

## Tampa Sports Authority

### **POLICY: EMPLOYMENT**

**Number: 2**  
**Replaces: 3, 7, 8, 11, 16, 20, 23**  
**Effective: 9/1/11**  
**Revised: 9/1/11**

**Policy Statement:** This policy applies to all full-time employees and may apply to some Part-time employees based on job classification and/or hours worked. Part-time employees with questions relating to which policies apply to their employment should contact Human Resources for clarification. This policy does not apply to seasonal employees who work for events.

#### **A. Equal Employment Opportunity**

1. The Authority is committed to equal employment opportunity in matters of recruitment, employment, training, promotions, transfers, layoffs, wages, benefits and discipline. The Authority does not discriminate in violation of federal, state or local law, and prohibits discrimination against any person on the basis of, race, color, gender, age, religion, national origin, , marital status, disability, veterans status or any other characteristic protected by applicable law.
2. Disability Notification - If you are an individual with a disability and you desire an accommodation of any kind, please notify the Human Resources Manager in writing. We will be happy to discuss what can be done to assist you. The Authority will make accommodations that do not pose an undue hardship.

#### **B. Pre-Employment Screening**

1. Background Checks: All applicants for full or part-time employment with the Authority are asked to sign a release form authorizing the appropriate background checks.
  - a. Any applicant who refuses to sign a release form is no longer considered eligible for employment.
  - b. The background check will include verification of information provided on the completed application for employment or resume.
  - c. Information to be verified includes, but is not limited to, social security number, and previous addresses.
  - d. The Authority will also conduct an employment verification and criminal record check. If a conviction is discovered, a determination will be made whether the conviction is related to the position for which the individual is applying or would present safety or security risks before an employment decision is made.
  - e. Additional checks such as a driving record, credit report, credentials or education verifications may be made on applicants for particular job categories if appropriate and job related.

- f. If an applicant is denied employment wholly or partly because of information obtained in a background check conducted by the Authority vendor, the applicant will be informed of this and given the name, address and phone number of the vendor to contact if he or she has specific questions about the result of the check or wants to dispute its accuracy.
2. Any applicant who willfully provides misleading, erroneous or deceptive information to the Authority on an employment form, resume, or in a selection interview is immediately eliminated from further consideration for employment with the Authority, and is not eligible to re-apply for employment with the Authority.
3. The Authority will use the following procedures when completing Pre-Employment Screenings:
  - a. First Check:
    - i. The Authority will validate an applicant's social security number. The Authority complies with the federal Immigration Reform and Control Act and hires only persons lawfully authorized to work in the United States. The law requires that all employees submit documents at the time of hiring which establish both identity and employment authorization, or produce evidence you have applied for such documentation, within three days of hire. If your documentation has not been provided to the Authority within 3 days, your employment will be terminated. If your work authorization has an expiration date, it is your responsibility to get it renewed or extended before that date.
    - ii. If the applicant's social security is not valid, was issued before the applicant was born or belongs to someone the Social Security Administration says is listed in its deceased person's file, the applicant will be given a chance to produce proof of the validity of their Social Security number before the hiring process ceases. Should this situation arise, the Authority will suggest that the applicant contact their local Social Security Office for a Form SS-5 for a proper social security number.
  - b. Name Link:
    - i. A name Link report will be conducted on each applicant. This report will help provide previous addresses of the applicant and is intended to reveal any discrepancies in information provided by the applicant. The following characteristics may be subject to rejection for employment by the Authority;
      1. A name Link report for an applicant details names other than those listed on an application or resume.
      2. A name link report reveals places of residency that the applicant did not disclose on his/her application.
  - c. Criminal History:
    - i. All applicants are required to disclose on the employment application if they have been convicted of, plead nolo contendere or guilty of a felony. If they have, they are required to describe the situation on the application. The applicant will be rejected if the applicant discloses or if a criminal history reveals that the applicant has;
    - ii. Any felony conviction in the last 7 years. However, exceptions may be considered in truly unusual cases where the conviction does not reflect upon the applicant's suitability for employment.

d. Previous Employment Reference Check:

i. Information obtained from checking references is used to:

1. verify the accuracy of employment;
2. verify and/or identify job-related accomplishments, skills, abilities and characteristics that help establish the applicant's qualifications for employment; and
3. determine, evaluate, and ensure the applicant's overall suitability for the position in question.
4. The following characteristics may result in rejection for employment by the Authority:
  - Dates of employment SIGNIFICANTLY disagree with information given on the applicants.
  - Job titles/duties SIGNIFICANTLY disagree with what was given by the applicant.
  - Reason for termination SIGNIFICANTLY differs from what was given by the employer.
  - The previous employer indicates unsatisfactory performance, attitude or behavior.

e. Driving Records:

- i. An applicant's driving record is very important to the Authority. All necessary applicants will have a motor vehicle background check completed on them.
- ii. Any instance of any one of the following events or combination of events in the past 12 months may be reason for disqualifications:
  - Suspended license
  - Driving Under the Influence charge
  - Revoked license
  - Maximum amount of points allowed in a state.

**C. Americans With Disabilities Act (ADA)**

1. In 1992, the federal government passed a set of laws designed to protect individuals with disabilities from discrimination. This law is known as the Americans with Disabilities Act (ADA).
2. The Authority strives to comply with the ADA and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. The Authority will reasonably accommodate qualified individuals with known disabilities protected under the law unless making the reasonable accommodation would result in an undue hardship. Applicants or employees with questions about disability discrimination in the workplace or concerns regarding a reasonable accommodation should contact their immediate supervisor or follow the reporting procedures identified

in section I(4) of this policy. An individual with a disability should be prepared to discuss the reasonable accommodation needed to perform the essential functions of the individual's job. The Authority will then work with the individual to identify any barriers that make it difficult for the applicant or employee to perform the essential functions of the job and to identify possible reasonable accommodations, if any, that will help eliminate or mitigate the limitation. An individual's medical information is confidential. Reasonable precautions will be taken to protect medical information from inappropriate disclosure. Anyone inappropriately disclosing medical information is subject to disciplinary action, up to and including termination of employment

3. Tampa Sports Authority management and staff have instituted a comprehensive ADA plan designed to focus on the overall satisfaction for guests with disabilities. Individuals who would like to review our ADA guide may review a copy at the Administrative Office reception desk.

#### **D. Employee Conduct**

- i. When you are on duty, you not only represent the Tampa Sports Authority but you also represent our tenants, Hillsborough County and the City of Tampa. The Authority's success is based on our staff's ability to promote a friendly, high quality service environment. In dealing with guests, you are expected to always treat them with respect, courtesy and politeness. Often you may possibly be the first experience many guests have with the Authority and it is imperative that you attempt to make their experience a good one they won't soon forget. Be aware that not every guest may be happy no matter how good the service you provide. If you have a problem and a guest becomes abusive, attempt to diffuse the situation. If a problem persists, contact your direct supervisor or a departmental manager/director for assistance.
- ii. Authority employees should strive to demonstrate a thorough knowledge of their position. Employees should have a proficient knowledge of the following:
  - Authority policies and procedures
  - Positive guest services skills
  - Authority Mission Statement, goals and objectives
- iii. Violations of the policies outlined in this manual including the conduct listed below may result in progressive disciplinary actions, up to and including termination:
  - Eating, smoking, drinking (bottled water in an approved container may be permitted) while in public areas during events.
  - Unexcused Absences.
  - Insubordination.
  - Fighting, threats of violence, gambling, theft or participating in any illegal activities.
  - Acting in an unprofessional manner, i.e. goofing around, sleeping on the job, inattention, foul language, abusive to guests.
  - Smoking in non-designated smoking areas of Authority managed facilities.
  - Leaving the building or your assigned area without your supervisors' approval.
  - Loitering in locker-rooms, backstage or in other restricted areas during events.
  - Failing to conform to the Authority dress policy.
  - Accepting or asking for gratuities or tickets.
  - Falsification of official documents including but not limited to employment applications, HR documents, invoices, time sheets, time cards, and other paperwork.
  - Punching in or out with other employee ID badges.
  - Modifying punch times without your direct supervisors approval.

- Reporting to work under the influence or drinking alcoholic beverages or using illegal drugs while on duty.
  - Using careless or unsafe practices.
  - Operating equipment in an unsafe or careless manner including careless use of radios and keys.
  - Possession of a weapon of any kind, except a legally owned and lawfully possessed firearm locked inside the employee's personal motor vehicle in the Authority's parking lot when the employee is lawfully on Authority's premises, as detailed in this policy below.
  - Deliberate or careless damage to the Authority's your fellow employee's or guests/customers' property.
  - Personal or other unauthorized use of Authority property, premises or personnel.
- iv. All Authority employees are responsible for reporting the following incidents to their direct supervisor:
- Any emergency situation (medical, fire, etc).
  - Damage to Authority property/equipment.
  - Theft of Authority property/equipment.
  - Unsafe conditions or activity involving Authority property/equipment, i.e. broken or damaged sidewalks, water or oil on floor, escalator malfunctions, wires/cords across aisles, etc.
  - Unsafe conditions or activity involving events or the guests attending events in our facility, i.e.. Emergency exits blocked, crowd control problems, etc.

## **E. Code of Ethics**

1. Tampa Sports Authority representatives must act in a completely trustworthy manner and avoid even the appearance of a conflict of interest if they are to gain and keep public confidence. In addition, Florida Statute 112.313 establishes a mandatory Code of Conduct for public officers and employees. Employees should contact Tampa Sports Authority's Administration Department if they have any questions whatsoever about the propriety of any contemplated action.
2. No Authority representative shall solicit or accept anything of value to the recipient such as a gift (including Christmas gifts), favors, loans, rewards, promises of future employment, preferred service, benefit, or concession that would reasonably tend to improperly influence him or her in the discharge of their official duties or give the appearance of improperly influencing him or her.
3. No Authority representative shall use or attempt to use his or her position, or any property or resource under their care or trust, or perform their duties to secure special privileges, benefits, or exemptions for themselves or others, except as may be provided by policy and/or law.
4. No Authority representative shall accept employment or engage in any business or professional activity which he or she might reasonably expect would require or induce them to disclose confidential information acquired by them by reason of their official position.
5. No Authority representative shall disclose or use information not available to members of the general public and gained by reason of his or her official position for their personal gain or benefit or the personal gain or benefit of any other person or business entity. This includes but is not limited to emails, correspondence, personnel files, HR files, payroll records, etc.
6. No Authority representative shall transact, or solicit to transact, any business in his or her official capacity with any business entity of which either they, their spouse, or their child is an officer, director, agent, or member, or in which either they, their spouse, or their child owns a financial interest, or otherwise has any material interest therein, nor shall an employee, acting in a private capacity, transact or solicit to transact any business with Tampa Sports Authority or it's various departments.

7. No Authority representative shall have personal investments in any enterprise which would reasonably create a conflict between his or her private interests and the public interest.
8. No Authority representative , their spouse, or their minor child shall, at any time, accept any compensation, or payment when such employee knows or, with the exercise of reasonable judgment should know, that it was given to influence a vote or other action in which the employee was expected to participate in their official capacity.
9. No Authority representative shall have or hold any employment or contractual relationship with any business entity or agency which is subject to the regulation of any part of Tampa Sports Authority in which the employee has authority or responsibility.
10. No Authority representative shall have or hold any employment or contractual relationship that will create any nature of conflict between his or her personal interests and the performance of his or her duties, or that would in any way impede the full and faithful discharge of their duties.
11. No Authority representative shall have any interest, financial or otherwise, in any business transaction or professional activity which is in conflict with the proper discharge of his or her duties in the public interest.
12. Authority board members and the Executive Director are required to file financial disclosure forms under State law. Where required, employees are required to file such disclosure forms in a timely and accurate manner.
13. Managers and supervisors shall not engage in any kind of financial transaction with a subordinate, whether at or away from work. This includes both borrowing and lending money, buying or selling vehicles or other personal property, renting apartments or homes, employing a subordinate to perform work not related to the Company's business either during or after work hours, etc. Any exception to this rule must be approved in writing in advance by the Executive Director.
14. Any board member or employee who is uncertain about the propriety of either accepting an offered gift or entering into a contemplated business investment or relationship should contact the Authority's Executive Director or General Counsel for guidance. Alternatively, employees may document the full circumstances of the action being contemplated and request a formal opinion from the State of Florida Commission on Ethics in Tallahassee, Florida. In such cases, copies of the request and resulting opinion(s) should be provided to the employee's department director and Executive Director prior to engaging in the activity in question.

#### **F. Dress Policy**

1. Appearance, including dress and grooming, play an important role in how the public perceives the Tampa Sports Authority. All employees of the Authority are required to adhere to minimum standards concerning dress while on duty based on the specific duties and work locations assigned to each employee.
2. Management reserves the right to establish and modify reasonable rules of dress. If Authority management identifies that an employee's attire or appearance is unacceptable, the employee will be advised by the supervisor and coached on acceptable dress standards.
3. Employees are permitted to wear cologne and perfume in moderation. Management reserves the right to restrict the use of these products at any time.

4. If management determines that an employee's attire is inappropriate, the employee may be asked to leave the workplace (unpaid for non-exempt employees) and may not be authorized to return until properly attired. Employees violating the guidelines outlined in the dress policy, who fail to maintain their uniforms, or continually violate acceptable dress standards are subject to progressive disciplinary action, up to and including termination.
5. Please remember that your appearance contributes to the public's impression of you and the Authority. It is important that we, as Authority employees maintain a professional image at all times. Employees are required to meet the following minimum appearance standard:
  - a. Non-Uniformed Employees: Non-uniformed employees, when working in public areas, will be subject to a higher standard. Clothing should be clean and neat in appearance and should not interfere with the performance of the employee's duties. Pants are to be worn at waist level and no undergarments should be visible at any time. On event days (7 days a week at the golf courses) when the facilities are open to the public, all non-uniformed employees are required to meet the minimum standard of dress that is outlined within your department manual.
    - i. Unacceptable Dress during non-event days:
      1. Maintenance/Cart Barn Staff: Examples of unacceptable dress include, but are not limited to, jeans, clothing and footwear that is torn, faded, or dirty (except while completing required job assignments) and /or clothing that contains obscene, absurd, political and/or pejorative messages or pictures, plunging necklines (revealing cleavage), visible body piercing (except for earrings), extreme hair colors, styles (i.e. Mohawk) and spiked hair. Athletic shorts and tank tops are also unacceptable.
      2. Office/Clubhouse Staff: Examples of unacceptable dress include, but are not limited to, jeans, clothing and footwear that is torn, faded, or dirty and /or clothing that contains obscene, absurd, political and/or pejorative messages or pictures, plunging necklines (revealing cleavage), visible body piercing (except for earrings), extreme hair colors, styles (i.e. Mohawk) and spiked hair, Athletic shorts, tank tops, form fitting clothing that is revealing in nature, skirts higher than 4" above the knee, jogging suits and T-shirts. Exceptions may be made by a supervisor when an employee is completing a job assignment which is dirty or requires physical labor.
  - b. Uniformed Employees: Each department has specific dress requirements for their uniformed employees. Please refer to your department manual for specific uniform requirements within your specific department.
6. In the event of extended absences (over 30 days), uniforms must be turned in. When the employee returns to work, the uniforms will be reissued.
7. When employment terminates, the employee is responsible for returning all uniforms. Failure to return uniforms will result in deduction of uniform cost from final paycheck.

## **G. Nepotism/Anti-Fraternization**

1. Decisions about hiring, promoting, evaluating, awarding salary increases, and terminating employees are based on qualifications for the position, ability, and performance. Every attempt is made to avoid favoritism, the appearance of favoritism, and conflicts of interest in employment decisions.

2. To ensure that all Authority employees are treated fairly and to minimize situations where individual interests might conflict with Authority interest, the following employment relationships are prohibited:
  - a. Supervisory/subordinate relationships between immediate family members as defined below;
    - i. A supervisor having authority over an employee with who he or she is engaged in a romantic or sexual relationship; and
    - ii. A supervisor having authority over someone with whom he or she lives or shares living quarters, even in a non-romantic relationship.
3. Employment of family members of the Board of Directors or employees, whether it is in a supervisor/subordinate situation or family members working with the same unit/section, can cause various problems, including charges of favoritism, conflicts of interest, family discord, and scheduling conflicts that work to the disadvantage of both the Authority and its employees.
4. The Authority may not hire, appoint, employ, promote, advance, or advocate for such action, immediate family members (as defined below) if the employment would create a supervisor/subordinate relationship with a family member, have the potential for creating an impact on work performance and/or evaluation, and/or create either an actual conflict of interest or the appearance of a conflict of interest (e.g., two family members working within the same unit/section).
5. This policy also applies to other conflicting relationships anticipated to be established and/or consisting of: romantic relationships, fiancés and fiancées, live-in significant others and non-romantic live-in partners. In limited circumstances, the Executive Director may waive this policy, after receiving a written recommendation from a department director, if it is in the best interest of the employees and the Authority, ex. Interns are hired annually and for economic reasons many choose to share a residence.
6. Although the Authority will not attempt to regulate employee relationships, the Authority prohibits romantic situations between employees who are in any type of supervisory work relationship. This is in addition to the existing Authority policy prohibiting sexual harassment. It is the responsibility of the supervisor and the subordinate employee to bring the matter to the attention of the Human Resources Manager and the Department Director or next highest supervisor, and failure to do so may result in disciplinary action, up to and including termination.
7. The Authority may choose to but shall not be required to reassign an employee in such a relationship to another job, if available.
8. The following procedures will be followed when addressing Nepotism/Anti-Fraternization policy violations:
  - a. This policy must be considered when taking any personnel action and can be used as the reason to grant or deny any personnel action.
  - b. As soon as a current employee becomes aware that a family member or other relationship intends to apply for a position within their department, the employee must immediately remove himself/herself from the entire hiring process and declare their relationship in writing to their immediate supervisor.
  - c. If current employees working in the same department become family members or otherwise related (e.g., changes in familial relationship or change in work relationship), thereby causing a conflicting relationship, they must notify the Department Director, supervisor, and Human Resources Manager immediately.

- d. Both the supervisor of the employee involved in another relationship (as defined above) and the employee involved with the supervisor must notify their Department Director after a violation of this policy begins. If this is not appropriate, the employees must notify the next higher level in the management chain of command.
- e. In both cases (change in family member status/involvement in another relationship), the employees may be given up to 90 days as determined by the Department Director in coordination with the Human Resources Department for one of them to locate other employment, within or outside the Authority. Upon notification, the Department Director in consultation with Human Resources shall take action to ensure this violation does not continue. If no resolution has been achieved within the identified periods, but no later than 90 days from reporting, the Authority, in its sole discretion, will resolve this matter.

9. Nepotism/Anti-Fraternization Definitions:

- a. Family members: Shall include the following relationships, whether established by blood, marriage, or other legal action: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, and half-sister.
- b. For the purposes of this policy, Immediate Family Members shall also include domestic partners (whether legally recognized or not) and all of the above-mentioned relations of the domestic partner as if the domestic partner were the employee's spouse.
- c. Other relationships: Shall include the following: Domestic Partner which is defined as an adult (same or opposite sex) who lives with the employee in an exclusive, committed relationship, whether legally recognized or not; Non-romantic partner which is defined as an adult (same or opposite sex) who lives or shares living quarter with the employee even though it is a non-romantic relationship; fiancée/fiancé; and those employees who would be defined as engaging in an on-going consensual romantic or sexual relationship.

## **H. Harassment**

1. The Authority is committed to providing a workplace free of protected status harassment. The Authority prohibits and will not tolerate the harassment of any Authority employee or applicant because of race, color, gender, age, religion, national origin, marital status, disability, veterans status or any other characteristic protected by applicable law. This policy also prohibits protected status harassment against any third party entities with whom Authority employees come into contact as a result of their employment. Any form of prohibited harassment will be treated as a disciplinary matter and may result in appropriate disciplinary actions, up to and including termination.
2. This prohibition includes all forms of protected status harassment at all levels of employment with the Authority, including supervisors and management, throughout the workplace. Thus, this policy is equally applicable to supervisors and managers employed by the Authority.
3. Examples of prohibited harassment include use of racial (color), sexist, ageist, religious, ethnic (national origin), marital status, disability, veterans/military status epithets or other derogatory words or actions. Examples of behaviors that can constitute prohibited harassment include, but are not limited to unwelcome or unwanted:

- a. Offensive jokes, slurs, profanity, epithets or name calling, intimidation, ridicule or mockery, insults or put-downs;
- b. Written or graphic material, including calendars, email, cartoons, drawings, pictures, and internet material which denigrates or shows hostility or aversion toward an individual or group because of his/her membership in a protected group;
- c. Sexual advances, including leering, sexual gestures, propositions, sexual talk, graphic commentary on an individual's body or clothing, and sexual innuendo;
- d. Any verbal or physical conduct of a sexual nature that may threaten or insinuate either explicitly or implicitly that any employee's submission to or rejection of sexual advances or favors will in any way influence any decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.
- e. Offensive physical contact including assault, physical threats unwanted touching, pinching or groping, blocking normal movement or interfering with an employee's ability to perform his or her job.
- f. Prohibited harassment also includes harassment of Authority employees (in connection with their work for the Authority) by non-employees – including visitors, customers and vendors. If you feel that you are being harassed by a non-employee, you should immediately report the conduct as described by this policy.
- g. If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, ask your Supervisor, or his or her manager, or contact the Human Resources Department.
- h. This policy is not intended to limit or constrain the employer's right to manage employees in a manner consistent with applicable laws. For example, work assignments, performance reviews, coaching, work evaluation and disciplinary measures taken by a manager or supervisor, in good faith for valid reasons and in a non-discriminatory manner, do not constitute prohibited harassment. This policy will not, under any circumstances, be used to impede the supervisory relationship, nor is it intended to inhibit normal social interaction in the workplace. This policy delineates some unacceptable behavior, but does not modify any other rights or obligations placed on supervisors and managers in the performance of their duties.

#### 4. Reporting Harassment

- a. The Authority will not tolerate prohibited harassment, but can only address conduct it knows about or which is reported. The following procedures will be followed when addressing suspected harassment:
  - i. Because of the nature of harassment, things that may be offensive to one employee may not be offensive to another. In addition, harassment can sometimes take subtle forms and may not occur in front of witnesses. Therefore, it is your right and your responsibility to speak up when you see or experience something that you feel is out of line – even if others may not.
  - ii. The Authority encourages employees who believe they are being harassed to promptly notify the offender that his or her behavior is unwelcome. Notifying the offender, however, is not a required first step. If, for any reason, an employee does not wish to

confront the offender directly, such a confrontation does not successfully end the harassment, or if the offender retaliates against the employee, the employee should promptly report the conduct as detailed below.

- iii. All employees must report incidents they believe are or may be violations of this policy, *immediately* to their supervisor, Department Director, the Human Resources Office at (813)350-6521, or anyone else in management with whom the employee is comfortable. This reporting obligation extends not only to the employee subjected to the harassment, but also to any employee affected by the conduct and any employee witnessing or learning of conduct which is reasonably believed to be prohibited harassment. Employees are urged to immediately report suspected harassment so that the Authority can promptly investigate the report and immediately take any appropriate prompt remedial action to stop the harassment and punish the offender(s). Employees will not be penalized or punished for reporting, in good faith, suspected harassment reasonably believed to violate this policy. Any employee who intentionally fails to report, discourages another employee from reporting, or harasses, penalizes or retaliates against an employee for reporting suspected harassment or discrimination will be subject to disciplinary action up to and including termination.
- iv. Supervisors or managers who witness, learn of or receive a report of suspected harassment must inform the Human Resources Office, even if the reporting employee asks that the conduct not be reported or investigated.
- v. All reported allegations of harassment will be investigated promptly. The investigation may include individual interviews with the complaining employee, the accused offender involved and, where necessary, the individuals who may have observed the alleged conduct or may have relevant knowledge.
- vi. The Authority cannot guarantee confidentiality. If an investigation is warranted, the Authority will handle the complaint and the investigation with sensitivity and, to the extent practical and appropriate under the circumstances, confidentiality will be maintained throughout the investigation process. The investigation will be completed as soon as reasonably practicable. A summary of the results of the investigation will be communicated to the complaining or reporting employee(s) and to the accused offender.
- vii. If the Authority determines an employee has made a complaint in bad faith, or has knowingly provided false information regarding a complaint, disciplinary action may be taken against the employee, up to and including termination of employment. This statement is not intended to discourage employees from coming forward with any complaints. The Authority recognizes and expects that some claims may be difficult to prove or support, or may not in fact be found to rise to the level of seriousness deemed necessary to constitute prohibited harassment. These are not the types of complaints which are considered to be bad faith.. Rather, anyone found to have purposefully and intentionally brought allegations which he or she knows or reasonably should know to be untrue will be deemed to have made a bad faith complaint, and will be subject to immediate disciplinary action, up to and including termination of employment.

b. Remedial Actions

- i. Engaging in Harassment - Any employee who engages in conduct determined to be prohibited harassment, or who encourages such conduct by others, shall be subject to discipline for violations of the Civil Service Rules and Human Resources policies, up to and including termination from employment.

- ii. Allowing Harassment to Continue or Failing to Respond - Managers and/or supervisors who allow prohibited harassment to continue or fail to take appropriate corrective action upon becoming aware of the harassment may be subject to discipline for violations of Civil Service Rules and Human Resources policies, up to and including termination from employment.
- iii. Appropriate Remedial Action – Prohibited harassment will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling, and disciplinary actions such as warnings, reprimands, withholding of promotion or pay increase, reassignment, temporary suspension without pay, compensation adjustments, or termination, as the Authority may believe appropriate under the circumstances.
- c. Retaliation Prohibited - Retaliation is an adverse action taken against an employee because the employee has in good faith reported suspected harassment or discrimination or assisted the Authority in the investigation of a report of suspected prohibited harassment or discrimination. Retaliation is a unlawful, is prohibited by this policy and will not be condoned.
  - i. For example, employees cannot be punished for giving a truthful statement to the Authority during the course of its investigation into suspected prohibited harassment or unlawful discrimination. Adverse action may include, but is not limited to: demotion, discipline, firing, salary reduction, negative evaluation, and change in job assignment or change in shift assignment, such acts as refusing to recommend an employee for a benefit for which he or she qualifies, spreading rumors about the employee, encouraging hostility from co-workers and escalating the harassment.
  - ii. Supervisors and managers are prohibited from taking any adverse action against an employee because that employee has, in good faith, reported, assisted in the investigation of or opposed prohibited harassment or discrimination.
  - iii. Employees should immediately report incidents they believe to be retaliatory to the Human Resources Office at (813) 350-6521.

## 5. Harassment Policy Definitions

- a. For the purposes of this policy, the following terms and definitions are applicable:
  - i. Protected Status and/or Protected Group - Any group protected by anti-discrimination laws or ordinances. The antidiscrimination laws and ordinances protect individuals from unlawful discrimination because of race, color, gender, age, religion, national origin, marital status, disability, veterans status or any other characteristic protected by applicable law.
  - ii. Prohibited Harassment - Prohibited harassment is defined as unwelcome or unsolicited verbal, physical or sexual conduct that interferes with an employee’s job performance or which creates an intimidating, offensive or hostile work environment. Harassment becomes prohibited where: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an employee’s employment and/or submission or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or (2) the conduct is severe or pervasive enough to create an intimidating, hostile, or abusive work environment in the eyes of a reasonable person.
  - iii. Workplace - The workplace includes but is not limited to the physical work site, washrooms, cafeterias, training sessions, business travel, conferences, work related

social gatherings, or worksite, etc. (“Workplace” is an expansive term for Authority employees and includes activities both during and after hours, if work related)

- iv. Non Employees - Non-Employees include, but are not limited to, contractors, their employees and agents; vendors of goods and services to the Authority, their employees and agents; customers, including applicants for Authority employment or services; visitors to Authority places of work; and persons performing volunteer service with the Authority.

## **I. Drug Free Workplace**

1. The Tampa Sports Authority recognizes that employees are its most important resource and that the safe and efficient functioning of the Authority is directly related to the individual performance of each and every employee. The Authority's policy is to maintain a work force free from use of illegal drugs and abuse of alcohol or other substances on the job.
2. Policy Statement: The Authority acknowledges that illegal drug use and the abuse of alcohol and prescribed drugs has been an increasing problem affecting all areas of society. The Authority has, therefore, established a Drug-Free Workplace Plan. The purpose of this policy is to provide a healthy, safe, productive and secure work environment for all our employees, including salaried, exempt, non-exempt, hourly, part-time, seasonal, temporary or other. This plan is consistent with all Florida State and Federal Laws, including Florida Public Sector Drug-Free Workplace Act (F.S. 112.0455), Drug-Free Workplace Program Requirements, the Agency for Health Care Administration (AHCA), Drug-Free Workplace Standards, and the Federal Drug-Free Workplace Act.
3. Prohibitions: As a condition of employment and continued employment, employees shall not report to work, conduct business on behalf of the Authority, operate Authority vehicles or machinery or otherwise work for the Authority (anywhere) with the presence of illegal drugs (or lawfully taken prescription drugs above the prescribed amount) in their body or under the influence of alcohol. Employees are, therefore, prohibited from the following:
  - a. Using, possessing, selling, distributing, soliciting, dispensing or manufacturing illegal drugs both on and off the job. Illegal drugs found on Authority property may be turned over to law enforcement for further investigation and/or prosecution.
  - b. Reporting for work or performing work impaired or under the influence of illegal drugs or alcohol.
  - c. Using drugs or consuming alcohol prior to, during or after (while still remaining on premises) an assigned work shift or while on an approved lunch or break period prior.
  - d. Consuming alcohol at an Authority event after working an assigned shift for the same event, ex. An employee is assigned to work in an official capacity for the Authority for an event. The employee works some portion of the event and is then released from work. The employee is not permitted to consume alcohol because access to the property was provided for official Authority business. The exception to this rule would be that the employee removes their uniform, exits the facility and/or purchases a ticket to the event and are considered part of the general public where all Authority guest rules and regulations would apply.
  - e. Abusing medications prescribed by a physician – i.e., being over-medicated, taking prescription medication in non-prescribed conditions or taking more than the physician prescribed amount of a prescribed medication.

- f. Using Authority property or one's position to facilitate the possession, manufacture, distribution, sale, solicitation, dispensation or use of illegal drugs or controlled substances or (non-Authority authorized) alcohol. Employees may only transport alcohol on the Authority's premises or in the Authority's vehicles if it is part of the employee's job responsibilities.
- g. Possessing illegal drug paraphernalia on Authority premises, in Authority vehicles or anywhere else while conducting business on behalf of the Authority.
- h. Reporting to work visibly impaired or unable to properly or safely perform required duties. These employees will not be allowed to work. Human Resources will consult privately with the employee to determine the cause of the observed impairment or performance deficiency. If, in the opinion of Human Resources, the employee is considered impaired, the employee will be sent home or to a medical facility, depending on the determination of the impairment, accompanied by the supervisor or another employee, if necessary. An impaired employee will not be allowed to drive; a taxi or other safe transportation will be used.
- i. Overtaking lawfully prescribed drugs. Prescription drugs prescribed by the employee's physician may be taken in prescribed amounts and under prescribed conditions during work hours. Employees should notify Human Resources if the use of properly prescribed drugs may affect their work performance including the safe operation of machinery. Human Resources, in consultation with appropriate medical personnel, shall determine if the employee can work while on the medication which may include verification with the employee's physician. If it is determined that the employee is unable to perform their job without impairment caused by the medication, the employee will be placed on sick, annual, or medical leave in accordance with the policies of the Authority.
- j. Failing to promptly report drug offense convictions. Employees must notify Human Resources no later than five days after they have been convicted of violating a criminal drug statute for activity occurring at the work place or for activity outside of the workplace if the offense could reasonably be expected to affect the employee's job function.
- k. Tampering with a drug or alcohol test administered under this policy.
- l. Refusing to submit to a drug test administered under this policy.

4. Exceptions:

- a. Authority representatives who are attending social events in an official capacity for the Authority are permitted to consume limited amounts of alcohol if provided as part of the event. Authority representatives should use reasonable judgment on the amount of alcohol to consume and are not permitted to operate any motor vehicle while they remain in their official capacity.
- b. Authority representatives who are not acting in any official capacity for the Authority are permitted to consume alcohol on Authority property if they are legally attending an event or paying to play golf. Please remember that while you are not officially on duty, inappropriate actions while under the influence of drugs or alcohol while on Authority properties may result in discipline up to and including termination. (See Civil Service Rules 11.2(26) and 11.3(b))

5. Pre-Employment Testing:

- a. The Tampa Sports Authority will not discriminate against applicants because of past abuse of drugs or alcohol. It is the current abuse of drugs or alcohol that the Tampa Sports Authority will not tolerate.

- b. Job applicants offered employment with the Tampa Sports Authority must successfully pass a drug test sponsored by the Authority.
  - c. Applicants who fail to pass the drug test or who otherwise violate this policy will be disqualified from consideration for employment with the Tampa Sports Authority for a period of twelve months from the date of the positive test.
  - d. An applicant's refusal to submit to the required pre-employment drug test shall be considered as a request to withdraw from consideration for the position for which applied.
6. Testing for Current Employees: - The Authority will send employees for drug and/or alcohol testing for the following circumstances:
- c. Reasonable suspicion - Testing based on a belief that an employee is using or has used drugs or alcohol in violation of the Authority's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things , such facts and inferences may be based upon:
    - i. Observable phenomena while at work, such as direct observation of drug or alcohol use or of the physical symptoms or manifestations of being under the influence of a drug or alcohol.
    - ii. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance.
    - iii. Arrest or conviction for a drug related offense.
    - iv. A report of drug or alcohol use, provided by a reliable and credible source, which has been independently corroborated.
    - v. Evidence that an individual has tampered with a drug or alcohol test during his/her employment with the Authority.
    - vi. Information that an employee has caused, or contributed to, an accident while at work.
    - vii. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs or (non-Authority authorized) alcohol while working or while on the Authority's premises or while operating the Authority's vehicle, machinery, or equipment.
  - d. Post-Accident and on-the-job injury. All employees injured on the job and who receive medical attention under workers compensation laws will be required to submit immediately to drug testing.
  - e. Follow-up - For employees who (in the course of employment with the Authority) enter an assistance program for drug-related or a drug rehabilitation program may be required to undergo Authority sponsored drug testing on an unannounced quarterly, semi-annual or annual basis for up to two years after completion of a drug and/or alcohol rehabilitation program.
  - f. Employees may be tested after a 30-day or longer layoff or return to work following a leave of absence.

7. Failure to Comply with Policy:

- a. An employee who violates any aspect of this policy, including receiving a positive confirmed drug test result or refusing to submit to testing, may be subject to disciplinary action up to and including termination, or may be required to enter a drug or alcohol rehabilitation program, or may forfeit their eligibility for medical and indemnity benefits under the Worker's Compensation Act.
- b. Temporary employees or those on initial probation found to be in violation shall be dismissed and may forfeit their eligibility for medical and indemnity benefits under the Worker's Compensation Act.
- c. Employees injured on the job whose performance could have contributed to the accident, and who test positively for drugs and/or alcohol may forfeit their eligibility for medical and indemnity benefits under the Workers' Compensation Act.
- d. With respect to injured employees who refuse to submit to a test for drugs or alcohol, the Authority will presume in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol and, therefore, the employee may forfeit their eligibility for medical and indemnity benefits under the Worker's Compensation Act.
- e. Employees who are terminated for violating this policy will be considered to have been discharged for cause and will be ineligible for unemployment benefits.

8. Referral for Treatment:

- a. The Tampa Sports Authority recognizes that alcoholism and drug abuse can be successfully treated. Employees who are concerned about their alcohol and/or drug abuse are strongly encouraged to voluntarily enter counseling or rehabilitation programs before alcohol and drug problems lead to disciplinary actions. An employee's decision to seek prior assistance will not be used as the sole basis for disciplinary action and will not be used against the employee in any disciplinary proceeding provided:
  - i. the employee has not previously tested positive;
  - ii. the employee has not previously entered an employee assistance program for drug related problems; and
  - iii. the employee has not previously entered drug rehabilitation. However, once a violation of this policy occurs, subsequently entering counseling or a rehabilitation program on a voluntary basis will not necessarily lessen disciplinary action and may, in fact, have no bearing on the determination of appropriate disciplinary action.
- b. The Authority-provided health insurance may contain provisions for certain treatment/counseling involving alcohol and drug abuse. Please refer to your insurance benefits eligibility documents for explanation. The following is a list local Employee Assistance Programs (EAP). Please note that the Authority does not endorse or recommend any of the following programs. This list is provided for your information:

Memorial Hospital of Tampa	2901 Swann Avenue Tampa, FL 33609	813.873.6400
Jim Reihach LMHC	309 S. Fielding Ave Tampa, FL 33606	813.251.2922
AMI Town & Country Hospital	6001 Webb Rd Tampa, FL 33615	813.888.7060 813.884.1904
Walter E. Afield, M.D.	5820 W. Cypress St #B Tampa, FL 33607	813.636.8811

- c. The Tampa Sports Authority may require an employee to enter a counseling or rehabilitation program as a condition of continued employment. An employee who declines to participate in, or fail to complete counseling or rehabilitation, or who successfully completes a program and again engages in conduct prohibited by this policy, shall be subject to discipline which may include immediate termination.

9. Testing Methodology:

- a. The Authority shall pay the cost of the initial and confirmation drug tests. Applicants/employees may be required to pay the cost of any additional drug tests, such as for challenges to test results. Applicants/employees will be given the opportunity to confidentially report to a Medical Review Officer the use of prescription and non-prescription medications before and after the collection of the specimen to be tested.
- b. Urine will be used for all tested drugs except alcohol. Blood will be used for alcohol testing; in some instances, breath analyzer may be used. The sample must be of sufficient quantity, as required by the regulations of the Agency for Health Care Administration. If an insufficient quantity is provided initially, collection personnel may:
- i. require the applicant/employee to remain at the collection facility until a sufficient sample is provided; or
  - ii. contact the Authority to arrange for the applicant/employee to return at a future date to provide another sample, with the initial sample being disposed of in accordance with standard collection procedures.
- c. Testing will be done only by qualified medical personnel at a NIDA approved lab (selected by the Authority) and will follow established collection and chain of custody procedures. Testing will be two-tiered: the initial screen for drugs shall use an immunoassay screen test, and the initial screen for alcohol shall be an enzyme oxidation methodology. For positive tests, a second confirmation test for drugs shall use GC/MS and the confirmation test for alcohol shall be by gas chromatography.
- d. Applicants/employees may be tested for any or all of the following:
- alcohol
  - methaqualone
  - amphetamines
  - opiates
  - barbiturates
  - phencyclidine

- benzodiazepines
- cannabinoids
- cocaine
- synthetic narcotics:
  - methadone
  - propoxyphene

10. Confidentiality:

- a. The test results will be forwarded from the testing facility to a Medical Review Officer (“MRO”), who is a licensed physician (or a group of physicians or another entity which employs licensed physicians) with knowledge of medical use of prescription drugs and the pharmacology and toxicology of illegal drugs and is either affiliated with the testing facility or retained by the Authority. The MRO reviews the results and will notify the applicant/employee of a positive, confirmed drug test result within three (3) days of receipt of the test result from the laboratory, and will inquire as to whether prescriptive or over-the-counter medications could have caused such result.
- b. An applicant/employee who receives a positive confirmed drug test result may contest or explain the result to the MRO within five (5) working days after written notification of the positive test result, including submission of prescription medicine documentation. The MRO will provide the applicant/employee with technical assistance to determine whether the result could have been caused by his/her use of prescription or non-prescription medication. The MRO may require the presentation of a prescription or other documented proof of legal use of such medication. Below is a list of the common over-the-counter and prescription medications, by brand name or common name and the chemical name, that may alter or affect a drug test.

**Drugs**

**Trade of Common Names**

Alcohol

All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick’s NyQuil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof), and Listerine is 26.9% (54 proof)

Amphetamines

Obetrol, Biphedamine, Desoxyn, Dexedrine, Didrex  
Marinol (Dronabinol, THC)  
Cocaine HCl Topical Solution (Roxanne)

Cannabinoids  
Cocaine

Not legal by prescription  
Not legal by prescription

Phencyclidine  
Methaqualone

Opiates	Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate) Percodan, Vicodin
Barbiturates	Phenobarbital, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butalbital, Phrenilin, Triad
Benzodiazepines	Ativan Azene, Clonopin, Dalmane Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Verstran, Halcion, Paxipam, Restoril, Centrax
Methadone Propoxyphene	Dolophine, Methadose Darvocet, Darvon N, Dolene

- c. If an applicant's/employee's explanation or challenge is unsatisfactory to the MRO, the MRO shall report the positive test result back to the Authority. The MRO will notify the Authority in writing of the verified test result, either negative, positive, or unsatisfactory, no more than seven (7) days after receipt of the specimen by the laboratory.
- d. Within five (5) working days after receipt of a positive confirmed test result from the MRO, the Authority shall inform the applicant/employee in writing of the positive test result, the consequences of the result, and the options available to the applicant/employee. Upon request, the Authority will provide to the applicant/employee a copy of the test results.
- e. Within five (5) working days after receiving notice of the positive confirmed test result, an applicant/employee may submit information to the Authority explaining or contesting the test result, and explaining why the result does not constitute a violation of this policy.
- f. If the applicant's/employee's explanation or challenge is unsatisfactory to the Authority, a written explanation as to why the explanation is unsatisfactory, along with report of the positive result, shall be provided to the applicant/employee.
- g. Records regarding the results of drug/alcohol testing shall be maintained in a file separate from the personnel files, exempt from public inspection All such documentation shall be kept confidential by the Authority, as set out below, and shall be retained for at least one year. Test results and ancillary information may be disclosed to management only on a need-to-know basis, to any person upon written consent of the applicant/employee, to any attorney retained with respect to any matter involving drug testing, or in response to lawful process/subpoena.

11. Other Applicant and Employee Rights:

- a. Employees who are sent for testing based on reasonable suspicion may request a copy of the documentation supporting the determination of reasonable suspicion.

- b. Applicants/employees may appeal confirmed positive drug test results pursuant to rules adopted by the State of Florida, and as specified by F.S. 112.0455(14). Any such appeal must be filed with the Public Employees Relations Commission within thirty (30) calendar days of the applicant's/ employee's receipt of a notice of discipline or refusal to hire. Applicants/employees may file suit to remedy any violation of the Drug Free Workplace Act which is not remediable by an appeal under F.S. 112.0455(14), but must file suit within one-hundred-eighty (180) days of the alleged violation of the Act.
- c. Applicants/employees must notify the lab if they file any administrative or civil actions regarding the test results, in order to ensure that the laboratory retains the specimen. Such notice shall include reference to the chain of custody specimen identification number.
- d. Applicants/employees may request a portion of their specimen for retesting at their own expense up to 180 days after written notification of a positive test result.

12. Supervisor/Management Responsibilities:

- a. Management personnel, together with Human Resources, shall be responsible for the consistent enforcement of this policy.
- b. If an employee is sent for testing based on reasonable suspicion, the supervisor must detail circumstances, in writing, within seven days of the determination of reasonable suspicion.
- c. Appropriate management personnel shall accompany the employee to the testing facility. The employee shall not be permitted to operate a motor vehicle. Management shall arrange for the tested employee to be escorted home.
- d. Once the alcohol/drug collection has been completed, Human Resources, along with involved management personnel, shall decide if the employee is to be returned to duty or relieved of duty pending the results of testing.
- e. Employees allowed to return to duty shall not be permitted to operate a motor vehicle or any equipment that could present a danger to the health, safety or welfare of the public, co-workers or the employee.
- f. The Authority shall take the appropriate administrative and/or disciplinary actions in accordance with Hillsborough County Service Rules and Tampa Sports Authority Policies and Procedures.

13. Drug Free Workplace Definitions

- a. Chain of Custody: refers to the methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, and storing specimens and reporting test results.
- b. Criminal Drug Statute: any law, federal, state or local, which makes unlawful the manufacture, distribution, dispensation, use or possession of any controlled substance or illegal drug.
- c. Confirmation Test: a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen. This test must be different in scientific principle from that of the initial test procedure and must be capable of providing valid test results.

- d. Alcohol: a distilled spirit, wine, malt beverage, or intoxicating liquor.
- e. Drug: an amphetamine; a cannabinoid; cocaine, phencyclidine (PCP); a hallucinogen; methaqualone; an opiate, a barbiturate; benzodiazepine; a synthetic narcotic; a designer drug; or a metabolite of any of the substances listed above.
- f. Drug Rehabilitation Program: a service provider that provides confidential, timely, and expert identification, assessment, and resolution of employee drug abuse.
- g. Drug Test: any chemical, biological, or physical instrumental analysis administered by a laboratory licensed by the Agency for Health Care Administration or certified by the U. S. Department of Health and Human Services, for the purpose of determining the presence or absence of a drug or its metabolites.
- h. Illegal Drug: any drug
  - i. which is not legally obtainable;
  - ii. which may be legally obtainable but has not been legally obtained or
  - iii. which is being used in a manner or for a purpose other than prescribed.
- i. Legal Drug: includes prescribed drugs and over-the-counter (OTC) drugs which have been legally obtained and are being used solely for the purpose for which they were prescribed or manufactured.
- j. Refusal to Submit to Drug Test: A refusal to submit to a drug test includes but is not limited to the following:
  - i. When an applicant/employee refuses to undergo an Authority-sponsored drug test as directed by the Authority or as required under this Plan.
  - ii. When an applicant/employee fails to report to the assigned collection facility within a reasonable timeframe as directed by the Authority.
  - iii. When an applicant/employee:
    - 1. knowingly has another person undergo the drug test in his or her place;
    - 2. claims to be another person at the collection facility;
    - 3. submits false identification at the collection facility; or
    - 4. otherwise falsifies any official documentation.
  - iv. When the sample, applicable documentation, or other reporting materials are confirmed by the collection facility, testing laboratory, or MRO as having been altered, tainted, manipulated, or otherwise contaminated at any time from collection to reporting.

## J. Reductions in Force

1. It is the policy of the Authority that whenever, due to reorganization, budgetary constraints, or changes in amount of work required, it becomes necessary to reduce the number of employees, a standard reduction-in-force procedure will be followed as provided by Civil Service Rule 11.7. Under this system, classified employees will be considered for retention based on seniority, performance, and Veteran's Preference.
2. The Authority shall develop and file with the Civil Service Board a Reduction-In-Force Plan including a method of reemployment no later than sixty (60) days prior to the effective date of the reduction-in-force.
3. The Authority will use the following procedure when implementing a Reduction-In-Force Plan:
  - a. The Executive Director shall identify the area of reduction. This area may be a single section, department, or agency wide. Once identified, the number of positions to be reduced within each affected classification shall be identified.
  - b. Before any tenured employee in the classification to be reduced is laid off, all employees serving on their Initial Probationary Period, and, all temporary employees performing like work shall be dismissed. Employees promoted through the Closed Promotional procedures and serving in a Conditional Probationary period in the classification to be reduced, shall be returned to their former classification, as provided in CS Rule 7.3g(4) (See Reduction in Force Classification Probationary Employees Form in Forms section of this policy)
  - c. Based on seniority, performance and Veterans Preference, as provided below, the remaining employees within the affected classification(s) will be evaluated to determine their retention standing using the following guidelines: (See Individual Retention Worksheet in Forms section of this policy)
    - i. One (1) point for each completed calendar month of service in the affected classification. Employees promoted to the affected classification during the preceding twelve (12) months shall also receive one (1) point for each completed calendar month of service in their last position prior to their promotion.
    - ii. One-half (1/2) point for each completed calendar month of service in other classified positions covered by the Hillsborough County Civil Service Law.
    - iii. Eighteen (18) points for "outstanding", twelve (12) points for "exceptional", and six (6) points for "successful" rating for the most recent performance evaluation.
    - iv. Five (5) points if eligible to receive veterans' preference, as defined in Civil Service Rule 7.1c.
    - v. Subtract twelve (12) points for any employee with a current marginal performance rating and/or any employee who has been placed on the Performance Improvement Program (PIP) in the year prior to the date of notice of RIF.
    - vi. Subtract eighteen (18) points for any employee with a current overall unsatisfactory performance rating, and/or any employee who has received disciplinary action which has resulted in the removal of a property right (suspension without pay or involuntary demotion) in the year prior to the date notice of RIF.

- vii. The Executive Director will review any ties and determine who shall be retained.
  - viii. A Retention Register will be completed for each classification affected listing employees by name in rank order according to their retention standing with the person having the highest retention score first. Separations are made in inverse order from the list with the person with the least number of points being separated first. (See Retention Register in Forms Section of this policy)
4. Affected employees will be notified in writing at least two weeks in advance of the RIF. The notification will state the reason for the RIF and the effective date. A copy of the letter will be submitted to Civil Service Office for appropriate action and inclusion in the employee's permanent record. (See Employee Notification Letter in Forms section of this policy)
  5. Provided the laid off employee meets the minimum qualifications, they shall be certified, and their name placed on the Open Recruitment Eligibility List for the classification from which laid off or dismissed; and shall be retained thereon for three months or until reemployed, whichever occurs first. In cases where Civil Service is not actively recruiting; they will be certified; and, their names referred for consideration to those departments/agencies having vacancies in the classification for which they qualify. This referral however, does not alleviate the requirements for employees to complete the Civil Service process of applying for Closed Promotional Opportunities and/or Open Recruitment's.
  6. Procedures (Re-Employment):
    - a. In cases where seniority within the most recent classification is insufficient for retention, personnel shall be given the opportunity to revert to a former classification that would allow retention. This option is available only if vacancies are available within the Tampa Sports Authority. If this option is selected, first consideration will be given for return to the classification surrendered when vacancies occur in the position surrendered. Laid off employees shall be given first consideration for rehire during the first 12 months of lay off.
    - b. Any tenured employee, who is reemployed in a classified position after having been laid off from any such position, shall have their tenure status restored. All creditable service will be included, provided the employee is reemployed within one year from the effective date of lay off.
    - c. The employee's Benefits Date will be adjusted by adding the length of the lay off.
    - d. Performance Review dates will be adjusted by adding the length of the layoff to the Performance Review Date held at the time the dismissal became effective.
    - e. Seniority benefits to which the tenured employee was entitled, on the date of lay off are reestablished on the date of reemployment provided that no benefits shall be paid for the period of layoff.
    - f. Upon reemployment in the same classification, the employee shall receive the same rate of pay held at the time of lay off, or the minimum of the pay range, whichever is higher
    - g. Upon reemployment in a lower classification, the employee shall be placed in the same relative position of the lower pay range as occupied in the higher pay range.
    - h. Upon reemployment in a higher classification, the employees entrance rate of pay shall be in accordance with Civil Service Rule 8.2a(2)

- i. Upon reemployment in a different classification, without promotion or demotion, the employee shall receive the same rate of pay held at the time of lay off, or the minimum of the pay range whichever is higher.

7. Reductions in Force Definitions

- a. Benefits Date - The date from which an employee has unbroken service as a classified employee of Hillsborough County.
- b. Conditional Probationary Period – Normally a period of six months immediately following promotion.
- c. Initial Probationary Period – A period of probationary employment immediately following original appointment in the Civil Service system, or, following a break in service.
- d. Reduction in Force (RIF) – An involuntary separating, through no fault of the employee, and without adverse effect on the employee’s eligibility for further employment. Dismissal in accordance with a reduction in force may not be appealed to the Civil Service Board.
- e. Temporary Employee – One whose employment in the unclassified service is not intended to exceed 120 calendar days from the first day of appointment by the Authority.
- f. Tenured Employee – A classified employee who has successfully completed a minimum of six months initial probation in the same position.

8. Reductions in Force Forms (See Next Page)



b. Individual Retention Worksheet

**INDIVIDUAL RETENTION WORKSHEET**

Complete one for each employee affected

Area assigned:	
Classification Title/Class Code:	
Employee Name:	
Position Number:	
Benefits date:	
Initial Probation: <input type="checkbox"/> Yes <input type="checkbox"/> No Date probation ends _____	
Temporary: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Conditional Probation: <input type="checkbox"/> Yes <input type="checkbox"/> No Date probation ends _____	
Former classification/class code _____	
Date of last promotion: _____	
	Total
(1) point for each month in classification	
(1/2) point for each month of service in other positions	
Most recent performance evaluation (18"outstanding", 12"exceptional", 6"successful")	
(5) points veterans' preference	
Subtract (12) points marginal rating and/or PIP within 12 months	
Subtract (18) points unsatisfactory rating and/or suspension/demotion within 12 months	
<b>Total retention score:</b>	
<b>Remarks:</b>	
<b>Completed by:</b> _____ <b>Date:</b> _____	

c. Retention Register Form

**RETENTION REGISTER**

<b>Area (location) of Reduction in Force</b>	
<b>Affected Classification/Class Code</b>	
<b>Number of positions to reduce</b>	
<b>Estimated Date of Reduction</b>	

**RANK ORDER LISTING: SEPARATIONS ARE MADE IN INVERSE ORDER FROM THE LIST**

NAME	TOTAL RETENTION SCORE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
<b>COMPLETED BY:</b>	<b>DATE:</b>

d. Sample Employee Notification Letter

TAMPA SPORTS AUTHORITY  
4201 North Dale Mabry  
Tampa FL 33607

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

To: \_\_\_\_\_

Subject:       Reduction in Force

The recent (reorganization/budgetary constraints/changes in amount of work required) of the Tampa Sports Authority has resulted in the elimination of \_\_\_\_\_ positions within the \_\_\_\_\_ section.

In accordance with the Reduction in Force (RIF) policy, your position has been identified as one that will be eliminated. Regretfully, your last day of employment will be \_\_\_\_\_.

All employees identified for lay off may review the records on which the Retention Register is based.

Please be assured that every effort will be made by the Tampa Sports Authority staff to assist you and others affected by this reduction in force in finding other employment with the Hillsborough County government.

If you have any questions, please contact the Human Resources Office at 350-6521.

Sincerely,

Eric D. Hart  
Executive Director

## K. Travel

1. It is the policy of the Authority to establish guidelines, rules and procedures for the authorization and reimbursement of reasonable, actual, out-of-pocket expenses incurred while traveling to conduct authorized business for the Tampa Sports Authority. This policy also establishes procedures to authorize and reimburse travel expenses incurred in connection with interviewing for vacant executive and Professional positions at the Authority. The procedures set forth herein are governed by 65-2307, Laws of Florida and Section 112.061, Florida Statute. Where there is conflict between the Authority's Enabling Act and Section 112.061, Florida Statute, the Authority's Enabling Act overrules. Travel between the employee's residence and the Authority's premises is not reimbursable.
2. The Authority uses the following procedures for implementation for the Travel Policy:
  - a. The Authority recognizes the need to perform travel to develop additional business and trade for the Authority and to continue on-going business relationships. Further, travel for administrative or training purposes, attendance at conferences, conventions, seminars, or other official functions concerning the business, financial or legal operations of the Authority staff, Board of Directors, consultants and advisors is authorized when deemed appropriate. All categories of travel shall have the same requirements with regard to documentation for reimbursement.
  - b. No member, officer or employee of the Authority or a person called upon by the Authority to contribute time and services as consultant or advisor may travel nor be paid for travel expenses unless such person has submitted a Travel Authorization Request form (See Travel Authorization Request Form in the Travel Forms section) signed by his or her supervisor stating that travel is for an authorized purpose, stating the purpose of such travel and that such person has obtained, before traveling, approval of the Executive Director, or his designee. Consultants who are contracted from outside the local area and requesting a travel reimbursement are required to provide a written estimate of travel costs prior to the engagement. Costs will be reviewed by the Department Director and presented to the Executive Director for final approval.
  - c. If a member desires to take leave in conjunction with official travel, the leave will be requested in writing and considered at the same time the travel request is submitted.
  - d. For the purpose of payment of travel expenses, all travel shall be deemed to have initiated from the city where the majority of the work of the traveler is performed. The time is the later of either the time the traveler actually left or at the latest time the traveler could have reasonably left in order to accomplish the purpose of the travel.
  - e. The Authority is tax exempt and Authority representatives must submit a tax exemption form to all companies where services are rendered where Florida sales tax may be applied to the purchase. Typically, the only major expense item where this applies is the purchasing of hotel rooms. Tax exemptions are not required for incidentals such as an expense reimbursement for entertaining clients while traveling. A tax exemption form is available upon request from the Director of Finance.
  - f. Payment 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, any extra costs shall be borne by the traveler and reimbursement for expenses shall be based only on such charges as would have been incurred by travel over a usually traveled route. A traveler may elect to drive a privately owned vehicle (POV) instead of air travel or any other conveyance; however, the payment will be made at the lesser of actual expenses. A traveler who drives his/her own car on Authority business shall provide proof of insurance and comply with financial responsibility laws in Florida.

- g. In the event that it would be in the best interest of the Authority for a traveler to extend his/her stay in order to achieve a savings to the Authority by means of lower airfare, (usually over the weekend) such arrangements will be allowed only after meeting the following conditions:
  - i. Prior approval of arrangements by the Executive Director or his designee.
  - ii. Documentation of the savings to be realized by extending such trips prior to approval.
  - iii. The savings to the Authority must exceed \$50.
  - iv. The traveler consents to extended stay and agrees that any weekend or holiday involved is not considered to be a working day for purposes of compensation or generation of additional leave.

If the above conditions are met, only costs for airline tickets, hotel and meals will be considered in computing the savings realized for extended stay and for reimbursement to the employee during the extended stay. Amounts for personal expenses will not be reimbursed during the leave.

- h. Payment may be made for travel performed by public motor vehicle, common carrier, chartered vehicle and privately owned vehicle if applicable and approved in advance of the travel.
- i. For all other travel made by private motor vehicle, reimbursement will be made at the rate per mile prescribed by Section 112,061 97) (d) 1, Florida Statute. All mileage shall be computed from the point of origin (Authority main offices or from residence during non-working hours) to point of destination. When possible, mileage shall be based upon the current map of the Department of Transportation of the State of Florida. Vicinity mileage necessary for conduct of official business may also be reimbursed, when separately stated. Personnel receiving automobile allowance are not entitled to mileage reimbursement for travel in the State of Florida nor are they authorized to use an Authority vehicle unless superseded by other employment contracts or labor agreements. Should a need arise where it is more advantageous to the Authority for the person to drive out of State, then that traveler will receive mileage from the Tampa Sports Authority to the destination and return to the Authority.
- j. Transportation by a chartered vehicle, when traveling on official business may be authorized by the Executive Director or his designee if it is the most economical mode of travel available.
- k. All domestic travel by common carrier shall be paid only at the coach fare rate unless no other fares are available and time is critical. In any case, where other than coach fare is used, full justification will be submitted for consideration. Business class may be authorized on foreign flights in duration of five (5) hours or more.
- l. Personal expenses such as movies and non-business telephone calls (except as Noted in paragraph n) will not be paid by the Authority.
- m. Expenditures/Reimbursement. The following expenditures are authorized:
  - i. Transportation by common carrier.
  - ii. Transportation by private vehicle (mileage, tolls, and parking only).
  - iii. Automobile rental.

- iv. Taxi fare to include tips.
- v. Ferry fares, bridge road and tunnel tolls.
- vi. Portage (baggage handling).
- vii. Storage and parking fees (long-term parking should be utilized for trips of two days or more).
- viii. Convention and Conference registration fees.
- n. Communication expense for business purposes, changes in itinerary and emergencies, a call home upon reaching your destination and a call home before departure of the destination city is permitted. All non-business calls should be kept to a minimum. Personal calls should be charged to your personal phone, credit card or paid in cash. To reduce costs, individuals with Authority issued cell phones should place all aforementioned calls on the Authority cell phone.
- o. Actual receipts shall accompany lodging expenses. Lodging shall be authorized and reimbursed at the reasonable, actual and necessary expense thereof, not to exceed the single room rate.
- p. Meals while in a travel status shall be reimbursed at the rate prescribed in 112.061, Florida Statute.
  - i. Reimbursement is not authorized for any meals that are made available without specific charge to the traveler such as those paid in a registration fee or paid by others.
  - ii. Should promotional fund expenditures for business entertainment be necessary during the course of travel, list the total cost of each event on an Entertainment Reimbursement Request Form listing the cost of the entertainment, the names and company affiliations of all persons involved, and the purpose of the business entertainment expenditure. Foreign travel is governed by the Federal Publication "Standardized Regulations."

3. Approval and Documentation:

- a. Prior to travel beyond sixty (60) miles from the Authority, the traveler must submit a completed Travel Authorization Request Form to the department head. The department head will verify if funds are available and forward to the Executive Director or his designee for approval/disapproval. The traveler must submit this form no later than seven (7) business days prior to actual travel.
- b. Upon approval of the travel request, lodging and transportation arrangements will be made using the most economical means available. However, restraints on costs should never be considered when it becomes a detriment to the traveler or it is not in the best interest of the Authority.
- c. Travel advances may be authorized. To request a travel advance, the traveler must fill out the specified portion of the Travel Authorization Form (See Travel Authorization Form under Travel Forms section of the policy). When attending a seminar or conference, a copy of the program must be made part of the Travel Reimbursement request.
- d. No later than five (5) working days after completion of travel, the traveler will:

- i. Complete and sign the Travel Reimbursement Request Form (See Travel Reimbursement Request Form under Travel Forms section of the policy) listing a day-by-day account of all expenditures. Attach all receipts to the form along with a copy of Travel Authorization and all related documents.
- ii. Forward the completed form and attachments to the Department Head. Excess advance monies will be reimbursed to the Authority.

4. Interviewee Travel:

- a. The Executive Director is the only person allowed to approve expenditures for interviewees' travel for vacant Executive and Professional positions. In the event the Board of Directors are selecting a new Executive Director, the Board Chair will have authority to approve expenditures for the candidates travel to fill the vacant Executive Directors position.
  - b. Upon completion of the advertisement process for vacant Executive or Professional positions, the list of interview candidates will be reviewed and approved by the Executive Director.
  - c. Interviewees whose primary residence is beyond sixty (60) miles of the Authority may be eligible for payment of reasonable travel expenses.
  - d. Human Resources will schedule interviews for each candidate and obtain approval by the Executive Director. Human Resources will send a letter to each candidate outlining specific expenditures that will be reimbursed pursuant to Section 112.061, Florida Statute. This letter will also contain instructions to the candidate on how to obtain a reimbursement. The interviewee instruction on payment and reimbursement will be provided to any outside agency that recruits for vacant positions.
5. An item of expense in an individual situation may be within the intent of this policy but not specifically enumerated. Any items (2) not covered in this policy or associated forms must be approved prior to the expenditure by the Executive Director or his designee.

6. Travel Forms (See Next Page)

a. Travel Authorization Request Form

## TRAVEL AUTHORIZATION REQUEST PROCEDURES

1. Please complete all information.
2. After travel is completed, a copy of this Travel Authorization will be attached to the Travel Expense Report.
3. Travel must be authorized before any arrangements can be made by the employees.
4. Florida Statute 112.061 - "Per diem and travel expenses of public officials, employees and authorized persons" shall guide the Authority's travel authorizations.

<b>TAMPA SPORTS AUTHORITY TRAVEL AUTHORIZATION REQUEST</b>	
Name:	Department:
Destination(s):	
Date(s) of travel period: From: _____ To: _____	
Purpose of Travel:	
Advance Travel Pay Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Estimated Costs:	
Transportation	\$ _____
Lodging	_____
Meals	_____
Registration fees	_____
Auto Rental	_____
Auto Personal	_____
Other	_____
Total Estimated Costs	\$ _____
Requested By:	
_____ Department Head (Signature)                      Date	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
_____ Executive Director (Signature)                      Date	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
For attendance at seminars , conventions or meetings, attach a copy of agenda and brochure for review.	

b. Travel Expense Estimate Form

## TAMPA SPORTS AUTHORITY

### Travel Expense Estimate

Employee Name: \_\_\_\_\_ Travel Dates: \_\_\_\_\_  
 Destination: \_\_\_\_\_ Purpose of Travel: \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
<b>Transportation</b>								
Airfare								
Parking & Tolls								
Taxis								
Auto Rental								
Mileage								
Total								
<b>Lodging</b>								
Hotels								
<b>Meals</b>								
Breakfast								
Lunch								
Dinner								
Total								
<b>Registration Fees</b>								
Fees								
Total								
<b>Other (Explain Below)</b>								
1. Valet tips								
2. Room porter tip								
3.								
Total								
<b>Summary</b>								
<b>Other (Detail)</b>					Cash Advances			
1					Charged to Authority			
2								
3					<b>Amount Reimbursable</b>			

Employee (Print Name) \_\_\_\_\_ Date \_\_\_\_\_

Employee (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Authorized By \_\_\_\_\_ Date \_\_\_\_\_

Approved By - Executive Director \_\_\_\_\_ Date \_\_\_\_\_

DATE PAID: \_\_\_\_\_ AMOUNT PAID: \_\_\_\_\_ CHECK #: \_\_\_\_\_

**L. Entertaining Guests and Clients:**

1. Authority representatives who wish to entertain guests or clients on behalf of the Authority must request approval from the Executive Director in advance of any activities. The Executive Director will determine if the request are business related and in the best interest of the Authority.
2. Entertainment expenses should be placed on an Authority issued credit card when possible. Itemized receipts for all purchases must be submitted for final reimbursement.
3. An Entertainment Reimbursement Request Form (See form below) must be submitted explaining the business need for the entertainment and reimbursement.
4. Failure to provide all the required documentation or receiving approval in advance of the entertainment may result in the reimbursement request being denied.
5. Entertainment Authorization Request Form: (see next page)

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## ENTERTAINMENT AUTHORIZATION REQUEST

### Procedures

1. Please complete all information.
  2. Attach this form to TSA Requisition when requesting approval of proposed entertainment.
  3. Employees should have Entertainment approved in advance by the Department Head and by the Executive Director to be sure of reimbursement.
- 

### ENTERTAINMENT REPORT

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

1. Attach receipts to this form after Entertainment.
2. Summarize results of Entertainment below:

3. Total Cost of Entertainment = \_\_\_\_\_  
Amount advanced = \_\_\_\_\_  
Amount to TSA Credit Card = \_\_\_\_\_  
TOTAL REQUESTED (Returned) = \_\_\_\_\_

\_\_\_\_\_  
Employee Name (Printed)

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

\_\_\_\_\_  
Dept. Head Authorization

\_\_\_\_\_  
Executive Director Approval

Form 1 (updated 10/27/2011)

## M. Employee Injuries:

1. All work related or on the job injuries and illnesses must be immediately reported to your supervisor. An "Incident Report" must be completed within 24 hours (failure to report the injury during the day which it occurred could affect the employee's receipt of worker's compensation benefits). If the supervisor is not available, the injury should be reported to a Manager on Duty or the Security office. Security will notify your supervisor or the appropriate management staff on-duty. They will also arrange for medical treatment or transportation to a medical facility, if necessary. If your supervisor, a Manager, and/or Security are not reachable, and the injury is deemed life threatening, employees should dial 911.
2. The Authority maintains multiple first-aid kits throughout the facility for the treatment of minor injuries.
3. Approved Locations: -A full listing of approved locations is available at the Human Resources Office, the reception desk or at 24 hour security.
4. If an employee requires off-site medical treatment, the employees Manager/Supervisor should complete an authorization form for one of the approved workers compensation provider clinics (this form must accompany the employee) which may be obtained from Human Resources Office during normal administrative office hours, at the reception desk during events or at the 24 hour security office after normal administrative office hours. The Manager/Supervisor will also arrange for transportation for the injured employee to the treatment center and back. **A manager or supervisor must accompany the injured employee** utilizing an Authority vehicle or via United taxi (813-777-7777) utilizing a Tampa Sports Authority authorized voucher which may be obtained from the HR Manager, the reception desk during events or 24 hour security office. Alcohol/drug tests will be performed on all employees seeking emergency medical treatment.
5. The employees Manager/Supervisor is required to inspect the area where the injury occurred to insure an unsafe condition does not exist or to ensure unsafe work practices are not taking place. The Supervisor will provide a report to the Safety Committee and the committee will review the incident and recommend any necessary changes in work policy or practice to ensure a safe work environment. The Supervisor is required to complete and submit a Florida League of Cities Workers Compensation for to the Human Resources office.
6. If an employee should become ill while on duty, they should notify their supervisor immediately.
7. If the employee receives treatment from a Physician, the employee may not return to work until the Physician provides approval.
8. Employees filing a false claim or falsely reporting an injury or illness are subject to discipline up to and including termination. The filing of a false worker's compensation claim is a crime under Florida law and will be prosecuted.

## N. Entering and Exiting the Building:

1. Raymond James Stadium:
  - a. Authority employees may enter and exit the building through the following locations:
    - Authority Main Office Door
    - Dock C entry Door
    - Dock B – Security Office Entrance

2. Municipal Golf Courses: Due to the unique layout of each course, employees will be directed on their first day of work where to enter and exit facilities at each course when entering work.
3. Due to the nature of our business, it is expected that employees may find it necessary to return to the building in off hours to complete work-related duties. It is expected that when employees find it necessary to return to the building, they will notify the guard at the 24 hour command center at Raymond James Stadium upon arrival and departure.

**O. Identification:**

1. All Authority employees will be issued and required to wear an identification badge which will serve several purposes including but not limited to: facility security, entering/exiting the facilities, client and guest relations, staff incentive programs and payroll functions.
2. Lost or stolen identification badges must be reported immediately to your supervisor upon discovery of the loss or theft.
3. Lost or stolen identification badges must be replaced immediately. A fee will be charged for badges as follows:
  - a. Initial issue - No charge
  - b. Replacement of lost badge - \$5.00
  - c. Identification badges that are broken or damaged due to normal wear and tear will be replaced at no charge. The badge to be replaced must be turned in before a new badge will be issued.
4. Badges are and will remain Authority property and as such will be surrendered upon separation of employment.

**P. Keys:**

1. Keys are a critical component of the safety and security of the facility, its employees and our guests. Your help with responsible use of keys is required. Misuse or loss of keys, abuse of key privileges; unauthorized possession of keys or duplication of keys severely impairs our ability to secure our buildings and provide a safe environment for employees and patrons.
2. Authority management will determine each employee's regular key needs, based upon job function. Those full-time employees who are issued keys will be required to sign their acceptance of responsibility for those keys. All keys will remain the property of the Tampa Sports Authority, including any duplicates of Authority keys. All Authority keys (and all copies of keys) must be surrendered immediately upon termination or when requested by Authority management.
3. Not all keys are available to all employees. There are some keys, i.e. vehicle keys, which will require the authorization of your supervisor.
4. There are a variety of effective key rings and carrying devices available. Please help us prevent radio damage and lost key rings; all employees must carry their key rings in a pocket or on a belt-clipped key caddy. Do not hang them on your radio or leave them lying around for easy access by unauthorized personnel. Never loan keys to other staff members.
5. Individuals who lose keys will be subject to charges for replacement of keys and any related expenses, including, but not limited to, re-keying locks and re-issuing keys to other staff members.

## **Q. Parking:**

1. The Tampa Sports Authority has the luxury of providing free parking.
  - a. All full-time employees are issued a WHITE parking sticker upon hire from the Event Coordinator in charge of security. This parking permit is for access to the Employee lots and is for employee use only during working hours and is non-transferable.
  - b. Stadium: Employees working Monday through Friday on non-event days are required to park in parking areas located on the East side of the Stadium in lots B or C. The Authority cannot guarantee the availability of parking and reserves the right to relocate employees as warranted by event demand or maintenance issues, which may require that staff park in other parking areas adjacent to the stadium. Employees will be notified concerning dates when they will be relocated from the primary parking areas. Staff will need to plan accordingly their arrival time to ensure they arrive at their work stations at the designated times based on the new parking location provided.
  - c. Golf Courses: Employees are permitted to park in the general public parking areas of each golf course. Staff should take extra care, when possible, to park in spaces that are not generally used by guests using the golf courses. Generally, the two (2) rows of parking that are the furthest from the entrance to each club house are considered acceptable parking areas.

## **R. Recruitments and Applications:**

1. The Authority abides by rule six (6) of the Hillsborough County Civil Service Board Rules. Please see the following website for further information on the procedures of recruitment and the filling of open positions: <http://www.hillsboroughcounty.org/cs/resources/publications/csbrules.pdf>

## **S. Removal of Authority Property:**

1. Unauthorized Removal of any Authority property, without the prior approval of an employee's supervisor, is prohibited.
2. Employees who remove or possess unauthorized Authority property are subject to disciplinary action up to and including termination.

## **T. Restricted Areas:**

1. There are certain sections of Authority property that are clearly restricted. These locations are off limits to all persons who have not been authorized access by appropriate supervisors. In most cases, these areas are locked and access is limited to designated staff only.
2. Certain areas of the Authority's buildings have been designated for exclusive use of our primary tenant, vending and food service contractors such as the team owners suite, locker rooms, team store rooms, kitchen, pantries, etc. If an Authority employee's job requires work in one of these areas, permission for access should be obtained from the employee's supervisor who will coordinate employee access with the appropriate tenant or contractor.
3. Leased spaces are also considered restricted areas and are absolutely off limits to all staff unless access has been cleared through proper supervisory channels and event management.

4. Employees who are not on duty are not permitted to loiter on Authority property. In addition, employees are strictly prohibited from attending event activities, except when possessing a valid ticket or an authorized invitation. Employees who are attending event activities may not wear their uniform.
5. Under no circumstances shall employees permit family or friends to loiter on Authority property, nor attend event activities unless they possess a valid ticket or an authorized invitation to such activity.

**U. Smoking/Smokeless Tobacco Policy:**

1. Employees and guests are not permitted to smoke or use smokeless tobacco within any Tampa Sports Authority offices, in any Authority vehicles or while operating any Authority machinery at any time.
2. Employees may smoke and use smokeless tobacco only in the following locations for employees (**while on approved break**):
  - a. Stadium:
    - i. Normal Business hours – Employees are required to smoke at the designated smoking areas located throughout the stadium or at the approved exterior entry points to the facility.
    - ii. Event Days – Employees are required to smoke in designated smoking areas located on the ground level on approved designated breaks.
  - b. Golf Courses:
    - i. Smoking and smokeless tobacco use is not permitted within any of the three (3) Authority managed golf course buildings. Employees are required to smoke and use smokeless tobacco only in the designated smoking areas at each course during approved break times.
    - ii. Due to the volatile nature of the gasses created by charging the golf cart batteries, no smoking is permitted in any of the courses cart storage or maintenance buildings.
    - iii. The following areas are the designated smoking locations for staff at each course:
      1. Babe Zaharias: Smoking is permitted behind the club house near the chipping green. If guests are present on the chipping green, staff must remove their uniform and/or name tag.
      2. Rocky Point: Smoking is permitted behind the cart storage barn away from the main entrance. Club house staff are permitted to smoke on the patio behind the main kitchen.
      3. Rogers Park: Smoking is permitted in the fenced area behind the main kitchen.
  - c. Employees who take unauthorized breaks to smoke or chew smokeless tobacco or smoke in restricted areas are subject to progressive discipline up to and including termination.
  - d. Employees must not let smoking or tobacco use interfere with their work. Employees must make sure that all cigarettes and other tobacco product discards are extinguished and placed in an appropriate receptacle.

## V. Training Period:

1. Classified Employees: A period of probational employment, in the same position (other than functional or position number change), immediately following initial appointment in the Civil Service system, or following a break in service. Such period of probation shall normally be for six months, which may be extended for an additional six months. During this period, the employee may be dismissed without appeal to the Civil Service Board. Reference CSR 7.31(7) (8) regarding the transfer of employees from the unclassified service to the classified service.[CSL Section 5(19) and 10(1)]
2. Unclassified Employees:
  - a. The first 90 days of employment for unclassified employees are considered a probationary training and orientation period. During this period, an employee's supervisor will observe and evaluate an employee's work and will have an opportunity to determine whether the position is suitable.
  - b. Within a reasonable time after an employee's date of hire, the employee's supervisor may prepare and review a performance plan with an employee. The plan should include the employee's duties, responsibilities and performance expectations.
  - c. At any time during the training period, should the performance of an employee be marginal or unsatisfactory, a supervisor should, by closer direction, persuasion, and leadership, attempt to motivate the employee to meet expectations in those rating factors where performance is considered to be deficient. The results of an interim evaluation will be documented with the employee receiving a copy and a copy being forwarded to Human Resources for inclusion in the employee's file.
  - d. Near the end of the training period, an employee's performance may be evaluated. If the evaluation is fully satisfactory, an employee will be advanced from the probationary training status and will receive written notice of such action.
  - e. Under certain circumstances, a training period may be extended with prior written authorization by the Executive Director.
  - f. If an employee fails to successfully complete the training period, the employee may be terminated. The Authority is under no obligation to place the employee into another position.
  - g. Employment status will be at-will during and after the probationary training period. The Authority has the right to terminate an employee's service at any time during the training period.

## W. Visitors:

1. We recognize that family and friends of staff are interested in the Authority and may want to visit and possibly tour the facilities. While it is not always possible to accommodate tours due to work schedules and event bookings, we will make every effort to make the necessary arrangements when notified in advance. Such requests should be directed to the Executive Director's Office.
2. All visitors to the Authority must first report to the Authority Office. The staff person on duty will ascertain the nature of the visit and who the visitor is to see.
3. It is requested that staff limit personal visitors during working hours. If extraordinary and unusual circumstances necessitate a family member or friend coming to the Authority's facilities during working hours, the visitor must immediately report to the Authority Office. If appropriate, the employee will be

called and, with the permission of a supervisor, the employee and guest will be directed to an appropriate location to spend appropriate time together.

#### **X. Employee Files and Information:**

1. An official personnel file will be maintained in the Authority Human Resources Office for each employee.
2. The file should include the following:
  - a. Employment application and accompanying documents (i.e., resume, transcripts, military papers)
  - b. Personnel change forms or notices of pay changes and accompanying documents
  - c. Leave records
  - d. Performance evaluation forms and related materials
  - e. Letters of commendation or complaint related to employment
  - f. Materials related to insurance and other benefit programs, except to the extent that such materials are segregated in a restricted access file, as required by law
  - g. Certificates or notices of accomplishment, training or employee development
  - h. Documentation of disciplinary action and any related follow-up materials
  - i. General miscellaneous items related to employment at the Authority
3. All information included in a personnel file are subject to Florida public records laws, chapter 119.
4. The Authority will provide written verification of employment only if the verification request is accompanied by written authorization signed by the employee. Employment verification by the Authority over the telephone will be limited to providing the employee's dates of employment, current job title, and confirmation of the employee's current salary.
5. Employees must report changes in name, address, a contact telephone number, marital status, insurance/401K beneficiary, dependents, emergency contacts, and direct deposit information to the Office within three (3) calendar days of such changes. It is the employee's responsibility to keep the Office informed of mailing address and contact telephone number. The Authority will not be responsible for any errors, omissions or other harm resulting from untimely or inaccurate employee address or telephone number.
6. Employees who have attained additional education, training or experience that may be relevant to potential transfer or promotion at the Authority are encouraged to submit updated resumes or other documentation to the Office for inclusion in their personnel files.

#### **Y. Holding Public Office/Political Campaign Participation:**

1. Employees may hold public office, whether elected or appointed, and whether compensated or uncompensated, provided the performance of their duties or exercise of their authority in the public shall

not conflict with the performance of their official duties. See Civil Service Rule 7.1(f) for further clarification.

2. Authority employees may not:

- a. use Authority time, facilities, property, equipment (including vehicles, websites, email, and computers) or resources to promote or further the causes of any political candidate;
- b. distribute, display or post on Authority facilities, property or equipment (including vehicles, websites, email, and computers) political literature or announcements;
- c. make campaign speeches or engage in other campaign activities during Authority working hours (except during lunch breaks taken off of Authority property and while not in Authority uniform) on Authority property;
- d. collect contributions or sell tickets to political fundraising functions during Authority working hours (except during lunch breaks taken off of Authority property and while not in Authority uniform) on Authority property;
- e. distribute campaign material during Authority working hours (except during lunch breaks taken off of Authority property and while not in Authority uniform ) on Authority property, or using Authority facilities, equipment (including vehicles, websites, email, and computers) or resources;
- f. wear or display campaign buttons or other paraphernalia during Authority working hours (except during lunch breaks taken off of Authority property and while not in Authority uniform) on Authority property, or using Authority facilities, equipment (including vehicles, websites, email, and computers) or resources; and
- g. circulate nominating petitions during Authority working hours (except during lunch breaks taken off of Authority property and while not in Authority uniform) on Authority property, or using Authority facilities, equipment (including vehicles, websites, email, and computers) or resources.

3. Authority employees may on personal time:

- a. register and vote as they choose;
- b. assist in voter registration drives;
- c. express opinions about candidates and issues;
- d. contribute money to political organizations and attend political fund raising functions;
- e. attend political rallies and meetings;
- f. join political clubs or parties;
- g. sign nominating petitions; and campaign for or against referendums.

## **Z. Social Security Number Privacy Policy:**

1. The Authority's goal is to ensure, to the largest extent possible, that employees' social security numbers are maintained confidentially. Social security numbers will not be released to anyone outside the Authority, except as required by law. Social security numbers will be made available internally on a "need-to-know" basis.
2. More than four sequential digits of a social security number will not be included on any document mailed outside the Authority, except as required by law, nor will it be publicly displayed in any manner. Social security numbers are not to be used as passwords or identifiers for any Authority computer system. The social security number will not be used in the ordinary course of business except as the Authority may determine that it is necessary to verify an individual's identity or to administer employee benefits, such as health insurance. Any documents that include social security numbers that are discarded are to be shredded. Any violation of this policy will result in discipline up to and including termination of employment.

## **AA. Supplementary Employment Activities (Other Employment):**

1. Employees are prohibited from engaging in any form of personal business for financial gain during Authority working hours, while on Authority property, or using Authority facilities, property, equipment (including vehicles, websites, email, and computers) or resources.
2. If you are a full-time employee and are engaged or wish to engage in an outside employment or business activity, a written request must first be made to the Executive Director that includes the following:
  - your name
  - name of the prospective employer or business activity
  - nature of the work
  - hours expected to be engaged in the outside employment/business activity
  - anticipated duration of outside employment/business activity
  - date given to the Executive Director

The Executive Director will notify you of approval/disapproval of the request. Subsequent to any approvals, changes in your outside employment or business activity status must be promptly reported to the Executive Director.

Employees may be permitted to engage in outside employment and business activities provided that the following conditions are met:

- a. All outside employment and business activities must be conducted on the employee's own time without the use of Authority facilities, property, equipment (including vehicles, websites, email, and computers), funds, supplies, staff or resources.
- b. Such outside employment and business activities may not be in conflict with any activity or policy of the Authority.
- c. Such outside employment and business activities must be rendered in such a manner as to indicate to the observer that the employee (and his/her outside employment or business activity) is not in any way representing the Authority.
- d. The Authority assumes no responsibility whatsoever for any employee's outside employment or business activities or any aspect thereof.

- e. Where areas of potential controversy or conflict of interest could possibly exist, the employee shall present such issue in writing to the Executive Director.

**BB. Firearm Policy**

1. Employees are prohibited from possessing a weapon on their person while on Authority property (subject to the exception below), while using Authority owned or leased vehicles (anywhere) or during the course of their employment with the Authority (anywhere).
2. Employees are permitted to possess weapons on Authority property only if the employee:
  - a. Possesses a current valid license to carry a weapon or firearm issued by the Florida Department of Agriculture and Consumer Services;
  - b. Legally owns and possesses the weapon or firearm;
  - c. The weapon or firearm is out of sight locked inside or onto the employee's private motor vehicle;
  - d. The motor vehicle is lawfully in the Authority's parking lot.

Executive Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

TSA Board of Directors Approval Date: \_\_\_\_\_