

The City of Ocala Employee Handbook



March 15, 2022

2. Employees are encouraged to further their education in areas that will enhance their job performance. Upon pre-approval by the employee's department head and upon successful completion of relevant education courses, employees may be reimbursed for tuition fees, materials, and other necessary and approved expenses upon presentation of proper receipts. Proof of successful completion shall include one of the following:
 - A certificate indicating successful course completion, if applicable.
 - Documentation of receiving a class grade of 2.0 or higher on a 4.0/A scale.
 - Documentation of receiving a passing grade when a pass/fail grading system is used.

Education reimbursement funds must be pre-approved through the budget process.

The City shall pay 100% of all out-of-pocket expenses incurred for tuition, registration, books, and laboratory fees, excluding monies provided from other authorized sources, up to a maximum of \$2,000 per fiscal year. Employees who benefit from education at the expense of the City shall be required to enter into a contractual agreement to continue to work for the City for a designated period of time upon completion of the education.

Uniforms – The City will provide employee uniforms when uniforms are required to be worn as a condition of employment to fulfill job responsibilities. Uniforms will be maintained and worn in accordance with City and department policies. The City will clean, replace, or repair uniforms when it becomes necessary at no cost to the employee, when applicable.

Military Leave Benefit – Employees on military leave will remain enrolled in the City's group insurance plans that they were currently enrolled in at the time of their activation, for a period of twelve (12) months. The City will continue to contribute premiums in the same manner as for active employees. The employee on military leave shall be responsible for any applicable premium contributions for employee and/or dependent coverage. After the twelve (12) month period, employees who remain on military leave will be offered continuation of insurance benefits through the Consolidated Omnibus Budget Reconciliation Act (COBRA). The employee is responsible for making arrangements with Human Resources/Risk Management for the payment of insurance premium contributions if they elect to retain these benefits.

Severance Pay - The City Manager may authorize severance pay and/or extended employment benefits pursuant to and in accordance with the provisions of Florida Statutes.

3-2 Paid Holidays

Full-time employees will be paid for the following holidays:

| | |
|-----------------------------|------------------------|
| New Year's Day | Veterans' Day |
| Martin Luther King, Jr. Day | Thanksgiving Day |
| Memorial Day | Day After Thanksgiving |

| | |
|------------------|------------------|
| Juneteenth | Christmas Eve |
| Independence Day | Christmas Day |
| Labor Day | Floating Holiday |

If the holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. If the holiday falls on a Sunday, the holiday shall be observed on the following Monday or as designated by the City Manager. Employees who are required to work on the actual holiday will receive holiday pay on the actual holiday or be allowed to use accrued holiday hours on a floating basis. Holiday leave used on a floating basis shall be requested and pre-approved by the employee's supervisor.

Full-time/Regular employees are eligible for their regularly scheduled work shift hours of holiday pay per holiday listed above.

Employees are not eligible for holiday pay when in an unpaid leave status, either before or after a holiday, including but not limited to unpaid leaves of absences or unpaid suspensions.

Unused holiday hours may not be carried from one calendar year to another unless approved by the City Manager; however, they must be used by the end of January of the ensuing calendar year.

3-3 Vacation Leave and Paid Time Off

The City of Ocala appreciates how hard employees work and recognizes the importance of providing time for rest and relaxation. The City of Ocala fully encourages employees to get this rest by taking paid time off. Time off under this policy includes extended time off, such as for a vacation, and incidental time due to sickness or to handle personal affairs.

Employees who were hired after March 1, 2012, are required to participate in the PTO program. All eligible full-time/regular employees hired prior to March 1, 2012, may remain in the vacation/sick leave program or may switch to the PTO program. An employee that chooses to switch to the PTO program is required to remain in the PTO program.

Vacation Leave— Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

Eligible full-time/regular employees shall accrue annual vacation leave and be allowed to carry over vacation leave in accordance with the following:

| Years of Consecutive City Service | Hours of Vacation Accrued per Bi-weekly Pay Period/Annually | Maximum allowed Carryover |
|--|--|----------------------------------|
| Less than 6 years. | 3.08 hours per pay period / 80 hours | 80 hours |