<input type="checkbox"/>	<input type="checkbox"/>
40758	Smith	David	PWPB011SU	Sawyer, Harold	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Click **Save**.

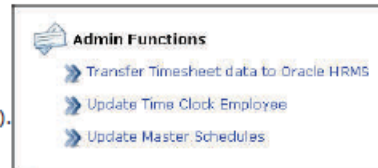
EXHIBIT 1 – Time & Attendance System (TAS) Instructions (Page 25 of 25)

Updating Master Schedules (ASD Admin only)

ASD may update the master schedules list. These tasks include adding a schedule, or modifying and deleting an existing schedule. This list will be used by ASD or managers to assign schedules to employees.

Follow these steps to update master schedules:

- From the main menu (see the image to the right) under the **Admin Functions** section, click **Update Master Schedules**.
Result: The Update Master Schedules page appears (see the screen capture below).
- If you want to add a new schedule, then click the plus icon (+) in the left-hand column. Scroll to the bottom of the page and type the desired time in and time out for each work day in the blank row. Click **Save**.



- If you want to delete an existing schedule from the master list, then click **Delete** in the far-right column on the line item that you want to delete.

Update Master Schedules												Delete	
	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		
	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out	
1			12:30 PM	08:30 PM	12:30 PM	08:30 PM	12:30 PM	08:30 PM	12:30 PM	08:30 PM	12:30 PM	08:30 PM	?
2					07:45 AM	07:15 AM	07:45 AM	07:15 AM			07:45 AM	07:15 AM	Delete
3			07:00 AM	03:30 PM	07:30 AM	05:30 PM	07:30 AM	05:30 PM	07:30 AM	05:30 PM	07:30 AM	05:30 PM	?
4	05:30 AM	01:00 PM	05:30 AM	04:00 PM	10:00 AM	07:00 PM	10:00 AM	07:00 PM	10:00 AM	07:00 PM	10:00 AM	07:00 PM	Delete
5			03:00 PM	11:00 PM	03:00 PM	11:00 PM	03:00 PM	11:00 PM	03:00 PM	11:00 PM	03:00 PM	11:00 PM	?
6			09:30 AM	06:00 PM	09:30 AM	05:00 PM	09:30 AM	05:00 PM	09:30 AM	05:00 PM	09:30 AM	05:00 PM	Delete
7			06:00 AM	02:30 PM	06:00 AM	02:30 PM	06:00 AM	02:30 PM	06:00 AM	02:30 PM	06:00 AM	02:30 PM	?
8			08:00 AM	05:00 PM	08:00 AM	05:00 PM	08:00 AM	05:00 PM	08:00 AM	05:00 PM	08:00 AM	05:00 PM	?
9			07:00 AM	05:00 PM	07:00 AM	05:00 PM	07:00 AM	05:00 PM	07:00 AM	05:00 PM			?

Note: You cannot delete a schedule currently assigned to an employee. You must first delete an employee's assigned schedule.

- If you want to modify an existing schedule, then type the desired time in and time out for each work day.
Note: You may not modify a schedule line item displayed with grey text (see the screen capture above) since employees are currently assigned to it.
- After all updates have been recorded, click **Save**.

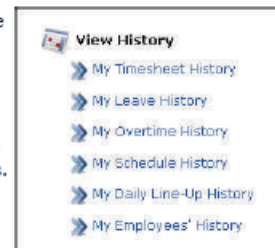
Viewing Employee History

Managers may view their subordinates' historical Time and Attendance data.

Follow these steps to view employee history:

- From the main menu (see the image to the right) under the **View History** section, click **My Employees' History**.
Result: The My Employees - History page appears (see the screen capture below).
- Select one of the following options to view an employee's history:
 - Timesheet
 - Leave Requests
 - Overtime Requests
 - Daily Line-Up History
 - Schedule History
- Click the calendar icons in the **Begin Date** and **End Date** fields to display the pop-up calendar. Select the proper dates for the history that you want to view.
- Type the proper **Employee ID** in the respective field. Leave this field blank if you want to search for all your subordinates.

- Select the status in the **Status** list.
- Click **Search**.
Result: The desired historical data appears below the search fields.



My Employees - History

Timesheet
 Leave Requests
 Overtime Requests
 Daily Line-Up History
 Schedule History

Begin Date:

End Date:

Employee ID:

Status: ALL

EXHIBIT 2 – Payroll Schedule

Pay Periods FY 2018-2019				
Payroll Number	Pay Date	1 Week Lag		TAS Data Approval Due By:
		Start	End	
1	10/5/2018	9/15/2018	9/28/2018	9/28/2018
2	10/19/2018	9/29/2018	10/12/2018	10/12/2018
3	11/2/2018	10/13/2018	10/26/2018	10/26/2018
4	11/16/2018	10/27/2018	11/9/2018	11/8/2018 * Thur by 5:00 PM
5	11/30/2018	11/10/2018	11/23/2018	11/21/2018 * Wed by 5:00 PM
6	12/14/2018	11/24/2018	12/7/2018	12/7/2018
7	12/28/2018	12/8/2018	12/21/2018	12/19/2018 * Wed by 5:00 PM
8	1/11/2019	12/22/2018	1/4/2019	1/4/2019
9	1/25/2019	1/5/2019	1/18/2019	1/17/2019 * Thur by 5:00 PM
10	2/8/2019	1/19/2019	2/1/2019	2/1/2019
11	2/22/2019	2/2/2019	2/15/2019	2/14/2019 * Thur by 5:00 PM
12	3/8/2019	2/16/2019	3/1/2019	3/1/2019
13	3/22/2019	3/2/2019	3/15/2019	3/15/2019
14	4/5/2019	3/16/2019	3/29/2019	3/29/2019
15	4/19/2019	3/30/2019	4/12/2019	4/12/2019
16	5/3/2019	4/13/2019	4/26/2019	4/26/2019
17	5/17/2019	4/27/2019	5/10/2019	5/10/2019
18	5/31/2019	5/11/2019	5/24/2019	5/23/2019 * Thur by 5:00 PM
19	6/14/2019	5/25/2019	6/7/2019	6/7/2019
20	6/28/2019	6/8/2019	6/21/2019	6/21/2019
21	7/12/2019	6/22/2019	7/5/2019	7/5/2019
22	7/26/2019	7/6/2019	7/19/2019	7/19/2019
23	8/9/2019	7/20/2019	8/2/2019	8/2/2019
24	8/23/2019	8/3/2019	8/16/2019	8/16/2019
25	9/6/2019	8/17/2019	8/30/2019	8/29/2019 * Thur by 5:00 PM
26	9/20/2019	8/31/2019	9/13/2019	9/13/2019

All time and attendance must be submitted and approved in TAS by 5:00 PM on dates shown, unless noted otherwise to accommodate a holiday.

*Elected Officials who entered office prior to July 1, 2019 are paid for the two-week period that ends on the payday. Elected Officials who entered office on or after July 1, 2019 will be paid according to the payroll schedule above.

EXHIBIT 3 – Appointed Officials & Employees Salary & Employment Plan
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APPOINTED

OFFICIALS AND EMPLOYEES

SALARY

AND

EMPLOYMENT PLAN

10-1-90
10-7-91
8-10-98
7-1-02
8-08-03
12-20-06
4-17-15
2-19-19

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EXHIBIT 3 – Appointed Officials & Employees Salary & Employment Plan
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SECTION 1: OVERVIEW

- 1.1 The purpose of this Plan is to formalize a uniform salary and employment program for Appointed Officials and Appointed Employees.
- 1.2 It is the City's policy to pay a fair and equitable salary that is competitive with the market and based on the duties and responsibilities of each appointed position.
- 1.3 In accordance with City policy and law, the City provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment.
- 1.4 This Plan has been approved by the Director of Employee Services of the Consolidated Government of Jacksonville and subsequent adjustments shall be consistent with public policy and shall be within allocated financial resources.
- 1.5 The Mayor has full authority to make exceptions to this Plan.
- 1.6 This Plan applies to Appointed Officials and Appointed Employees who are exempt from the Civil Service System as listed in Section 17.06 of the City Charter and Section 116.901 of the Municipal Ordinance Code. Appointed Officials and Appointed Employees serve at the pleasure of the appointing authority.

EXHIBIT 3 – Appointed Officials & Employees Salary & Employment Plan
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SECTION 2: ADMINISTRATION OF THE PAY PLAN

2.1 Employment Rates

An individual who is appointed to serve as an official or employee of the Consolidated Government shall be paid at an amount determined by the Employer, however the rate of pay must fall within the salary range to which the position is assigned.

2.2 Salary Administration

- (1) Appointed Officials' salary ranges shall be adjusted from time to time based on recommendation to the City Council and final action taken by the Council or with final approval by the Mayor or other appropriate authority for appointed positions not requiring Council approval.

Appointed Officials' salaries may be adjusted upward or downward as deemed appropriate by the Mayor or other appropriate appointing authority at the beginning of the fiscal year or at any time during the year for justifiable reasons which are reasonable and within financial resources and applicable salary ranges.

Pay grades, salary ranges and salaries for appointed officials will be established and maintained in accordance with Section 129 of the Ordinance Code.

- (2) Appointed Employees' salary ranges shall be in writing and reported to the Director of Employee Services at the time of establishment for official records.

Appointed Employees' salaries shall be reviewed as necessary and appropriate adjustments upward or downward made pursuant to procedures established by the Mayor or other appropriate appointing authority.

- (3) Compensation paid to Appointed Officials and Employees may be in the form of one-time payments rather than base pay.

2.3 Service (Longevity) Raises

For each five (5) years of continuous service with the City (computed from the date of initial employment), an employee shall receive an annual increase in salary of three hundred ten dollars (\$310). Continuous service shall be defined as employment which is creditable and without a break in service.

EXHIBIT 3 – Appointed Officials & Employees Salary & Employment Plan

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For the purpose of this section, continuous service is defined as employment in a position authorized by the City Council or other appropriate authority and paid from salary funds with one or more departments or agencies of the City. Authorized leave of absence with or without pay and/or a break of up to twenty-four (24) months because of separation due to layoff shall not be considered a break in service.

"Creditable Service" is defined as service for which an employee was on the payroll in a position authorized by the City Council or other appropriate authority and paid from salary funds.

The Director of Employee Services may connect periods of broken service under the provisions of the Ordinance Code for the purpose of service (longevity) raises; however, no retroactive payment may be made as the result of approved time connections.

Service raises shall be in addition to any general or special raises which may be granted from time to time.

2.4 Employment Dates

- (1) **Adjusted Employment Dates:** An employment date shall be advanced when an employee is absent for one (1) day or a total of eight (8) hours cumulative, as applicable, in accordance with procedures established by the Director of Employee Services for adjusting employment dates.
- (2) **Time Connections:** The Director of Employee Services may connect periods of broken service for purposes of service (longevity) raises and vacation or annual leave accrual; however, no retroactive payment may be made as the result of approved time connection.

2.5 Incentive and Award Programs

- (1) In addition to regular wages provided under this Plan, the City may elect to establish incentive programs for its employees. If the City establishes such an incentive program, it may award cash and other awards to individuals or groups in order to recognize performance improvements, innovative ideas that result in savings or other benefits, improved safety records, or other similar work-related improvements.
- (2) The City may elect to establish financial incentives to encourage employees to obtain certain work-related certifications or other educational credentials. Incentives may take the form of supplemental pay or one-time or periodic payments. All affected employees will be equally eligible to qualify for, and receive, such incentives under the same terms and conditions.

EXHIBIT 3 – Appointed Officials & Employees Salary & Employment Plan
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- (3) The City may elect to establish an "Employee Referral Program" with financial incentives to encourage current employees to refer candidates for employment in City jobs. Incentives will be in the form of one-time payments. All eligible employees may participate in such a program and receive incentives under the same terms and conditions.

EXHIBIT 3 – Appointed Officials & Employees Salary & Employment Plan
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SECTION 3: OVERTIME

- 3.1** When possible, and with appropriate authorization, Appointed Officials and Employees should rearrange their work schedules within a work week to avoid working overtime. When an employee in an appointed position must work overtime hours, one of the following provisions will apply. For purposes of this section, "appropriate authority" shall mean the Chief Administrative Officer or his/her designee for department heads and the department head for division chiefs. For other Appointed Officials and Employees, it shall mean the individual given the authority to make appointments to that position.
- 3.2 Appointed Officials and Employees Exempt from the Overtime Provisions of, or Not Covered by, the Fair Labor Standards Act**
- (1) Appointed Officials and Employees who are exempt from the overtime provisions of, or not covered by, the Fair Labor Standards Act are expected to work the hours necessary to carry out the duties and responsibilities of their positions, which may include attendance at meetings after normal hours.
 - (2) From time to time it may be necessary for such employees to work hours beyond those referred to in 3.2(1) above. It is the intent of this section to prevent such employees from being unduly burdened with uncompensated overtime.
 - (3) When authorized by appropriate authority, employees who work beyond what is normally required may be compensated for such hours with straight compensatory time for all hours actually worked. Only actual hours worked shall be used in calculating the forty (40) hour a week threshold for determining appropriate overtime payment. Compensatory time may be accumulated to a maximum of eighty (80) hours.
 - (4) Exempt employees shall forfeit all accrued but unused compensatory time when they terminate. There shall be no payment for accrued but unused compensatory time.
- 3.3 Appointed Employees Not Exempt from the Overtime Provisions of the Fair Labor Standards Act**
- (1) When authorized by appropriate authority, Appointed Employees who are non-exempt from the overtime provisions of the Fair Labor Standards Act shall be entitled to earn compensation for overtime at the rate of one and one-half (1-1/2) hours for each hour actually worked in excess of forty (40) hours per workweek. Only actual hours worked shall be used in calculating the forty (40) hour a week threshold for determining appropriate overtime payment.

EXHIBIT 3 – Appointed Officials & Employees Salary & Employment Plan
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- (2) Compensation for such employees shall be in the form of a cash payment unless compensatory time is mutually agreed upon between the employee and the appropriate authority.
- (3) Such employees may accrue up to eighty (80) hours of compensatory leave; once this maximum has been reached, compensation for additional overtime hours worked shall be in the form of cash payments.

3.4 Personal Assistants to Elected Officials

- (1) Appointed Employees who serve as personal assistants to Elected Officials are not covered by the Fair Labor Standards Act.
- (2) The provisions in 3.2 or 3.3 above may be applied to employees in such positions at the discretion of the Elected Official to whom they report. Designations for such positions shall be reported and maintained by the Employee Services Department.

EXHIBIT 3 – Appointed Officials & Employees Salary & Employment Plan
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SECTION 4: HOLIDAYS

- 4.1** The following twelve (12) paid holidays shall be observed as indicated each year:

Date	Observance
January First (1 st)	New Year's Day
Third Monday in January	Martin Luther King's Birthday
Third Monday in February	Presidents' Day
Last Monday in May	Memorial Day
July Fourth (4 th)	Independence Day
First Monday in September	Labor Day
November Eleventh (11 th)	Veterans' Day
Fourth Thursday in November	Thanksgiving
Friday after Thanksgiving	
December Twenty-Fourth (24 th)	Christmas Eve
December Twenty-Fifth (25 th)	Christmas Day
Personal Leave Day (By mutual agreement)	

- 4.2** When a holiday falls on Sunday, the following Monday shall be observed as the holiday. When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday, provided, however, that when Christmas Eve falls on a Sunday, the following Tuesday shall be observed as the Christmas Eve holiday.
- 4.3** For employees on a four-day, ten-hour-day workweek, who normally work Monday through Thursday, Friday holidays will be observed on the preceding Thursday. For employees on a four-day ten-hour-day workweek, who normally work Tuesday through Friday, Monday holidays will be observed on the following Tuesday.
- 4.4** Employees scheduled for eight (8) or ten (10) hour days, shall be compensated for the holiday at their respective rates of pay for eight (8) or ten (10) hours.
- 4.5** The following shall apply when employees covered by this Plan are required to work on a holiday:
- (1)** In addition to straight time pay for all hours worked, exempt employees shall receive compensatory leave at the rate of one and-one-half (1-1/2) times the employee's straight time rate.
 - (2)** In addition to straight time pay for all hours worked, non-exempt employees shall receive compensatory leave or cash payments at the rate of one and-one-half (1-1/2) times the employee's straight time rate.

EXHIBIT 3 – Appointed Officials & Employees Salary & Employment Plan
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- 4.6** The Personal Leave Day may be taken on any date during the fiscal year as mutually agreed upon by the employee and the department or agency head. If not taken during the fiscal year, the personal leave day will be forfeited.
- 4.7** An employee covered by this Plan shall receive payment for a paid holiday unless:
- (1)** he/she has an unexcused absence on the last work day preceding such holiday or on the next work day following such holiday; or
 - (2)** he/she is absent on any type of leave without pay on the last work day preceding such holiday and on the next work day following such holiday.
 - (3)** he/she is receiving a wage benefit from workers' compensation.

EXHIBIT 3 – Appointed Officials & Employees Salary & Employment Plan
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SECTION 5: ANNUAL LEAVE PLAN E

This section shall apply to all employees covered by this Plan who were hired prior to October 1, 1987.

5.1 Method of Earning and Accruing Annual Leave

- (1) All full-time employees covered by this Plan shall earn annual leave in accordance with the following:

Upon Completion of Years of Continuous Service	Hours Accrued Per Year
0 thru 4	160
5 thru 9	184
10 thru 14	208
15 thru 19	232
20 thru 24	256
25 or more	280

- (2) Annual leave will accrue bi-weekly at the rate stated above and shall be credited on the last day of the pay period for all hours actually worked or hours on approved leave with pay. The maximum annual leave that may be accrued shall be 840 hours (105 days). Any excess over this amount shall be treated in accordance with Section 5.3. Accrual rates shall change to the higher rate on the first day of the pay period in which the employment date occurs. If the employee has an adjusted employment date, the accrual rate shall change at the start of the pay period in which the employee's adjusted service date occurs.
- (3) For employees being paid less than eighty (80) hours in a bi-weekly pay period, the bi-weekly accrual must be calculated by multiplying the hourly accrual rate times the number of hours for which the employee is being paid.

5.2 Use of Annual Leave

- (1) Annual leave should be used to provide periodic vacation; however, earned annual leave may be used for any other purpose when authorized by the appointing authority.
- (2) Use of annual leave shall be arranged so as to be mutually convenient to both the employee and the appointing authority.

EXHIBIT 3 – Appointed Officials & Employees Salary & Employment Plan
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- (3) Employees may split their annual leave in any manner desired if approved by the appropriate appointing authority. The minimum amount of annual leave that can be taken and charged is one-half (1/2) hour.
- (4) Requests for personal leave must be submitted in writing at least two (2) weeks in advance for personal leave requests of forty (40) or more consecutive working/shift hours. Requests for personal leave of less than forty (40) consecutive working/shift hours must be submitted in writing for approval at least twenty-four (24) hours in advance, unless the personal leave is for illness or emergency. In the latter case, written requests shall be submitted as soon as practicable. These advance notice requirements may be waived by the department head. Requests for leave of any nature, as provided for above, shall not be unreasonably denied.

An employee must notify his/her supervisor as early as possible, and no later than thirty (30) minutes before starting time, the first day the employee is unable to report for work because of illness. The employee will notify the supervisor of the nature of the employee's illness and the approximate amount of time the employee will be absent. Use of personal leave for illness is subject to investigation by the appropriate supervisor. An employee will be counseled whenever a pattern clearly develops where an employee is abusing personal leave taken for illness. (Example: when leave for illness is combined with regular days off more than three (3) times annually or when leave is used on an unscheduled basis more than six (6) times annually.)

- (5) An employee will not be charged annual leave for a holiday that occurs while he/she is on approved leave.
- (6) Employees are encouraged to retain ten (10) days in their annual leave account in case of serious illness.

5.3 Payment for Annual Leave

- (1) **Sellback:** If an employee does not use all of the annual leave accrued in a fiscal year under Plan E, he/she may be paid for such difference on an hour-for-hour basis, or allow such difference to continue to accumulate for up to a maximum of 840 hours (105 days). The option to receive a cash payment for such leave is not available to an employee who would have less than eighty (80) hours annual leave remaining after such payment. Leave hours transferred to deferred comp will count as leave time used during the fiscal year. To receive such payment, the employee must make an irrevocable election in the fiscal year preceding the fiscal year in which the leave accrues, in accordance with administrative

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procedures established by the City of Jacksonville. Payments will be made on the first payday in December at the September 30 rate of pay.

- (2) **Rollback:** Annual leave in excess of 840 hours (105 days) shall either be paid on an hour-to-hour basis to the employee or, at the employee's option, may be placed in the employee's retirement leave account as provided in Section 6. These payments will be made on the second pay day in November at the September 30 rate of pay.
- (3) Upon separation from City service due to retirement or resignation, an employee shall be paid for all remaining accrued and unused annual leave.

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SECTION 6: PERSONAL LEAVE PLAN H

This article shall apply to all permanent, probationary and provisional employees employed on or after October 1, 1987.

6.1 Method of Earning and Accruing Personal Leave

- (1) Employees shall accrue personal leave for straight time hours worked in accordance with the following schedule:

Upon Completion of Years of Continuous Service	Hours Accrued Per Year
0 thru 4	160
5 thru 9	184
10 thru 14	208
15 thru 19	232
20 thru 24	256
25 or more	280

- (2) Employees shall accrue personal leave based on time actually worked and time on approved leave with pay.
- (3) Personal leave will be credited to the employee at the rate stated above on a bi-weekly basis. The leave shall be credited on the last day of the pay period.
- (4) The accrual rate shall change to the higher rate on the first day of the pay period in which the employment date occurs. If the employee has an adjusted employment date, the accrual rate shall change at the start of the pay period in which the employee's adjusted service date occurs.
- (5) Personal leave shall accrue to a maximum of 480 hours. Accrued and unused personal leave over 480 hours will be forfeited, except if applied in accordance with Section 6.2 below.

6.2 Critical Emergency Leave Bank

- (1) There shall be established a Critical Emergency Leave Bank (CELB). Any accrual over the maximum 480 hours allowed in the regular personal leave account shall be credited to the CELB account up to a maximum of 720 hours.
- (2) The CELB shall only be used for critical emergency illness or personal crisis. A critical emergency illness is defined as any incapacitating emergency illness requiring hospitalization and/or a recuperation period documented by a certified physician and/or hospital. A

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personal crisis is defined as a severe circumstance that directly impacts the employee. This may include a natural disaster impacting the employee's primary residence such as a fire or severe storm. Employee CELB usage requests that qualify under the personal crisis provision must be approved by the Director of Employee Services or the Elected Official's designee.

- (3) The CELB shall only be used for a critical illness or personal crisis of more than eighty (80) consecutive hours of the employee or member of his/her immediate family. Immediate family is defined as: spouse, child, parent, step-children, grandparent, grandchildren and siblings.
- (4) An employee may donate accrued CELB leave to another employee's CELB account under the City's Donated Leave policy and procedure.
- (5) Upon separation with greater than twenty (20) years of service, employees will be paid up to forty (40) hours of accrued CELB hours.

6.3 Use of Personal Leave

- (1) Employees, when eligible and authorized, may take personal leave for any reason they deem necessary. Personal leave may be taken only from accrued personal leave days earned.
- (2) Requests for personal leave must be submitted in writing at least two (2) weeks in advance for personal leave requests of forty (40) or more consecutive working/shift hours. Requests for personal leave of less than forty (40) consecutive working/shift hours must be submitted in writing for approval at least twenty-four (24) hours in advance, unless the personal leave is for illness or emergency. In the latter case, written requests shall be submitted as soon as practicable. These advance notice requirements may be waived by the Department Head. Requests for leave of any nature, as provided for above, shall not be unreasonably denied.
- (3) The minimum amount of personal leave to be taken and charged shall be one-half (1/2) hour.
- (4) An employee must notify his/her supervisor as early as possible, and no later than thirty (30) minutes before starting time, the first day the employee is unable to report for work because of illness. The employee will notify the supervisor of the nature of the employee's illness and the approximate amount of time the employee will be absent. Use of personal leave for illness is subject to investigation by the appropriate supervisor. An employee will be counseled whenever a pattern clearly develops where an employee is

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abusing personal leave taken for illness. (Example: when leave for illness is combined with regular days off more than three (3) times annually or when leave is used on an unscheduled basis more than six (6) times annually.)

- (5) Upon retirement (including vesting under the pension law), attainment of five (5) years of continuous service, or death of an employee, the employee shall be paid for all unused, accrued personal leave on an hour-for-hour basis.
- (6) Upon termination of an employee for other than retirement (including vesting under the pension law), if the employee has less than five (5) years of continuous service, the employee shall be paid for seventy-five percent (75%) of all unused personal leave on an hour-for-hour basis.
- (7) Once an employee's resignation or notice of retirement has been offered and accepted, "running out" leave is prohibited. "Running out" shall be defined as greater than 2 weeks of consecutive leave immediately prior to the resignation or retirement date.

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SECTION 7: PERSONAL LEAVE PLAN P

7.1 This article shall apply to all permanent, probationary and provisional employees employed on or after January 10, 1989, who previously were covered by the IAFF and FOP contracts but who have promoted to an Appointed Official or Appointed Employee position.

7.2 Method of Earning and Accruing Personal Leave

(1) Employees shall accrue personal leave with pay for straight time hours worked in accordance with the following schedule:

Upon Completion of Years of Continuous Service	Hours Accrued Per Year
0 thru 4	160
5 thru 9	184
10 thru 14	208
15 thru 19	232
20 thru 24	256
25 or more	280

(2) Employees shall earn leave time based on time actually worked and time on approved leave with pay.

(3) Personal leave will be credited to the employee at the rate stated above on a bi-weekly basis. The leave shall be credited on the last day of the pay period.

(4) The rate of accrual shall change to the higher rate on the first day of the pay period in which the employment date occurs. If the employee has an adjusted employment date, the accrual rate shall change at the start of the pay period in which the employee's adjusted service date occurs.

(5) Personal leave shall accrue to a maximum of six hundred (600) hours. Accrued and unused personal leave over six hundred (600) hours will be forfeited. However, at the end of the fiscal year, accrued and unused personal leave in excess of six hundred (600) hours may be sold back to the Employer to the extent that the employee had timely requested but was not permitted by Management to take the leave during that year. Such leave shall be sold back to the Employer at the employee's rate of pay at the end of the fiscal year. Leave Plan P employees may be paid in accordance with the FOP or IAFF collective bargaining agreement.

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7.3 Use of Personal Leave

- (1) Employees, when eligible and authorized, may take personal leave for any reason they deem necessary. Personal leave may be taken only from accrued personal leave days earned.
- (2) Requests for personal leave must be submitted in writing at least two (2) weeks in advance for personal leave requests of forty (40) or more consecutive working/shift hours. Requests for personal leave of less than forty (40) consecutive working/shift hours must be submitted in writing for approval at least twenty-four (24) hours in advance, unless the personal leave is for illness or emergency. In the latter case, written requests shall be submitted as soon as practicable. These advance notice requirements may be waived by the Department Head. Requests for leave of any nature, as provided for above, shall not be unreasonably denied.
- (3) The minimum amount of personal leave to be taken and charged shall be one-half (1/2) hour.
- (4) An employee must notify his/her supervisor as early as possible, and no later than thirty (30) minutes before starting time, the first day the employee is unable to report for work because of illness. The employee will notify the supervisor of the nature of the employee's illness and the approximate amount of time the employee will be absent. Use of personal leave for illness is subject to investigation by the appropriate supervisor. An employee will be counseled whenever a pattern clearly develops where an employee is abusing personal leave taken for illness. (Example: when leave for illness is combined with regular days off more than three (3) times annually or when leave is used on an unscheduled basis more than six (6) times annually.)
- (5) Upon retirement or termination following the completion of five (5) years of service, the employee shall be paid for all unused accrued personal leave on an hour-for-hour basis. Such employees shall have the option of using accrued personal leave immediately after or prior to their desired eligible retirement date and then be paid for the remainder of such leave at the employee's option.
- (6) Upon termination of employment with less than five (5) years of service for other than retirement, the employee shall be paid for seventy-five percent (75%) of all unused accrued personal leave on an hour-for-hour basis.

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SECTION 8: LEAVE DONATIONS

An employee may voluntarily donate leave to another employee in accordance with Employee Services Directive 0302 Leave Donations.

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SECTION 9: DEATH BENEFITS PAYMENT

- 9.1 In the event of an employee's death, payment shall be made to the employee's designated next of kin or estate, as determined in accordance with the law for the following:
- (1) all accrued regular and overtime hours;
 - (2) all unused leave on an hour-for-hour basis, as though the employee had retired;
 - (3) if death occurs on the job, one (1) month's salary, in addition to all other benefits;
 - (4) one (1) month's salary if the employee is not entitled to any benefits as indicated in above;
 - (5) any other benefits to which the employee is entitled by law.

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SECTION 10: ABSENCE WITHOUT PAY

Approval of requested Family and Medical Leave, which means leave for a serious medical health condition for the employee or the employee's spouse, child or parent (including in loco parentis) or after the birth or placement of a child, shall be in accordance with the Family and Medical Leave Act and procedures established by the Director of Employee Services.

10.1 Upon request, the appointing authority may grant an employee leave without pay for personal reasons for a period or periods not to exceed ten (10) consecutive workdays. Documentation of absence without pay shall be furnished to the Employee Services Department to adjust the employee's employment date in accordance with procedures established by the Director of Employee Services.

10.2 A leave of absence without pay for more than ten (10) consecutive work days, deemed to be beneficial to the service of the City, may be granted by the appointing authority subject to the following:

- (1)** The total duration of such leave and any extensions granted shall not exceed one (1) year.
- (2)** A leave of absence request must be completed and processed in accordance with procedures established by the Director of Employee Services.
- (3)** If the leave of absence is for health reasons, the request must be accompanied by documentation from a licensed medical physician which must state the length of time that the employee should be on leave from his/her duties. Upon returning to work, the employee must furnish medical documentation of ability to perform assigned duties or, for an employee with a disability, the ability to perform the essential functions of the job with or without reasonable accommodation.
- (4)** Appropriate documentation must be furnished to the Director of Employee Services so that the official personnel file will reflect the employee's current status and, upon the employee's return to work, the employment date must be adjusted in accordance with procedures established by the Director of Employee Services.
- (5)** An employee who is granted a leave of absence without pay shall be an inactive employee of the City while on such leave and shall be returned to the same or a comparable position upon termination of the approved leave of absence.

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- (6) An employee who fails to return from a leave of absence will be deemed to have resigned as of the date the leave commenced and such failure to return from leave shall be documented.

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SECTION 11: LIMITED EMERGENCY

In the event of the official declaration of a local emergency or other event as declared by the City Elected Official, it is understood that operational needs may affect some employees differently from others. All employees may be utilized as needed to assist in emergencies as determined by the Employer. Employees will be notified by their supervisor as to their status.

- 11.1 Employees who are not required to work are designated as "non-essential" and released from duty shall be granted administrative leave for the balance of their normal shift and for such additional time as authorized by the Mayor.
- 11.2 Essential employees are those who are required to assist in emergencies as determined by the Employer. Employees designated as "essential" shall be required to work during the emergency. Essential employees who fail to meet their responsibilities under this provision may be subject to discipline.
- 11.3 When possible in situations where there is advance notice of an impending emergency, the Employer may authorize employees to take reasonable time, as determined by the Employer, to return home to secure their homes and property and arrange for the safety of their families. Employees will not be charged leave for any such authorized preparation time taken. Following such preparation time, employees must report to work during the emergency.
- 11.4 An employee's designation as "essential" or "non-essential" may change due to the nature of the emergency.
- 11.5 Employees who reported to work shall be paid in accordance with Section 3.
- 11.6 In addition, employees designated essential to the operation who reported to work shall be granted straight time compensatory time for the same number of hours given to employees on administrative leave during the emergency. This compensatory time shall not count against the overtime maximum specified in Section 3.
- 11.7 Employees on previously-approved leave, scheduled holiday, authorized leave without pay, or who called in to request leave during the emergency shall be charged for the leave.
- 11.8 In non-emergency situations in which employees are requested to leave early to accommodate special events, employees may use annual leave or modify their work schedules, within operational requirements and with the approval of their supervisor. At the Employers discretion, there may be times when the employee may not be charged annual leave.

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- 11.9 During a declared emergency by the Mayor and/or Sheriff, or when an emergency may reasonably be determined to be imminent, provisions of this Agreement may be suspended by the Mayor and/or the Sheriff during the time of the declared emergency provided that wage rates and monetary fringe benefits shall not be suspended.

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SECTION 12: JURY/WITNESS SERVICE

12.1 Jury Duty

An employee who is summoned to jury duty shall be granted leave with pay for all hours required for such duty not to exceed the number of hours in the employee's normal workday; however, if jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release by the court.

If necessary, the employee's work schedule shall be rearranged to accommodate the days and times required for court attendance.

Jury fees, if any, shall be retained by the employee. The department or agency shall not reimburse the employee for meals, lodging, and/or travel expenses incurred while serving as a juror.

An employee who is required to report for jury service more than four (4) hours after the scheduled beginning of his/her work day, must report to work prior to the beginning of jury service. Employees will be given reasonable travel time to jury service location.

12.2 Witness Service

- (1) An employee who is absent from work in order to serve as a witness in a criminal case in a court of law to which he/she is not a party, either directly or as a member of a class, where such absence is in response to a legally valid subpoena, shall be granted leave with pay for those hours for which he/she is absent from work during his/her regularly scheduled working hours, provided he/she submits evidence of such service as a witness.
- (2) When an employee is called to testify as a result of his/her City duties, such appearance shall be considered a part of the employee's job assignment. All time spent in such legal proceedings shall be compensated in accordance with Section 3. Per diem and travel expenses shall be paid. The employee is required to return any fees received. The employee must provide evidence of subpoena and witness service.
- (3) When an employee is engaged in personal litigation or service as a paid expert witness, the employee may be granted annual leave with the approval of the appointing authority.

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SECTION 13: BEREAVEMENT AND FUNERAL LEAVE

- 13.1 Upon the death of a member of an employee's immediate family, or the immediate family of the employee's spouse, an employee may be granted up to five (5) days (not to exceed 40 working hours) paid bereavement leave, not otherwise chargeable. If additional time is required, annual leave may be approved.

The Employer will require the employee to supply documentation of the death prior to approval of the bereavement leave request.

Definition of Immediate Family

"Immediate Family" Defined	
spouse	
children	including step-children and children's spouses
parents	including step-parents
brothers and sisters	including half- and step-siblings
aunts and uncles	
nieces and nephews *	
grandparents	
grandchildren	
other relatives who permanently reside with the employee	
Also applies to the same relatives of the spouse of the employee	
* Nieces and nephews will have a maximum of two (2) days	

- 13.2 Employees may be granted four (4) hours without loss of pay as funeral leave to attend the funeral of a coworker (active or retired) from the same department or agency.

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SECTION 14: MILITARY LEAVE FOR TRAINING AND ACTIVE DUTY

Leave of absence and re-employment rights of employees inducted into the military service shall be as provided in the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA), Florida Statutes and Florida Administrative Code.

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SECTION 15: WORKERS' COMPENSATION

- 15.1** Employees who have served six (6) months of continuous creditable and satisfactory service and who sustain a temporary disability as a result of accidental injury in the course of and arising out of employment shall, in addition to compensation payable pursuant to the Workers' Compensation law of the State of Florida, be granted the following benefits:
- (1)** For up to twenty (20) working days following such disability, the employee shall receive supplemental pay in an amount equal to the difference between his/her net take-home pay and the workers' compensation wage benefit payable. (For purposes of this section, net take-home pay is defined as the amount of the employee's regular straight-time wages reduced by the amount deducted from the employee's pay for taxes and social security.) Provided, however, that in no event shall any employee realize more than his/her net after-tax take-home pay as a result of receiving both workers' compensation and supplemental pay.
 - (2)** Thereafter, the Director of Finance may, at his/her sole discretion, grant continued supplemental pay, in increments of up to twenty (20) working days.
- 15.2** An employee who is absent from duties due to an on-the-job injury and who is not receiving supplemental pay, may request use of sick or vacation/annual/personal leave for the purpose of maintaining regular pay status. The amount of leave to be charged in such cases is the minimum amount in hourly increments that will equal the difference between Workers' Compensation payments and the employee's regular pay.
- 15.3** Any employee serving in the first six (6) months of original employment, who is temporarily totally disabled as a result of injury received in the performance of duty with the City, shall receive the benefits to which he/she is entitled under the Workers' Compensation Laws of the State of Florida.
- 15.4** An employee who is temporarily partially disabled from performing the duties of his/her position due to an on-the-job injury may be temporarily reassigned without reduction of pay to other suitable and available duties commensurate with the employee's medical fitness.
- 15.5** Appointed officials and employees who are sworn law enforcement officers, certified corrections officers or certified firefighters may be entitled to additional benefits under applicable state or local law.

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- 15.6** If an employee is eligible for monetary benefits under workers' compensation, normal payroll deductions will continue from workers' compensation benefits to avoid interrupting employer provided benefits such as pension and healthcare.

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SECTION 16: EMPLOYEE BENEFITS

- 16.1** The **Employer** will provide a choice of comprehensive group health plans which will include at least one designated no cost to the employee plan. Employees will be required to pay five percent (5%) of the actual cost (not to exceed thirty dollars (\$30) per month) of any health plan selected other than the designated no cost plan(s) from which the employee may select. In addition, the **Employer** will pay fifty percent (50%) of the cost of the comprehensive medical coverage for eligible dependents; the employee will pay the remaining fifty percent (50%) of the cost.
- 16.2** The Employer agrees to pay a premium of up to fifteen dollars (\$15) per month, per employee covered by this Agreement, for the purpose of providing partial payment toward a comprehensive dental health plan for said employees. The Employer may make an administrative charge not to exceed four cents per deduction.
- 16.3** The City may provide, at no expense to the employee, term life insurance coverage equal to twice the employee's gross annual salary rounded up to the nearest thousand.
- 16.4** Employees may exercise the option to pay the cost to obtain group term life insurance coverage under the same policy for an additional amount equal to one times the employee's annual salary, rounded up to the nearest thousand (subject to conditions and limitations of provider). Benefits may be reduced at age 70 to 65% of benefits under the Policy and in compliance with the Age Discrimination in Employment Act (ADEA).
- 16.5** The City shall contribute to the employee's pension program to the extent required by applicable laws.
- 16.6** Appointing Authorities may authorize the payment of job-related association dues, fees, subscriptions and certifications for employees, if deemed to be in the public interest.
- 16.7** The City recognizes the importance of our employee's families and the value of time during the birth or adoption of a child. In this spirit, the City will offer a parental leave plan consisting of paid time off following the birth or adoption of a child.
- The City will establish policies and procedures for administering the Parental Leave Plan as outlined in applicable Employee Services Directive.
- 16.8** The City recognizes the importance of continuing education in providing equitable employment opportunities, employee growth and agrees to a mutual commitment of education for employees.

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In accordance with Section 106.901 of the Ordinance Code, the City may establish a Career Development Program. The City may reimburse employees for eligible tuition expenses in order to enhance the quality of the existing workforce, attract and retain qualified candidates for City employment, and to ensure that City employees have access to education that will equip them to do the work that will be needed during their careers with the City of Jacksonville.

Reimbursement will be in accordance with established policies and procedures which will cover, among other things, time limits for submission of requests, eligible coursework, and required documentation.

This program is dependent upon funding.

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SECTION 17: DRUG AND ALCOHOL ABUSE

The City of Jacksonville is committed to a Drug-Free Workplace for the health and safety of employees and citizens of the City of Jacksonville. The City has adopted a Zero-Tolerance policy for using or being under the influence of alcohol or illegal drugs or having within one's system the metabolites of illegal drugs in accordance with Employee Services Directive 0401 Drug Free Workplace Policy.

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SECTION 18: SEPARATION

- 18.1** Appointed Officials and Employees serve at the pleasure of the Appointing Authority. Except as provided in Section 18.2 below, or in accordance with Section 17 of the City Charter, any Appointed Official or Employee may be separated from employment at any time, with or without cause, and may, at the discretion of the Appointing Authority, be granted severance pay upon separation with approval of the Director of Employee Services for departments under the mayor's authority. The appropriate budgeting authority must certify the availability of funds for any severance pay to be granted.
- 18.2** Appointed Employees who have been granted protection from dismissal without cause may only be separated from employment for cause as provided in the Civil Service and Personnel Rules and Regulations. Any form of discipline other than dismissal shall be at the discretion of the Appointing Authority.

III. INSURANCE

A. Insurance Benefits Summary (Page 1 of 9)

2019 INSURANCE PLANS & OTHER BENEFITS HEALTH, DENTAL, VISION, LIFE, & FLEXIBLE SPENDING ACCOUNTS

The following information is provided as a summary of benefits only. Specific details regarding all insurance coverage and premiums can be found at <http://www.coj.net/benefits>.

HEALTH

The City's health benefit providers for the calendar year 2019 are **Florida Blue** (a division of Blue Cross/Blue Shield of Florida) and **UF Health**.

Employees have three (3) Florida Blue health plans to choose from: an HMO, a PPO, and an HDP (High Deductible Plan). The HMO Plan is an Open Access plan, meaning referrals are not required for most specialists. The PPO plan provides access to Mayo, the HMO plan does not. And the HDP plan provides a plan at \$0.00 cost to the employee for *Employee Only* coverage.

The **UF Health Direct Care** plan (EPO) covers services provided within the UF Health Network. Premiums are equivalent to those of the Florida Blue High Deductible Plan (HDP), and the out-of-pocket costs for services is a hybrid of the Florida Blue HMO and PPO plans. *See attached Health Plan Comparison chart.*

NOTE: TRICARE ONLY (There is a **TRICARE Supplement Plan available for 2019 offered by Selman & Company**. If you have TRICARE coverage and want more information about this supplement plan, please visit the Employee Benefits web site at <http://www.coj.net/benefits>, or one of the Benefits Enrollment Sites (schedule attached), or contact Employee Benefits directly at 630-1314.)

BlueCare (HMO) Coverage Summary (Plan 48)

- You must select a Primary Care Physician (PCP)
- No Referrals required from your PCP for Specialists (some restrictions do apply)
- Co-payments for doctor visits, prescriptions, and urgent care centers
- Changes to Primary Care Physician effective become effective 1st of the month following request if request made prior to the 15th of the month. Requests made on or after the 15th of the month do not become effective until the 1st of the second month after request is made (6 weeks out)

Cost for Services

Primary Care Physician	\$25
Specialist	\$35
Routine Annual Physical (One per Year)	No Charge
GYN (Routine Annual Exam)	No Charge
OB/GYN (Other Visits)	\$35
Routine Mammogram	No Charge
Urgent Care Centers	\$30

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Independent Clinical Lab	No Charge	
Independent X-Ray	\$30	
Complex Imaging (MRI, MRA, CT & PET Scans)	\$300	
Other Diagnostic Services	\$30	
Emergency Room (Waived if admitted)	\$300 plus 30%	
Inpatient/Outpatient Hospitalization/Surgery	30% after deductible	
Deductible	Individual (\$300)	Family (\$600)
Out-of-Pocket Maximum (Calendar Year)	Individual (\$2,500)	Family (\$5,000)

Prescriptions

Generic	\$10
Brand Name	\$40
Non Preferred/Brand	\$75
Mail Order (90-day Supply)	\$20-Generic, \$80-Brand Name, & \$150-Non Preferred/Brand

Co-payments and Deductibles count toward the Annual Out-of-Pocket Maximum. Co-payments do not count toward Deductibles. Prescriptions do count toward Annual Out-of-Pocket Maximum or Deductible.

BlueOptions (PPO) Coverage Summary (Plan 05782)

- This is a true PPO Plan with both In-Network and Out-of-Network coverage
- In-Network and Out-of-Network benefits have separate Deductibles and Annual Out-of-Pocket Maximums
- No Referrals required for Specialists

Cost for Services

In-Network

Primary Care Physician	\$30	
Specialist	\$40	
Adult & Child Wellness	No Charge	
Routine Annual Physical (One per Year)	No Charge	
GYN (Routine Annual Exam)	No Charge	
OB/GYN (Other Visits)	\$40	
Routine Mammogram	No Charge	
Urgent Care Centers	\$35	
Independent Clinical Lab	No Charge	
Independent X-Ray	\$35	
Complex Imaging (MRI, MRA, CT & PET Scans)	\$300	
Other Diagnostic Services	\$35	
Emergency Room (Waived if admitted)	\$300 plus 30%	
Inpatient/Outpatient Hospitalization/Surgery	30% after deductible	
Deductible In-Network (Calendar Year)	Individual (\$750)	Family (\$1,500)
Out-of-Pocket Maximum (Calendar Year)	Individual (\$6,000)	Family (\$12,000)

A. Insurance Benefits Summary
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Out-of-Network

Primary Care Physician	50% after deductible	
Specialist	50% after deductible	
GYN (Routine Annual Exam)	50% (no deductible)	
Routine Mammogram	No Charge	
Urgent Care Centers	50% after deductible	
Emergency Room (Waived if admitted)	\$300 plus 30%	
Inpatient/Outpatient Hospitalization/Surgery	50% after deductible	
Deductible Out-of-Network (Calendar Year)	Individual (\$1,000)	Family (\$2,000)
Out-of-Pocket Maximum (Calendar Year)	Individual (\$9,000)	Family (\$18,000)

Prescriptions – In-Network

Generic	\$10
Brand Name	\$40
Non Preferred/Brand	\$75
Mail Order (90-day Supply)	\$20-Generic, \$80-Brand Name, & \$150-Non Preferred/Brand

In-Network and Out-of-Network Co-payments and Deductibles are applied separately toward the different Annual Out-of-Pocket Maximum amounts. Co-payments do not count toward Deductibles. Prescriptions do count toward Annual Out-of-Pocket Maximum or Deductible.

BlueCare HDHP (HDP – High Deductible Plan) Coverage Summary (Plan 65)

- No-cost plan for Employee Only coverage
- Co-payments for Routine Office, Urgent Care Center Visits, & Prescriptions only
- No Referrals required from your PCP for Specialists
- Emergency Room cost - 30% after deductible
- High Deductible must be met prior to coverage for non-routine tests and events

Cost for Services

In-Network Only

Primary Care Physician	\$25
Specialist	30% after deductible
Adult & Child Wellness	No Charge
Routine Annual Physical (One per Year)	No Charge
GYN (Routine Annual Exam)	No Charge
OB/GYN (Other Visits)	30% after deductible
Routine Mammogram	No Charge
Urgent Care Centers	\$25
Independent Clinical Lab	No Charge
Independent X-Ray	30% after deductible
Complex Imaging (MRI, MRA, CT & PET Scans)	30% after deductible
Other Diagnostic Services	30% after deductible
Emergency Room	30% after deductible

A. Insurance Benefits Summary

(Page 4 of 9)

Inpatient/Outpatient Hospitalization/Surgery	30% after deductible
Deductible (Calendar Year):	Individual (\$1,500) Family (\$3,000)
Out-of-Pocket Maximum (Calendar Year):	Individual (\$5,000) Family (\$10,000)

Prescriptions – In-Network

Generic	\$10
Brand Name	\$40
Non Preferred/Brand	\$75
Mail Order (90-day Supply)	\$20-Generic, \$80-Brand Name, & \$150-Non Preferred/Brand

Co-payments and Deductible count toward the Annual Out-of-Pocket Maximum. Co-payments do not count toward \$1,500 Deductible. Prescriptions do count toward Out-of-Pocket Maximum or Deductible.

UF HEALTH DirectCare (EPO) Coverage Summary

- No-cost plan for Employee Only coverage
- Co-payments for Routine Office, Urgent Care Center Visits, & Prescriptions only
- No Referrals required from your PCP for Specialists
- Emergency Room cost - 20% after deductible
- Deductible must be met prior to coverage for non-routine tests and events

Cost for Services

In-Network Only

Primary Care Physician	\$10
Specialist	\$30
Adult & Child Wellness	No Charge
Routine Annual Physical (One per Year)	No Charge
GYN (Routine Annual Exam)	No Charge
OB/GYN (Other Visits)	\$30
Routine Mammogram	No Charge
Urgent Care Centers	\$25
Independent Clinical Lab	No Charge
Independent X-Ray	20% after deductible
Complex Imaging (MRI, MRA, CT & PET Scans)	20% after deductible
Other Diagnostic Services	20% after deductible
Emergency Room	20% after deductible
Inpatient/Outpatient Hospitalization/Surgery	20% after deductible
Deductible (Calendar Year):	Individual (\$750) Family (\$1,500)
Out-of-Pocket Maximum (Calendar Year):	Individual (\$2,500) Family (\$5,000)

A. Insurance Benefits Summary
(Page 5 of 9)

Prescriptions – In-Network

Generic	\$10
Brand Name	\$40
Non Preferred/Brand	\$75
Mail Order (90-day Supply)	\$20-Generic, \$80-Brand Name, & \$150-Non Preferred/Brand

Health Insurance Premiums 2019 (Payroll Deduction – 24 times per year)

COVERAGE	HMO	PPO	HIGH DED PLAN	UF DIRECT CARE
Employee Only	\$14.82	\$16.98	\$0.00	\$0.00
Employee & Spouse	\$171.61	\$196.40	\$147.74	\$147.74
Employee & Children	\$150.73	\$172.45	\$128.03	\$128.03
Employee & Family	\$320.05	\$366.40	\$287.93	\$287.93

FLORIDA BLUE CONTACT INFORMATION (Group # B3267)

On-Site Representative - Denis Woods	630-1212 ext. 5763	Monday thru Friday / 7:30 am – 4:30 pm
Florida Blue Customer Service	(800) 664-5295	Monday thru Thursday 8 am – 6 pm Friday 9 am – 6 pm
PrimeMail (Mail Order Prescriptions)	(888) 849-7865	24 hours per day / 7 days per week
	www.floridablue.com	

UF DIRECT CARE CONTACT INFORMATION

Assistance with On-Line Provider Directory	ClaimsBridge	(888) 960-7809
Assistance with Coverage or Claims	Integra Administrative Group	(800) 959-3518
Precertification	Ineticare	(877) 608-2200
	www.inetipass.com/PreCertOpen_External.asp	

A. Insurance Benefits Summary
(Page 6 of 9)

DENTAL

The City’s dental benefit provider for 2019 is **Delta Dental**.

Coverage Summary (DHMO – DeltaCare USA, Group# 78758)

- Functions as an HMO
- Select a Dentist from list of providers
- Free Examinations, X-Rays, and Cleanings (Cleaning once every 6 months)

Coverage Summary (DPPO - Delta Dental PPO - Silver, Gold, & Platinum Plans – Group# 18491)

- Two plans in one – In-Network (Preferred Provider) and Out-of-Network (No Contractual Agreement with Delta Dental)
- In-Network
 - Select any Delta Dental Preferred Dentist
 - Free Examinations, X-Rays, and Cleanings (Cleaning once every 6 months)
 - Preferred Dentist will normally file claim forms for you
 - Rates are covered under contract with Delta Dental
- Out-of-Network
 - Select any Dentist
 - Rates are not covered by contract (You file claim forms and reimbursement amount will be based on Delta Dental’s approved rate; may not cover entire charges from dentist which you are responsible for paying.)
- Premiums and Coverage increase with each plan, beginning with “Silver” which is the least expensive plan with minimal coverage, followed by the “Gold” plan and ending with the “Platinum” plan. See Employee Benefits website for specifics.

Dental Insurance Premiums 2019 (Payroll Deduction – 24 times per year)

COVERAGE	DHMO	PPO SILVER	PPO GOLD	PPO PLATINUM
Employee Only	\$6.10	\$9.70	\$15.52	\$19.92
Employee & Spouse	\$10.68	\$19.40	\$31.05	\$39.85
Employee & Children	\$12.82	\$24.63	\$39.43	\$50.54
Employee & Family	\$18.91	\$33.15	\$53.02	\$68.03

DELTA DENTAL MEMBER SERVICES	
On-Site Representative	(904) 630-1212 ext. 2779
DHMO Group # 78758 Customer Service (800) 422-4234	DPPO Group # 18491 Customer Service (800) 521-2651
www.deltadentalins.com	

A. Insurance Benefits Summary
(Page 7 of 9)

VISION

The City’s vision benefit provider for 2019 is EyeMed. EyeMed provides two plans.

Coverage Summary EyeMed Basic Plan

- Exams every 12 months / \$10 Copay
- Lenses, Frames OR Contacts Lenses every 24 months / \$20 Copay
- **Select a doctor from list of providers***
- Lenses and Frames covered up to \$110 every 24 months and 20% off the amount over \$110
- Elective Contact Lenses (materials only) covered up to \$110 and 15% off the amount over \$110

Coverage Summary EyeMed Premier Plan

- Exams (\$10 Copay) and Lenses (\$20 Copay) every 12 months
- Frames every 24 months OR Contact Lenses every 12 months
- **Select a doctor from list of providers***
- Frames covered up to \$130 every 24 months and 20% off the amount over your allowance
- Elective Contact Lenses (materials only) covered up to \$130 and 15% off the amount over \$130

***NOTE:** Both plans include an Out-of-Network benefit – see Jax Benefits Guide 2019 for more details.

Vision Insurance Premiums 2019 (Payroll Deduction - 24 times per year)

COVERAGE	BASIC PLAN	PREMIER PLAN
Employee Only	\$2.47	\$3.77
Employee & Spouse	\$3.92	\$6.10
Employee & Children	\$4.00	\$5.98
Employee & Family	\$6.45	\$9.84

NOTE: You must inform the doctor’s office that you are an EyeMed member prior to making your appointment. If you fail to do so, your visit may not be covered by EyeMed. Information regarding additional discounts and Out-of-Network coverage for EyeMed members can be found on the Employee Benefits web page – from the Employee Portal select *Departments, Employee Services, Employee Benefits*.

EyeMed VISION MEMBER SERVICES		
GROUP #s		
Basic Plan 1002767		
Premier Plan 10022768		
(866) 800-5457	www.eyemed.com	View Provider list

A. Insurance Benefits Summary
(Page 8 of 9)

LIFE

Active Employees

Elected Officials automatically receive an amount equal to two times their annual salary in life insurance benefits at no cost to the Official. Employees of the City Council also receive an amount equal to two times their annual salary at no cost to the employee in accordance with Sections 17.2 and 17.3 of the *Appointed Officials and Employees Salary and Employment Plan*.

Employees may purchase additional coverage by selecting to add an amount equal to one, two, or three times their annual salary. Premiums are calculated using a predefined scale. Supplements must be purchased in increments equal to one year’s salary.

Life Insurance Premiums 2019 (Payroll Deduction - 24 times per year)

AGE	PER \$1,000 PER PAY PERIOD
< 30	\$0.07
30 - 34	\$0.12
35 - 39	\$0.20
40 - 55	\$0.25
55 +	\$0.29

*Active employees Life Insurance will be reduced to 65% of coverage at the end of the year which they turn 70 years of age.

Dependent Life Insurance for Spouse & Children (Payroll Deduction - 24 times per year)

BENEFIT	PER PAY PERIOD
\$10,000 Spouse / \$5,000 each Child	\$1.34
\$20,000 Spouse / \$10,000 each Child	\$2.68

THE STANDARD MEMBER SERVICES		
GROUP # 750973		
(800) 628-8600	www.standard.com	Contact the City Employee Benefits for Claims

A. Insurance Benefits Summary
(Page 9 of 9)

FLEXIBLE SPENDING ACCOUNTS

The City's Flexible Benefits Plan is an IRS sanctioned, City Council approved, tax-free benefit program. There are currently three types of flexible spending accounts offered by the City:

- Medical Reimbursement**
- Dependent Care Reimbursement**
- Transportation/Parking Reimbursement**

The City's current service provider for the flexible benefits program is *Discovery Benefits*. Additional information and forms can be found on the Employee Benefits web site at <http://www.coj.net/benefits>. January 1, 2019, maximum allowed is \$2,650.00 per year.

DISCOVERY BENEFITS		
PH	(866) 451-3399	PO BOX 2926
FAX	(866) 451-3245	FARGO, ND 58108-2926
		www.discoverybenefits.com
	EMAIL customerservice@discoverybenefits.com	

FOR MORE DETAILED INFORMATION ON HEALTH, DENTAL, AND VISION PLANS, LIFE INSURANCE, AND FLEXIBLE SPENDING ACCOUNTS, PLEASE VISIT THE CITY'S EMPLOYEE BENEFITS WEB PAGE ON THE EMPLOYEE PORTAL UNDER **EMPLOYEE CORNER**. MAKE SURE TO SELECT THE "2019 BENEFIT INFORMATION." ADDITIONAL INFORMATION REGARDING ALL OF THE BENEFITS LISTED IN THIS SUMMARY IS LOCATED ON THIS WEB SITE. YOU MAY ALSO WISH TO VISIT ONE OF THE ENROLLMENT SITES (SEE ATTACHED SCHEDULE) OR CONTACT EMPLOYEE BENEFITS DIRECTLY AT 630-1314.

Rev. 1/9/2019
10/29/2018

IV. RETIREMENT

A. Retirement Benefits Summary

(Page 1 of 3)

FLORIDA RETIREMENT SYSTEM, JACKSONVILLE RETIREMENT SYSTEM, & DEFERRED COMPENSATION (457 ACCOUNT)

The following information highlights benefits relating to retirement options for Elected Officials, and Appointed Officials and Employees. Detailed information regarding each benefit can be found on the employees' web site known as the *Employee Portal*. Additional documents have also been included in this manual.

FLORIDA RETIREMENT SYSTEM (Elected Officials Only)

Initially, Elected Officials are required to participate in the Florida Retirement System (FRS). New members are defaulted to the *Investment Plan* upon enrollment, but may request to enroll in the *Pension Plan* at the time of enrollment. A Council Member does have the option to withdraw from FRS entirely, providing he/she: 1) enrolls in a local retirement plan or Social Security only, and 2) does so in writing to FRS within six months of the date they assume office.

Contribution

The City currently contributes 48.70% to FRS for City Council Members, as well as a 6.2% employer contribution to Social Security and 1.45% contribution for Medicare. Council Members contribute 3% of their salary to FRS plan, 6.2% to Social Security, and 1.45% to Medicare each pay period.

Benefits

The Florida Retirement System offers two retirement plans – a *Pension Plan* and an *Investment Plan*.

The **Pension Plan** is a defined benefits plan. The retirement benefits of the plan are determined by the employee's years of service, employment class, and salary. Elected Officials are vested after 8 years in office and earn a retirement benefit based on an accrual rate of 3% per year of service. See website for more information: <https://www.myfrs.com>

The **Investment Plan** is a defined contribution plan. The amount credited to the employee's retirement account (made from the total contribution made by the employer and the employee to FRS) is 11.34%. The employee invests in a diversified set of funds. Upon completion of one year of service, the employee owns all contributions and earnings in their account. See website for more information: <https://www.myfrs.com>

JACKSONVILLE RETIREMENT SYSTEM (Option for all Officials and Employees; Membership for Elected Officials is only permitted if FRS Membership has been withdrawn in writing to FRS within the first 6 months of office)

The Jacksonville Retirement System offers two plan options: a *Defined Benefit Plan* (which is now closed to new members effective 10/1/2017) and a *Defined Contribution Plan*. Neither the City nor the employees who are members of the Jacksonville Retirement System contributes to or participates in Social Security. Appointed employees who do not wish to participate in the Jacksonville Retirement System may opt out and will contribute to and be covered by Social Security only.

A. Retirement Benefits Summary
(Page 2 of 3)

Defined Benefit Plan

The *Defined Benefit Plan* was closed to new members effective 10/1/2017. Employees contribute 10% of their salary to the *Defined Benefit Plan* (9.7% for pension contribution and .3% for the disability program) in lieu of participation in Social Security. The City currently contributes a fixed dollar amount determined during the budget process each fiscal year to fund the plan.

The *Defined Benefit Plan* offers retirement benefits that are calculated based on the employee’s highest consecutive 3 years of salary within their last 10 years of service, total years of service as a pension member, and age. The employee pays a fixed contribution each pay period, and the vesting period is 5 years of service. See *Retirement Calculation Table*.

Jacksonville Retirement System Defined Benefit Plan
Retirement Calculation Table

YEARS OF SERVICE	AGE	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65*
	20	35.00%	38.00%	41.00%	44.00%	47.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%
21	36.75%	39.90%	43.05%	46.20%	49.35%	52.50%	52.50%	52.50%	52.50%	52.50%	52.50%	52.50%	52.50%	52.50%	52.50%	52.50%	52.50%
22	38.50%	41.80%	45.10%	48.40%	51.70%	55.00%	55.00%	55.00%	55.00%	55.00%	55.00%	55.00%	55.00%	55.00%	55.00%	55.00%	55.00%
23	40.25%	43.70%	47.15%	50.60%	54.05%	57.50%	57.50%	57.50%	57.50%	57.50%	57.50%	57.50%	57.50%	57.50%	57.50%	57.50%	57.50%
24	42.00%	45.60%	49.20%	52.80%	56.40%	60.00%	60.00%	60.00%	60.00%	60.00%	60.00%	60.00%	60.00%	60.00%	60.00%	60.00%	60.00%
25	50.00%	50.00%	51.25%	55.00%	58.75%	62.50%	62.50%	62.50%	62.50%	62.50%	62.50%	62.50%	62.50%	62.50%	62.50%	62.50%	62.50%
26	52.00%	52.00%	53.30%	57.20%	61.10%	65.00%	65.00%	65.00%	65.00%	65.00%	65.00%	65.00%	65.00%	65.00%	65.00%	65.00%	65.00%
27	54.00%	54.00%	55.30%	59.40%	63.45%	67.50%	67.50%	67.50%	67.50%	67.50%	67.50%	67.50%	67.50%	67.50%	67.50%	67.50%	67.50%
28	56.00%	56.00%	57.40%	61.60%	65.80%	70.00%	70.00%	70.00%	70.00%	70.00%	70.00%	70.00%	70.00%	70.00%	70.00%	70.00%	70.00%
29	58.00%	58.00%	59.45%	63.80%	68.15%	72.50%	72.50%	72.50%	72.50%	72.50%	72.50%	72.50%	72.50%	72.50%	72.50%	72.50%	72.50%
30	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%
31	77.50%	77.50%	77.50%	77.50%	77.50%	77.50%	77.50%	77.50%	77.50%	77.50%	77.50%	77.50%	77.50%	77.50%	77.50%	77.50%	77.50%
32	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%	80.00%

* At 30 years of service, the employee can retire at any age with 75%

Defined Contribution Plan

Employees contribute 8% of their salary to the *Defined Contribution Plan* (7.7% for pension contribution and .3% for the disability program) in lieu of participation in Social Security. The City currently contributes a 12% contribution, as well as a 1.45% contribution to Medicare (for employees hired after April 1986).

The *Defined Contribution Plan* is an investment plan. The employee and the employer both make contributions to the retirement account, but the employee determines how the funds are invested (and withdrawn upon retirement). The value of the employee’s portion of the retirement account is determined by a vesting schedule:

A. Retirement Benefits Summary
(Page 3 of 3)

Jacksonville Retirement System Defined Contribution Plan
Vesting Schedule

Vested	Length of Service
25%	2 Years
50%	3 Years
75%	4 Years
100%	5 Years

See website for more information: <http://inside.coj.net/af/ret/default.aspx>.

DEFERRED COMPENSATION (457 ACCOUNT)

In addition to an employer-sponsored retirement plan, employees are provided the opportunity to contribute pre-tax funds via payroll deduction to a separate retirement account (457 Account) of their own. Currently, the City has one provider, *Empower*, for this tax-deferred savings plan. See website from the City Portal: <http://www.coj.net/departments/employee-services/employee-information/employee-information.aspx> and select *Empower Retirement Plans*.

V. ALLOWANCE, EQUIPMENT, & TRAVEL

A. Communications Allowance Policy (Page 1 of 3)



OFFICE OF THE CITY COUNCIL

COMMUNICATIONS ALLOWANCE POLICY *Section 10.105(c) Jacksonville Ordinance Code*

Effective August 12, 2014, the City Council approved Ordinance 2014-410-E (attached) to revise the mobile or converged communications device policy which provides fixed allowances for City Council Members upon request. In addition, effective March 17, 2016, the 12-month period for allowances was changed from *Council Year* to *Fiscal Year* to align payments to participants with the City Council budget. This policy provides a uniform communications allowance to be paid monthly to participating Council Members.

AMOUNT AND TERMS OF PAYMENT

Council Members and authorized members of staff who maintain cellular telephone service may receive a monthly allowance for a calling plan, texting, and/or data plan, not to exceed \$100.00 per month. This allowance excludes expenses for taxes, fees, equipment, and/or secondary lines.

Allowances will be paid the first payday of each month for the previous month. (EXAMPLE: The allowance for service(s) for the month of October will be paid the first payday in November.) In addition, allowances will only be paid for each full month of service. If a Council Member or staff member terminates employment prior to the end of a month, no Communications Allowance will be paid for that month. (EXAMPLE: Termination of employment on June 16th would result in no Communications Allowance paid for the month of June.)

REQUEST DEADLINE & PAYMENT SCHEDULE

The "Annual Request" period coincides with the Fiscal Year. Therefore, annual requests are due by September 30th and expire on September 30th of the following year. Although these requests are submitted annually, 30 days before the onset of the Fiscal Year, eligible participants may request the allowance at any time during the year. However, funding must be available and off-schedule requests must be received no later than the 1st day of the month for which the allowance is being requested and all requests expire September 30th, regardless of the date the request originated. Nothing in this policy authorizes retroactive payment for allowances that are not requested and approved prior to established deadlines. EXAMPLE: If an eligible participant requests an allowance beginning with the month of October, the request form is due no later than September 30th and expires September 30th of the following year. The first allowance will be paid the first payday in November.

SUITE 425, CITY HALL * 117 WEST DUVAL STREET * JACKSONVILLE, FLORIDA 32202-3418 * TELEPHONE (904) 630-1377

A. Communications Allowance Policy (Page 2 of 3)

Office of City Council
Communications Allowance Policy
Page 2

Upon receipt and approval of the *Communications Allowance Request* form, a communications allowance will continue to be paid the first payday of each month for service(s) for the previous month (ending September 30th of each year) unless one of the following occurs:

- a. The participant requests to discontinue receiving the allowance.
- b. The participant notifies the Director/Council Secretary that a service will be terminated.

It is the participant's responsibility to notify the Director/Council Secretary immediately if the telephone number and/or rate plan is changed or the service is terminated. It is also the participant's responsibility to submit a new request form including required documentation prior to the end of each Fiscal Year in order for the allowance to continue.

ALLOWANCE REQUEST FORM

The *Communications Allowance Request* form (attached) must be completed, signed, and submitted in accordance with this policy prior to the payment of any allowance. By signing this form, participants certify and acknowledge the following information:

- a. Receipt of this policy.
- b. Each service is currently active.
- c. The deadlines for submitting request forms.
- d. The notification requirement to the Director/Council Secretary immediately upon change of the telephone number, rate plan, or termination of service.
- e. The City's right to verify service(s) at any time.

In order to receive the allowance(s), an eligible participant must complete and sign the *Communications Allowance Request* form and submit it to the Director/Council Secretary no later than September 30th of each year (Fiscal Year: October 1 – September 30). A copy of the participant's current statement for cellular service that includes the service provider's name, type(s) of service, rate plan(s), participant's name, cellular telephone number, and billing date must be attached to the request form.

CHANGE OR TERMINATION OF SERVICE FORM

A participant receiving the communications allowance must notify the Director/Council Secretary immediately upon any change or termination of the service for which the allowance is

SUITE 425, CITY HALL * 117 WEST DUVAL STREET * JACKSONVILLE, FLORIDA 32202-3418 * TELEPHONE (904) 630-1377

A. Communications Allowance Policy (Page 3 of 3)

Office of City Council
Communications Allowance Policy
Page 3

being received. The *Communications Allowance Change of Service* form (attached) must be completed, signed, and submitted to the Director/Council Secretary immediately to ensure the service(s) can be verified and that no allowances are paid to the participant for terminated/cancelled service(s). If the service was changed, a copy of the participant's cover page of their first statement reflecting the change(s) must be submitted immediately upon receipt. The service provider's name, type(s) of service, rate plan(s), participant's name, cellular telephone number, and billing date must be included on the statement.

VERIFICATION

The City reserves the right to verify service(s) at any time to ensure allowances are not overpaid or paid for terminated/cancelled service(s). In order to do so, it is required that participants make the Director/Council Secretary immediately aware of any changes to service(s) that would prevent this verification, i.e. changing the telephone number, cancelling/terminating service, changing providers, etc.

Revised 10/1/2018
Revised 8/29/2016
Revised 3/17/2016
Revised 8/14/2014
Revised 6/29/2011
Approved 8/16/2005

EXHIBIT 4 – Communications Allowance Request Form



OFFICE OF THE CITY COUNCIL

COMMUNICATIONS ALLOWANCE REQUEST

Name: _____ Cellular Telephone #: _____
Print Name

Department #: _____ Employee ID #: _____

Mark Selection(s)

_____ I request a monthly communications allowance* in the amount of \$_____ (not to exceed \$100) for the Fiscal Year ____/____ in accordance with Chapter 10, *Ordinance Code* for mobile and/or converged data device telephone service.

I have been given a copy of the City Council Communications Allowance Policy. I certify that each service selected above is currently active. I understand that this request will expire on September 30th and that a new request form must be submitted before September 30th to continue receiving the allowance(s). I will notify the Director/Council Secretary in writing immediately upon changing the telephone number, rate plan, or termination of this service. By my acceptance of the allowance(s), the City reserves the right to verify service(s) at any time.

Signature

Date

Approved by Director/Council Secretary

Date

* Monthly Allowances are paid the first payday of each month for the previous month.

EXHIBIT 5 – Communications Allowance Change Form



OFFICE OF THE CITY COUNCIL

**COMMUNICATIONS ALLOWANCE
CHANGE OR TERMINATION OF SERVICE**

Name: _____
Print Name

Cellular Telephone #: _____

Department #: _____

Employee ID #: _____

Mark Selection(s)

_____ The service(s) for which I receive a communications allowance will change effective _____ in the following manner:

_____ The service(s) for which I receive a communications allowance will be terminated effective _____.

I hereby notify the Director/Council Secretary of change(s) or termination of service(s) for which I receive a communications allowance. I certify that the change(s) or termination occurred on the effective date noted above.

Signature

Date

Approved by Director/Council Secretary

Date

B. Equipment Provided & Annual Inspection Procedure and Requirements

EQUIPMENT PROVIDED

In addition to standard office supplies, each Council Member will be issued the following equipment:

- (a) Computer for City Council Office
- (b) Printer for City Council Office

Council Members are responsible for all equipment and supplies issued to them. Routine inspections are conducted throughout the year to ensure that all City-issued property is working and accounted for. If any City-issued equipment requires service, a request should be made to Steve Cassada or Louie Marino, Information Systems & AV Managers. No Council Members or staff members are permitted to make repairs or to contract services for repairs to City-issued equipment. *Note: No City-issued equipment shall be removed or replaced without prior notification to the City Council Property Officer, Nancy Carlos, Administrative Assistant II.

ANNUAL INVENTORY CERTIFICATION

Each year, normally during the month of July, the Ordinance Code requires the City Accounting Division to generate a report for certification that includes all City-acquired equipment, furniture and other property items. It is the responsibility of each department to locate the items listed on the annual report, prior to the imposed deadline. The Administrative Assistant II for the Office of City Council performs this task for annual and routine certification. It is important that any City-issued equipment can be produced immediately upon request.

SURPLUS OR TRANSFER OF PROPERTY ITEMS

When property items, whether tagged or untagged, are no longer needed, they are either transferred to another City agency or transported to the surplus yard for auction. A Transfer or Disposal of Personal Property or Surplus Material form must be completed, signed by the Administrative Assistant II and Council Director. Neither Elected Officials nor employees are allowed to purchase City-acquired items prior to surplus. However, the City surplus yard does hold noticed auctions at which City items can be purchased.

EXHIBIT 6 – Receipt/Acknowledgement for Equipment Form

Equipment Verification Form

Doe, John

The following CHECKED items are in my possession as of the date signed below:

<i>Item</i>	<i>ID Number</i>	<i>Description/Comments</i>
<input type="checkbox"/> PRINTER	999995	HP Ofc Jet 1150C
<input type="checkbox"/> COMPUTER	999996	VA# 000
<input type="checkbox"/> COMPUTER	999997	VA# D999 - Laptop
<input type="checkbox"/> MONITOR	999998	Flat Screen
<input type="checkbox"/> WORKSTATION	999999	Desk

Signature

Date

C. Travel Procedures & Requirements (Page 1 of 7)

CITY COUNCIL TRAVEL PROCEDURES AND REQUIREMENTS Rev. July 1, 2019

TRAVEL PROCEDURES

In order to ensure compliance with local, state, and federal laws, the following policy outlines the requirements for all City Council related travel.

Travel Funds

Council Members may request approval from the Council President to attend events (at the City's expense) that are held out of the city/county, for City Council business, providing that: 1) funding is available, and 2) they obtain prior approval by the Council President. Council Members may not exceed \$3,000 per fiscal year for Council-related travel expenses. If funding is unavailable, the traveler may be approved for an amount not to exceed any remaining balance of their fiscal year allocation and pay the overage from personal funds. Unused funds will not carry over to the following fiscal year and cannot be transferred or reassigned to another Council Member or employee. The City Council travel account for this type of travel is CCDE011AD-04002.

In addition and in accordance with Council Rules, a Council Member who serves as a designated member (assigned by the Council President) of the Florida Association of Counties, Florida League of Cities, National Association of Counties, and/or National League of Cities may be approved for funding from the "Designated Member" travel account (CCDE011AT-04002) to attend related meetings and events. Travel expenses for this type of travel are not deducted from the Council Member's \$3,000 fiscal year allocation.

Request to Travel (Authorization to Travel Form)

At least two weeks prior to the departure date for travel, an "*Authorization for Council Member Travel*" (aka Travel Authorization) form must be completed by the traveler (Council Member). This form must be completed, signed, and submitted to the Executive Administrator who will verify that: a) all forms have been completed in accordance with City Travel Regulations, b) required documentation is attached, and c) funds are available to the Council Member for travel.

Travel Expense Form

Along with the *Authorization for Council Member Travel* form, the Council Member must complete a *Travel Expense Form* prior to traveling. Section I of this form is mandatory prior to departure. If an advance check for lodging or registration is requested, Section II of this form must be completed as well. The Name, Address, and Federal Tax ID# must be included for each expense in Section II. Air transportation expense, if approved in advance by the Council President, must also be included in Section II by entering the amount only (carrier information is not required for this form). Upon the

C. Travel Procedures and Requirements

(Page 2 of 7)

return of the Council Member, Section III must be completed and signed by the traveler. All original receipts for any advance checks and for other expenses incurred while traveling must be attached.

Trip Report

Once the Council Member has returned, a *“Trip Report”* summarizing the events of the trip and noting benefit(s) gained for the City and/or City Council must also be included with the travel forms and required documentation. The Council Member should also provide a copy of the report to all Council Members for informative purposes.

Travel Requirements

Executive Council Assistants (ECAs) are responsible for making travel arrangements, coordinating flights (including payment with the Executive Administrator), and preparing all travel forms for their Council Member. The forms are submitted to the Executive Administrator for verification of funds, as well as document review and regulatory compliance. The Executive Administrator then routes the forms to the Council President for consideration. Once authorization has been granted, the Executive Administrator submits the original documents to City Accounting and provides copies to the ECA with authorization signatures.

Upon the traveler’s return, all original receipts, agendas, itineraries, schedules, and other supporting documentation must be submitted to the Executive Administrator, along with the revised *Travel Expense Form* (Section III of the form). This action is required, whether or not any reimbursement is requested. Section III of the *Travel Expense Form* must be completed and signed by the traveler. All supporting documentation must be attached. The Executive Administrator is responsible for reviewing the documentation to ensure compliance with the City of Jacksonville Travel Regulations and the City Ordinance Code. The final travel forms and documentation are routed to the Council President for approval.

Travel Expenses

There are strict laws governing travel expenses which can be found in Chapter 106 of the *Jacksonville Ordinance Code*. It is important to remember that the ordinance code requires the traveler to use the most economical (least expensive) mode of transportation. Since most City Council travel destinations are located in Florida, driving a personal vehicle is normally the least expensive. However, if the traveler is able to reserve a flight for less than the cost of mileage reimbursement, air transportation may be approved. Likewise, a traveler may request to rent of vehicle rather than drive their own. If the traveler is able to rent a vehicle (including fuel costs) for less than the cost of mileage reimbursement, they may be approved to do so. If the traveler chooses to use transportation that exceeds the cost of mileage reimbursement, they are responsible for paying the difference from personal funds.

C. Travel Procedures and Requirements (Page 3 of 7)

The following summarizes expenses for transportation, lodging, registration, and meals:

- a) **Air Transportation:** If air transportation is approved, the ECA is responsible for obtaining three (3) quotes for flight and approval by the Council President prior to making any flight reservations. Once the travel request has been approved, the ECA can reserve the flight. The ECA will coordinate with the Executive Administrator to facilitate payment for the flight. Any flights reserved and paid for by the traveler may be reimbursed upon the traveler's return, providing that: a) the Council President approved the travel request, and b) three (3) quotes were obtained (and submitted for review) prior to making the reservation. If a traveler chooses air transportation that exceeds the cost of mileage reimbursement, the traveler may be reimbursed the lesser amount for transportation costs.
- b) **Personal Vehicle:** When driving a personal vehicle to a destination (outside of Duval County), mileage may be reimbursed upon the traveler's return. The mileage amount is based on the current IRS mileage reimbursement allowance and includes fuel. The current mileage allowance is \$0.58 per mile. The number of miles to and from a destination is based on the City's approved mileage chart, which may differ from the actual miles driven.
- c) **Rental Vehicle:** The traveler may be approved to rent a vehicle, providing that the rental fees and fuel costs do not exceed the amount the traveler would have been reimbursed for mileage had they driven a personal vehicle. If the traveler chooses to rent a vehicle that exceeds the current mileage reimbursement amount, the traveler may be reimbursed the lesser amount.
- c) **Lodging:** Lodging arrangements are normally selected by the organization holding the event. Extended stays for personal reasons and/or charges for additional guests will not be reimbursed to the traveler. Additional charges, including but not limited to telephone calls, mini-bar usage, movie rentals, salon services, etc. are not reimbursable expenses. Baggage tips are reimbursed at a maximum rate of \$2 at check-in and \$2 at check-out.
- d) **Meals:** Meals during the trip are determined by the time of day the traveler leaves the City of Jacksonville and the time of day they return. Currently, breakfast is reimbursed at a rate of \$10, lunch at a rate of \$14, and dinner at a rate of \$26. No receipts are required for meal reimbursement. Any meals provided at no additional cost by the host event or the hotel cannot be claimed for reimbursement, even if the traveler did not participate in the meal. **NOTE: Continental breakfast does not count as "breakfast." A "Reception" that only services appetizers/finger food does not count as "dinner."**
- e) **Other Expenses:** Parking, taxi, tolls, and other expenses required of the traveler to attend the event will be reimbursed if: a) the expense was required to attend the event, and (b) the traveler provides an original receipt showing the date and amount of the expense.

C. Travel Procedures and Requirements

(Page 4 of 7)

Reimbursement

Travel reimbursements are paid via direct deposit to the traveler's bank account. Checks are only issued for travelers who are not on direct deposit for paychecks. If checks are issued, the Executive Administrator will retrieve the check from City Treasury and deliver it to the traveler or their assistant. If an ECA is contacted by Treasury directly to pick up a check in error, the ECA is not authorized to pick up the check and should notify the Executive Administrator immediately.

C. Travel Procedures and Requirements
(Page 5 of 7)

**TRAVEL PROCEDURES
STEP BY STEP**

1. Does the Council Member want to use City funds to Travel?

YES.

- a) Complete the “*Authorization for Council Member Travel*” Memo. Estimate the total cost of the trip and complete each line. Identify the funding source.
- b) Complete Section I of the “*Travel Form*” (also called *Travel Expense Form*).). If the Council Member is requesting travel to attend a City-Council related event, the index code is CCDE011AD. If the Council Member is requesting to travel to attend an FAC, FLC, NAC, or NLC event as the designated member of the organization, the index code is CCDE011AT.

2. Is the Council Member requesting advanced funds for flight, lodging, or registration fees?

NO.

- a) Submit both the *Authorization for Council Member Travel* Memo and *Travel Expense Form* to the Executive Administrator, Laura Dyer, along with detailed information regarding the trip.

YES.

- a) Complete Section II of the *Travel Expense Form* including the name, complete street address, and tax identification number of the entity you wish to make the check payable to. Enter the amount of the check requested to the right, next to the appropriate field associated with the charge. (A W-9 form from the entity is required if the entity has not received payment from the City of Jacksonville in the past.) If the charge is for flight, arrangements must be coordinated with the Executive Council Administrator in order for the City to pay the flight cost in advance. Checks are not issued for flight cost. Therefore, flight arrangements made through other entities must be paid by the Council Member, who may request reimbursement upon their return, providing they produce a receipt that shows their name and the last 4 digits of their credit card number. No reimbursements are granted until the traveler returns with confirmation of attendance.
- b) Submit both the *Authorization for Council Member Travel* Memo and *Travel Expense Form* to the Executive Administrator, along with registration form, lodging reservation confirmation, preliminary itinerary, and any other information that provides details about the trip.

3. When the Council Member returns, Section III of the *Travel Expense Form* must be completed, whether or not reimbursement is requested. Does the Council Member wish to be reimbursed any expenses?

C. Travel Procedures and Requirements

(Page 6 of 7)

NO.

- a) Complete the times at the top left corner of Section III. These times represent the time of day the traveler left Jacksonville and the time of day the traveler arrived back to Jacksonville. **Dates are not entered in these fields.** Next, enter each date of travel at the top of the columns for Section III. (Remember: Times of day in the left corner and dates at the top of the columns.)
- b) Enter the prepaid expenses (i.e. flight, lodging (divided by each night), registration) on the appropriate line. (Since no reimbursement is being requested, enter the exact amount of the advance check(s), which must also correspond with receipts.)
- c) Attach the agenda/itinerary from the event and hotel receipt showing a balance of \$0.00 as receipt for payment via City-issued check or for reimbursement request.
- d) Have the Council Member sign and date the bottom right signature line of the form and submit to the Executive Administrator.

YES.

- a) Complete the times at the top left corner of Section III. These times represent the time of day the traveler left Jacksonville and the time of day the traveler arrived back to Jacksonville. **Dates are not entered in these fields.** Next, enter each date of travel at the top of the columns for Section III. (Remember: Times of day in the left corner and dates at the top of the columns.)
- b) Enter the expenses (i.e. flight, lodging (divided by each night), registration, meals, parking) on the appropriate line.
- c) If mileage reimbursement is requested, enter the mileage from City to City located on the Out of City Mileage Chart.* The One-Way Trip miles shown on the chart are entered into the "TO DESTINATION" field. Likewise, the same One-Way Trip miles are entered on the "FROM DESTINATION" field.

If the event is held at a location other than the lodging location, the traveler is eligible for "VICINTY MILES" while traveling. A maximum of 15 miles for Vicinity Mileage is acceptable.

* Actual mileage from the odometer of the vehicle is not valid. Copies of the City's approved Mileage Chart is included in this section.

- d) Attach receipts for all expenses (excluding meals which are paid at a set rate, or *per diem*). Also required are the agenda/itinerary and hotel receipt showing a balance of -0- as receipt for payment. Receipts are required, whether expenses are prepaid via City check or paid with personal funds with reimbursement.

C. Travel Procedures and Requirements

(Page 7 of 7)

- e) Have the Council Member sign and date the bottom right signature line of the form and submit to the Executive Administrator.

NOTE: ALL RECEIPTS LESS THAN 8.5" x 11" PAPER MUST BE TAPED ON ALL FOUR SIDES TO A BLANK SHEET OF PAPER. NO BITS OF PAPER ARE ACCEPTED DUE TO THE NUMBER OF PHOTOCOPIES MADE BY CITY COUNCIL AND CITY ACCOUNTING PERSONNEL. PLEASE REFRAIN FROM STAPLING ANY FORMS/ATTACHMENTS TOGETHER, A PAPERCLIP IS PREFERRED.

For actual Travel Procedures and Requirements, see more detailed information in the Jacksonville Ordinance Code and the City's Travel Instructions (included in this section).

Please see the Executive Administrator for assistance.

EXHIBIT 7 – Travel Authorization Form



**OFFICE OF THE CITY COUNCIL
AUTHORIZATION FOR COUNCIL MEMBER TRAVEL**

DATE: _____

TO: _____, Council President

FROM: _____, Council Member, <insert District or AL Group>

I request authorization and funding for travel expenses to attend the following:

DESTINATION (City, State):

DATE(S) OF TRAVEL:

PURPOSE OF TRAVEL:

BENEFIT TO CITY COUNCIL:

APPROXIMATE TOTAL COST (include lodging, transportation, registration, mileage, & meals):
\$ 00

FUNDING SOURCE: ___ Council Member's Fiscal Year Allocation (\$3,000)

 ___ Designated Member for FAC, FLC, NAC, & NLC

 ___ Special Assignment (made by the Council President)

APPROVAL:

Funding Availability Verified by:

Date

_____, Council President

Date

EXHIBIT 8 – Travel Expense Form

CITY OF JACKSONVILLE TRAVEL FORM

VP#

SECTION I APPROVAL TO TRAVEL

TRAVELERS NAME: _____ DESTINATION: _____ TRAVEL DATES: FROM _____ TO _____
 DEPT/DIVIS: Jacksonville City Council INDEX: C00ED11AC SUB-OBJ: 4002 REASON: _____
 APPROVING _____ ESTIMATED TOTAL: \$0.00 Employee Number _____
 AUTHORITY: _____ TOTAL EXPENSE NOT TO EXCEED: \$0.00 ADVANCED CHECK NOTIFICATION: Laura Dyer PHONE: 530-1403
 PRINT NAME: Aaron Bowman, Council President DATE: _____ ADDITIONAL INFO. CONTACT: _____ PHONE: _____

SECTION II ADVANCE REQUEST

MAKE CHECK PAYABLE TO:	VENDOR TAX ID #	PURCHASE CARD	CHECK	
FURNISH; TAX ID NUMBER, NAME AND COMPLETE ADDRESS				
AIRLINE TICKET		\$	\$	PAID w/ PURCHASE CARD
		\$	\$	TRANSPORTATION: OTHER THAN FLIGHT
		\$	\$	LODGING
		\$	\$	REGISTRATION: *COPY OF AD AND REGISTRATION REQUIRED
PAYABLE TO TRAVELER		\$	\$	MEALS
		\$	\$	*TRAVEL MUST BE 5 DAYS OR LONGER
		\$	\$	TOTAL ADVANCES
		\$	\$	0.00
		\$	\$	BALANCE FOR OTHER EXPENSES
		\$	\$	0.00

ACCOUNTING
AUDIT: _____
DATE: _____

*ALL ADVANCES MUST BE REPORTED ON THE EXPENSE SECTION OF THIS FORM AND JUSTIFIED WITH PAID RECEIPTS

SECTION III EXPENSE REPORT ATTACH ORIGINAL PAID RECEIPTS

DATE & HOUR OF TRAVEL DATE: _____ DATE: _____ DATE: _____ DATE: _____ DATE: _____

Time of Departure: _____ am pm
Time of Return: _____ am pm

	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	TOTALS
TRANSPORTATION (Airline Only)	\$	\$	\$	\$	\$	\$ 0.00
LODGING (SINGLE ROOM)	\$	\$	\$	\$	\$	\$ 0.00
REGISTRATION:	\$	\$	\$	\$	\$	\$ 0.00
MEALS -PER-DIEM \$50	\$	\$	\$	\$	\$	\$ 0.00
						\$ 0.00
BREAKFAST \$10 - before 8am	\$	\$	\$	\$	\$	\$ 0.00
after 8am						
LUNCH \$14 - before 12pm	\$	\$	\$	\$	\$	\$ 0.00
after 2pm						
DINNER \$26 - before 6pm	\$	\$	\$	\$	\$	\$ 0.00
after 6pm						
PARKING	\$	\$	\$	\$	\$	\$ 0.00
TAXI	\$	\$	\$	\$	\$	\$ 0.00
COMMUNICATION (BUSINESS)	\$	\$	\$	\$	\$	\$ 0.00
TOLLS	\$	\$	\$	\$	\$	\$ 0.00
BAGGAGE TIPS - requires authorizing memo for more than \$2 in/\$2 out	\$	\$	\$	\$	\$	\$ 0.00

Taxes (for Accounting only) \$ \$ \$ \$ \$ \$

AUTO MILEAGE:	TO DESTINATION	FROM DESTINATION	TOTAL MILES	
TO & FROM DESTINATION			0	MULTIPLIED \$ 0.00
VICINITY MILES			0	BY THE CURRENT \$ 0.00
AIRPORT MILES (LIMIT 15 EACH WAY)			0	RATE PER MILE \$ 0.00
DRIVER LICENSE CERTIFICATION	YES	NO		

I HEREBY CERTIFY OR AFFIRM THAT THIS TRAVEL CLAIM IS TRUE AND CORRECT IN EVERY MATERIAL MATTER, THAT EXPENSES WERE ACTUALLY INCURRED BY THE TRAVELER AS NECESSARY TRAVEL EXPENSES IN THE PERFORMANCE OF OFFICIAL DUTIES, AND THAT SAME CONFORMS IN EVERY RESPECT WITH THE REQUIREMENTS OF CHAPTER 106, PART 7, OF THE ORDINANCE CODE OF THE CITY OF JACKSONVILLE.

TOTAL EXPENSES \$ 0.00
LESS ADVANCES \$ 0.00
CITY REFUND \$ 0.00
TRAVELER REFUND \$ 0.00

REIMBURSEMENT \$ 0.00

APPROVED BY: _____ DATE: _____ TRAVELER SIGNATURE: _____ DATE: _____
 PRINT NAME: Aaron Bowman, Council President PHONE: 530-1386 PRINT NAME: _____ PHONE: _____

ACCOUNTING
AUDIT: _____
DATE: _____

EXHIBIT 9 – Travel Expense Form Instructions

(Page 1 of 3)

TRAVEL EXPENSE FORM INSTRUCTIONS

Select Travel Form Worksheet, a Dialog Box will pop-up. Select **Save File** and specify the file directory of your choice. Select **OK**.

The City of Jacksonville Travel Form, was created in Excel 5.0. Cells have been locked to allow data entry only in the required fields. Document protection has been activated to prevent accidental adjustments or deletion of the format.

The Travel Form is the only authorized and acceptable means of securing travel approval, advances and reimbursements of travel expenses. The Travel Form includes three sections; Section I-Approval to Travel, Section II-Advance request(s) and Section III-Expense Report.

SECTION I: Approval To Travel

Should be filled out by the traveler or desigee. This section includes:

- (a) the traveler's name;
- (b) the destination of the traveler;
- (c) the dates traveled;
- (d) the name of the department, division or agency;
- (e) the index code (account number) to be charged for the expense;
- (f) the sub-object to be charged;
- (g) the reason for the travel
- (h) the estimated total amount of the travel (including advances and estimated out of packet expenses, such as meals, mileage and incidental expenses);
- (i) the name and telephone extension of the contact person (usually the person designated by the department as the travel coordinator);
- (j) the name (typed or printed) of the person providing the authorized signature;
- (k) the approval signature (see part 6.05 of the TRAVEL REGULATIONS)

If no travel advance is required, or if flight cost is the only advance, this form does not need to be routed to Accounting until after the travelers return.

EXHIBIT 9 – Travel Expense Form Instructions

(Page 2 of 3)

SECTION II: Advance Request

This section will be filled out only if an advance is requested.

The information required is as follows:

- (a) the dollar amount to be paid for flight cost.
- (b) the name of common carrier, and the amount to be paid to them. (other than City-arranged flight)
- (c) name of lodging provider and the amount to be paid to them, (single room rate times number of nights).
- (d) name of payee for registration, as directed by the sponsor of the conference. (copy of brochure and application must accompany request for advance).
- (e) per diem (meals) at \$50 per day times the number of full days (travel must be for five full days or more to request per diem in advance)

If an advance is requested for b, c, d, or e above, the original of this form which includes the approval (section I) and advance request (section II) shall be submitted to accounts payable along with any required documents. An approved BU Form H must be attached if required.

A copy of this approved form shall be maintained by the travel coordinator to be used for submitting an expense report at completion of travel.

Remember to "SAVE" the computer file so that it is available to complete Section III upon the traveler's return.

SECTION III: Expense Report

This section must be completed upon the traveler's return, and submitted to Accounting within ten (10) working days, even if no refund or reimbursement is required. Justification, receipts, and documentation for travel advances are required.

- (a) Retrieve the initial Excel file, complete Section III, and attach a copy of the original travel packet.
- (b) The time of departure and the time of return must be entered on the first line of this section. It will not be necessary to repeat this information unless the traveler entered a non-travel status and reentered a travel status on the same day.
- (c) Each date of travel (including partial days) will be entered at the top of each column. The items of travel expense applicable to that day will be entered on the appropriate line of that column. Total cost of transportation and registration may be entered on day "one" of travel.
- (d) Per diem or meal allowances will be claimed as provided in section 3.15 of the Travel Regulations. When subsistence rates are used, the rates for the eligible meal will be entered in the column on the day claimed. If the per diem rate is used, the traveler must have been in travel status for the entire day (6:00a.m. through 8:00p.m.). Do not submit meal receipts - all meals not provided to the traveler by the host event are paid per diem (based on the departure and arrival times of the traveler).
- (e) Auto Mileage

EXHIBIT 9 – Travel Expense Form Instructions

(Page 3 of 3)

- To & From Destination: The Florida Department of Transportation Maps will be the official source of mileage between destinations. The chart provided as Part 6.07 of the Travel Regulations, contains the most frequently used travel destinations. Any mileage submitted in this section that exceeds the maximum allowed will be adjusted accordingly before payment is made.
- Vicinity Miles: Any miles, in excess of the allowable destination miles, that were reasonable and necessary in performance of city business.
- Airport Miles: Limited to 15 miles each way.

Mileage reimbursement is authorized at the rate per mile recognized by the United States Internal Revenue Service (IRS) pursuant to current IRS rules and regulations.

(e) all other expenses associated with travel are to be entered in the appropriate column and row of the form.

(f) city refund: any vendor refunds payable to the city. This refund must be supported by an actual check, or written statement from the vendor, before the amount will be refunded to the traveler.

(g) traveler refund: any amount refunded directly to the traveler by a vendor.

(h) Attachments:

- traveler's copy of the airline ticket or boarding pass/receipt
- original detailed paid hotel bill (showing \$0.00 balance)
- paid receipt for registration (not required if registration was paid by COJ check) and copy of agenda/itinerary
- original paid receipts for tolls, parking, taxi, or other means of transportation
- an affidavit for each undocumented travel expense
- ~~BU form H where required (if not submitted previously with advance request)~~
- Approval Signature as specified in 6.05 of the Travel Regulations and Chapter 106.701(b) of the Ordinance Code.
- Traveler's Signature

The approving party and the traveler are also signing the following certified statement:

I hereby certify or affirm that this travel claim is true and correct in every material matter, that expenses were actually incurred by the traveler as necessary travel expenses in the performance of official duties, and that same conforms in every respect with the requirements of Chapter 106, Part 7 of the Ordinance Code of the City of Jacksonville.

Forward the original Travel Expense form with all required attachments to the Accounting Division.

EXHIBIT 10 – Out of City Mileage
 (Page 1 of 4)

OUT OF CITY MILEAGE	ONE WAY TRIP	ROUND TRIP
JACKSONVILLE TO:	FLORIDA CITIES	
Altamonte Springs	125	250
Amelia Island	44	88
Apalachicola	231	462
Arcadia	239	478
Barton	200	400
Bartow	189	378
Belle Glade	286	572
Blountstown	212	424
Boca Raton	303	606
Bonifay	254	508
Boynton Beach	290	580
Bradenton	227	454
Bristol	207	414
Bronson	94	188
Brooksville	147	294
Bunnell	68	136
Bushnell	133	266
Callahan	25	50
Cape Canaveral	148	296
Captiva Island	359	718
Chattahoochee	203	406
Chipley	246	492
Clearwater	197	394
Cocoa	153	306
Coral Gables	348	696
Crawfordville	178	356
Crescent City	78	156
Crestview	309	618
Cross City	113	226
Crystal River	143	286
Dade City	155	310
Daytona Beach	89	178
Deerfield Beach	315	630
Defuniak Springs	281	562
Deland	100	200
Delray Beach	295	590
Destin	331	662
Disney World	166	332
Fernandina Beach	33	66

EXHIBIT 10 – Out of City Mileage
 (Page 2 of 4)

Flagler Beach	72	144
Fort Lauderdale	320	640
Fort Myers	286	572
Fort Pierce	221	442
Fort Walton Beach	314	628
Gainesville	69	138
Green Cove Springs	27	54
Greenelefe	183	366
Haines City	180	360
Hialeah	343	686
Highlands	394	788
Hilliard	35	70
Hollywood	327	654
Homestead	371	742
Inverness	126	252
Jacksonville Beach	18	36
Jasper	89	178
Jupiter	250	500
Key Biscayne	374	748
Key West	498	996
Keystone Heights	49	98
Kissimmee	152	304
Labelle	274	548
Lake City	60	120
Lake Butler	53	106
Lake Buena Vista	166	332
Lakeland	180	360
Lakeworth	284	568
Largo	225	450
Leesburg	123	246
Live Oak	83	166
Longwood	140	280
Macclenny	29	58
Madison	111	222
Maitland	145	290
Marco Island	370	740
Marianna	227	454
Marineland	58	116
Mayo	100	200
Melbourne	174	348
Merritt Island	160	320
Miami	345	690
Miami Beach	342	684
Milton	339	678
Miramar	327	654
Monticello	141	282
Moore Haven	276	552
Mount Dora	144	288

EXHIBIT 10 – Out of City Mileage
 (Page 3 of 4)

Naples	322	644
New Smyrna Beach	104	208
North Miami Beach	333	666
South Miami Beach	335	670
Ocala	95	190
Okeechobee	240	480
Orange Park	14	28
Orlando	147	294
Palm Beach Gardens	280	560
Palm Coast	60	120
Panama City	261	522
Pensacola	354	708
Perry	126	252
Plant City	180	360
Pompano Beach	311	622
Ponte Vedra	15	31
Port St. Joe	253	506
Punta Gorda	264	528
Quincy	185	370
Raiford	45	90
Sanford	118	236
Sarasota	240	480
Sebring	219	438
St Augustine	39	78
St Johns County	33	66
St Petersburg	210	420
Starke	43	86
Stuart	239	478
Tallahassee	163	326
Tampa	190	380
Tavares	119	238
Temple Terrace	196	392
Titusville	134	268
Trenton	98	196
Vero Beach	207	414
Wauchula Springs	178	356
Wauchula	215	430
West Palm Beach	277	554
Winter Haven	180	360
Winter Park	135	270
Yulee	25	50
Zephyrhills	185	370

EXHIBIT 10 – Out of City Mileage
 (Page 4 of 4)

JACKSONVILLE TO:

GEORGIA CITIES

Atlanta	362	724
Athens	383	766
Brunswick	72	144
Crystal River	127	254
Macon	265	530
Marietta	368	736
Savannah	154	308
St Simons Island	76	152
Kings Bay	70	140

JACKSONVILLE TO:

OTHER

Alexandria Virginia	699	1398
Astor Park	160	320
Avon Park	215	430
Bal Harbour	351	702
Charleston SC	244	488
High Point NC	479	958
New Orleans LA	549	1098
North Charleston SC	220	440
O'Leno State Park	80	160
Raleigh NC	467	934
Treasure Island	220	440
Virginia Beach	641	1282
Washington DC	708	1416

EXHIBIT 12 – Travel Advance & Expense Report Checklists
(Page 1 of 2)

TRAVEL ADVANCE CHECKLIST

Please ensure the following fields have been completed for Section I of the travel form.

- The Traveler's name
- The Destination (City, State)
- The Date(s) of the travel
- The Department name
- The Index code of the department (CCDE011AD or CCDE011AT)
- The Sub-object for travel funding (04002)
- The reason for travel
- The total cost estimate of the trip
- Contact (name and phone number for person completing the form, i.e. ECA)

Please ensure that the following information has been entered to Section II of the travel form if you are requesting direct payment to entities prior to the departure date. (*The travel form must be approved by the approving authority prior to confirming travel arrangements*)

- The quoted price for flight (if applicable)
- The hotel name, address, telephone number, and Federal Tax Identification Number, as well as the total lodging cost (less taxes if located in Florida)
- The name, address, telephone number, Federal Tax Identification Number of the host organization, as well as well as the cost of the registration

Backup Documentation Required

- Copy of flight information/quote that shows the traveler's name and flight cost
- Copy of completed registration form (if applicable)
- Hotel reservation confirmation (if applicable)
- W-9 form for hotel, organization, or other entity that advance checks are being issued for
- The invitation, announcement, or other information regarding the trip (include preliminary agenda/itinerary if provided)

EXHIBIT 12 – Travel Advance & Expense Report Checklists
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TRAVEL EXPENSE REPORT CHECKLIST

Items to collect to complete Section III of the Travel Expense Form upon return

- Airline boarding passes (include receipt for ticket if paid by Traveler)
- Hotel receipt showing a \$0.00 balance due (Express checkout does not produce the required receipt)
- Copy of Itinerary/Agenda
- Original parking receipts
- Original taxi/toll receipts
- Rental Car and Gasoline Receipts showing a \$0.00 balance due (if applicable)
- Any other documentation regarding the trip (Must attach any refund checks owed to the City prior to submitting request for final reimbursement.)

Organizing the Information

- Tape any pages or receipts that are smaller in size than 8.5" x 11" to an 8.5" x 11" sheet of paper. Tape all four sides of the receipt to prevent shredding during the photocopying process.

Please ensure that all required information in Section III has been completed

- Date & Hour of Travel: Enter the "time" of departure from Jacksonville and the "time" of arrival back to Jacksonville (using HH:MM format). Do not enter dates in these fields. (These times determine meal reimbursement)
- Dates (Enter at the top of each column using MM/DD/YY format)
- Transportation (Airline/Flight cost only)
- Lodging (Broken down by day)
- Registration
- Meals per diem (Broken down by day)
 - Breakfast (must depart Jax before 6 AM on first day of travel or arrive back to Jax after 8 AM on the last day of travel)
 - Lunch (must depart Jax before 12 PM on the first day of travel or arrive back to Jax after 2 PM on the last day of travel)
 - Dinner (must depart Jax before 6 PM on the first day of travel or arrive back to JAX after 8 PM on the last day of travel)
- Parking (Enter total for each day)
- Taxi (Enter total for each day)
- Communication (Business) (Enter total for each day)
- Tolls (Enter total for each day)
- Baggage Tips (\$2 upon arrival, \$2 upon departure)
- Auto Mileage (Please reference the City's Out of City Mileage Chart)
- Trip Report attached (Summary of information gained from the event in Memo form & addressed to the CP)
- Traveler has **signed and dated** the bottom right corner of the form. (initials or electronic copies are not accepted)
- Approving authority has **signed and dated** the bottom of the form. (initials and electronic copies are not accepted)

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CONSOLIDATED GOVERNMENT TRAVEL REGULATIONS

PART 1. GENERAL PROVISIONS

1.01 Purpose; authority. This manual is issued by the Director of Administration and Finance to implement the provisions of Part 7, Chapter 106 Ordinance Code of the City of Jacksonville. These travel regulations are issued under the authority of Section 106.702 O. C., and are applicable to those offices, departments or agencies as listed in s. 106.103(h). The Department of Administration and Finance is responsible for the proper administration of Chapter 106 Part 7. This responsibility involves determining whether claims for travel expenses are in accordance with the law and these travel regulations, disallowing or recommending the disallowance of improper claims and seeking reimbursement of improperly claimed and paid travel expenses.

1.02 Reference applicable to amendments. Whenever a reference is made to these regulations or a portion thereof, the reference shall apply to and be construed to include all amendments, supplements and revisions as promulgated by the Director of Administration and Finance.

1.03 Scope. The travel regulations shall apply to all City and Independent Agencies using Part 7, Chapter 106.O.C. as authority to pay or reimburse for expenses of persons traveling on official business of an agency. Waivers to or modifications of these regulations are not permitted unless authorized by law or by the Director of Administration and Finance, as stipulated by published supplements to this document. No authority, authorization or permission may be assumed if it does not appear in the travel regulations.

1.04 Definitions. In the travel regulations:

(a) the terms agency, approving authority, common carrier, conference, traveler and household goods and personal effects have the meanings given to them by 106.701, O.C.

(b) a chartered vehicle is any vehicle for hire, including an aircraft, a vessel, a bus or any other conveyance hired to transport persons, with baggage, equipment and material, from the City to another destination, specifically for this purpose and not as a part of a scheduled route.

(c) Department means the Department of Administration and Finance of the City of Jacksonville.

(d) Director means the Director of Administration and Finance.

(e) O.C. means the Ordinance Code of the City of Jacksonville.

(f) overnight means that the traveler is actually or constructively in a travel status during the hours from 8:00 p.m. to 6:00 a.m..

(g) principal workplace means that public office, public building or public facility where the traveler performs most of his official duties or, where he reports to receive instructions and to be paid.

(h) 7-106 means Part 7, Chapter 106, Ordinance Code of the City of Jacksonville.

(i) vicinity mileage means mileage driven by a traveler at the travel destination in connection with official business, and mileage to and from the terminal of a common carrier.

(j) travel regulations include all of the text of this manual, and changes promulgated and issued as supplements to this manual.

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1.05 Travel defined. Only those incidents that require a traveler to leave the City (Duval County) to conduct official business for the City or Independent Agency, are considered travel, or as detailed in 106.710.O.C. Official travel status encompasses the time from the departure from a traveler’s home or principal workplace to his arrival back to his home or principal workplace, unless he conducts personal business unconnected with the authorized purpose of his trip. During the time of this unofficial business, the traveler is considered in non travel status not entitled to any of the provisions of Part 7, Chapter 106 of the Ordinance Code; provided, that a traveler will not be considered in a non travel status if, in the opinion of the approving authority, the unofficial business is conducted incidentally to the official business and separating the two periods would be impractical.

1.06 Forms. The form to be used in authorizing and documenting travel is illustrated in Part 6. This form may be locally produced by the using agencies according to current technology but, must be presented to the Department with proper authorization signatures. Electronic transmission, instead of a signed copy of this approved form, is currently not authorized.

1.07 Designation of travel coordinator. Each department or agency director shall name a person to coordinate the travel for the department. This person will be responsible for submitting the required information with authorized forms to the Department for processing. This person will be the contact between the traveler, travel vendors and the Department, and should be familiar with all rules and regulations regarding travel. This does not preclude the assignment of other persons to make the travel arrangements within an area of operations and provide the documentation to the department/agency coordinator.

Part 2. AUTHORIZATION TO

TRAVEL; TRAVEL ADVANCES

2.01 Approval for travel. No traveler may be reimbursed for travel expenses unless, prior to such travel, the approving authority has authorized and approved the travel. Authorization to travel shall be shown in the Approvals to Travel@ portion (Section I) of the Travel Form. The approving authority is as defined in 106.701(b), O.C.

2.02 Approving authorities to permit only lawful travel. Only Travel for a public purpose connected with the duties, responsibilities and mission of the approving authority shall be authorized. Other travel for personal reasons, or for a purpose not supported by the mission of an agency may not be approved for payment from public funds. This will not prevent an authority from authorizing travel for any lawful purpose at no cost to the consolidated government.

2.03 Joint approvals. Two or more approving authorities may authorize travel, when such travel is for a public purpose connected with the mission of each approving authority. The cooperating authorities will determine the method by which the traveler will be reimbursed. Never shall joint approval of travel be construed as authority for reimbursement of payment of travel expenses in any amount greater than that which could be claimed if the travel had been conducted for only one approving authority.

2.04 Travel advances.

(a) Authorized expenses. An approving authority may authorize an advance to cover the anticipated cost of the travel. The amount of the advance may include the quoted costs of:

(1) transportation by common carrier, payable to the common carrier,

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(2) lodging, at the single room rate, payable to the provider,

(3) registration fees payable to the sponsor of the conference, and

(4) meals, at the per diem rate, if travel is expected to last five full days or longer, payable to the authorized traveler, for the traveler and any person transported in the care and custody of the traveler in the performance of the traveler's official duties. The advance shall be *estimated* according to Part 3.

No other expenses shall be authorized or included in the advance. In extraordinary cases, the Director may authorize the traveler to use cash to pay for transportation and lodging expenses instead of checks payable to the providers. In no case will cash be provided for the purpose of paying registration.

A traveler who is provided with a cash advance shall be personally liable for the amount thereof.

(b) How authorized. Using the form illustrated in Part 6.08, an approving authority, will authorize the travel on Section I, and may prepare and submit to the Department a request for travel advance per Section II of the same form. The Department, for those agencies using the financial services of the Department, will audit the request for accuracy and may correct any errors before the checks are drawn. The checks will be returned to the approving authority after signature by the Treasurer. The approving authority accepts responsibility and accountability for the advances and, at this point, the traveler becomes responsible to the approving authority for the final accounting of the expenses of the travel. This accounting, by the traveler, shall be made within five (5) working days of the completion of the travel. The traveler shall return to the approving authority:

(1) the amount of the cash advance that was not expended on lawful travel expenses, and

(2) receipts, tickets and other documentary evidence of the amount that was expended, as required by Part 6, except that receipts for meals are not necessary.

The amount of cash returned plus the cash total of the documentary evidence shall equal the amount originally advanced. If such amounts do not equal, the traveler will provide an affidavit that clearly states the travel expense that was paid by the difference.

If advance checks were drawn to the providers of transportation and lodging, the traveler's copy of the transportation ticket and the original detailed paid receipt provided by the lodging establishment must be attached to and become part of the travel form. In the event that the travel is not performed, or the cost of those items for which advances were made is less than the advance, the traveler is responsible to the City or approving authority for the return of any funds due from the common carrier, conference sponsor or lodging establishment. When a non-refundable ticket is ordered and then is not used, it is the responsibility of the traveler to notify the travel coordinator of his department or agency. This person will call the travel agent to notify them of the unused ticket. The ticket will then be picked up by the travel agent for credit against a future trip by the same traveler. The new travel date must be within one year from date of issuance of the returned ticket. This is in compliance with air line policies. Failure to comply with this regulation does not release the authorizing agency from the liability for the requested ticket.

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PART 3. REIMBURSABLE

TRAVEL EXPENSES

3.01 Purpose of Part 3. The purpose of this part is to define which expenses incurred by a traveler will be considered reimbursable travel expenses, and to prescribe the methods by which the reimbursable amounts will be determined. It is the responsibility of the traveler to claim reimbursement only for the official travel, and the necessary expenses of that travel in the performance of official business.

3.02 Constructive point of origin. In the case of travel by:

(a) common carrier (excluding a rental automobile), travel will originate at the place where the traveler boards the conveyance, with mileage to and from such place as provided in Part 3.11.

(b) motor vehicle (including a rental automobile), travel will originate:

(1) in the case of a traveler who is an officer or employee, at City Hall, or, at the traveler's home, whichever is the lesser actual mileage to the destination.

(2) For any other traveler, at the traveler's home or place of business, or at the place the travel commenced, whichever is the lesser actual mileage to the destination.

3.03 Constructive travel time. Travel will be deemed to have commenced, the shorter of the time the traveler actually began travel, or the latest time reasonably possible to arrive at the destination at the time required to accomplish the purpose of the travel.

The same constructive travel time will be applied in the return of the traveler. The purpose of applying this constructive travel time regulation is to assure that the traveler spends the least possible time on official travel. If personal business is conducted during the travel, reimbursement for lodging and meals shall be based on and approved for only the constructive travel time as determined by this section, for the official travel.

3.04 Most direct routes of travel; official maps. Reimbursement for transportation expenses will be allowed only for the distance necessary, or the most direct route of travel to accomplish the official business of the traveler. The most current maps used by the State Department of Transportation will be the official reference for distances and mileage. In case of questioned distances and mileage, the official maps will be final and conclusive upon all approving authorities and travelers.

3.05 Mode of transportation, generally.

(a) Authorized modes. Travel on official business may be by a public motor vehicle, a common carrier, a chartered vehicle or a private motor vehicle.

Approving authorities shall designate the mode of transportation in advance of the travel. A public motor vehicle is preferred, followed by the other modes in the order listed. An approving authority should be prepared to justify the particular mode authorized. The cost of the transportation is not the sole criterion to justify a particular mode.

(b) Most economical mode. An approving authority shall designate the most economical mode of transportation for the travel to be performed based on the following:

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- (1) the nature of the official business to be accomplished during the travel;
- (2) the time, to be taken by the traveler away from his duties in the City, the cost of transportation and the meals, lodging and incidental expenses estimated;
- (3) the number of persons who are traveling and the equipment and material that will be transported during the travel.

Approving authorities should approve only the number of travelers who are necessary to accomplish the purpose of the travel. Compliance with the Mayor's Executive Order concerning the number of travelers will be required. The burden will be upon the approving authority to justify variances from this regulation.

3.06 Public motor vehicle. Travel by public motor vehicle will be performed according to rules promulgated by the Fleet Management Division. Currently the use of public motor vehicles for travel is prohibitive except in those cases where one has been provided to specific individuals. Therefore, the use of private motor vehicles, common carrier or chartered vehicles is necessary.

3.07 Common carrier. Travel by common carrier shall be authorized only at the coach fare rate, except that the first-class fare is authorized if coach fare is not available at the time the travel reservation was made or the ticket purchased. This must be certified in writing by the common carrier. This certification must be attached to the travel expense form when submitting for reimbursement.

The coach fare rate shall be that rate for the least expensive passenger travel on the common carrier, as stated in the carrier's published tariffs. Where the common carrier is one of many carriers that provide the required transportation, the approving authority shall use the least expensive of all common carriers which were available and could provide the required transportation. If a traveler chooses to travel in an accommodation more expensive than coach without authorization by the approving authority, reimbursement shall be authorized only at the coach fare rate of the common carrier used.

3.08 Chartered vehicle. A chartered vehicle will be authorized by an approving authority when it is the most economical mode of transportation available. Usually this would be considered when there is a large or bulky amount of equipment or material to be transported, or, when there is a large group of travelers authorized to travel to the same destination. The transportation expense authorized by the approving authority shall be the cost of the charter, and incidental expenses applicable to the transportation of the authorized travelers in the chartered vehicle.

3.09 Private motor vehicle. A private motor vehicle may be authorized by an approving authority when there is no public vehicle or common carrier available, or would be less economical. Reimbursement for the use of a private vehicle will be according to Sec. 3.11.

3.10 Transportation furnished by another traveler. An approving authority shall not authorize or approve reimbursement for transportation expenses, whether actual or on a mileage basis, when a traveler is transported gratuitously by another traveler who is entitled to reimbursement for transportation expenses for the same travel. Without evidence to the contrary, it will be presumed that the traveler furnishing the transportation is entitled to reimbursement for the expenses of such transportation. The burden is on the traveler who is being gratuitously transported to show that he is, in fact, entitled to reimbursement for all or any portion of such transportation expenses. A statement of the facts shall be attached to the travel form. This statement shall be made under the same penalties of perjury as the travel form.

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3.11 Mileage reimbursement out of City travel. If travel outside the City is authorized by private motor vehicle, reimbursement is authorized at the rate per mile recognized by the United States Internal Revenue Service (IRS) pursuant to current IRS rules and regulations, for the distance actually traveled on official business, including travel to and from the destination and necessary vicinity mileage while at the destination; provided, that if the total mileage from point of origin to the travel destination, not including vicinity mileage, exceeds four hundred miles, the mileage reimbursement shall be limited to the lesser of;

(a) the current IRS rate per mile for the entire distance including vicinity mileage; or

(b) the airline common carrier coach fare from the City to the airport nearest the point of a travel destination for all travelers using the private motor vehicle, plus the IRS rate per mile for mileage equal to the distance from the airport to the point of a destination and for vicinity mileage.

No other reimbursement for transportation expenses, except incidental expenses as described in Section 3.13 of these regulations, will be authorized or approved when a private motor vehicle is used.

When traveling by common carrier, the traveler may claim reimbursement for automobile travel from his principal workplace to the terminal of the common carrier and return. The distance to the Jacksonville International Airport and return will not exceed fifteen miles in each direction. The mileage shall be entered on the travel form for mileage reimbursement claimed under this section.

3.12 Mileage reimbursement in city travel. The travel regulations contained in Sections 3.04 through 3.11 are available for travel performed on official business within the City. An employee who uses his private vehicle on official business within the City is entitled to reimbursement at the current rate per mile established by the IRS, at the time the mileage occurs. These reimbursements are paid by an entry into the payroll system in accordance with the time entry instructions in the Time Entry Help module. The reimbursement will be made for any time period the approving authority decides, except that in the case of requirements of the union contracts that payment is made within certain time frames, the using authority will make every reasonable effort to comply. The approving authority may stipulate to the forms required to be filled out by the employee, but in each instance will be required to maintain proper records in compliance with the Internal Revenue Service Regulations. In the event of an IRS audit the employer must prove that the payment was for a reimbursement and not subject to taxes. In no event will the forms and proof of expenses associated with automobile reimbursement be submitted to the Department, but will be maintained in the records of the approving authority.

3.13 Incidental transportation expenses. Enumeration; Limitations. The following expenses incidental to transportation of the traveler may be reimbursed by the approving authority:

(a) taxi fares, if the traveler is traveling by common carrier, or by chartered vehicle incapable of being driven in the vicinity of the travel destination;

(b) ferry fares; bridge, road and tunnel tolls, with receipts;

(c) storage and parking fees; which may include drayage fees for equipment and material accompanying the traveler for official business;

(e) communications expenses, including charges for telephone, telegraph, radiotelephone, radiotelegraph, facsimile transfer and cable messages and service between the City and the travel

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destination, between local points at the travel destination, and between the travel destination and other points on the travel itinerary, if necessary to confirm reservations or conduct official business.

(f) reasonable tips for transportation of baggage, not exceeding one dollar per bag per transfer, limited to no more than two dollars per transfers.

3.14 Lodging. Reasonable reimbursement will be made for the cost of lodging when the traveler is away from his place of residence overnight. If at all possible, lodging will be secured by advance reservation, and paid by a City check. In many cases this avoids the payment of local taxes, such as sales and uses tax, and in some locals the tourism taxes. The traveler should carry a copy of the City Tax Exemption Certificate as proof of the exemption from certain sales and uses tax. The traveler should make a reasonable effort to inform the provider of lodging of the City's exemption from such taxes. If the taxes are still assessed, reimbursement to the traveler is appropriate.

The least expensive single-room rate at the travel destination will be selected unless the approving authority authorizes another single-room rate consistent with the official business to be performed.

3.15 Meals. Authorization; limitation. Travelers are authorized to be reimbursed for meals while in travel status at the following fixed subsistence rates, or, at the travelers option, at the amount submitted but not in excess of the following maximum subsistence rates, only when travel begins before and extends beyond the times specified:

(a) Subsistence allowances. (i) breakfast: ten dollars, when travel begins before 6:00a.m. and extends beyond 8:00a.m.;

(ii) lunch: fourteen dollars, when travel begins before 12:00 noon and extends beyond 2:00p.m. ;

(iii) dinner: twenty six dollars, when travel begins before 6:00p.m. and extends beyond 8:00 p. m., or when travel occurs during nighttime hours due to special assignments.

Subsistence allowances are paid for individual meals if they are itemized on the travel form in Section III. The statement should show only those meals for which the traveler is authorized as defined in paragraph (a) of this part. Attention must be paid to the time limitation as stated in Section 106.708 O.C., and the constructive travel time as defined in Section 3.03 of this document.

(b) A fifty dollar per diem allowance is paid, at the option of the traveler, in lieu of subsistence allowances for meals on a day of travel only when travel begins before 6:00a.m. and ends after 8:00 p.m.. If travel begins subsequently to 6:00a.m.or ends prior to 8:00 p. m., the reimbursement for meals will be paid in accordance with the time and amount limitations as detailed in Section 3.15(a). If attending a conference, and the traveler is provided one or more meals without a specific charge being made for the meal, the traveler is not entitled to any per diem allowance for the day on which the meal is so furnished, nor for any subsistence allowance for the meal that was furnished. A meal provided by a common carrier is exempt from this ruling, and does not preclude the traveler from receiving subsistence or per diem allowance, if otherwise entitled.

3.16 Conference registration fees. Registration fees are allowable expenses of travel and may be paid in advance of the travel, paid by City check and taken to the conference or reimbursed to the traveler when paid by him, at the discretion of the approving authority. Registration fees must be accounted for on the travel form in Section III. For payment to be made or reimbursed, a traveler must submit a copy of the brochure describing the conference and a copy of the registration form to the

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Department at time payment is requested. If there was no advance for the registration, and traveler is to be reimbursed, a paid receipt must accompany the travel form.

PART 4. RECRUITMENT AND RELOCATION EXPENSES

4.01 Scope. An approving authority may authorize reimbursement of expenses for a person being considered for top-level executive or professional positions who is a bona fide candidate, including such person who has been offered the position but has not yet accepted employment under the regulations in 106.710(b) O.C. Relocation expenses may be paid to or on behalf of any such person who has been offered and accepted employment with the City or Independent Agency, under the regulations in 106.710(c) and (d).

(a) Recruitment expenses. A traveler who is a candidate and is not a resident of the City, and when authorized by the approving authority, such person's spouse, may be reimbursed for the following travel related expenses:

(1) round-trip travel, under the provisions and limitations of 106.706 O.C. from his current residence to the city and return, as often as authorized by the approving authority, for the purpose of employment interviews. Such authority may include such candidate's spouse.

(2) While in the city for employment interviews, the traveler and spouse may receive reimbursement for lodging and meals in accordance with Part 3 of these Travel Regulations.

(3) If authorized by the approving authority, the traveler and spouse may receive reimbursement for travel within the City in compliance with Section 3.09 of these Travel Regulations and to the limitations of 106.706(c) O.R, for purposes of viewing the City and looking for suitable housing that may be available.

(b). Relocation Expenses. A traveler who has accepted employment, as defined in 106.701(f)(4)(ii) O.C., and who qualifies under 106.710(a)O.C., may be reimbursed for the following expenses in connection with relocating to the City.

(1) Transportation to seek permanent residence quarters in the City for the traveler and spouse, as provided by 106.706 O.C., and reimbursement for lodging and meals while traveling to and from the city and while in the city, under the limitations of 106.707 and 106.708 O.C.. Expenses for this purpose may be allowed for only one round trip.

(2) Transportation expenses, for the traveler and up to three members of his immediate family from his former residence to the city for the purpose of taking up residence. Limited to the provision of 106.706 O.C.

(3) Lodging and meals The traveler and up to three members of his immediate family may be reimbursed for lodging and meals in compliance with Part 3.14 and 3.15 of these regulations. In accordance with 106.710(c)(3) O.C., the traveler and each such member of his immediate family shall be entitled to a separate reimbursement at either the subsistence rates or per diem, whichever is applicable under 106.708 O.C.

(4) The approving authority may authorize reimbursement for the transporting, packing, crating, temporarily storing, draying and unpacking the household goods and personal effects of the traveler

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and his immediate family, but not in excess of a predetermined amount by weight to be specified in advance of such travel. If the traveler wishes to transport a house trailer or mobile dwelling for use as his permanent residence, the approving authority may authorize the following:

(i) A reasonable allowance, not in excess of twenty cents per mile, for transportation, if the traveler is transporting the house trailer or mobile dwelling; or,

(ii) Commercial transportation of the house trailer or mobile dwelling, or reimbursement therefore, including necessary tolls, charges and permit fees. But in either case payment under this paragraph may not exceed the amount approved under the first sentence of this section.

(c) None of the relocation expenses enumerated under paragraph (b) may be paid by the approving authority until and unless the newly hired employee agrees in writing, prior to the authorization of such travel and transportation, to remain in the employ of the authority for at least twelve months after his employment date, unless separated for reasons beyond his control and agreed to by the approving authority. If the individual violates this agreement, the money expended by the approving authority is recoverable from the individual as a debt due to the City or Independent Agency. The agreement may provide for a pro ration of the recoverable amount over and during the twelve-month period.

PART 5. LOBBYING AND LEGISLATIVE DELEGATION STAFF

5.01 General prohibition. Section 106.715, O.C. prohibits payment of any amounts paid or incurred for travel for the purpose of advocating passage or defeat of legislation by the Florida Legislature, except as provided therein. The prohibition is upon lobbying in general, not only upon travel to Tallahassee for the purpose of lobbying during sessions of the Legislature; therefore, travel to any point in the State for the purpose of lobbying is not-reimbursable under 106.715, O. C., whether or not the Legislature is in session.

5.02 Exceptions to general prohibition. The prohibition of 106.715, O.C. does not extend to lobbying activities before Congressional committees or subcommittee, nor to appearances before administrative, quasi-judicial or executive agencies, whether State or federal, for the purpose of supporting or opposing matters before such agencies. Travel may be authorized by approving authorities for such activities and appearances, and exceptions provided in 7-106 for travel in general.

5.03 Authorization for lobbying. When travel for the purpose of lobbying is authorized under any of the exceptions stated in 106.715(a)-(d), O.C., the request or approval shall be in writing and attached to or indicated on the travel form before it is transmitted to the Department for audit at the conclusion of the travel. A travel form submitted for travel expense reimbursement that appears to involve lobbying will be rejected by the Department and returned to the approving authority unless the authorization for the lobbying is attached to or indicated on it as required by this section.

5.04 Legislative delegation staff. The Coordinator and Secretary of the Duval County Legislative Delegation are entitled to reimbursement at the per diem rates authorized by 106.716, O.C. It is the responsibility of the Coordinator and Secretary to provide the Director with the latest approved per diem rates established by the President of the Florida Senate for senate employees. In the absence of the latest approved per diem rates, the Director will approve reimbursement only at the rates available to him or, if no such rates are available, at the rates authorized by 7-106, for other travelers.

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PART 6. DOCUMENTATION AND FORM REQUIREMENTS

6.01 Scope. This part of the travel regulations will dictate the method of preparing and submitting the travel form and documents. The form illustrated in 6.08, named City of Jacksonville Travel Form, is the only authorized and acceptable means of securing travel approval, advances and reimbursements of travel expenses. The Travel Form includes three sections; Section I Approval to Travel, Section II Advance Request, and Section III Expense Report.

This part is mandatory, and all approving authorities as designated in 106.103(h), O.C., and travelers are expected to comply.

6.02 Travel Approval. Section I of the Travel Form should be filled out by the traveler or designated travel coordinator for an agency. This section includes:

- (a) the traveler's name;
- (b) the destination of the traveler;
- (c) the dates encompassed by the travel;
- (d) the name of the department, division or agency;
- (e) the index code to be charged for the expense;
- (f) the sub-object to be charged;
- (g) the reason for the travel
- (h) the estimated total amount of the travel (including advances and estimated out of pocket expenses, such as meals, mileage and incidental expenses);
- (i) the signature of the person authorizing and approving the travel, see part 6.05 of this document; and the typed/printed name of the person so designating;
- (j) the name and telephone extension of the contact person (usually the person designated by the department as the travel coordinator).

If no travel advance is necessary, Section II will be left blank and this approved form shall be maintained by the agency pending completion of travel.

6.03 Travel Advance; Section II This section will be filled out only if an advance is requested.

The information required is as follows:

- (a) name of common carrier, and amount to be paid to them. Please note: The agency under contract with the city is to be used to arrange air fare by all departments and agencies whose books are being maintained by the Department of Finance and Administration. An advance payment to them is not required as they will bill on a monthly basis, however, the air fare cost should be entered on this form where indicated.
- (b) name of lodging provider and amount to be paid to them, (single room rate times number of nights.)

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(c) name of payee for registration, as directed by the sponsor of the conference. Copy of brochure and application must accompany request for advance payment.

(i) if travel is for five complete days or more, per diem at \$50.00 per day may be requested to be payable to the traveler.

The original of this form which includes the approval (Section I) and the request for advance payments (Section II) shall be submitted to the Department together with any required documents for checks to be drawn. A copy of this approved form shall be maintained by the travel coordinator to be used for submitting a travel expense report to justify advances and request reimbursement of out of pocket travel expenses.

6.04 Expense Report; Section III. Section Three of the travel form must be filled out subsequent to the travel, and within five working days after completing the authorized travel; failure to account for the total amount of the advance within this time shall be prima facie evidence that the traveler owes the entire sum of the advance to the approving authority that made the advance. This sum may be recovered by civil action. This accounting must be filed with the Director, even in such cases where there is no reimbursement to the traveler. This ruling is to show justification of the travel advances. The traveler must include a detailed copy of the paid hotel bill and the traveler's portion of the common carrier ticket stub. The following rules apply to this section:

(a) The approval to travel that was retained by the agency pursuant to section 6.05(a) of these regulations, or the copy of the original approval to travel should be completed as to Section III and submitted for an authorized signature. The traveler also signs this part to certify that it is true and correct in every material matter. Anyone submitting a false claim, or assisting in submitting a false claim shall be personally liable and shall be guilty of a class D offense. This form is then returned to the Department. Allow at least five (5) working days for the Department to audit the claims for travel expenses in accordance with 106.7 of the Ordinance Code and with these regulations. Any questionable expenses or failure to provide the necessary documentation will extend this time frame.

(b) The time of departure and the time of return will be entered on the first line of this section. It will not be necessary to repeat this information unless the traveler enters a non-travel status and reenters a travel status on the same day.

(c) Each day of travel (including partial days) will be entered in a separate column. The items of travel expense applicable to that day will be entered on the appropriate line of that column. Total cost of transportation and registration may be entered on day one (1) of travel.

(d) Per diem or meal allowances will be claimed as provided in section 3.15 of this document. When subsistence rates are used, the rates for the eligible meal will be entered in the column of the day claimed. If the per diem rate is used, the traveler must have been in travel status for the entire day from 6:00 a.m. through 8:00 p.m.

(e) Auto mileage must reflect actual miles traveled on official business, except as provided in section 3.11. The Florida Department of Transportation Maps will be the official source of mileage between destinations. The chart herein provided as Part 6.07, contains the most frequently used travel destinations. Any other miles traveled must be reported as vicinity miles. The approving authority shall determine if vicinity miles seem reasonable or excessive.

(f) All other expenses associated with travel are to be entered on the form in the appropriate place.

EXHIBIT 13 – Travel Regulations

(Page 12 of 12)

(g) The traveler’s copy of the common carrier ticket stub, detailed paid hotel bill, parking receipts, toll receipts, storage or drayage receipts and taxi or ferry fare receipts must accompany the request for reimbursement. If the registration was not paid for an advance, a copy of a receipt and a copy of the brochure is required.

(h) An affidavit for each undocumented travel expense must be provided in lieu of actual receipts.

6.05 Designation of Authority to Approve Travel. Chapter 106.701(b) O.C., defines the approving authority as:

(a) the council in accordance with council rules for members of the council, council staff or council auditors;

(b) governing body of an agency for members of that independent agency;

(c) chairman or vice-chairman of the board of an independent agency for the chief executive officer of that agency;

(d) elected official (other than the council) for the elected official;

(e) the chief executive officer of an agency for all travelers of an agency;

(f) department director for all travelers of his department;

(g) in the case of any other office, the person in charge of the office; or,

(h) if no department or office is involved, the Mayor or his designee.

Current regulations, per Mayor’s executive order, require a BU FORM H approval by the budget office prior to travel for all offices under the Mayor.

6.06 City Contractor - Air Travel. The use of the contractor obtained by RFP is required by all departments and agencies whose books are maintained by the Department of Administration and Finance. Each month the travel agency will bill for the travel on a separate statement by department. The department head or other approving authority will verify these charges and sign to show approval to pay. This statement will then be forwarded to the Department for a check to be drawn.

6.07 Mileage Chart. The mileage chart attached is to be referred to for the distance to the destinations from the City. This chart will become part of these regulations and shall be known as Part 6.07. Any destinations not shown may be determined by the American Automobile Association maps.

6.08 Authorized Form. The Travel Form attached is to be used for approval, advances, justification of advances and reimbursement of travel expenditures. Any forms in official use before the effective date of these travel regulations are superseded by the form prescribed herein.

EXHIBIT 14 – Chapter 106, Part 7, Ordinance Code
(Page 1 of 10)

ORDINANCE CODE
City of
JACKSONVILLE, FLORIDA

All bills enacted through September 26, 2017.
(Supplement No. 47, Update 3)

Chapter 106 BUDGET AND ACCOUNTING CODE*

PART 7. TRAVEL EXPENSE REIMBURSEMENT

Sec. 106.701. Definitions.

As used in this part:

- (a) *Agency* includes all of the agencies listed in [Section 106.103\(h\)](#) and the Duval County School Board.
- (b) *Approving authority* means:
 - (1) As to travel by members of the Council and the Council staff, the Council, in accordance with its rules.
 - (2) As to travel by members of an independent agency (including the Duval County School Board), the governing body of the agency.
 - (3) As to travel by the chief executive officer of an independent agency (including the Duval County School Board), the chairman or vice-chairman of the agency.
 - (4) As to travel by an elected official, other than a member of the Council, the elected official.
 - (5) As to travel by the employees of an agency and by other travelers to be reimbursed from agency funds, the chief executive officer of the agency.
 - (6) As to all other travel to be reimbursed from city funds, the appropriate department director or a deputy director designated by the director, or, in the case of other offices, the official in charge of the office, or, if no department or office is involved, the Mayor or his designee.
- (c) *Common carrier* means commercial means of transportation operating scheduled vehicles, and rental vehicles of an established rental firm.
- (d) *Conference* includes any conference, convention, seminar, short course, or similar assembly of persons.
- (e) *Household goods and personal effects* means such personal property of a traveler under subsection (f)(4)(ii) of this Section and his dependents as the approving authority authorizes to be transported or stored at the expense of the approving authority, but not including motor vehicles.

EXHIBIT 14 – Chapter 106, Part 7, Ordinance Code
(Page 2 of 10)

- (f) *Traveler* means a person in one of the following categories:
- (1) An officer or a full-time employee of the city or of an agency.
 - (2) A person other than an officer or full-time employee who is authorized by the approving authority to incur travel expenses in the performance of his official duties.
 - (3) A person who is called upon by the city or an agency to contribute time and services as a consultant or advisor.
 - (4) A person who:
 - (i) Is a candidate for an executive or professional position but is not a resident of the city, and, when authorized by the approving authority, such person's spouse; or
 - (ii) Has accepted employment with the city or independent agency in an executive or professional position and is not, at the time of such acceptance, a resident of the city.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 1; Ord. 83-591-400, § 1)

Note—Former [§ 126.701](#)

Sec. 106.702. Scope.

The provisions of this Part 7 shall apply to and authorize reimbursement for expenses incurred in connection with travel performed to and from destinations outside the City on official business of an agency. This part shall be the exclusive authority for reimbursement for such travel expenses. The Director of Finance and Administration is authorized to make rules for the implementation of this part.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1; Ord. 2016-140-E § 16)

Editor's note—

Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

Note—Former [§ 126.702](#)

Sec. 106.703. Authority for reimbursement for travel expenses.

No traveler may be reimbursed for travel expenses pursuant to this part unless he has obtained, in advance of performing the travel, written approval to travel from the approving authority. Reimbursement shall be made only to travelers and shall be made only for those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the agency whose funds are involved. No traveler shall be allowed to receive funds or be reimbursed for travel as a gift to an individual from any prohibited party as such party is identified in Section 602.701, Ordinance Code, and, F.S. § 112.3148. Any receipt of funds or reimbursement for travel as a gift to an individual from any other non-prohibited party for City business may only be done upon prior written approval from the Ethics, Compliance and Oversight Office and the Office of the General Counsel. Disclosure and/or reporting of such gifts shall be in accordance with all applicable Federal, State and local law.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1; Ord. 2013-351-E, § 1)

EXHIBIT 14 – Chapter 106, Part 7, Ordinance Code
(Page 3 of 10)

Sec. 106.704. Constructive point of origin.

For purposes of reimbursement of travel expenses, all travel shall be deemed to have commenced at the place where the majority of the work of the traveler is performed, in the case of officers and employees of an agency, and at the usual place of business or residence or the place where the travel actually commenced, whichever is less, in the case of other travelers.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1)

Note—Former [§ 126.704](#)

Sec. 106.705. Constructive travel time.

For purposes of reimbursement for travel expenses, all travel shall be deemed to have commenced at the time the traveler actually commenced travel or at the latest time the traveler could reasonably have departed in order to arrive at his destination at the time required to accomplish the purpose of the travel, whichever is later.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1)

Note—Former [§ 126.705](#)

Sec. 106.706. Transportation expenses.

- (a) Reimbursement shall be made only for travel performed over a usually traveled route to the destination. When travel is by indirect route for the traveler's own convenience, reimbursement for expenses shall be based only on such charges as would have been incurred by travel over a usually traveled route.
- (b) Reimbursement may be made for travel performed by public motor vehicle, common carrier, chartered vehicle or privately-owned vehicle, as approved by the approving authority in advance of the travel subject to the regulations provided in this part and the rules of the Director of Finance. The approving authority shall designate the most economical mode of travel, taking into consideration the following factors:
 - (1) The nature of the business.
 - (2) The time of the traveler, cost of transportation and meals, lodging and incidental expenses required.
 - (3) The number of persons traveling and the equipment and material to be transported.
- (c) With respect to travel by motor vehicle:
 - (1) Travel by public motor vehicle shall be performed in accordance with the rules of the Fleet Management Division. Travel by private motor vehicle in lieu of a public motor vehicle or common carrier may be authorized by an approving authority if a public motor vehicle is not available or would be less economical.

EXHIBIT 14 – Chapter 106, Part 7, Ordinance Code
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- (2) If travel is by private motor vehicle, reimbursement is authorized at the rate per mile authorized and recognized by the United States Internal Revenue Service (IRS) pursuant to current IRS rules and regulations. All mileage shall be computed from the constructive point of origin, as provided in [Section 106.704](#), to the point of destination. When possible, mileage shall be based upon the current map of the State Department of Transportation. Vicinity mileage necessary for the conduct of official business may also be reimbursed, when separately stated. If the total mileage from point of origin to point of destination exceeds 400 miles, the mileage reimbursement shall be limited to the lesser of:
- (i) The IRS rate per mile.
 - (ii) The airline common carrier coach fare to the nearest airport for all travelers using the private motor vehicle plus the IRS rate per mile from the airport to the point of destination.

No other reimbursement for expenses related to the operation, maintenance and ownership of a vehicle shall be allowed when a private motor vehicle is used on public business.

- (3) The provisions of this subsection shall be available for travel performed on public business within the city.
- (d) Transportation by a chartered vehicle when traveling on official business may be authorized by the approving authority if it is the most economical mode of travel available.
- (e) All travel by common carrier shall be reimbursed only at the coach fare rate, except that the first-class fare rate is authorized if coach fare is not available, as certified in writing by the common carrier. A reimbursement request for common carrier fare shall be accompanied by the traveler's copy of the ticket or an actual receipt.
- (f) No traveler shall be reimbursed for transportation expenses, either mileage or actual, when he is gratuitously transported by another traveler who is entitled to reimbursement for transportation expenses.
- (g) The following expenses incidental to transportation of the traveler may be reimbursed:
- (1) Taxi fare.
 - (2) Ferry fares, and bridge, road and tunnel tolls.
 - (3) Storage and parking fees.
 - (4) Communication expenses.
 - (5) Reasonable tips for transportation of baggage, as fixed from time to time by the Director of Finance.

(Ord. 77-691-638, § 2; Ord. 80-250-87, § 1; Ord. 83-591-400, § 1; Ord. 91-352-205, § 1; Ord. 91-1149-435, § 1; Ord. 2016-140-E § 16)

Editor's note—

Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

Note—Former § 126.706.

EXHIBIT 14 – Chapter 106, Part 7, Ordinance Code
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Sec. 106.707. Lodging.

Reimbursement is authorized for lodging expense whenever the traveler is reasonably required to be away from the city overnight or, in the case of a traveler who is not employed in the city, away from the location of his residence overnight. Reimbursement requests for lodging expenses shall be accompanied by actual receipts. Lodging shall be reimbursed at the reasonable, actual and necessary expense thereof, not to exceed the single-room rate. A traveler shall select lodging which is the most economical available consistent with the duties being performed.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1)

Note—Former § 126.707.

Sec. 106.708. Meals.

- (a) Reimbursement is authorized for meals for all travelers while in a travel status at the following fixed subsistence rates, or, at the traveler's option, at the amount submitted, not to exceed the following fixed maximum subsistence rates, but in any case only when travel begins before and extends beyond the times specified:
- (1) Breakfast: \$10, when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.
 - (2) Lunch: \$14, when travel begins before 12:00 noon and extends beyond 2:00 p.m.
 - (3) Dinner: \$26, when travel begins before 6:00 p.m. and extends beyond 8:00 p.m., or when travel occurs during nighttime hours due to special assignments.
 - (4) At the option of the traveler, a *per diem* rate of \$50 will be paid for an entire day when travel begins for that day before 6:00 a.m. and extends beyond 8:00 p.m. This per diem rate is in lieu of individual meal allowances and may not be claimed for a day of travel if subsection (b) of this Section applies to that day.
- (b) No reimbursement is authorized for any meal which is made available without specific charge therefor to travelers attending a conference.

(Ord. 77-691-638, § 2; Ord. 81-526-234, § 1; Ord. 83-591-400, § 1; Ord. 2004-604-E, § 1)

Note—Former § 126.708.

Sec. 106.709. Registration fees.

Reimbursement is authorized for registration fees and other expenses incident to the attendance by travelers at conferences.

(Ord. 77-691-638, § 2; Ord. 83-591-400, § 1)

Note—Former § 126.709.

EXHIBIT 14 – Chapter 106, Part 7, Ordinance Code
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Sec. 106.710. Recruitment and relocation expenses.

- (a) An approving authority may approve the payment of recruitment and relocation expenses only for persons being considered for such top-level executive or professional positions as have been defined, approved and to the extent limited by Council resolution and for persons who have been newly hired in such positions but who have not yet become residents of the city. Recruitment expenses may be paid to any such person who is a *bona fide* candidate, including a person who has been offered employment but has not yet accepted such employment, under the regulations in subsection (b) of this Section. Relocation expenses may be paid only to or on behalf of any such person who has been offered and who has accepted employment with the city or independent agency, under the regulations in subsections (c) and (d) of this Section.
- (b) A traveler who is a candidate, as defined in [Section 106.701\(f\)\(4\)\(i\)](#) and qualifies under the criteria of [Section 106.710\(a\)](#); may be reimbursed for round-trip travel, under the provisions and limitations of [Section 106.706](#), from his current place of residence to the city and return, as often as authorized by the approving authority, and such authority may include such candidate's spouse, for the purpose of employment interviews. While in the city for employment interviews, the traveler (and authorized spouse) may receive reimbursement for lodging and meals, under the provisions and limitations of Sections [106.707](#) and [106.708](#). If authorized by the approving authority, the traveler (and authorized spouse) may receive reimbursement for travel within the city, under the provisions and limitations of [Section 106.706\(c\)](#), for the purpose of viewing the city and looking for suitable housing that may be available in the city.
- (c) A traveler who has accepted employment, as defined in [Section 106.701\(f\)\(4\)\(ii\)](#) and qualifies under the criteria of [Section 106.710\(a\)](#), may be reimbursed for the following expenses in connection with relocating in the city:
 - (1) Transportation to seek permanent residence quarters in the city for the traveler and spouse, under the provisions and limitations of [Section 106.706](#), and reimbursement for lodging and meals while traveling to and from the city and while in the city, under the provisions and limitations of Sections [106.707](#) and [106.708](#), for this purpose. Expenses under this paragraph may be allowed for only one round trip.
 - (2) Transportation expenses, under the provisions and limitations of [Section 106.706](#), for the traveler and up to three members of his immediate family from his former place of residence to the city for the purpose of taking up residence in the city.
 - (3) Lodging and meals, under the provisions and limitations of Sections [106.707](#) and [106.708](#), for the traveler and up to three members of his immediate family while en route between his former place of residence and the city. For the purposes of this paragraph, the traveler and each such member of his immediate family shall be entitled to a separate reimbursement under [Section 106.708](#), at either the subsistence rates allowed by [Section 106.708\(a\)\(1\)–\(3\)](#) or the per diem rate allowed by [Section 106.708\(a\)\(4\)](#) for all persons traveling together.

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- (4) The expenses of transporting, packing, crating, temporarily storing, draying and unpacking the household goods and personal effects of the traveler and his immediate family, not in excess of a maximum amount by weight to be specified by the approving authority in advance of the authorization of such transportation. In lieu of such transportation, the approving authority may authorize the traveler who transports a house trailer or mobile dwelling for use as his permanent residence in the city to receive:
- (i) A reasonable allowance, not in excess of \$0.20 per mile, for transportation of the house trailer or mobile dwelling, if the trailer or dwelling is transported by the traveler; or
 - (ii) Commercial transportation of the house trailer or mobile dwelling at public expense, or reimbursement to the traveler therefor, including the payment of necessary tolls, charges and permit fees, if the trailer or dwelling is not transported by the traveler; but in either case payment under this sentence may not exceed the maximum payment to which the traveler otherwise would be entitled under the first sentence of this Section for transportation and temporary storage of his household goods and personal effects.
- (d) An approving authority may pay relocation expenses under subsection (c) of this Section only after the newly hired employee agrees in writing, prior to the authorization of such travel and transportation, to remain in the service of the approving authority for at least 12 months after his employment date, unless separated for reasons beyond his control which are acceptable to the approving authority. If the individual violates the agreement, the money spent by the approving authority for the expenses and allowances authorized under subsection (c) of this Section is recoverable from the individual as a debt due the city or independent agency, as the case may be; provided, that the agreement may provide that the amount recoverable shall be reduced on a periodic basis during the 12-month period.

(Ord. 81-775-491, § 3; Ord. 83-591-400, § 1)

Editor's note—

Res. 82-468-167 and Res. 83-646-206 defined and approved certain positions within the JEA as "top-level executive or professional positions," but limited reimbursements under this Section to no more than five such positions in any fiscal year without further Council approval.

Note—Former § 126.710.

EXHIBIT 14 – Chapter 106, Part 7, Ordinance Code
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Sec. 106.711. Advances.

An approving authority may authorize an advance to cover anticipated costs of travel. The amount of the advance may include estimated costs of transportation, lodging and meals of the traveler and any person transported in the care or custody of the traveler in the performance of his duties subject to final accounting when the travel has been completed. Payment for common carrier fare shall be made directly to the carrier. Payment for lodging shall be made directly to the place furnishing the lodging. Payment for a registration fee shall be made as directed by the sponsor of the conference. A traveler who is provided with a cash advance to cover anticipated costs of travel shall be personally liable for the amount thereof and shall account to the approving authority for the expenditure thereof within five working days after completing the authorized travel; failure to account for the total amount of the cash advance within this time shall be *prima facie* evidence that the traveler owes the entire sum so advanced to the city or agency that made the advance, which may be recovered by a civil action.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1)

Note—Former § 126.711.

Sec. 106.712. Request for reimbursement.

The Director of Finance and Administration shall establish a uniform travel reimbursement form which shall be used by all travelers when requesting reimbursement for traveling expenses under this part. In addition, the Director of Finance and Administration is authorized to consider the special needs of an independent agency and to establish a travel expense reimbursement form that better suits the needs of such independent agency; provided however, the independent agency continues to follow the provisions of this part with respect to travel expense reimbursement. No travel expense shall be reimbursed unless it is requested on the established form and is accompanied by approved authorization to travel required by Section 106.703. Travel expense reimbursements shall be approved prior to payment by the Director of Finance and Administration, as to requests for reimbursement from City funds, and by the Chief Finance Officer or Controller of an agency, as to requests for reimbursement from independent agency (including the Duval County School Board) funds. The approving officer may designate a subordinate to perform this function.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1; Ord. 2001-446-E, § 2, Ord. 2016-140-E § 16)

Editor's note—

Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

Note—Former § 126.712.

EXHIBIT 14 – Chapter 106, Part 7, Ordinance Code
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Sec. 106.713. Fraudulent claims.

Every claim submitted pursuant to this part shall be substantiated by receipt or voucher, shall contain a statement that the expenses were actually incurred by the traveler as necessary traveling expenses in the performance of his official duties and shall be accompanied by a written declaration that it is true and correct as to every material matter. Any person who wilfully makes and subscribes any such claim which he does not believe to be true and correct as to every material matter, or who wilfully aids or assists in, or procures, counsels or advises the preparation or presentation under the provisions of this part of a claim which is fraudulent or is false as to any material matter, whether or not such falsity or fraud is with the knowledge or consent of the person authorized or required to present such claim, shall be guilty of a class D offense. Whoever shall receive an allowance or reimbursement by means of a false claim shall be personally liable in the amount of the fraudulent payment for the reimbursement of the public fund from which the claim was paid.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1)

Note—Former § 126.713.

Sec. 106.714. Travel outside continental United States.

The City and its Independent Agencies are authorized to make reimbursements at double the rates provided in this part for travel expenses incurred outside the continental United States. Any such reimbursements shall remain subject to all other limitations, restrictions and exceptions provided in this part.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1; Ord. 2004-604-E, § 2)

Note—Former § 126.714.

Sec. 106.715. Travel expenses for lobbying.

No appropriation shall be encumbered or expended for travel for the purpose of advocating passage or defeat of state legislation, and no officer or employee of the city or any independent agency shall perform any such travel or advocacy during official duty hours, except:

- (a) As requested in writing by a committee or subcommittee of the Florida Legislature or by the Duval delegation thereto.
- (b) With respect to independent agencies, as approved in advance by the governing body of the independent agency.
- (c) With respect to members or employees of the Council and members or employees of boards appointed by the Council, as approved in advance by the Council or in accordance with its rules.
- (d) With respect to the Mayor and other officers and employees of the city, except as provided in subsection (c) of this Section, as approved in advance by the Mayor or his designee.

(Ord. 77-691-638, § 2; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1)

EXHIBIT 14 – Chapter 106, Part 7, Ordinance Code
(Page 10 of 10)

Sec. 106.716. Reimbursement to Duval County legislative delegation coordinator and secretary.

The Director of Finance and Administration is authorized to make reimbursement to the Coordinator and Secretary of the Duval County legislative delegation at the per diem and travel rates established by the Joint Legislative Management Committee of the Legislature, notwithstanding the rates authorized by Sections 106.706, 106.707 and 106.708.

(Ord. 79-1363-684, § 1; Ord. 80-1138-577, § 1; Ord. 81-775-491, § 2; Ord. 83-591-400, § 1, Ord. 2016-140-E § 16)

Editor's note—

Ordinance 2007-839-E, § 18, authorized updated department/division names pursuant to reorganization.

Note—Former § 126.716.

VI. OFFICE SUPPLIES, ADVERTISING, MAIL OUTS, STATIONERY, & BUSINESS CARDS

A. Procedures for Ordering Supplies

(Page 1 of 2)

ORDERING SUPPLIES, EQUIPMENT, & SERVICES PROCEDURES AND REQUIREMENTS

Rev. January 1, 2018

The following procedures have been established to ensure all that requests are processed in compliance with the Purchasing code and other applicable laws.

ADMINISTRATIVE PROCEDURES

The Administrative Assistant II is responsible for maintaining the inventory of standard office supplies, which includes ordering all office supplies and equipment, both standard and special orders. Other employees do not have the authority to purchase any goods or enter into any agreements for services that would result in cost to the Office of City Council.

Office Supplies

Office supplies are located in the Copy/Supply Room in Suite 425 near the Director's Office. The Supply Room is stocked with standard office supplies such as paper, pens, folders, envelopes, ink cartridges, etc. Special orders to meet an individual's personal preference (for a different brand or type than what is already provided) are not accepted. However, special order items do include items like calendars, trash cans, scissors, desk trays, etc. (items needed on an individual basis that are not routinely stocked) and are ordered upon request, subject to approval by the Council Director.

To request specific supplies that are not stocked in the supply room, please refer to the current office supply catalog (issued to each Executive Council Assistant) to locate the item(s). Send a detailed email to Administrative Assistant II, Nancy Carlos, that includes the item description, item number, page number, price, quantity needed, and brief explanation of need. In the absence of the Administrative Assistant II, supply requests are accepted by the Chief of Administrative Services.

Equipment

Employees are provided with standard office equipment such as computers, printers, monitors, and telephones. Requests for equipment not provided must be approved in advance by the Council Director. Employees are not authorized to remove equipment or supplies from the City Council offices without approval from the Council Director.

Services

To report issues or to request assistance with computers, printers, telephones, or recording equipment, contact one of the City Council's IT Staff, Steve Cassada or Louie Marino. In most cases, the Office of City Council can meet the need internally, thereby reducing costs associated with outside sources. If an employee requires service from an outside entity, a request stating the specific need must be made to the Council Director.

A. Procedures for Ordering Supplies

(Page 2 of 2)

Mass Mailings & Other Projects

Copiers and printers located in the City Council suites are intended for small print jobs and are not to be used for large projects. Large projects, defined as more than 50 one-sided black & white pages or more than 25 one-sided color pages, should be sent via email to the Copy Center at COPYCENTER@coj.net to request a quote for the cost of supplies and services (see *POLICY AND PROCEDURES FOR USING CENTRAL COPY CENTER SERVICES* attached). Cheryl Brown, Council Director, and Laura Dyer, Executive Administrator must be copied on the email so that verification of available funds and approval can be accomplished on the same email thread. The Copy Center is not authorized to perform any services without first having the approval of the Council Director.

Internal city services, like the Copy Center, charge the cost of their supplies and services to the requesting department's budget. District Council Members are allocated a specific amount each fiscal year for large print jobs and postage. The fiscal year allocation is determined during the Budget preparation process for the following fiscal year. At-Large Council Members receive no allocation, but may request approval from the Council President for specific projects. The City Council policy and procedures for mass mailings, large print jobs, and other projects is attached to this section.

- Effective October 1, 2017, District Council Members are allocated \$1,000 per fiscal year and At-Large Members have no allocation. However, if an At-Large Council Member requires printing and/or mailing services, the Council President may authorize the expenses.

The Office of City Council uses standard 4.25" x 6" cards for large mailings. These cards are ordered upon request and are most commonly used for Community Meeting notices. Any other form of mass mailing, including the use of envelopes, requires special approval by the Council Director. (See example)

EXHIBIT 15 – Copy Center Services Policy and Procedures

POLICY AND PROCEDURES FOR USING CENTRAL COPY CENTER SERVICES

1. The Copy Center will perform print/copy/assembly/mailing jobs for Council Members. Prior approval by the Council Director for each job is required and expenses are monitored to ensure no Council Member exceeds their annual allocation. Although this does not include routine mail, mass mailings (more than 25 pieces of mail), packages, and large print jobs (more than 50 one-sided black & white pages or more than 25 one-sided color pages) require prior approval by the Council Director and will be processed by the Copy Center. The printers located in the Council suites are not to be used for large print jobs.
2. A request form will be initiated by the Executive Council Assistant (ECA) for any services requested by their Council Member. This includes requests for all services, i.e. printing, copying, assembling, binding, and mass or bulk mailing. The request is submitted via email (request form attached) to the email group COPYCENTER, as well as Cyndi Miller, Cheryl Brown (Council Director), and Laura Dyer (Executive Administrator).
3. Once a request for services has been received by the Copy Center, a cost estimate for each job (including postage if associated with print job and/or it exceeds 25 pieces of first class mail) will be provided to the Executive Administrator to determine funding availability and to the Council Director for consideration, prior to the commencement of any services performed.
4. The Copy Center is not authorized to perform any services for Council Members or their ECAs (including but not limited to those services specified in #2 above) without approval from the Council Director.
5. Services for Council Members will be charged to internal services accounts for index code **CCDE011AD**. The Executive Administrator will maintain account balances to ensure that no Council Member exceeds their annual allocation and that funds are available.
6. Expenses for the Value Adjustment Board will be charged to **CCCS011**. The Value Adjustment Board staff will be responsible for notating the VAB index code for all services requested. Expenses for the Tourist Development Council will be charged to **CCTD132AD**. The Executive Director for the TDC will be responsible for notating the TDC index code for all services requested.
7. Employees from other departments, including but not limited to the Council Auditor's Office and Office of General Counsel, are not authorized to charge any services to the City Council's budget, without prior approval by the Council Director.

The Copy Center will continue to process requests for routine services by Administrative Services, Legislative Services, Research, and the Office of Director, with or without the Director's signature. These expenses will continue to be billed to **CCSS011AD** (the operational budget for the City Council).
REQUEST FOR SERVICES FORM ATTACHED

EXHIBIT 16 – Copy Center Services Request Form

REQUEST FOR COPY CENTER SERVICES CCDE011AD

	REQUESTOR NAME	ID BADGE NUMBER	COUNCIL MEMBER	PROJECT DESCRIPTION	QUANTITY	DATE NEEDED
1						
2						
3						
4						

Requestor's Signature

Date

Council Director or Designee

Date

COPY CENTER COST ESTIMATE

Cost for Printing/Assembling:

Postage Cost:

+

Total Cost:

Date Expense Approved
(via email or signature)

F:\EXCEL\FORMS\Accounting Forms\COPY Center Request Form.xlsx

B. Procedures for Advertising

ADVERTISING PROCEDURES AND REQUIREMENTS

The following procedures have been established to ensure that all advertising for meetings and other City Council events is processed in compliance with the Purchasing Code:

ADVERTISEMENTS

Approval

Council Members may request that their community meetings be advertised in The Florida Times Union (and other newspapers upon request). All advertising must be submitted to the Chief of Administrative Services in order to be placed. Neither Council Members, nor Executive Council Assistants are permitted to place their own ads.

Specifications

It is the requesting staff member's responsibility to specify which newspaper and to ensure that all of the information in the ad is correct including spelling, dates and times, and location. The document(s) must be initialed by the staff member indicating their approval prior to the placement of the ad.

The standard size for ads will be 3" x 5". Requests for ads in other sizes must be approved by the Director.

When advertising in The Florida Times Union, the ad will be placed in the Community Paper section. Requests for ads to be placed in other sections require the Director's approval.

EXHIBIT 17 – Example of Mass Mailing Post Card

