

NORTH SPRINGS IMPROVEMENT DISTRICT



DECEMBER 6, 2023

North Springs Improvement District

9700 NW 52 Street Coral Springs, FL 33076
Phone (954) 752-0400 Fax (954) 755-7317

November 30, 2023

Board of Supervisors
North Springs Improvement District

Dear Board of Supervisors:

A meeting of the Board of Supervisors of North Springs Improvement District will be held on December 6, 2023, at 3:00 P.M. at 9700 NW 52nd Street, Coral Springs, Florida. Following is the advance agenda:

1. Roll Call
2. Approval of the following Meeting Minutes:
 - A. November 1, 2023
3. Audience Comments on Non-Agenda Items and Supervisor's Request
4. Staff Reports
 - A. Manager
 - I. Approval of Updates to Employee Handbook
 - II. Award of Contract for RFB 1023-1, North Springs Preserve Improvements
 - III. Ratify Purchase of Two (2) Electrical Maintenance Carts for the North Springs Preserve
 - B. Attorney
 - C. Engineer
 - I. Approval of Quote for North Springs Preserve Artificial Grass Installation at Stopping Station No. 1
 - II. Improvements to the North Springs Preserve Storage Maintenance Facilities
 - III. Quote for the Maintenance and Repair of 1.5MG Water Storage Tank
 - IV. Removal and Replacement of Front Gate located at Water Treatment Plant
 - V. Consideration of Quote for Water Treatment Outdoor Maintenance Shack
5. Approval of Financials and Check Registers
6. Adjournment

**SECOND
ORDER OF BUSINESS**

November 1, 2023, Minutes of Meeting

**MINUTES OF MEETING
NORTH SPRINGS IMPROVEMENT DISTRICT**

The regular meeting of the Board of Supervisors of the North Springs Improvement District was held Wednesday, **November 1, 2023** at 3:00 p.m. in the district office, 9700 N.W. 52nd Street, Coral Springs, Florida.

Present and constituting a quorum were:

Vince Moretti	President
Grace Solomon	Secretary via Zoom
Anthony Avello	Assistant Secretary

Also present were:

Rod Colon	District Manager
Richard Sarafan	District Counsel
Jane Early	District Engineer <i>via Zoom</i>
Brenda Richard	District Clerk
Katherine Castro	Executive Assistant
Donna Holiday	GMS-South Florida, LLC <i>via Zoom</i>
Detective Martin	Coral Springs Police Department

The following is a summary of the discussions and actions taken at the November 1, 2023 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Colon called the meeting to order at 3:00 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Approval of the Minutes of the October 11, 2023 Meeting

On MOTION by Mr. Avello seconded by Mr. Morretti with all in favor the minutes of the October 11, 2023 meeting were approved as presented.
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THIRD ORDER OF BUSINESS

Audience Comments on Non-Agenda Items and Supervisor’s Requests

Mr. Avello stated I would like to figure out a way to go into 2025 with maintaining or lowering the water rates and I would like staff to look into a program dealing with an environmental/conservation program for fiscal year 2025. Monday, I participated in a phone call with the auditor general’s office in response to an email on minor process issues about best practices. One of the issues was on procurement and going forward in the backup material I would like to see the CFO certify that the CFO has reviewed and certified that this procurement item meets the procurement standards. I have asked Rod to review the employee handbook relating to nepotism and conflict of interest and bring back suggested changes. I would like to have everything implemented by January 1, 2025 provided the board is in agreement with those changes.

No members of the public were present to provide comment.

FOURTH ORDER OF BUSINESS

Resolution 2024-01 Amending the Adopted Fiscal Year 2023 General Fund Budget

Mr. Colon stated at the end of each fiscal year we adopt a budget amendment to true up all the line items.

On MOTION by Mr. Avello seconded by Mr. Morretti with all in favor Resolution 2024-01 Amending the Adopted Fiscal Year 2023 General Fund Budget was approved.

FIFTH ORDER OF BUSINESS

Resolution 2024-02 Amending the Adopted Fiscal Year 2023 Water and Sewer Budget

On MOTION by Mr. Avello seconded by Mr. Morretti with all in favor Resolution 2024-02 Amending the Adopted Fiscal Year 2023 Water and Sewer Budget was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Manager

i. Approval to Enter into National Cooperative Acceptance Agreement for RFP 3702-22-4618 Facilities Workplace Solutions

Mr. Colon stated this is a piggyback to an agreement with a uniform company, the breakdown is in your agenda package.

On MOTION by Mr. Avello seconded by Mr. Morretti with all in favor staff was authorized to enter into National Cooperative Acceptance Agreement for RFP 3702-22-4618; facilities workplace solutions.

B. Attorney

There being no comments, the next item followed.

C. Engineer

1. Award of Contract for RFP 2023-10 Landscape Park Maintenance Agreement

Mr. Sarafan stated based on comments from the auditor general in order to use this particular procurement method the dollar cap is for the whole contract, not just one year so our intent is to enter into a one-year contract and seek new bids next year.

On MOTION by Mr. Avello seconded by Mr. Morretti with all in favor contract for RFP 2023-10 was awarded to Custom Gardens, LLC in the amount of their low bid of \$182,400.

SEVENTH ORDER OF BUSINESS

Approval of Financials and Check Register

On MOTION by Mr. Morretti seconded by Mr. Avello with all in favor the check register was approved.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Morretti seconded by Mr. Avello with all in favor the meeting adjourned at 3:14 p.m.

November 1, 2023

North Springs Improvement District

Grace Solomon
Secretary

Vince Moretti
President

FOURTH ORDER OF BUSINESS

Staff Reports – A. MANAGER

I. Approval of Updates to Employee Handbook

NORTH SPRINGS IMPROVEMENT DISTRICT EMPLOYEE HANDBOOK



PROPOSED NOVEMBER 13, 2023

**9700 NW 52 STREET CORAL SPRINGS FLORIDA 33071
TEL: (954) 752 - 0400 · FAX: (954) 755 - 7237**

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WELCOME

Welcome to The North Springs Improvement District (NSID).

This handbook will refer to the policies and procedures of the North Springs Improvement District. On behalf of your colleagues, I welcome you and wish you every success here. We believe each employee contributes directly to our growth and success, and we hope you will take pride in being a member of our team.

This handbook outlines the policies, programs, and benefits available to eligible employees. It was also developed to describe some of the expectations we have of our employees. The employee handbook will answer many questions about employment with the District, so I suggest that you familiarize yourself with the contents of the employee handbook as soon as possible.

We trust your experience here will be challenging, enjoyable, and rewarding.

Again, welcome.

North Springs Improvement District Management

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INTRODUCTION

101 INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the information you will need to be aware of regarding current working conditions, employee benefits, and some of the policies affecting your employment.

You should read, understand, and comply with all provisions of the handbook. The handbook describes many of your responsibilities as an employee and outlines the programs we have developed to benefit our employees. One of our objectives at the District is to provide a work environment that is conducive to professional growth.

No employee handbook can anticipate every circumstance or question about every one of our policies. Further, there may be situations where the need arises for us to revise, add, or cancel policies. Therefore, the District reserves the right to add new policies, and to change or cancel existing policies at any time. The only exception is that our employment-at-will policy will not be changed or canceled.

The employment-at-will policy permits you or the District to end the employment relationship at any time for any reason.

We will notify you of any changes to the handbook as they occur.

North Springs Improvement District Management

102 CUSTOMER RELATIONS

Customers are among the District's most valuable assets. Each of you represents the District to our customers and the public. The way we do our jobs presents an image to our customers and the general public. Customers judge us by how they are treated each time they have contact with us. Therefore, one of our top business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

If a customer wishes to make a specific comment or complaint, you should direct that person to the proper department manager for appropriate action. Employees are encouraged to document all communications between themselves and customers/members of the public. Remember that your contact with the public in person, over the telephone, and through all your communications reflects not only on you but the District as a whole. Positive customer relations will enhance the public's image of the District and pay off in greater customer loyalty.

103 EMPLOYEE ACKNOWLEDGEMENT FORM

I UNDERSTAND THAT IT IS ESSENTIAL THAT I READ AND UNDERSTAND THIS ACKNOWLEDGEMENT COMPLETELY BEFORE I SIGN IT.

This Employee Handbook describes important information about the District, and I understand that I should consult with the Human Resources Administrator regarding any questions not answered in this handbook.

I HAVE ENTERED INTO MY EMPLOYMENT RELATIONSHIP WITH THE DISTRICT VOLUNTARILY AND ACKNOWLEDGE THAT MY EMPLOYMENT HAS NO SPECIFIED DURATION, NOR DO I HAVE A RIGHT TO ANY PARTICULAR PROCESS OR NOTICE PRIOR TO TERMINATION OF THE EMPLOYMENT RELATIONSHIP. ACCORDINGLY, MY EMPLOYMENT IS AT-WILL, AND EITHER THE DISTRICT OR I CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT REASON, CAUSE OR NOTICE.

I UNDERSTAND THAT THIS EMPLOYEE HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT AND THAT THE ONLY WAY TO CHANGE THE AT WILL EMPLOYMENT RELATIONSHIP BETWEEN THE DISTRICT AND ME IS BY A WRITTEN AGREEMENT SIGNED BY THE DISTRICT MANAGER AND ME, WHICH, AT A MINIMUM, SPECIFICALLY NAMES ME WITHIN THE AGREEMENT, EXPRESSLY STATES THAT I AM NOT EMPLOYED AT-WILL AND SETS FORTH THE DURATION AND TERMS OF MY EMPLOYMENT WITH THE DISTRICT.

I acknowledge that the information, policies, and procedures described within this Employee Handbook are subject to change at any time, without notice, in the sole discretion of the District, with the exception of the District’s policy of at-will employment, which can only be modified as set forth herein. Revisions or changes to this Employee Handbook will be communicated through official written notices, and I understand that revised information will supersede, modify, or eliminate prior policies. Only the District Manager has the ability to authorize any revisions to the policies contained in this handbook.

I HAVE RECEIVED THE DISTRICT’S EMPLOYEE HANDBOOK, AND I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ AND COMPLY WITH THE POLICIES CONTAINED WITHIN IT AND ANY REVISIONS MADE TO IT.

EMPLOYEE’S SIGNATURE

DATE

EMPLOYEE’S NAME (PRINTED)

EMPLOYMENT POLICIES

201 NATURE OF EMPLOYMENT

This handbook cannot anticipate every situation or answer every question about employment. This handbook is intended to provide employees with a general understanding of the personnel policies of the District and to answer many common questions. Employees are required to review all the policies in the handbook and become familiar with them.

THIS HANDBOOK IS NOT INTENDED TO AND DOES NOT CONSTITUTE ANY FORM OF EXPRESS OR IMPLIED PROMISE, AGREEMENT, OR CONTRACT.

Regardless of what this handbook says or provides, the District promises nothing and remains free to change wages and all other working conditions without having to consult anyone and without anyone's agreement.

The District may, in its sole discretion, interpret, revise, modify or vary from anything stated in this handbook, except for this policy of employment-at-will, which may not be modified, changed, or amended.

YOUR EMPLOYMENT WITH THE DISTRICT IS "AT WILL." THIS MEANS THAT BOTH YOU AND THE DISTRICT HAVE THE ABSOLUTE RIGHT TO TERMINATE THIS EMPLOYMENT RELATIONSHIP WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. THIS "AT WILL" RELATIONSHIP WILL CONTINUE SO LONG AS YOU CONTINUE TO BE EMPLOYED BY THE DISTRICT.

This handbook supersedes and replaces all prior policies or guidelines on the same topics covered by this handbook, including all previous editions of this handbook.

202 EMPLOYEE RELATIONS

The District is committed to providing the best possible climate for maximum development and goal achievement for all employees. Our practice is to treat each employee as an individual, while we seek to develop a spirit of teamwork, individuals working together to attain a common goal.

In order to maintain an atmosphere where these goals can be accomplished, the District seeks to provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open, and concerns or problems can be discussed and resolved in a mutually respectful atmosphere. If you have concerns about work conditions or suggestions for improving the District's operations, you are strongly encouraged to voice your concerns or suggestions openly and directly to your supervisor in a professional manner.

We firmly believe that with direct communication, we can resolve any difficulties that may arise while continuing to develop a mutually beneficial relationship.

203 *YOUR HUMAN RESOURCES DEPARTMENT*

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the District will be based on merit, qualifications, and abilities. The District does not discriminate in employment opportunities or practices on the basis of race, color, creed, marital status, gender, ancestry, sexual orientation, gender identity, pregnancy, childbirth, religion, sex, national origin, age, disability, or any other characteristic protected by law.

We will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. This policy covers all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question or concern about any type of discrimination in the workplace, you are encouraged to bring the issue to the attention of the Human Resources Administrator. At the District, be assured that you can raise concerns and make reports without fear of reprisal. Further, anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

204 *EQUAL EMPLOYMENT OPPORTUNITY*

It is the District's policy to promote and assure equal opportunity employment for all current and prospective employees without regard to race, color, religion, sex, age, disability, marital status, military status, pregnancy, national origin, citizenship status, status as a disabled veteran or veteran of the Vietnam era, or any legally recognized status entitled to protection under local, state or federal anti-discrimination laws. This policy relates to all phases of employment, including, but not limited to, recruitment, placement, promotion, demotion, transfer, lay-offs, terminations, leaves of absence, training opportunities, and rates of pay or other forms of compensation.

The District will endeavor to make accommodations, as required by law, for known or obvious physical or mental disabilities of otherwise qualified employees and applicants unless an accommodation would impose an undue hardship on the operation of the District's business. In addition, the District will endeavor to make reasonable accommodations for an applicant or employee's sincere religious beliefs or practices unless an accommodation would impose an undue hardship on the District. Any employee who believes they may require such accommodation should contact the Human Resources Administrator.

Any employee or job applicant who has questions regarding this policy or believes that they have been discriminated against is strongly encouraged to bring these issues to the attention of his or her immediate supervisor, the Human Resources Administrator, or any other member of the District's management team. Employees can raise concerns and make reports without fear of reprisal. All such inquiries or complaints will be treated as confidential and will only be disclosed on a need-to-know basis.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including immediate termination of employment.

204.1 NON-DISCRIMINATION AND ANTI-HARASSMENT

The District believes that each employee should be able to work in an environment free of discrimination and harassment. To this end, The District prohibits and will not tolerate discrimination or harassment based on any legally protected status, including but not limited to race, color, religion, sex, age, disability, marital status, military status, pregnancy, national origin, or any legally recognized status entitled to protection under local, state or federal anti-discrimination laws.

204.2 INDIVIDUALS AND CONDUCT COVERED

These policies apply to all applicants and employees of the District and prohibit harassment, discrimination, and retaliation whether engaged in by supervisors, fellow employees, or someone not directly connected to the District, such as an outside vendor, consultant, or customer.

The conduct prohibited by these policies is unacceptable in the workplace and any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

204.3 POLICY AGAINST DISCRIMINATION AND HARASSMENT

The District is committed to providing a work environment where all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunity and prohibits discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free from bias, prejudice, discrimination, and harassment.

The District prohibits harassment of and discrimination against any employee with regard to race, color, religion, sex, age, disability, marital status, military status, pregnancy, national origin, citizenship status, or any other personal characteristic protected under applicable federal, state, or local law.

204.31 DEFINITION OF HARASSMENT

Harassing conduct includes, but is not limited to, verbal or physical conduct, epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility, bias or aversion towards an individual because of his or her race, color, religion, gender, national origin, age, disability, sexual orientation or any other characteristic protected by law that:

- **has the purpose or effect of creating an intimidating, hostile, or offensive work environment;**
- **has the purpose or effect of interfering with an individual's work performance; or**
- **otherwise adversely affects an individual's employment opportunities and/or ability to enjoy the rights and privileges of employment with the District.**

204.4 POLICY AGAINST SEXUAL HARASSMENT

The District prohibits sexual harassment by any employee or supervisor. It is to ensure that all District employees are free from harassment based on sex or gender.

204.41 DEFINITION OF SEXUAL HARASSMENT

While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars, or posters, sending a sexually explicit e-mail or voice mail, and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually-related comments when:

- **submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or continued employment;**
- **submission to or rejection of such conduct by an individual is used as the basis for employment decisions effecting such individual; or**
- **such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.**

Depending upon the circumstances, the conduct can also include sexual joking, profanity, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, teasing or other conduct directed toward a person because of their gender.

204.5 PROCEDURE FOR REPORTING DISCRIMINATION OR HARASSMENT

If you feel subjected to or witness any conduct which you believe may violate this policy, promptly report to the Human Resources Administrator, your supervisor, or any other executive officer of the District with whom you feel comfortable. The District emphasizes that an employee is not required to register a complaint first to his or her supervisor if that supervisor is the individual who is allegedly harassing the employee. If you are unsure with whom to raise an issue of harassment, or if you have not received a satisfactory response after reporting any incident you perceive to be harassment, immediately contact the Human Resources Administrator or any executive officer at the District with whom you feel comfortable. An appropriate and timely investigation will be conducted.

Early reporting and intervention have proven to be the most effective method of resolving actual and perceived incidents of harassment. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this complaint procedure does not preclude individuals who believe they are being subject to harassing conduct from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment or discrimination shall immediately advise the Human Resources Administrator or any member of executive management so it can be investigated in a timely and confidential manner.

Any employee engaging in sexual or other unlawful harassment or discrimination will be subject to disciplinary action, up to and including termination of employment.

204.6 RETALIATION IS PROHIBITED

The District prohibits retaliation against any individual who makes a truthful, good faith allegation of discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will subject individuals involved to serious disciplinary action, up to and including termination.

205 INVESTIGATION OF COMPLAINTS OF HARASSMENT

Any reported allegation of harassment, discrimination, or retaliation will be investigated promptly and thoroughly. The investigation may include individual interviews with the parties involved and, where necessary, interviews with individuals who may have observed or overheard the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout this investigative process to the extent that it is consistent with conducting an adequate investigation and engaging in appropriate corrective or remedial actions.

Both the alleged victim and harasser will be advised generally of the conclusions of the investigation and the steps the District will be taking in response to the complaint. (For a variety of reasons, including personal privacy considerations, certain aspects of the District's conclusions may not be discussed with you).

205.1 RESPONSIVE ACTION

If an investigation of a reported or suspected occurrence of any type of harassment reveals that an employee has not engaged in any form of harassment or where despite a diligent investigation, such allegations cannot be substantiated, management will inform both the employee and the complaining party that a thorough investigation has been conducted and that there exists at that time no grounds or basis to substantiate the report or suspicion of harassment.

Misconduct constituting harassment, discrimination, or retaliation will be dealt with promptly and effectively. Individuals who the District determines have engaged in this conduct will be subject to discipline up to and including immediate termination. The District will act to ensure that the disciplinary action taken with respect to each violation of this policy is commensurate with its judgment as to the seriousness of the offense. Accordingly, investigations will be thorough, and appropriate disciplinary action will be applied in a timely, consistent, and uniform manner. The District Manager will review the facts concerning any occurrence of harassment prior to any employee's termination under this policy as a result of such occurrence. After the completion of an investigation, the complaining party will be advised of any disciplinary action resulting from allegations of violations of this policy. Finally, retaliation in any form against an employee who raises a complaint under this policy is strictly prohibited and will itself give reason for appropriate disciplinary action.

206 DISABILITY ACCOMMODATION

The District is committed to complying with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities.

All employment practices and activities are conducted on a non-discriminatory basis. Our hiring procedures provide meaningful employment opportunities for persons with disabilities. Pre-employment inquiries are made only in regard to an applicant's ability to perform the duties of the position. Post-offer medical exams are required only for those positions with a bona fide job-related physical requirement. Any exam given is only after a conditional job offer has been made. Medical records shall be maintained in compliance with Federal Law.

Reasonable accommodation is available to an employee with a disability if the disability affects the performance of job functions. We make all employment decisions based on the merits of the situation to meet the accommodation and not the disability of the individual. All individuals who can be reasonably accommodated for a job without undue hardship will be given the same consideration for that position as any other applicant.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation), as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. We make leaves of all types available to all employees on an equal basis.

The District is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. The District will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. The District is committed to taking all other actions necessary to ensure equal employment opportunities for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

206.1 DEFINITIONS

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy.

- **“Disability” refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such impairment, has a record of such impairment, or is regarded as having such impairment is a “disabled individual.”**
- **“Direct threat to safety” means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.**
- **A “qualified individual with a disability” means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.**
- **“Reasonable accommodation” means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or District Offices 17 Employee Handbook devices, adjustment or modification of examinations, adjustment or modification of training materials, adjustment or modification of policies, and similar activities.**
- **“Undue hardship” means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the facility at which the reasonable accommodation is to be made; (3) the number of persons employed at that facility; (4) the effect on expenses and resources or other impacts upon that facility; (5) the overall financial resources of the employer; (6) the overall number of employees and facilities; (7) the operations of the particular facility as well as the entire District; and (8) the relationship of the particular facility to The District. These are not all of the factors but merely examples.**
- **“Essential job functions” refers to those activities of a job that are the core to performing said job for which the job exists that cannot be modified.**

207 RELIGIOUS OBSERVANCE AND ACCOMMODATION

The District respects the religious beliefs and practices of all employees and will make, upon request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on the company's business.

Religious accommodations often present themselves in the form of a request for time off for religious observances that do not conform to the District's holiday schedule. If allowing the employee to have the religious holiday off would cause undue hardship to the District, the accommodation is not required. According to the Equal Employment Opportunity Commission (EEOC), "An accommodation may cause undue hardship if it is costly, compromises workplace safety, decreases workplace efficiency, infringes on the rights of other employees, or requires other employees to do more than their share of potentially hazardous or burdensome work."

Employees should use applicable paid time-off benefits to observe religious holidays. If an employee has exhausted all paid time-off benefits, they may still be accommodated with unpaid time off or be charged absent without leave, if appropriate. These are the same options that apply to any other absence from an employee's basic work schedule.

208 BUSINESS ETHICS AND CONDUCT

The District's successful business operation and reputation are built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

Our continued success is dependent upon our customers' trust, and we are dedicated to preserving that trust. Employees owe a commitment to the District and our customers to act in ways that will merit the continued trust and confidence of the public.

As an organization, the District will comply with all applicable laws and regulations, and we expect our directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, you should find that using good judgment based on high ethical principles will guide you to act appropriately. If you are unsure about the proper course of action, you should discuss the matter openly with your supervisor. If necessary, you may also contact the Human Resources Department for advice. You may not divulge or use such information acquired in the course of your duties of confidential nature for the benefit of yourself or others.

It is the responsibility of every District employee to comply with our policy of business ethics and conduct. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment. If you are ever

in doubt of an issue regarding confidentiality or proprietary information, discuss it with your immediate supervisor or, if necessary, another level of management or Human Resources.

208.1 ETHICS AND CONFLICTS OF INTEREST (Revised January 1, 2024)

District employees are prohibited from accepting gifts, gratuities, or entertainment, which has a monetary value in excess of \$50.00 (Fifty Dollars), from individuals and/or firms doing business with the District. Receiving gifts or other items places the employee in a difficult position which could create embarrassment or a conflict of interest for the employee and the District.

All employees shall behave in a completely ethical, truthful, and honorable manner in all dealings with the public and other District employees. To avoid misunderstandings and conflicts of interest, the following policies are adopted in accordance with Chapter 112, Florida Statutes, Code of Ethics for Public Officers and Employees.

No employee acting in their official capacity shall directly purchase, rent, or lease any realty, goods, or services for the District from a business entity in which the individual of their spouse or any of the children, parents, grandparents or grandchildren of the employee or their spouse is an officer, partner, director, or proprietor or in which the employee or their spouse or any of the children, parents, grandparents or grandchildren of the employee or their spouse, or any combination of them, which has a financial interest, without the expressed written approval and disclosure of the Board of Supervisors. While awarding a contract for services is specifically allowed by State law, NSID strictly prohibits said practices.

1. No employee shall use or attempt to use their position, or any property or resource which may be within their trust, to secure special privileges, benefits, or exceptions for themselves or others.
2. No employee shall have or hold any employment or contractual relationship with any business entity or agency which is subject to the regulation of or is doing business with the District without the expressed written approval and disclosure of the Board of Supervisors.
3. No employee shall accept employment or engage in any business or professional activity which they might reasonably expect would require them to disclose confidential information acquired by their official position.
4. No employee shall disclose or use information not available to members of the general public and gained by reason of their official position for their personal gain or business entity.

209 *HIRING OF RELATIVES (Revised January 1, 2024)*

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried over into day-to-day working relationships.

For the purposes of this provision, the relatives of an employee shall be defined as a father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, step-sister, half-brother, half-sister or other members of the employee's household, or persons who stand in loco parentis.

A relative of a current employee may not occupy a position over which the employee exercises jurisdiction or control without the consent of senior management; nor may a relative of an employee occupy a position of supervision without the consent of senior management, or the exercise of jurisdiction or control, over an employee without the consent of senior management. The District also reserves the right to take prompt action if an actual or potential conflict of interest arises involving relatives who occupy positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If a relative relationship is established after employment between employees who are in a reporting situation described above, or in the event a Supervisor and a subordinate become involved in a dating relationship, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. Management may take any action it deems to be in the best interest of the District.

In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, Management may take any action it deems to be in the best interest of the District. Employees in a close personal relationship should refrain from public workplace displays of affection or excessive personal conversation.

No relatives, as defined above, of any Member of the Governing Board of Supervisors or of the District Manager, shall be hired by the District.

210 *IMMIGRATION LAW COMPLIANCE*

The District is committed to employing only United States citizens and resident aliens who are legally authorized to work in the United States. We also do not unlawfully discriminate on the basis of citizenship or national origin.

In order for us to comply with the Immigration Reform and Control Act of 1986, all new employees, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and provide documentation that establishes their identity and eligibility for employment. Former employees who are subsequently rehired must also complete a 1-9 and provide appropriate documentation if 1) they have not completed an I-9 with the District within the past three years, or 2) their previous I-9 is no longer valid or was not retained.

If you have questions or want more information on immigration law issues, you are encouraged to contact the Human Resources Department. At the District, you can raise questions or complaints about immigration law compliance without fear of reprisal.

211 OUTSIDE EMPLOYMENT

Outside employment is any paid employment performed by an employee in addition to his-her employment with the District. **The following criteria shall apply to outside employment:**

- Such employment shall not interfere with the efficient performance of the employee's duties.
- Such employment shall not involve a conflict of interest or conflict with the employee's duties.
- Such employment shall not involve the performance of duties which the employee should perform as part of his-her employment with the District.
- Such employment shall not occur during the employee's regular or assigned working hours unless the employee is on PTO leave
- No employee granted permission to engage in outside employment shall work at said outside employment for a longer period of time than stated in their request for permission to engage in such employment or beyond that period approved by the District, whichever is less. The District reserves the right to revoke approval of outside employment if it later determines that such outside employment poses a conflict with or is incompatible with District employment.
- Any employee accepting outside employment under the terms of these provisions shall make arrangements with the outside employer to be relieved from his-her outside duties if when called for emergency service by the District.
- Requests for approval of outside employment must be reviewed and approved by an employee's supervisor and the Director of Operations or the District Manager.

EMPLOYMENT STATUS & RECORDS

301 EMPLOYMENT CATEGORIES

Understanding the definitions of the employment classifications at the District is important because your classification is one of the factors that determine your employment status and benefits eligibility. These classifications do not guarantee employment for any specified period of time. Since employment with the District is based on mutual consent, either you or the District have the right to terminate the employment relationship at will at any time, with or without cause or advance notice.

Depending on your position, you are designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Your EXEMPT or NONEXEMPT classification may be changed only with written notification by the District Management.

In addition to the Exempt and Nonexempt categories, you also belong to one of the following employment categories:

REGULAR FULL-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work the full-time schedule at the District. Generally, regular full-time employees are eligible for all the District benefit programs, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work less than the full-time work schedule, but at least 25 hours per week. Regular part-time employees are eligible for some District benefit programs, such as health insurance, subject to the terms, conditions, and limitations of each benefit program, some of which are mandated by the State of Florida. Regular Part-time employees are ineligible for paid time off accrual benefits.

PART-TIME employees are employees who are not in a temporary or introductory status AND who are regularly scheduled to work less than 25 hours per week. While part-time employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for other District benefit programs.

INTRODUCTORY employees are employees whose performance is being evaluated to determine whether further employment in a specific position or with the District is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

TEMPORARY employees are employees who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond the initially stated

period does not in any way imply a change in employment status. Temporary employees retain that status unless and until they are notified of a change. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all other District benefit programs.

302 CONFIDENTIAL INFORMATION

All information is a public record under the Public Records laws of the State of Florida except the following:

1. All matters dealing with the security of the facility and the location of utilities.
2. The home address and phone numbers of employees of the District.
3. All confidential information such as DOB, social security numbers, personal banking information, and personal identifications of employees and customers.
4. All other information is excluded under public record law.

Should you have any questions regarding confidential information or would like to request information, please contact the District Clerk for all records.

The District takes breaches of security very seriously, and an employee's improper use or disclosure of any of the District's confidential and proprietary business information or trade secrets will subject the employee to disciplinary action, up to and including termination of employment, as well as possible legal action.

303 ACCESS AND UPDATES TO PERSONNEL FILES

At the District, we maintain personnel files on each employee that include the employee's job application and related hiring documents, training records, performance documentation, commendations and disciplinary documentation, salary history, attendance, changes in job title or status, and other documents relating to the employee's employment. Separate files are maintained for medical leaves of absence and other medical documentation.

303.1 PERSONNEL DATA CHANGES

To ensure records and benefits program information remains accurate, you must immediately notify the District of any changes to your personal information. The information that must remain current includes your mailing address, telephone numbers, your marital status, changes to your dependents' information, who to contact in case of an emergency, educational accomplishments, and other possibly relevant information. To make changes or if you have questions about what information is required, contact the Human Resources Department.

Employees must keep their personnel record current by:

- Promptly notifying Human Resources of any changes of address, phone numbers, number of dependents, etc.
- Advising Human Resources of any special training courses completed and providing copies of diplomas or certificates earned.

******Note: It is the employee's responsibility to ensure their information is current. Failure to do so may result in loss of benefits.******

303.2 REQUESTS FOR INFORMATION

- If an employee receives an outside request for information about records, procedures, or other internal matters regarding the District, the employee shall refer the inquiring party to Human Resources unless the employee has been specifically authorized to release such information.
- Likewise, if an employee receives an inquiry regarding a former employee, whether, by phone, mail, e-mail, or otherwise, the employee should not respond and must forward the inquiry to the Human Resources Administrator.
- Employees shall not loan, give or sell to any outside person or entity any records, official documents, materials, manuals, or other property of the District, without written authorization from the District Manager.

303.3 EMPLOYEE REQUEST TO VIEW PERSONNEL FILE

If you wish to see your personnel file, contact the Human Resources Administrator. With reasonable advance notice, you may review your personnel file in our offices and in the presence of a person authorized by the District.

Personnel files are public records created under Chapter 112 of the Florida Statutes. However, personal identifying information, such as Social Security numbers, are exempt from disclosure.

303.4 EMPLOYEE REFERENCE REQUESTS

Consistent with the foregoing policies, the Human Resources Department will respond to reference requests regarding current or former employees. The Human Resources Department will only confirm the employee's dates of employment, job titles, salary, and the position held.

304 JOB DESCRIPTIONS

The District makes every effort to create and maintain accurate job descriptions for all positions within the District. Each description includes sections for job information; a job summary (giving a general overview of the job's purpose); essential duties and responsibilities; supervisory

responsibilities; qualifications (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

We use the job descriptions to help new employees understand their job duties and to set standards for employee performance evaluations. Job descriptions are also used to identify the requirements of each position, establish hiring criteria, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Administrator and the hiring department manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. You can also be helpful by making sure that your job description accurately reflects the work you do.

We would like you to remember that job descriptions do not necessarily cover every task or duty that you might be assigned, and that additional responsibilities may be assigned as necessary. In no way can a written job description completely outlay all of the duties that you may be requested to perform. You can contact the Human Resources Administrator if you have any questions or concerns about your job description.

*****The District reserves the right to change salaries, employee classifications, and job descriptions at its sole discretion.*****

305 APPLICATION OF TRANSFER TO OTHER DEPARTMENTS

The District Offices provides employees an opportunity to indicate their interest in open positions and advance within the District according to their skills and experience. In general, we post all regular, full-time job openings, although the District reserves its right not to post a particular opening.

If you have a written warning on file or are on probation or suspension, you may not be eligible to apply for posted jobs. You may only apply for posted jobs for which you possess the required skills, competencies, and qualifications. In addition, we use your attendance as a measure to determine job transfers. Poor attendance may result in a missed opportunity to seek a job transfer.

To apply for an open position, submit a job posting application to the Human Resources Department listing your job-related skills and accomplishments. You should also describe how your current experience with the District and prior work experience and/or education qualifies you for the position.

We recognize the benefit of developmental experiences and encourage you to talk with your supervisor about your career plans. We also encourage supervisors to support employees' efforts to gain experience and advance within the District.

After you apply for a job, your supervisor may be contacted to verify your performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. We may also use other recruiting sources to fill open positions when it is in the best interest of the District.

306 EMPLOYMENT APPLICATIONS

The District relies on the accuracy of the information provided on the employment application, as well as the accuracy of other data presented during the hiring process and employment. If there are any material misrepresentations, falsifications, or material omissions in any of this information, the applicant shall be excluded from further consideration. If the applicant has already been hired, or if it is later discovered that a regular employee falsified information considered during the hiring process, that individual may be subject to termination.

307 INTRODUCTORY PERIOD

At The District, we want you to be successful at your job. We have found that having an introductory period can be very helpful to new employees. The introductory period provides you with the opportunity to demonstrate that you can perform your job at a satisfactory level of performance and to determine if the new job meets your expectations. We use this period to evaluate your capabilities, work habits, and overall performance. Since employment at the District is based on mutual consent, either you or the District may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

The introductory period for all new and rehired employees is the first 365 calendar days after the date of hire (1-year probationary period). If you are promoted or transferred within the District, you will be asked to complete a secondary introductory period of the same length when you assume the new position. If there is a significant period of absence during the introductory period, the period will automatically be extended by the length of the absence. Either during the introductory period or at the end of the period, we may extend the introductory period if we determine there was not adequate time to evaluate performance.

When you are promoted or transferred within the District, if it is determined during the secondary introductory period that you are not performing satisfactorily, you may be removed from the new position. If this occurs, you may be allowed to return to your former job or to a comparable job for which you are qualified, depending on the availability of such a position and our business needs. When the initial introductory period is satisfactorily completed, employees enter the “regular” employment classification.

During the initial introductory period, new employees are eligible for legally required benefits, such as workers' compensation insurance and Social Security. After becoming regular employees, they may also be eligible for the other District benefit programs, subject to the terms and conditions of each benefits program. Employees are urged to review the information for each benefits program for the exact eligibility requirements.

Benefits eligibility and employment status do not change as the result of a secondary introductory period that results from a promotion or transfer within the District.

308 PERFORMANCE EVALUATION

The best communications about job performance happen on an informal, day-to-day basis. You and your supervisor are strongly encouraged to regularly discuss performance. Formal written performance evaluations are conducted at the end of your initial time, or introductory period, in any new position. The introductory period gives you and your supervisor the opportunity to evaluate job performance, standards, and performance requirements. In addition, the District wants to ensure that you and your supervisor have scheduled formal performance evaluations. These discussions give you both the opportunity to discuss job responsibilities and goals, encourage and recognize strengths, identify and correct any weaknesses, develop plans for dealing with any obstacles, and plan for the future.

The performance of all employees is generally evaluated on an ongoing basis at any time during a fiscal year but is usually an annual performance evaluation. The District reserves the right to change an employee's annual evaluation after it has been completed within the fiscal year, at which time, the previous evaluation will be null and void.

The District awards merit-based pay adjustments in recognition of employee performance in its discretion. These adjustments are based on numerous factors, including the information documented by the formal performance evaluation process.

A person who receives a below-average evaluation is subject to termination of employment.

309 SALARY ADMINISTRATION

The salary administration program at the District was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because we believe that recruiting and retaining talented employees is critical to our success, we are committed to paying our employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on the pay

practices of other employers. We periodically review our salary administration program and restructure it as necessary. We may award merit-based pay adjustments in conjunction with superior employee performance as documented by our performance evaluation process.

If you have a question about the pay practices for your department, you can talk with your supervisor. The Human Resources Department is also available to answer questions about the District's salary administration program.

WORK HOURS/TIME KEEPING/PAYROLL

401 WORK SCHEDULES

Because of the nature of our operations, your defined work week may vary depending on your job or department assignment. The standard work week is a seven-day (7) period beginning at 12:00 A.M. Wednesday and ending at 11:59 P.M. the following Tuesday. Overtime will be paid to non-exempt employees for hours worked in excess of 40 hours in a work week.

Work schedules for the District vary throughout. The normal work schedule for most employees is 8 hours a day, 5 days a week. Your supervisor will advise you of the times your schedule will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Schedules may change depending on staffing needs. There is no guaranteed work schedule, nor does the District make any such guarantee of schedule assignment to accommodate outside employment or personal issues.

Any deviation from the work hours established for your area must be pre-approved by your supervisor. The scheduled normal work day should not be construed as a guarantee of hours nor a limitation on the assignment of hours worked. You will be expected to work all assigned or scheduled work hours.

In some cases, we may offer flexible scheduling, or flextime, to allow employees to vary their starting and ending times each day within established limits. We make flextime possible if a mutually workable schedule can be negotiated with the supervisor involved. In no circumstance is a flexible schedule guaranteed.

However, such issues as staffing needs, your performance, and the nature of your job will be considered before approval of flextime. You should consult your supervisor to request participation in the flextime program.

402 TIME KEEPING

Nonexempt employees are responsible for accurately recording the hours they work. This information also helps the District comply with the laws that require us to keep accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" is defined as all the time nonexempt staff spends performing assigned duties.

If you are a nonexempt employee, you must accurately record the time you begin and end your work, split shifts, or if you leave the workplace for personal reasons. You **always** need to receive advance supervisory approval before working any overtime hours.

We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: failing to clock out in a timely fashion at the completion of a shift, altering, falsifying, tampering with time records, or recording another employee's time record.

If an employee forgets to clock in at the beginning of a shift or out at the end of a shift, the employee must immediately notify his or her immediate supervisor so that accurate time is recorded for all hours worked. Repeated instances of failing to properly clock in or out will result in disciplinary action, up to and including termination.

If you are a nonexempt employee, you should not start working more than 2 minutes before your scheduled starting time. You should also not continue working more than 2 minutes after your scheduled ending time. The only time you can start earlier or work later is with prior authorization from your supervisor.

All employees are required to submit timesheets digitally or on a form provided by the Human Resources Department regardless of whether you are exempt or nonexempt. Exempt employees only need to report exception time, i.e., time other than work time, such as paid time off.

You are also responsible for verifying your time records to certify their accuracy. Your supervisor will then review and initial the time records before submitting them for payroll processing. In addition, if corrections or revisions are made to the time record, both the employee and supervisor must initial the changes on the time record as being accurate.

403 ATTENDANCE AND PUNCTUALITY

Employees of the District are expected to be reliable and punctual by reporting for work on time and as scheduled. When an employee is absent or late, it places a burden on other employees and can impact productivity and service. The District recognizes that situations may arise in which an employee cannot avoid being late or is unable to work as scheduled; however, we expect those circumstances to be the exception and not the rule.

In the event, you cannot arrive at work on time, or if you must call out, you must notify your supervisor as soon as possible so that appropriate arrangements can be made. Notification must be made to your immediate supervisor or the next level of management. Calls left on voicemail are not acceptable as final notification. We require that for each additional day you are absent, the same process of notification be applied.

Because unplanned absences can be disruptive to work, excessive absenteeism and lateness may lead to disciplinary action, up to and including termination of employment.

Employees are hereby notified that each departmental manager might set their call-in procedures differently. It is the responsibility of the employee to understand their departmental call-in procedures. Each department has its own operational needs, such as shift schedules, etc.

404 OVERTIME

There may be times when the District cannot meet its operating requirements or other needs during regular working hours. If this happens, employees may be asked to volunteer to work overtime hours or may be required to do so. (See 1 [Mandatory Overtime](#)). We strive to distribute overtime assignments fairly among all employees who are qualified to perform the required work.

Employees shall not incur overtime hours unless specifically directed to work overtime or the overtime has been approved by the District in writing in advance. If an employee incurs unauthorized overtime, they will be paid the overtime rate, but they may also be subject to discipline, up to and including termination of employment.

All nonexempt employees will be paid overtime compensation in accordance with federal and state wage and hour requirements at the rate of 1.5 times the employee's regular hourly rate for all hours worked in excess of 40 in a given workweek. Overtime pay is based on actual "hours worked." For this reason, holidays and paid time off or unpaid leaves of absence are not considered "hours worked" for the purpose of calculating overtime pay. Federal law forbids employers from granting compensatory time off to their employees in lieu of overtime compensation.

404.1 MANDATORY OVERTIME

Federal and state wage and hour laws do not prohibit employers from requiring employees to work overtime.

Although the District tries to minimize the need for overtime through scheduling, it is sometimes necessary for the District to require employees to work overtime. The District will use its best efforts to notify employees in advance of a mandatory overtime assignment when possible.

Failure to comply with a directive of your supervisor to work overtime may result in disciplinary action, up to and including termination of employment.

Overtime will be compensated at the rate of 1.5 times the employee's regular hourly rate for all "hours worked" in excess of forty (40) hours in a given workweek.

Employees should note that the only legal restrictions on the total number of hours that an employee may be required to work in a given workweek do not apply to employees over the age of 16.

405 ON-CALL COMPENSATION

Certain jobs may require you to be available for work after hours during the week and on the weekend on an on-call basis. If you are scheduled for on-call duty during any given period of time, you will be issued a District pager or cellular telephone, which you will be required to carry at all times. This will not normally restrict your off-duty-time activities. If an emergency or other facility need develops at your assigned work location during this period, you will be required to answer the call out in a timely manner.

You will be credited for on-call duty beginning from the time you arrive at the work facility at your regular rate of pay. Any hours worked in excess of 40 hours in a given week will be paid at the rate of one- and one-half times your rate of pay. The on-call overtime credited time ends when the work is complete. You will be credited for a two-hour minimum for reporting to the work facility in response to a call.

In addition, you will be credited for on-call duty at a flat rate of \$20.00 per day or a maximum of \$140.00 per week for being available for an emergency call. On-call earnings will be paid on the next pay period.

The Department Manager or Supervisor will decide in a fair and equitable manner which employee(s) will be scheduled for on-call duty based on the work requirements.

Failure to respond to any on-call summons will result in disciplinary action, up to and including possible termination of employment.

406 MEAL PERIODS

In most cases, full-time employees are provided one meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. During meal periods, employees will be relieved of all work responsibilities and restrictions. Employees do not clock out for lunch as meal periods will be paid for by the District.

Employees who work within a 24-hour shift operation (plant operators and trainees) do not have scheduled meal breaks. Plant staff are allowed meal breaks only when the time does not conflict with the District operations. Because of the monitoring requirements associated with plant operations, operators are encouraged to bring their lunch to work. All employees must have permission from their supervisor to leave the facility at all times, and under no circumstances shall the operator leave when they are by themselves on any given shift.

In cases where there is more than one plant operator on duty, takeout food is allowed at the sole discretion of the Department Manager. In such cases, a reasonable amount of time to obtain food and immediately return to the plant facility is expected. A reasonable amount of time allows travel to and from and should never exceed 15 minutes. In every case, personal transportation

must be used when leaving the facility for your own personal business. District-provided vehicles are to be used for business purposes only.

The District allows meals to be delivered to the facility, but they may only be accepted at the front gate. Food service associates or any other vendor are not permitted on District grounds.

407 *EMERGENCY CLOSINGS*

There may be times when outside circumstances interrupt the District's normal business operations. Such situations may arise due to severe weather conditions, like hurricanes, or emergency situations, such as a fire or power failure. Some of these situations may require that the District close the work facility. The decision to close a facility will be made by management. During foreseeable events such as severe weather situations, employees must call the main number of the facility, where they would listen for a recorded message as to the status of the facility.

Alternatively, your supervisor may provide you with facility-specific emergency closing procedures when there is a possibility of a facility closing.

When a facility is officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees are expected to report to work if the District is not officially closed during an emergency. All PTO requests made during hurricane season are subject to be canceled. If you do not report to work, you will not be paid for the time off. Employees must contact their supervisor every day prior to their normal work shift to learn the most current and up-to-date information regarding District operations. An employee's failure to advise their supervisor that they will not be reporting to work may result in disciplinary action, up to and including termination of employment.

In some instances, you may request unused paid time off or personal time.

408 *PAY DAYS*

Payday falls on a Thursday, (26 times annually). Each pay period includes earnings for all work performed through the end of the payroll period.

The District mandates direct deposit for all employees.

In the event that a live check is issued because of a lack of direct deposit, it will be issued within the next pay period. Any administrative pay corrections will be dealt with on the next pay period. If there are any issues with direct deposit on payday, the District will address the issues as quickly as possible.

409 ADMINISTRATIVE PAY CORRECTIONS

The District takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday. Accordingly, it is important that you review your pay stub each pay period.

In the unlikely event that there is an error in the amount of pay you receive, you should promptly advise your Department Manager so that the discrepancy can be corrected as quickly as possible.

410 DEDUCTIONS FROM PAY

The District is legally required to make certain deductions from every employee's compensation. Among these deductions are federal and local taxes as appropriate. We are also legally required to deduct Social Security taxes on your earnings up to a maximum amount, which is called the Social Security "wage base." The District contributes to your Social Security by matching the amount of Social Security taxes deducted from your compensation.

The District offers programs and benefits to eligible employees beyond those required by law. You may voluntarily authorize deductions from your paycheck to cover your portion of the cost of these programs.

We may find it necessary to take "pay setoffs" as a result of a court order from your paycheck. Pay setoffs are pay deductions taken by the District, usually to help pay off a debt or obligation to us or to others. The District may be required to withhold a portion of your wages from your paycheck as a result of a court order "garnishing" your wages, usually for purposes of certain payment obligations such as child support or to pay a debt or judgment.

If you have questions concerning why a deduction was made from your paycheck or how your paycheck is calculated, consult with your supervisor.

411 PAY ADVANCES

The District does not provide pay advances on unearned wages to our employees under any circumstance.

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WORK CONDITIONS

501 SAFETY

To assist in providing a safe and healthy work environment for employees, customers, and visitors, the District has established a workplace safety program. This program is a top priority at the District. The Safety Director is responsible for implementing, administering, monitoring, and evaluating the safety program. The success of the program depends on the alertness and personal commitment of everyone.

We provide information to employees about workplace safety and health issues through regular internal communication channels. These may include but are not limited to, supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards as well as safe work practices and procedures to eliminate or minimize hazards. The District also has a safety group and has regular consultation assistance with our risk management that assists in these activities and helps facilitate effective communication between employees and management about workplace safety and health issues.

Some of the best safety improvement ideas come from employees. If you have an idea, concern, or suggestion for how to improve safety in the workplace, we encourage you to tell your supervisor, another supervisor, or the Safety Director. We want you to be assured that you can report any concerns about workplace safety anonymously if you wish, and you can make a report without fear of reprisal.

You are required to obey all safety rules and use caution in your work activities. You must immediately report any unsafe condition to the appropriate supervisor. If you violate District safety standards, cause a hazardous or dangerous situation, or fail to report or, where appropriate, remedy such situations, you may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in an injury, regardless of how insignificant the injury may appear, you should immediately notify your supervisor or the Safety Director. Prompt reporting can ensure legal compliance and prompt and proper initiation of insurance and worker's compensation benefits procedures.

In any accident/injury, a post-accident drug test is mandatory.

502 SMOKING

In keeping with the District's intent to provide a safe and healthful work environment, smoking is prohibited in any District building in accordance with Chapter 386.204. This statute prohibits smoking in public places.

This policy applies equally to all employees as well as to our customers and visitors.

Smoking is only allowed in designated areas. Please contact your supervisor.

In addition, smoking in company vehicles is strictly prohibited.

503 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using District property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

You should notify your supervisor immediately if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent the deterioration of equipment and possible injury to employees or other people. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles you use on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, may result in disciplinary action, up to and including termination of employment. Any fines for parking or traffic violations are the responsibility of the employee and not the District.

No District vehicles are permitted outside of your respective District service boundaries without prior authorization from the employees' supervisor or the next level of management. Vehicles taken out of your assigned work area without authorization will result in disciplinary action, up to and including possible termination of employment.

503.1 DRIVING ABSTRACTS

The District may obtain a driver's license abstract for any employees who drive District vehicles. Such employees are required to be forthcoming with any driver's license status changes. The District reserves the right to perform periodic driving record checks on any employees who drive District vehicles, and the District's discovery of a change in an employee's driver's license status that has not been reported to the District may result in discipline up to and including termination depending on the nature of the change in status and the reason for the employee's failure to disclose the change.

504 VISITORS IN THE WORKPLACE

To protect the safety and security of employees as well as District property and facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps to maintain

safety standards, safeguard employee and customer welfare, protect equipment and confidential information against theft, and reduce potential distractions and disturbances.

For safety and security reasons, family and friends are restricted from visiting without authorization from senior management. All visitors should enter the District at the main entrance. Once authorized, visitors will receive directions or be escorted to their destination. When you have outside visitors, you are responsible for their conduct and taking steps to ensure their safety.

If you see an unauthorized person on our premises, please notify your supervisor immediately or stop and ask the visitor who they are and the nature of their business.

505 *WORKPLACE MONITORING*

The District may conduct workplace monitoring to help ensure quality control, employee safety, security, and customer satisfaction.

Employees who regularly communicate with customers may have their telephone conversations monitored or recorded. We use telephone monitoring to identify and correct performance problems with targeted training. We are always striving for improved performance to enhance our customers' image of the District as well as customer service satisfaction.

The computer equipment and systems and Internet access that employees may use are always the property of the District. Therefore, we reserve the right to monitor computer activities. We also reserve the right to retrieve and read any computer files or data that are composed, sent, or received through Internet connections or stored in our computer systems.

We may conduct video surveillance of non-private workplace areas. We use video monitoring to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage and prevent acts of harassment and workplace violence.

While the District is sensitive to the legitimate privacy rights of our employees, because of the District's commitment to quality control, employee safety and security, customer satisfaction, and the need to protect the District's property, premises and systems, it is hereby providing notice that:

EMPLOYEES SHOULD NOT HAVE AN EXPECTATION OF PRIVACY IN INFORMATION TRANSMITTED THROUGH COMPANY COMPUTERS, CELL PHONES, FAX MACHINES OR VIA ANY OTHER MEANS OF TRANSMISSION.

Employees are further placed on notice that personal items brought to the workplace may be subject to inspection, and therefore they also **should not have an expectation of privacy in desks, cabinets, file drawers, lockers, or any other location within the District property.**

506 *WORKPLACE VIOLENCE PREVENTION*

The District is committed to preventing workplace violence and to maintaining a safe work environment. We have adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that might occur during business hours or on our premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. We prohibit firearms, weapons, and other dangerous or hazardous devices and substances on the premises of the District without proper authorization.

The District does not tolerate conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, either direct or indirect, should be reported as soon as possible to your supervisor or any other member of management. This includes threats by employees as well as threats by customers, vendors, solicitors, or anyone else. When reporting a threat of violence, you should be as specific and detailed as possible.

Be sure to report any suspicious person or activities as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work area, do not try to intercede or see what is happening.

We will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the person who made the report will be protected to the extent possible. To maintain workplace safety and the integrity of its investigation, The District may suspend an employee, either with or without pay, pending investigation.

Any person who violates these guidelines will be subject to disciplinary action, up to and including termination of employment. Violations include making a threat of violence or actually committing a violent act.

If you are having a dispute or differences with another employee, we encourage you to discuss it with your supervisor or the Human Resources Administrator before the situation escalates into potential violence. The District is eager to assist in the resolution of employee disputes, and we will not discipline an employee for raising these types of concerns.

507 *SECURITY INSPECTIONS*

The District is committed to maintaining a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. We prohibit the possession, transfer, sale, or use

of such materials on our premises. To ensure this policy is successful, we need every employee's cooperation.

We may provide you with desks, lockers, and other storage devices for your convenience, but these are always the sole property of the District. Because they are property of the District, we reserve the right to inspect them along with any items that are inside them. Agents or persons we authorize, either with or without prior notice to you, may inspect at any time.

We also want to discourage theft and the unauthorized possession of property that belongs to our employees, the District, visitors, and customers. To help enforce this policy, we may require inspection of employees and other persons who enter or exit our premises as well as any packages or other belongings they carry with them. If you wish to avoid having your belongings inspected, the best thing is to not bring them to work.

508 COMPUTER AND EMAIL USAGE

The District may provide employees access to computers, computer files, the email system, and software to use in doing their work. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that employees comply with this policy, computer and email usage may be monitored. No computer should be password protected without an approved password from your IT department.

We strive to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

Displaying, downloading, or emailing sexually explicit images, messages, and cartoons is prohibited. Other examples of unacceptable computer usage include (but are not limited to) ethnic slurs, racial comments, off-color jokes, or anything that may be seen by another person as harassment or disrespectful.

You may not use email to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters. Your business email address is for business purposes only.

The District purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless the software developer authorizes us, we do not have the right to reproduce the software for use on more than one computer.

You may only use the software on local area networks or on multiple machines, according to the software license agreement. The District prohibits the illegal duplication of software and its related documentation.

You should notify your supervisor, the Systems Manager, or any member of management if you learn about a violation of this policy. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

509 INTERNET USAGE

The District may provide employees with Internet access to help them with the execution of their work. This policy explains our guidelines for using the Internet responsibly and productively. Internet usage is intended for job-related activities, and personal use should be avoided.

All Internet data that is composed, transmitted, or received via our computer systems is subject to Florida Public Records Law and is considered to be part of our official records. This means that it is subject to disclosure to law enforcement or other third parties. Therefore, you should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology that you use to access the Internet are always the property of the District. Therefore, the District reserves the right to monitor Internet traffic. We also reserve the right to retrieve and read any data that is composed, sent, or received through our online connections or stored in our computer systems.

We do not allow data that is composed, transmitted, accessed, or received via the Internet to contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person.

Examples of unacceptable content include (but are not limited to) sexual comments or images, racial slurs, gender-specific comments, or other comments or images that could offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The District does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trade-marked, or patented material on the Internet. As a general rule, if you did not create the material, do not own the rights to it, or have not received authorization for its use, you may not put the material on the Internet. You are also responsible for ensuring that a person sending material over the Internet has the appropriate distribution rights.

Before you download or copy a file from the Internet, you should take the necessary anti-virus precautions. The District requires that all downloaded files be checked for viruses. All compressed files must be checked for viruses both before and after decompression.

Employees whose Internet usage violates laws or District policies are subject to disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy.

The following are examples of some actions and activities that are prohibited and which could result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating or downloading software and electronic files without permission
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Sending anonymous email messages
- Engaging in any other illegal activities

510 USE OF TELEPHONES

The District telephones are intended for business use, and employees are not permitted to make long-distance or toll calls from our phones. We request that you keep any local personal calls to a minimum and may require you to reimburse the District for charges resulting from personal calls. Personal outgoing calls should be made during breaks, meal periods, and, with your supervisor's permission, at other times. All personal calls should be kept to a minimum.

Because our telephone communications are an important reflection of our image to customers and the community, every employee should use proper telephone etiquette. Some examples of good telephone etiquette are always using the approved greeting, speaking courteously and

professionally, confirming the information you have received from the caller, and only hanging up once the caller has done so.

The District expects exempt salary employees who are issued company cell phones to monitor their issued phones after normal working hours. As an exempt employee, you are paid a salary regardless of the hours worked. You must be available at all times and monitor the company-issued cellphone unless prior permission is given that you cannot be available.

Failure to adhere to this policy can result in disciplinary action including termination. All NSID employees are at-will employees and can be removed for no reason.

511 CELL PHONE USAGE

The District provides cellular telephones to some employees as business tools. The phones are provided to assist employees in communicating with management and other employees, clients, and other business-related contacts. Cell phones are primarily intended for business-related calls.

However, occasional, brief, personal use is permitted within reasonable limits. You should be aware that we periodically review cell phone invoices.

Tampering or altering company equipment is grounds for disciplinary action, up to and including possible termination of employment.

While driving, your primary responsibility is driving safely and obeying the rules of the road. For that reason, we prohibit employees from using cell phones to conduct business while they are driving. You should first safely pull off the road and come to a complete stop before you dial or talk on the phone.

If you use a cell phone for business, always remember to apply normal business etiquette by keeping your conversations private and non-disruptive to others.

512 EOC BUILDING

EOC Facility Hours are from 6:00 AM to 10:00 PM.

While the facility is in use and the **“DO NOT ENTER”** signs are posted, do not enter the facility until the signs have been removed.

Employees are responsible for the proper use, protection, and maintenance of all equipment and other property. At no time may any equipment or iPad be removed from the premises.

The facility is to be used during your off-duty hours unless authorized by senior management.

General Rules and Regulations:

- Appropriate apparel and footwear attire must be worn.
- Keep walkways clear.
- Bags should be kept in designated locker areas.
- Re-rack weights and replace equipment when finished.
- Please do not drop weights or dumbbells.

513 DRUG TESTING

The District is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants will be asked to provide body substance samples (such as urine and/or hair analysis) to determine the presence of illicit or illegal drugs or alcohol in their system.

In accordance with this policy, the District reserves the right to conduct drug testing with just cause or reasonable suspicion. Before any testing is done, you will be asked to sign a consent form authorizing the test and permitting the release of the results to the District. We further reserve the right to conduct random drug testing.

In every vehicular accident or work-related injury, automatic, "post-accident" drug testing is required. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Questions concerning this policy, or its administration should be directed to the Human Resources Administrator.

514 LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The District supports these endeavors as long as employees are able to meet acceptable performance standards.

As in the case of other disabilities, we will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

The medical information on individual employees is treated confidentially. The District will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee

medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

If you have a question or concern about life-threatening illnesses, we encourage you to contact the Human Resources Administrator for information and referral to appropriate services and resources.

515 SUGGESTION PROGRAM

As an employee at the District, you have the opportunity to contribute to our future success and growth by submitting suggestions for practical work improvement or cost-savings ideas. This program encourages employees to generate creative ideas resulting in cost-saving efficiencies at the District.

All employees are encouraged to participate in the suggestion program.

A suggestion is an idea that will benefit the District by solving a problem, reducing costs, improving operations or procedures, enhancing customer service, eliminating waste or spoilage, or making the District a better or safer place to work. Statements of problems without accompanying solutions or recommendations concerning co-workers and management are not appropriate suggestions.

All suggestions submitted should contain a description of the problem or condition to be improved, a detailed explanation of the solution or improvement, and the reasons why it should be implemented. If you have questions or need advice about your idea, contact your supervisor for help.

Suggestions should:

- Reduce costs
- Increase productivity through new or improved processes or procedures
- Help increase efficiency
- Enhance service quality
- Increase customer satisfaction
- Enhance communication with customers

Submit your suggestions to the Personnel Department, and after review, they will be forwarded to the Suggestion Committee. As soon as possible, you will be notified of the adoption or rejection of your suggestion.

If your suggestion is implemented, you will receive special recognition.

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EMPLOYEE STANDARDS & CONDUCT

601 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, we expect you to follow rules of conduct that will protect the interests and safety of all employees and the District.

Although it is not possible to list all the forms of behavior that are considered unacceptable at work, the following are some examples of conduct that may result in disciplinary action, up to and including termination of employment.

To ensure orderly operations and provide the best possible work environment, we expect you to follow rules of conduct that will protect the interests and safety of all employees and the District.

Although it is not possible to list all the forms of behavior that are considered unacceptable at work, the following are some examples of conduct that may result in disciplinary action, up to and including termination of employment:

- Employee rudeness or abusiveness to any customer, vendor or fellow employee.
- Insubordination, including, without limitation, refusal or intentional failure to comply with job instructions or other disrespectful conduct.
- Fighting, horseplay, practical jokes, or other acts or threats, both verbal and physical, that insult, abuse, threaten, endanger or result in any injury, including physical or mental distress to any customer, vendor or fellow employee on the District's premises or while on District business.
- Negligent performance of job duties.
- Excessive absenteeism or tardiness, or any absence without notice.
- Failure to report for work or a scheduled meeting, or leave work without prior approval of an employee's immediate supervisor.
- Failure to report to work after the expiration of an authorized leave of absence.
- Violation of any District policy.
- Sexual, racial, or other forms of harassment or unlawful discrimination.
- Theft, or inappropriate removal or possession, of any amount of money or any property from the District, its customers, vendors, or employees.
- Any intentional falsification of any District records or reports, including, but not limited to, employment applications, time, and personnel records.
- Misuse, damage, or destruction of District property or equipment.
- Being under the influence of alcohol or the sale, use, possession, distribution, transfer, or being under the influence of illegal drugs on the job, on District property, or while operating District-owned vehicles or equipment, including District parking lots, while the

employee is on or off duty, or under circumstances where the employee can be identified as a District employee.

- Illegal gambling or allowing illegal gambling on District property.
- Unauthorized possession of any type of weapon, or any item that could be construed as a weapon, or possession of dangerous or unauthorized materials such as explosives, on District property, while the employee is on or off duty, or under circumstances where the employee can be identified as a District employee.
- Disclosure of proprietary information, business secrets or any material, non-public information.
- Violation of any law, rule, or regulation, including, without limitation, violations of anti-discrimination, anti-harassment and anti-retaliation laws, rules, and regulations, or violations of laws, rules, and regulations pertaining to safety and health, including smoking in the workplace.
- Recording of any conversations or activities of any District employee without their knowledge or consent.
- Unauthorized use of telephones, computers, mail systems, software, or other District-owned equipment.
- Unauthorized use of telephones, mail systems, or other employer-owned equipment.
- Unauthorized disclosure of confidential and proprietary business information or “trade secrets.”
- Sleeping on the job

Since employment with the District is based on mutual consent, either you or the District may terminate the employment relationship at will, with or without cause or advance notice, at any time.

602 *WORKPLACE ETIQUETTE*

The District strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues can arise when employees may be unaware that their behavior at work may be disruptive or annoying to others. Very often, you can address these day-to-day issues by politely talking with your co-worker to bring the perceived problem to their attention.

In most cases, common sense will dictate an appropriate resolution. The District encourages all employees to keep an open mind and graciously accept constructive feedback or another employee's request for you to change your behavior because it may be affecting that person's ability to concentrate and be productive.

The following are some workplace etiquette guidelines and suggestions to help you be more conscientious and considerate of your co-workers and the work environment. These are not

necessarily intended to be hard and fast work rules with disciplinary consequences. If you have comments, concerns, or suggestions about workplace etiquette, contact your Department Manager.

- Throw away old or unwanted food you may be storing in the refrigerator.
- Return copy machine and printer settings to their default settings after changing them.
- Replace the paper in the copy machine and printer paper trays when they are empty.
- Retrieve print jobs in a timely manner, and be sure to collect all your pages.
- Be prompt when using the manual feed on the printer.
- Keep the area around the copy machine and printers orderly and picked up.
- Be careful not to take or discard others' print jobs or faxes when collecting your own.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Communicate by email or phone whenever possible instead of walking unexpectedly into someone's office or workspace.
- Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Keep socializing to a minimum, and try to conduct conversations in areas where the noise will not be distracting to others.
- Minimize talking between workspaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- Refrain from using inappropriate language (swearing) that others may overhear
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voice mail, or speakerphone that others can hear.
- Clean up after yourself, and do not leave behind waste or discarded papers.
- Avoid banter that might have sexual or racial overtones.

603 *PERSONAL APPEARANCE*

We want all District employees to reflect an appropriate business image to customers and visitors. How you dress, your grooming and personal cleanliness standards all contribute to that image and also to the morale of your co-workers.

During business hours or whenever representing the District, you are expected to present a clean, neat, and tasteful appearance. You should always dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job

involves dealing in person with customers or visitors. If you are provided uniforms, they must be properly worn at all times.

The senior management is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave work until you can return properly dressed or groomed. If this happens, you will not be paid for the time away from work. Be sure to consult your supervisor if you have questions as to what constitutes an appropriate appearance.

Because personal style can be important to people, we do not want to restrict individual tastes unnecessarily.

However, to give additional guidance, we expect District employees to follow the personal appearance guidelines below:

- Shoes must provide safe, secure footing and offer protection against hazards.
- Canvas or athletic-type shoes are not appropriate professional attire.
- Tank tops, tube or halter tops, or shorts may not be worn under any circumstances.
- Uniforms must be worn properly, with shirts tucked in and belts worn.
- Mustaches and beards must be clean, well-trimmed, and neat.
- Hairstyles are expected to be in good taste.
- Unnaturally colored hair and extreme hairstyles, such as spiked hair, may not present an appropriate professional appearance to the public.
- Long hairstyles should be worn with hair pulled back off the face and neck to avoid interfering with job performance and kept in such a manner that it does not distract or impose a safety hazard.
- Excessive makeup is not permitted.
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Perfume, cologne, and after-shave lotion should be used moderately or avoided altogether, as some individuals may be sensitive to strong fragrances.
- Jewelry should not present a safety hazard.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours.
- Body hardware other than ear piercings is not professionally appropriate and must not be worn during business hours.
- Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
- Visible excessive tattoos and similar body art should be covered during business hours

604 DRUG AND ALCOHOL USE

The District wants to provide a drug-free, healthful, and safe workplace. To meet this goal, we expect you to report to work in a mental and physical condition that enables you to perform your job in a satisfactory manner.

While on District premises or while conducting business-related activities off District premises, you may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. We permit the legal use of prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering others. You should notify your supervisor if you are taking a prescription in order to evaluate your safety.

If you are involved in a vehicular accident, regardless of the cause, in every case, you will be expected to immediately be tested for drugs and alcohol. Your immediate supervisor or next level of management will promptly escort you to the assigned drug testing facility.

Any employee who is determined to be under reasonable suspicion of alcohol use will be relieved of all duties immediately and will not be allowed to return to work for 24 hours unless an alcohol test shows a concentration below .02%.

Reasonable suspicion may include alone or any combination of the following:

- Abnormal or unusual behavior
- A work-related accident (Mandatory)
- Direct observation of substance possession and/or use
- Presence of physical symptoms of substance abuse
- Mood swings and/or increased hostility
- Increased inattentiveness and absent-mindedness
- Increased disciplinary incidents or hostility
- Substandard work and/or increased absenteeism
- Admission of usage of illegal substances

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. Additionally, we may require that you participate in a substance abuse rehabilitation or treatment program. If you violate this policy, there could also be legal consequences. Furthermore, any employee found to be involved in the sale, storage, or distribution of illegal drugs on District or customer property will be subject to immediate termination.

An employee with a drug or alcohol problem may request approval to take unpaid time off to participate in a rehabilitation or treatment program through our health insurance benefit coverage if the employee's substance abuse problem has not already resulted in disciplinary action and the employee is not currently subject to immediate disciplinary action. The time off may be granted if the employee agrees to abstain from using the problem substance; abides by all District policies,

rules, and prohibitions relating to conduct in the workplace; and if granting the time off will not cause the District any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the District of a criminal conviction for drug-related activity. The report must be made within five days of the conviction.

If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor or the Human Resources Administrator without fear of reprisal.

605 SOCIAL MEDIA USE

The District understands that social media can be a way to share your life and opinions with family, friends, and co-workers. However, the use of social media also presents certain risks and carries with it certain responsibilities for each user.

Before creating online content, consider some of the risks that are involved. Keep in mind that any of your conduct that adversely affects the District, your job performance, or the performance of fellow employees or customers may result in disciplinary action up to and including termination. Any unlawful activity will be reported to the authorities.

These guidelines apply to all employees who create or contribute to blogs, wikis, social networks, virtual worlds, or any other kind of social media during work-hours and non-work hours. The list includes but is not limited to Twitter, Facebook, Tumblr, Pinterest, Instagram, YouTube, and LinkedIn, as well as any form of electronic communication.

The same principles and guidelines found in the District's Employee Handbook should apply to your activities online. Take time to understand and follow these simple but important guidelines.

- Do not use the District's email address to register on social networks, blogs, or other online tools used for personal use.
- Employees are not to publish, post or release any information that is considered confidential or not public.
- Pictures of our facility should not be posted for security reasons.
- Any complaints or concerns about your job or working environment should be brought up to Management or the Human Resources Department and not be posted on social media.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Inappropriate postings that may include discriminatory remarks, harassment, threats of violence or similar inappropriate or unlawful conduct.

- Workplace gossip.
- Social media use shouldn't interfere with employee's responsibilities at the District. The District computer systems are to be used for business purposes **ONLY**.

Remember that the internet archives everything; therefore, even deleted postings can be searched. Ultimately, you are solely responsible for what you post online. Be respectful to The District and your fellow co-workers.

606 OFF DUTY CONDUCT

To ensure orderly operations and provide the best possible work environment, the District expects employees to follow rules of conduct that will protect the interests and safety of employees, customers, vendors, and visitors. On or off duty, an employee's conduct reflects the District. All employees are expected to observe the highest standards of professionalism at all times.

While off-duty, the District employees may not:

- Off-the-job use of drugs, alcohol, or any prohibited substances, including inhalants, that result in impaired work performance, including but not limited to absenteeism, tardiness, poor work conduct, or cause harm to the District's image is prohibited.

Any illegal or immoral off-duty conduct by an employee that adversely affects the District or the employee's ability to perform their work will not be tolerated. Violations of this off-duty policy will be treated like a disciplinary infraction committed on-duty and subject to discipline up to and including termination in accordance with the District's disciplinary procedures and policies.

607 CITATIONS/OTHER INFRACTIONS/ARRESTS

District employees are to report to Management or Human Resources the following incidents immediately, whether the incident occurred during working hours or off-duty hours:

- Any arrest, charge, conviction, or legal proceeding relating to a criminal charge, including unresolved criminal charges, however minor.
- Any traffic citation or any type of citation inquiry or action by a law enforcement agency or similar authority, including any denial or suspension of a license.
- Any legal claims against you asserting fraud, dishonesty, or unfair or unethical conduct related to financial services.

Failure to properly report these infractions can result in the termination of your employment with the district.

If you have questions on whether you need to report a criminal, legal or regulatory proceeding, contact Human Resources.

608 SOLICITATION

In an effort to minimize disruptions and maintain a harmonious environment, the District prohibits people who are not District employees from soliciting or distributing literature in the workplace at any time for any purpose other than as specifically permitted by law.

We recognize that our employees are often active and have an interest in events and organizations outside work. However, it is also our policy that employees may not solicit or distribute literature about these activities during working time. (Working time excludes lunch periods, work breaks, or any other time when an employee is not "on duty" or scheduled to be working.)

Posting notices and solicitations on our bulletin boards is also limited to only certain types of information. The District uses these bulletin boards to display the information we think is important to employees.

We suggest that you check them frequently to for:

- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If you have a message of interest to the workplace that you want to post, you may submit it to the Department Manager for approval. Approved messages will be posted by the Department Manager.

609 PROGRESSIVE DISCIPLINE

This policy describes the policy for administering equitable and consistent discipline for unsatisfactory conduct at the District. We believe that the best disciplinary measure is one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

We also believe that it is in the best interests of the District to ensure fair treatment of all employees and make certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent a recurrence, and prepare the employee for satisfactory performance in the future.

Although your employment is based on mutual consent and both you and the District have the right to terminate employment at will, with or without cause or advance notice, the District may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps--verbal warning, written warning, suspension with or without pay, or termination of employment- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

With respect to most conduct requiring the implementation of disciplinary action, progressive discipline means that the following steps typically will be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The District recognizes that there are certain types of employee problems that are serious enough to justify either a suspension or, in extreme situations, termination of employment without going through the usual progressive discipline steps. Accordingly, this policy is not intended to require the use of a lower level of discipline first, and the District reserves the right within its sole discretion to impose an appropriate level of discipline for the conduct being addressed.

While it is impossible to list every type of behavior that may be considered a terminable offense, Policy No. 601 ([Employee Conduct and Work Rules](#)) includes examples of problems that may result in immediate suspension or termination of employment.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both employees and the District.

610 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity for any employer, and many of the reasons for termination are routine.

These are some of the most common circumstances for employment terminations:

- Resignation - voluntary employment termination initiated by an employee. Discharge-involuntary employment termination initiated by the organization.
- Reduction in Work Force- involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Because employment with the District is based on mutual consent, either you or the District have the right to terminate the employment relationship at will, with or without cause or advance notice, at any time.

Employee benefits are affected by termination in several ways. All accrued, vested benefits that are due and payable at termination will be paid out. Benefits terminate according to the current benefits package. Some benefits may be continued at your expense if you choose. You will be

notified in writing of the benefits that may be continued and of the terms, conditions, and limitations for continuing them.

611 RESIGNATION

Resignation is defined as a voluntary act initiated by an employee to terminate employment with "The District". Although there is no requirement that you give advance notice, doing so can reduce the impact on your co-workers and productivity. We request that an employee who intends to resign submit a written notice of resignation at least two (2) weeks in advance.

If an employee does not provide advance notice as requested, the employee may be considered ineligible for re-hire.

612 RETURN OF PROPERTY

In order to perform the functions of your job, from time to time, you may be entrusted with temporary possession of District property such as the following:

- Cell Phones
- Computers
- Gate Transponder
- Credit Cards
- Equipment
- Identification Badges
- Keys
- Pagers
- Protective Equipment
- Security Passes
- Tools
- Uniforms
- Vehicles

Employees are responsible for the control of District property in your possession and are expected to return it promptly when requested or if your employment ends. If an employee or former employee fails to return the District's property, we may take steps to recover the item or its cost by withholding from your regular or final paycheck to the extent permitted by applicable law or by taking legal action.

613 PROBLEM/ GRIEVANCE RESOLUTION

The District is committed to providing our employees with the best possible working conditions. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the District supervisors and management.

The District strives to ensure fair and honest treatment of all employees. We expect supervisors, managers, and employees to treat each other with mutual respect. We encourage employees to offer positive and constructive criticism to each other.

If an employee disagrees with established rules of conduct, policies, or practices, an emp[loyee can express their concern through the problem resolution procedure. Employees will not be penalized, formally or informally, for voicing a complaint with the District in a reasonable, business-like manner or for using the problem-resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. You present the problem to your supervisor after the incident occurs. If your supervisor is unavailable or you believe it would be inappropriate to contact that person, you may present the matter to the next level of management or the Human Resources Administrator.
2. The supervisor shall respond to the problem during the discussion or after consulting with appropriate management, when necessary. The supervisor shall document the discussion.
3. You present the problem to the Human Resources Administrator if the problem is unresolved.
4. The Human Resources Administrator counsels and advises you to assist in putting the problem in writing, visits with your managers, if necessary.
5. The Human Resources Administrator reviews and considers the problem. The Human Resources Administrator informs you of the decision and forwards a copy of the written response to your supervisor or manager for your file.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to operating an efficient and harmonious work environment and helps ensure everyone's job security.

614 BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) allows employees and their qualified beneficiaries the opportunity to continue health insurance coverage under our health plan

when a “qualifying event” occurs that would result in the loss of coverage for the employee or a qualifying dependent.

“Qualifying events” include resignation, termination of employment, death of an employee; a reduction in an employee’s hours; an employee’s leave of absence; an employee’s divorce or legal separation; and when a dependent child no longer meets the eligibility requirements as a dependent.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the District’s group rates plus an administration fee. When you become eligible for the District health insurance, we will also give you a written notice describing the rights granted under COBRA. Because the COBRA notice contains important information about the employee’s and/or their dependent’s rights as well as the obligations for benefit under COBRA, please read it carefully.

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EMPLOYEE BENEFIT PROGRAMS

701 EMPLOYEE BENEFITS

The District provides a wide range of benefit programs to eligible employees. Certain legally required programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner required by the laws.

An employee's eligibility for each benefit program depends on a variety of factors, including your employee classification. To better understand exactly which benefit programs you are eligible for, talk to your supervisor. Employees will find details about many of these programs elsewhere in the Employee Handbook. In some cases, a policy may also refer you to other sources, such as the Summary Plan Document, for that benefit.

The following benefit programs are available to eligible employees, subject to the terms and conditions of each program:

- Direct Deposit
- Florida Retirement System (FRS)
- 457 Savings Plan
- Bereavement Leave
- Dental Insurance
- Educational Financial Assistance
- Employee Health Program
- Family Medical Leave
- Flextime Scheduling
- Health Insurance
- Paid Holidays
- Paid Time Off
- Life Insurance
- Long-Term Disability
- Medical Leave
- Military Leave
- Personal Leave
- Short-Term Disability
- Supplemental Life Insurance
- Time off to Vote
- Time Off for Jury Duty
- Time Off for Witness Duty
- Uniform and Uniform Maintenance
- Vision Care Insurance

While some of the benefit programs we offer may require you to contribute to the cost, many programs are fully paid for by the District.

702 HOLIDAYS

The District provides holiday time off with pay to eligible employees immediately upon assignment to an eligible employment classification. If you are eligible for paid holidays, your holiday pay will be calculated on your straight-time pay rate as of that holiday multiplied by the number of hours you would normally have worked on that day. Employees in the following employment classifications are eligible for paid holiday time off:

- **Regular full-time employees**
- **Regular part-time employees (1/2 rate)**
- **Introductory employees**

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid time off absence, holiday pay will be provided instead of the paid time off benefit that would otherwise have been applied. If eligible nonexempt employees work on a recognized holiday, the employee will receive holiday pay plus wages at one and one-half times their straight-time rate for hours worked on the holiday.

In addition, to the recognized holidays previously listed, time in service with North Springs Improvement District will determine the employee's personal holiday. Eligible employees will be accredited according to the table below. To be eligible, employees must complete ninety (90) calendar days of service in an eligible employment classification.

COMPLETED YEARS OF ELIGIBLE SERVICE	NUMBER OF ANNUAL PH DAYS
1 - 9	1
10 +	3

Employees are eligible for the next accrual level on the first day of their employment anniversary pay period. Employees will earn two additional days after nine (9) years of completed eligible service, with a cap of three (3) days. Personal holidays must be used during the calendar year. Any used personal holidays do not carry over or accrue.

Paid time off for holidays will be counted as hours worked for the purposes of determining overtime pay.

703 TIME OFF TO VOTE

The District encourages you to fulfill your civic responsibilities by voting in elections. Generally, we expect that you will be able to vote either before or after work hours, request an absentee ballot, or participate in early voting. However, if you cannot vote during your non-working hours, we will grant employees up to 2 hours of paid time off to vote.

In order to accommodate your absence, you should request time off from your supervisor at least two working days prior to an election day.

To qualify for the paid time off, we ask that you show your voter's receipt to your supervisor on the first working day after the election.

704 BEREAVEMENT LEAVE

In the event that you need to take time off due to the death of an immediate family member, the District provides bereavement leave. To request bereavement leave, see your supervisor. Immediate notification to your supervisor for scheduling purposes is expected.

We grant up to 3 days of *paid* bereavement leave to eligible employees who require local participation and up to 5 days for employees who require out-of-state participation in the following employment classifications:

- **Regular full-time employees**

During paid bereavement leave, your pay will be calculated based on your pay rate at the time of absence, excluding any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

We will normally grant bereavement leave unless there are unusual business needs or staffing requirements that prevent accommodating the request. You may also, with supervisory approval, use any available paid leave benefits, such as paid time off or FMLA (not paid), for additional time off as necessary.

The bereavement leave policy defines "immediate family" as your spouse, significant other, parent, child, or sibling; your spouse's parent, child, or sibling; your child's spouse; or your grandparents or grandchildren.

705 JURY DUTY

The District encourages you to fulfill your civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 1 week of paid jury-duty leave over any one (1) year period.

If you are eligible for paid jury duty leave, you will be compensated at your base rate of pay for the number of hours you would normally have worked that day. Employees in the following classifications are eligible for paid jury duty leave:

- **Regular full-time employees**

If you remain on jury duty beyond the period of paid jury duty leave, you may use any available paid time off or request an unpaid jury duty leave of absence. If you receive a jury duty summons, show it to your supervisor as soon as possible so that arrangements can be made to accommodate your possible absence from work. Employees are expected to report for work whenever the court schedule permits.

Either you or the District may request you be excused from jury duty if necessary. We may request that you be relieved from serving on jury duty if we believe that your absence would cause serious operational difficulties for the District.

Subject to the applicable plans' terms, conditions, and limitations, the District will continue to provide health insurance benefits for the full period of unpaid jury duty leave.

Paid time off and holiday benefits will continue to accrue during unpaid jury duty leave.

706 WITNESS DUTY

We provide witness duty time off to employees who receive a subpoena to testify in court on District related matters. If you are summoned or otherwise requested to testify as a witness by The District, you will receive paid time off for the entire period of witness duty. If you are summoned to testify in connection with District related duties, you will receive paid time off for the entire period of witness duty.

If you are summoned to testify in any other court proceedings, you may use accrued paid time off during the period of witness duty.

If you are granted leave for court attendance in any of the instances stated above, you must report to your official place of duty, whenever the interruption in witness duty will permit, when excused by the proper court authority.

707 EDUCATIONAL ASSISTANCE

We recognize that our employees' skills and knowledge are critical to the success of the District. Therefore, we created our educational assistance program to encourage employees to maintain and improve their job-related skills through formal education. We also want to help employees enhance their potential to compete for reasonably attainable jobs at the District.

Our educational assistance program is available to all eligible employees who have completed 365 calendar days of service in an eligible employment classification. Once you begin receiving

educational assistance, to remain eligible, you must stay on the active payroll and perform your job satisfactorily as you complete each course. Employees in the following employment classifications are eligible for educational assistance:

- **Regular full-time employees**

To be eligible for educational assistance, individual courses or courses that are part of a degree, licensing, certification program, or development courses that enhance skills that benefit the District. It must be related to your current job duties or to position you might have at the District in the foreseeable future. Prior to beginning coursework, it is your responsibility to submit a formal request to your supervisor. When it comes to determining if a course or program is related to your current job or one that you might hold in the foreseeable future, that decision will be made by the District. Once the course has been approved or disapproved, you will be notified. The Human Resources Administrator can provide more information about educational assistance if you have questions.

In order to participate in the program, the employee's course of study must meet the following requirement:

- Must be related to your present job or related to a logical future job in keeping with District needs.
- Must be required as part of a District-approved degree curriculum or enhances employee skills that benefit the District.

Payments for the courses under this policy will be based on the following:

- Successful completion of the course(s) with a "C" grade or better.
- Reimbursements must be requested within 60 successful days of successful completion or at the discretion of the District.
- Class times do not obligate the employer to grant time off or leave from work.
- Presentation of final grade report.
- Employees are not permitted to utilize any space, personnel, equipment, or supplies of the District by which they are employed in fulfilling any of the requirements imposed by the course work for which they are being reimbursed.
- Presentation of tuition receipt showing full payment to the institution.

For additional information regarding maximum tuition fees, please see the Human Resources Administrator.

Limitations:

- Courses enrolled in or completed prior to the date of hire will not be approved for refund.
- Employees who are on a leave of absence, resign, or are terminated before a course is completed are not eligible for reimbursement.
- Employees who voluntarily terminate employment within one (1) year of receiving their last educational assistance reimbursement must repay the District any and all

funds received within their last twelve (12) months of employment. For purposes of calculating reimbursement eligibility, the District uses a “rolling” schedule from the date of the last reimbursement. Such payments may be withheld from any money due for salary, commission, or expense reimbursement to satisfy the payback obligation. While we expect educational assistance to enhance your performance and professional abilities, we do not promise or guarantee that additional education will result in advancement, new job assignments, or pay increases.

708 HEALTH INSURANCE

The health insurance plan at the District offers employees and their dependents access to medical, dental, and vision care insurance benefits. Employees in the following employment classifications are eligible to participate in the health insurance plan upon satisfactory completion of your 90-day introductory period:

- **Regular full-time employees**

Eligible employees may participate in the health insurance plan subject to the terms and conditions of the agreement between the District and the insurance carrier. Proof of dependent relationship will be required.

If you change to an employment classification that would cause you to lose your health insurance plan eligibility, you may qualify to continue your health care benefits under the Consolidated Omnibus Budget Reconciliation Act (“**COBRA**”). Refer to the Benefits Continuation. (COBRA) Policy in this handbook for more information.

When you become eligible, you will receive a Summary Plan Description (**SPD**) and rate information prior to the enrollment date. For questions about health insurance and the most current available plan information, contact the Human Resources Department.

Employees who achieve 20 years of continuing service shall be entitled to continued “existing coverage” medical benefits, should a separation of service occur. Medical benefits shall cease upon Medicare eligibility.

Elected members of the Governing Board of Supervisors who achieve 5 years of continuing service to the District shall receive 36 months of continued existing medical benefits upon termination of service at the expense of the District.

709 LIFE INSURANCE

Life insurance offers you and your family important financial protection. The District provides a basic life insurance plan for eligible employees. You may also purchase supplemental and/or dependent life insurance.

The basic life insurance plan includes Accidental Death and Dismemberment (“**AD&D**”) insurance, which provides benefits if a serious injury or death results from an accident.

Employees in the following employment classifications are eligible to participate in the life insurance plan upon satisfactory completion of your 90-day introductory period:

- **Regular full-time employees**

Eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between the District and its insurance carrier.

In the Summary Plan Description, employees will find details about the basic life insurance plan, including benefit amounts. If you have questions, contact the Human Resources Department for more information.

710 *SHORT-TERM DISABILITY*

The District provides short-term disability (“**STD**”) benefits to eligible employees who are unable to work because of a qualifying disability resulting from an injury or illness. Employees in the following employment classifications are eligible to participate in the STD plan upon completion of your ninety (90) day introductory period:

- **Regular full-time employees**

Eligible employees may participate in the STD plan subject to the terms and conditions of the agreement between the District and its insurance carrier.

If the disability condition arises from pregnancy or a pregnancy-related illness, it will be treated the same as any other illness that prevents an employee from working. If the disability is covered by workers’ compensation, it is excluded from STD coverage.

In the Summary Plan Description, employees will find details about the STD benefits plan including benefit amounts. If you have questions, about STD benefits, contact the Human Resources Administrator for more information.

711 *LONG-TERM DISABILITY*

The District provides Long-Term Disability (**LTD**) benefits to eligible employees who have an illness or injury that results in a long-term absence. Our LTD plan is designed to ensure a continuing income in the event an eligible employee becomes disabled and unable to work.

Employees in the following employment classifications are eligible to participate in the LTD plan and upon the completion of your ninety (90) day introductory period.

- **Regular full-time employees**

Eligible employees may participate in the LTD plan subject to the terms and conditions of the agreement between the District and its insurance carrier. Once an employee becomes eligible, they may begin LTD coverage after completing thirteen (13) weeks of short-term disability benefits.

The LTD benefits will be offset by any amounts an employee receives under Social Security or workers' compensation for the same time period.

In the Summary Plan Description, employees will find details about the LTD benefits plan, including benefit amounts, limitations, and restrictions. If you have questions, the Human Resources Administrator can provide more information.

712 *WORKERS' COMPENSATION INSURANCE*

The District provides a comprehensive workers' compensation insurance program to employees. The workers' compensation program covers injuries or illnesses sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to the applicable legal requirements, this program provides benefits after a short waiting period or, in the event of hospitalization, immediately.

It is critical that employees inform their supervisor immediately about any work-related injury or illness, regardless of how minor it might appear at the time. Immediate reporting ensures that, if eligible, an employee will qualify for workers' compensation benefits as quickly as possible and also lets us investigate the matter promptly.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither the District nor its insurance carrier will be liable for the payment of workers' compensation benefits for injuries that might occur during employees' voluntary participation in off-duty recreational, social, or athletic activities that we may sponsor.

713 *457 SAVINGS PLAN*

The District has established a 457 Savings Plan to allow employees to invest pre-tax dollars for retirement.

To be eligible to join our 457 Savings Plan, employees must be 21 years of age or older. Employees may enroll in the plan at any time once they have completed their ninety (90) day introductory period. Eligible employees may participate in the 457 Savings Plan subject to all of the terms and conditions of the plan.

The 457 Savings Plan allows employees to elect how much money they want to contribute and direct the investment of their plan account, so they can tailor their retirement package to meet their individual needs.

Because your contribution to a 457 Savings Plan is automatically deducted from your pay before federal withholdings are calculated, you save tax dollars now by having your current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, favorable tax rules typically apply to 457 Savings Plan distributions.

This plan gives employees the ability to choose their own elections. This plan's contributions are 100% employee-only contributions. No employer contribution is made.

Complete details of the 457 Savings Plans are described in the Summary Plan Description. You can obtain information on this plan by contacting your Human Resources Administrator for more information.

714 FLORIDA RETIREMENT SYSTEM (FRS)

The employees of the District have the option of participating in the Florida Retirement Systems Investment Plan ("**the Investment Plan**"), which is a defined contribution plan, or the Florida Retirement System Pension Plan ("Pension Plan"), which is a defined benefit plan. The investment plan is qualified under Section 401 (a) of the Internal Service Code. The employer and employee contributions are defined by law.

Employees are required to contribute 3% of their salary. The amount contributed by the District is the same whether the employee participates in the Investment Plan or the Pension Plan. Employees who have opted to select a pension plan must serve a minimum of 8 years to be fully vested. Employees who have opted to select the investment plan must serve a minimum of one (1) year to be fully vested.

This information can change at any time based on FRS guidelines. It is best to contact the Human Resource department for the latest information on the Florida Retirement System or contact the State of Florida Division of Retirement, Department of Management Services, P.O. Box 9000, Tallahassee, Florida 32315-9000, or by calling (877) 377-1737 or by visiting the Web site: www.dms.myflorida.com/workforce_operations/retirement/publications.

PAID TIME OFF & LEAVES OF ABSENCE

801 PAID TIME OFF (PTO)

The District recognizes that employees have diverse needs for time off from work, and, as such, the District has established this paid time off (**PTO**) policy. The benefits of PTO are that it promotes a flexible approach to time off by combining vacation, sick, and personal leave. Employees are accountable and responsible for managing their PTO hours to allow for adequate reserves if they need to cover vacation, illness or disability, appointments, emergencies, or other situations that require time off from work. Additional paid time off will not be granted, although unpaid leave may be granted depending on the circumstance.

PTO is accrued upon date of hire. Employees can use their PTO accruals in the pay period after completing 90 days of employment. All hours accrued following the 90 days can be used in the pay period following the period they are accrued in.

Eligible employees must be scheduled to work at least 25 hours per week on a regular basis. Employees working less than 25 hours per week on a regular basis, on-call, and temporary employees are not eligible to accrue PTO.

Religious holidays, jury duty, military leave, disability, and bereavement are covered under separate policies and do not take from your PTO.

Circumstances covered by the Family Medical Leave Act, such as the birth or adoption of a child or caring for a sick relative, are covered under separate policies and do not take from your PTO.

801.2 USE AND SCHEDULING OF PTO

Employees must use PTO when taking time off from work for any reason. With prior approval, PTO can be taken in increments as low as one hour.

PTO is paid at the employee's regular pay rate and is not subject to overtime. Employees must use their PTO hours according to their normal workday. For example, if an employee works an eight-hour day and the employee needs to take off a full day, the employee must request eight hours of PTO.

All PTO requests are subject to the supervisor's approval and team or department staffing needs. To schedule a PTO, an employee should first request advance approval from their supervisor. Each request will be reviewed based on several factors, including the business needs and staffing requirements.

Emergency use of PTO will be viewed on an individual case basis, depending on scheduling requirements. We understand that unscheduled absences occasionally happen; however, when possible, PTO should be scheduled 30 days in advance.

- **EXCEPTIONS**

If an employee cannot report to work due to illness or injury, the employee should notify their immediate supervisor before the scheduled start of their workday and each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided. A signed medical certificate must be provided verifying the illness or injury, stating the employee has been incapacitated for work for the period of absence and when the employee may safely return to work and perform their expected duties.

Employees must apply for other available compensation and benefits, such as worker's compensation. PTO will be used to supplement any payments an employee is eligible to receive from state disability insurance, workers' compensation, or the District provided disability insurance program. The combination of any such disability payments and paid time off shall not exceed the employee's normal weekly earnings.

Failure to give proper notice, resulting in an employee's frequent unscheduled absences or unapproved PTO, occurs; the employee can be paid using their PTO bank; however, an employee will be evaluated for unscheduled absenteeism and can receive a negative evaluation, disciplinary action, or up to and including termination for abuse of District policy.

Paid time off may not be applied to run concurrently with any form of disciplinary reprimand. You MUST work the day before and the day after any disciplinary action for paid time off benefits to apply.

801.3 ACCRUAL AND PAYMENT OF PTO

Accruals are based upon paid hours of up to 2,080 hours (40 hours per week) per year, excluding overtime. Employees will earn PTO hours if they work fewer than 40 hours per week but at least 25 hours per week. Employees will not accrue PTO on unpaid leaves of absence except military leave of absence. Military leave does not affect PTO calculation. See the leave of [absence policies](#) in this handbook for more information.

Time in service with North Springs Improvement District will determine the employees accrue PTO. All sick and vacation hours accrued prior to November 2, 2022, shall automatically be converted to PTO. Accrued PTO has no cap or expiration date. Any unused PTO will carry over into the following year. Employees cannot borrow against their PTO bank; therefore, advance PTO is not allowed.

According to the table below, employees are eligible for the next accrual level on the first day of their employment anniversary pay period. Employees will earn one additional day per year after 14 years of completed eligible service, with a cap of 20 days.

COMPLETED YEARS OF ELIGIBLE SERVICE	NUMBER OF ANNUAL PTO DAYS	ACCRUAL RATE
1-14	15	4.62 hours biweekly
15 +	20	6.16 hours biweekly

Upon separation from the District an employee, or their designated beneficiary (in case of death) will be paid for all PTO hours accumulated but not used. Accrued PTO will be paid out at the employees pay rate at the time of separation.

802 FAMILY MEDICAL LEAVE

In accordance with the federal Family and Medical Leave Act (“**FMLA**”), the District provides up to twelve (12) weeks of unpaid, job-protected leave within any 52-week rolling period to “eligible” employees for certain family and medical reasons. Under the rolling method, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the twelve weeks which has not been used during the immediately preceding twelve months. Any requests for FMLA leave shall be in writing and be provided to the Human Resources Administrator.

In order to be eligible for leave under the FMLA, employees must be employed by the District for at least twelve (12) consecutive months and must have worked at least one thousand two hundred and fifty (1,250) hours during the twelve (12) months immediately preceding the leave.

Unpaid leave is provided to eligible personnel who must take time off from work duties for any of the following reasons:

- to care for their newly born child or to place the child for adoption or foster care;
- to care for their spouse, son, daughter, or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform his or their job.

If subsection (1) above applies, FMLA leave must be taken in one segment and must be started and completed within one year of the birth or placement.

If medically necessary, FMLA medical leave may be taken intermittently or by a reduction in work schedule. An employee taking FMLA medical leave may be required temporarily to transfer to an alternative position that better accommodates periods of leave.

The District requires medical certification or other appropriate documentation in connection with FMLA leaves. In addition, when leave is requested due to a serious health condition, a physician’s statement must verify the illness, the date upon which it began, and an estimate of its duration.

Leave may be denied if the requirements are not met. During the leave, the District may also require that the employee obtain recertification of the medical condition supporting the leave. The District has the right to require an employee to obtain an opinion from a healthcare provider designated and paid for by the District either before or during the leave. If there is a disagreement, a third healthcare provider will settle the dispute.

Applications for leave under the FMLA, as well as the required medical certification documentation, are available from the Human Resources Department. Ordinarily, employees must provide thirty (30) days advance notice when the leave is foreseeable. If leave is not foreseeable, an employee

must provide notice as soon as practicable (i.e., 1 to 2 working days unless extraordinary circumstances dictate otherwise). Failure to provide proper notice may result in a denial or delay of leave. An employee undergoing planned medical treatment, including in connection with intermittent leave, will be required to make a reasonable effort to schedule the treatment to minimize disruptions to the District's operations.

Employees must substitute any unused paid time off pursuant to this policy for any unpaid FMLA leave, which means that if an employee is absent due to FMLA leave for three weeks, the employee must substitute their accrued, unused paid time off for the unpaid FMLA leave. Accordingly, when the employee returns from the FMLA leave after the three weeks, the employee will have exhausted three weeks of FMLA leave (plus any other FMLA leave used in the preceding 52 weeks) and their paid time off.

Subject to the terms, conditions, and limitations of the applicable plans, the employer's contribution to the employee's health insurance premiums will continue to be paid by the District during the approved medical leave. The employee must pay all required employee contributions directly to the District during their leave.

Benefit accruals, such as paid time off, or holiday benefits, will be suspended during family leave and will resume when you return to active employment.

If an employee fails to return to work at the end of FMLA leave, the District may require the employee to reimburse it for the amount the District paid for the employee's health insurance premiums during the leave.

If you return to work from FMLA leave on the date you provided to the District, you are required to provide the District with at least two (2) weeks advance notice of the date upon which you intend to return to work so that the District may properly schedule the return. However, if during your FMLA leave, your circumstances change, necessitating more or less FMLA leave than you had last informed the District you would be taking, you should provide notice of these changed circumstances and your new return date within at least two (2) business days of the changed circumstances, when feasible.

The District requires that upon an employee's return from FMLA leave due to the employee's own serious health condition. The employee must provide certification from their healthcare provider that the employee is able to resume work and that the employee is fit for duty with regard to the serious health condition that caused the employee's need for FMLA leave.

Upon return from an FMLA, an employee shall be returned to the same or an equivalent position unless the employee fails to provide a required fitness-for-duty medical certification or is a key employee whose reinstatement would cause substantial and grievous economic injury to the District operations. For purposes of this policy, a key employee is defined as a salaried employee eligible for leave under this policy whose pay is among the top 10% of all District employees within a 75-mile radius of the employee's work site.

If an employee fails to report to work promptly at the end of the FMLA leave, the District will assume that the employee has resigned.

Any questions regarding FMLA leave should be directed to the Human Resources Administrator.

803 MILITARY LEAVE

A military leave of absence will be granted to employees absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required unless military necessity prevents such notice or is otherwise impossible or unreasonable.

Employees who take leave under this policy for a training or other assignment for two weeks or less will receive full pay. Any military leave of absence taken in excess of two weeks will be unpaid. However, employees may use any and all accrued, unused paid time off for absence.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Benefit accruals, such as paid time off or holiday benefits, will be suspended during the leave and resume upon the employee's return to active employment.

Employees on military leave for thirty (30) days or less are required to return to work for the first regularly scheduled shift after the end of service, allowing for reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

If you have questions about the military leave, contact the Human Resources Administrator for more information.

804 FMLA LEAVE FOR MILITARY CAREGIVERS

The District will grant up to a total of twenty-six (26) weeks of unpaid leave in a single twelve (12) month period for an eligible team member to care for and support a spouse, son, daughter, parent, or next of kin who is a covered military member.

A covered military member is:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recovery, therapy, or is otherwise in

outpatient status or on the temporary disability retired list for a covered serious injury or illness.

- A covered serious injury or illness is one that was incurred in the line of duty on active military duty, or that existed before the beginning of the active duty and was aggravated by service in the line of duty on active military duty and that may render the military member medically unfit to perform the duties of the member's office, grade, rank or rating; or

(2) a covered veteran (as defined in the FMLA regulations) who is undergoing medical treatment, recovery or therapy for a covered serious illness or injury. A covered veteran is an individual who was a member of the Armed Forces, National Guard, or Reserves who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA to leave to care for the covered veteran.

- A covered serious illness or injury is one that was incurred or aggravated when the covered veteran was a member of the armed forces, and that rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
- a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50% or greater, with such VASRD rating being based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
- a physical or mental condition that substantially impairs, or would do so absent treatment, the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service; or
- an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

805 PERSONAL LEAVE

The District will consider a request from an eligible employee to take an unpaid personal leave of absence to fulfill personal obligations. Employees in the following employment classifications are eligible to request a personal leave:

- **Regular full-time employees**

Eligible employees may request a personal leave only after completing 365 calendar days of service. In order for us to give your leave request adequate consideration, we ask that you submit the request in writing to your supervisor as far in advance as possible.

An eligible employee may not take more than 30 calendar days of personal leave every two years. With supervisory approval, you may include available accrued paid time off as part of your leave period.

We will give each request individual consideration. The decision to approve a personal leave will be based on a number of business factors, such as anticipated workload needs and staffing considerations during the proposed absence. Subject to the terms, conditions, and limitations of the applicable plans, you are responsible for the full cost of health care benefits in order for coverage to continue. When you return from personal leave, the District will resume providing those benefits according to the applicable plans.

Benefit accrual, such as paid time off or holiday benefits, will be suspended during a personal leave and resume when you return to active employment.

When a personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to an available similar position for which you are qualified. However, the District cannot guarantee reinstatement in all cases.

If an employee does not report to work promptly at the end of their personal leave, the District considers the employee to have resigned or abandoned their job.

806 *PREGNANCY-RELATED ABSENCES*

The District will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. We will evaluate such leave requests according to the medical leave policy outlined in this handbook and all applicable federal and state laws.

If an employee requests time off for a pregnancy or childbirth reason (such as bonding or child care) that is not related to a medical disability for those conditions, we will treat the request in the same way as we would consider a request for unpaid Family Medical Leave (FMLA).

Employees who become pregnant will not be provided accommodation. They must continue to work in the capacity they were hired for. The District does not have light-duty positions.

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EMPLOYEE ACKNOWLEDGEMENT FORM

I UNDERSTAND THAT IT IS ESSENTIAL THAT I READ AND UNDERSTAND THIS ACKNOWLEDGEMENT COMPLETELY BEFORE I SIGN IT.

This Employee Handbook describes important information about the District, and I understand that I should consult with the Human Resources Administrator regarding any questions not answered in this handbook.

I HAVE ENTERED INTO MY EMPLOYMENT RELATIONSHIP WITH THE DISTRICT VOLUNTARILY AND ACKNOWLEDGE THAT MY EMPLOYMENT HAS NO SPECIFIED DURATION, NOR DO I HAVE A RIGHT TO ANY PARTICULAR PROCESS OR NOTICE PRIOR TO TERMINATION OF THE EMPLOYMENT RELATIONSHIP. ACCORDINGLY, MY EMPLOYMENT IS AT-WILL, AND EITHER THE DISTRICT OR I CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT REASON, CAUSE OR NOTICE.

I UNDERSTAND THAT THIS EMPLOYEE HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT AND THAT THE ONLY WAY TO CHANGE THE AT WILL EMPLOYMENT RELATIONSHIP BETWEEN THE DISTRICT AND ME IS BY A WRITTEN AGREEMENT SIGNED BY THE DISTRICT MANAGER AND ME, WHICH, AT A MINIMUM, SPECIFICALLY NAMES ME WITHIN THE AGREEMENT, EXPRESSLY STATES THAT I AM NOT EMPLOYED AT-WILL AND SETS FORTH THE DURATION AND TERMS OF MY EMPLOYMENT WITH THE DISTRICT.

I acknowledge that the information, policies, and procedures described within this Employee Handbook are subject to change at any time, without notice, in the sole discretion of the District, with the exception of the District's policy of at-will employment, which can only be modified as set forth herein. Revisions or changes to this Employee Handbook will be communicated through official written notices, and I understand that revised information will supersede, modify, or eliminate prior policies. Only the District Manager has the ability to authorize any revisions to the policies contained in this handbook.

I HAVE RECEIVED THE DISTRICT'S EMPLOYEE HANDBOOK, AND I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ AND COMPLY WITH THE POLICIES CONTAINED WITHIN IT AND ANY REVISIONS MADE TO IT.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (PRINTED)

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**FOURTH
ORDER OF BUSINESS**

Staff Reports – A. MANAGER

**II. Award of Contract for RFB 1023-1,
North Springs Preserve Improvements**



NORTH SPRINGS IMPROVEMENT DISTRICT

To: Board of Supervisors

Re: RFB 2023-10 North Springs Preserve Improvements

Date: November 30, 2023

The District received three (3) bids two (2) of which were responsive for the RFB 2023-10, North Springs Preserve Improvements, which consists of the following scope:

- Furnish all labor, materials, and equipment
- Attachment “A” Landscaping Plans include: Installation of Berms, Landscaping, Pavers & Irrigation System.
- Attachment “B” Structure Plans include: Installation of Water & Sewer lines; Electrical Panel & Lines; Concrete Pad & Bollards; and Roadway.

The following bids were received:

COMPANY	AMOUNT
East Coast Builders, Corp.	\$1,275,000
Advanced Home Improvement, Inc.	\$1,400,000
PHI Construction, Inc.	\$1,625,000 (No Bid Bond Received)

East Coast Builders, Corp. submitted the lowest responsive bid with a Total Base Bid amount of \$1,275,000.00. Staff is recommending East Coast Builders, Corp. in the amount of their bid.

Sincerely,

Jane C. Early
District Engineer



**BID FORM FOR NSID PRESERVE
IMPROVEMENTS**

BID NUMBER: RFB 1023-1

Summary of Scoped Work: This is a summary of the scoped work for this project and does not list the entirety of the project. The selected contractor shall adhere to the plans in:

Summary Specifications

- **Attachment "A" – Installation of Berms*, Landscaping, Pavers & Irrigation System**, Concrete Bollard** (Attachment A, landscape plans will be based on the elevation of the memorial slab, attached hereto as Attachment B)
- **Attachment "B" – Installation of Water / Sewer lines; Electrical Panel & Lines; Concrete Pad; and Roadway.**

**Berm Material to be excavated within the Preserve.
District to instruct location and grading of excavated areas**

Field verification to confirm enough PSI to run the irrigation system

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with NSID to perform all work as specified in the Bid Documents for the price(s) and within the time indicated in this Bid, and in accordance with the terms and conditions of the Bid Documents.
2. Bidder accepts and hereby incorporates by reference in this Bid Form all of the terms and conditions of the Invitation to Bid and Instructions to Bidders, including without limitation those pertaining to the disposition of Bid Security.
3. Bidder proposes to furnish all labor, materials, equipment, machinery, tools, transportation, supplies, services, supervision, permits and all incidentals required to perform all the work as described in Attachment "A" and Attachment "B."
4. Bidder will complete the work for the following price(s):

Description	Cost
Total Landscaping Base Bid for Attachment "A" plans	\$ 150,000.00
Total Structural Base Bid for Attachment "B" plans	\$1,125,000.00
Grand Total Base Bid Amount	\$ 1,275,000.00



**BID FORM FOR NSID PRESERVE
IMPROVEMENTS**

BID NUMBER: RFB 1023-1

Summary of Scoped Work: This is a summary of the scoped work for this project and does not list the entirety of the project. The selected contractor shall adhere to the plans in:

Summary Specifications

- **Attachment “A”** – Installation of Berms*, Landscaping, Pavers & Irrigation System**, Concrete Bollard (Attachment A, landscape plans will be based on the elevation of the memorial slab, attached hereto as Attachment B)
- **Attachment “B”** – Installation of Water / Sewer lines; Electrical Panel & Lines; Concrete Pad; and Roadway.

**Berm Material to be excavated within the Preserve.
District to instruct location and grading of excavated areas**

Field verification to confirm enough PSI to run the irrigation system

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with NSID to perform all work as specified in the Bid Documents for the price(s) and within the time indicated in this Bid, and in accordance with the terms and conditions of the Bid Documents.
2. Bidder accepts and hereby incorporates by reference in this Bid Form all of the terms and conditions of the Invitation to Bid and Instructions to Bidders, including without limitation those pertaining to the disposition of Bid Security.
3. Bidder proposes to furnish all labor, materials, equipment, machinery, tools, transportation, supplies, services, supervision, permits and all incidentals required to perform all the work as described in Attachment “A” and Attachment “B.”
4. Bidder will complete the work for the following price(s):

Description	Cost
Total Landscaping Base Bid for Attachment “A” plans	\$ 350,000
Total Structural Base Bid for Attachment “B” plans	\$ 1,050,000
Grand Total Base Bid Amount	\$ 1,400,000



**BID FORM FOR NSID PRESERVE
IMPROVEMENTS**

BID NUMBER: RFB 1023-1

Summary of Scoped Work: This is a summary of the scoped work for this project and does not list the entirety of the project. The selected contractor shall adhere to the plans in:

Summary Specifications

- **Attachment "A"** – Installation of Berms*, Landscaping, Pavers & Irrigation System**, Concrete Bollard (Attachment A, landscape plans will be based on the elevation of the memorial slab, attached hereto as Attachment B)
- **Attachment "B"** – Installation of Water / Sewer lines; Electrical Panel & Lines; Concrete Pad; and Roadway.

**Berm Material to be excavated within the Preserve.
District to instruct location and grading of excavated areas**

Field verification to confirm enough PSI to run the irrigation system

1. The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with NSID to perform all work as specified in the Bid Documents for the price(s) and within the time indicated in this Bid, and in accordance with the terms and conditions of the Bid Documents.
2. Bidder accepts and hereby incorporates by reference in this Bid Form all of the terms and conditions of the Invitation to Bid and Instructions to Bidders, including without limitation those pertaining to the disposition of Bid Security.
3. Bidder proposes to furnish all labor, materials, equipment, machinery, tools, transportation, supplies, services, supervision, permits and all incidentals required to perform all the work as described in Attachment "A" and Attachment "B."
4. Bidder will complete the work for the following price(s):

Description	Cost
Total Landscaping Base Bid for Attachment "A" plans	\$ 250,000
Total Structural Base Bid for Attachment "B" plans	\$ 1,375,000
Grand Total Base Bid Amount	\$ 1,625,000

**FOURTH
ORDER OF BUSINESS**

Staff Reports – A. MANAGER

- III. Ratify Purchase of Two (2) Electrical Maintenance Carts for
the North Springs Preserve**

BROWARD MOTORSPORTS OF DAVIE

4101 DAVIE ROAD EXT
HOLLYWOOD FL 33024
954-436-9905

NORTH SPRINGS IMPROVEMENT DISTRICT **Buyer's Order**

Date 11/20/2023
Order No. 18080
Salesman GUSTAVO RODRIGUEZ

9700 NW 52ND ST
CORAL SPRINGS FL 33076
H 954-599-2402 W

C 954-599-2402

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Unit Information

New/U	Year	Make	Model	Serial No.	Stock No.	Price (Incl factory options)
New	2024	POLARIS	R24E3CC2BD	4XAE3CC26R8462029	PUR462029	\$28,249.00

Options:

LOGISTICS SURCHARGE	\$500.00	D
Lock & Ride Full Windshield - Poly	\$431.99	D
Windshield /Door Install	\$149.00	D
Half Doors - Poly	\$1,619.91	D

Manufacturer Retail Price	\$29,999.00
Less Dealer Discount	\$1,750.00
Dealer Unit Price	\$28,249.00
Factory Options	\$0.00
Added Accessories	\$2,700.90
Freight	\$1,595.00
Dealer Prep / Rigging Fee	\$2,150.00
Battery Fee	\$1.50
Tire Fee	\$4.00
Title & Reg. Fees	\$121.50
Delivery Fee	\$0.00
Bonus	\$0.00
Extras 6	\$0.00
Service Contract	\$0.00
Battery Protection	\$0.00
Extras 9	\$0.00
Loan Processing Fee	\$0.00
Prepaid Maintenance	\$0.00
GAP	\$0.00
Lo Jack / GPS	\$0.00
Tire & Wheel	\$0.00
Ceramic Coating	\$0.00

Cash Price	\$34,821.90
Trade Allowance	\$0.00
Payoff	\$0.00

Net Trade	\$0.00
Net Sale (Cash Price - Net Trade)	\$34,821.90
Sales Tax	\$0.00
Title/License/Registration Fees	\$0.00
Document or Administration Fees	\$399.00
Credit Life Insurance	\$0.00
Accident & Disability	\$0.00

Notes:

Trade Information

Total Other Charges	\$399.00
Sub Total (Net Sale + Other Charges)	\$35,220.90
Cash Down Payment	\$0.00
Amount to Pay/Finance	\$35,220.90

Monthly Payment of \$0.00 For 0 Months at 0.00% Interest

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.

TRADE-IN NOTICE: Customer represents that all trade in units described above are free of all liens and encumbrances except as noted.

*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lender.

Customer Signature _____

Dealer Signature _____

APPROVED

Thank You for Your Business!

BROWARD MOTORSPORTS OF DAVIE

4101 DAVIE ROAD EXT
HOLLYWOOD FL 33024
954-436-9905

NORTH SPRINGS IMPROVEMENT DISTRICT **Buyer's Order**

Date 11/21/2023
Order No. 18081
Salesman GUSTAVO RODRIGUEZ

9700 NW 52ND ST
CORAL SPRINGS FL 33076
H 954-304-3671 W

C 954-304-3671

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Unit Information

New/U	Year	Make	Model	Serial No.	Stock No.	Price (Incl factory options)
New	2023	POLARIS	R23E3CC2BD	4XAE3CC24P8451589	PUP451589	\$23,249.00

Options:

Manufacturer Retail Price	\$24,999.00
Less Dealer Discount	\$1,750.00
Dealer Unit Price	\$23,249.00
Factory Options	\$0.00
Added Accessories	\$2,700.90
Freight	\$1,595.00
Dealer Prep / Rigging Fee	\$2,150.00
Battery Fee	\$1.50
Tire Fee	\$4.00
Title & Reg. Fees	\$121.50
Delivery Fee	\$0.00
Bonus	\$0.00
Extras 6	\$0.00
Service Contract	\$0.00
Battery Protection	\$0.00
Extras 9	\$0.00
Loan Processing Fee	\$0.00
Prepaid Maintenance	\$0.00
GAP	\$0.00
Lo Jack / GPS	\$0.00
Tire & Wheel	\$0.00
Ceramic Coating	\$0.00

LOGISTICS , PARTS AND LABOR \$2,700.90 D

Cash Price	\$29,821.90
Trade Allowance	\$0.00
Payoff	\$0.00

Net Trade	\$0.00
Net Sale (Cash Price - Net Trade)	\$29,821.90
Sales Tax	\$0.00
Title/License/Registration Fees	\$0.00
Document or Administration Fees	\$399.00
Credit Life Insurance	\$0.00
Accident & Disability	\$0.00

Notes:

Trade Information

Total Other Charges	\$399.00
Sub Total (Net Sale + Other Charges)	\$30,220.90
Cash Down Payment	\$0.00
Amount to Pay/Finance	\$30,220.90

Monthly Payment of \$0.00 For 0 Months at 0.00% Interest

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.

TRADE-IN NOTICE: Customer represents that all trade in units described above are free of all liens and encumbrances except as noted.

*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lender.

Customer Signature _____

Dealer Signature _____

APPROVED

Thank You for Your Business!

FOURTH ORDER OF BUSINESS

Staff Reports – C. ENGINEER

- I. Approval of Quote for North Springs Preserve
Artificial Grass Installation at Stopping Station No. 1



NORTH SPRINGS IMPROVEMENT DISTRICT

To: Board of Supervisors

Re: North Springs Preserve Artificial Grass Installation

Date: November 27, 2023

We have evaluated the quotes received for the artificial grass installation located at the North Springs Preserve stopping station #1, which consists of the following scope:

- Furnish all labor, materials, and equipment
- Remove present sod & soil
- Site graded to accommodate to 3" of crush aggregate
- Add a top layer of compacted sand & top coat of infill
- Create a concrete retainer along the perimeter to contain base & to secure turf
- Cut & install turf

The following quotes were received:

COMPANY	AMOUNT
Green Label Investment, Corp.	\$92,140
VENEUSA, Corp.	\$110,200
Turf Miami Synthetic Grass, LLC	\$117,800

Staff is recommending Green Label Investment, Corp., provided in the amount of \$92,140.

**GREEN LABEL INVESTMENT
CORP**

2701 NW 107th Ave
Doral, FL 33172
+1 7864198886
greenlabel3050@gmail.com

ADDRESS

North Springs District 9700
Nw 52nd Street Coral
Sorings 33076
11851 Heron Bay Blvd
Parkland, Florida

SHIP TO

North Springs District 9700
Nw 52nd Street Coral
Sorings 33076
11851 Heron Bay Blvd
Parkland, Florida

Estimate 3318

DATE 09/01/2023

PROYECT	DESCRIPTION	QTY	RATE	AMOUNT
Artificial Grass	<p>Scope of work: Artificial Grass Installation. Measurements: 18,428 Turf Model: Sunset Pro</p> <ul style="list-style-type: none"> •Whenever necessary present sod and soil will be removed, and the site graded to accommodate up to 3" of crush aggregate and a top layer of compacted sand (more material could be used to create desired undulations) •Create a concrete retainer along the perimeter to contain the base and to secure the turf. •The turf is placed, cut, and seamed according to manufacturer specifications. •All perimeter edges and seams are glued down using heavy-duty outdoor turf adhesive (use of nails if required) •Add a top coat of infill as required. <p>Note: Total square footage includes waste.</p>	18,428	5.00	92,140.00

Hoisting equipment not included in price (if applicable).
TTURF is not responsible for any damage caused to utility wires and/or water pipes/sprinklers during installation.

SUBTOTAL	92,140.00
TAX	0.00

TTURF is not responsible for weed growth. Weed Control Fabric does not guarantee the prevention of weed growth.

TTURF is not responsible for obtaining permits. It is the sole responsibility of the customer.

Payment Terms:

50% deposit due upon signing of the contract.
50% remaining balance due upon completion of the project.

Warranty:

15-year warranty on artificial grass (all other models)
2-year warranty on ivy wall.
1-year warranty on workmanship.

Note: Warranty is limited to fabrication and installation of the product. It does not and will not cover any damage created by humans and/or pets. (Warranty is only valid with signed sales agreement)

Sign here _____

Print name _____

Date ____/____/____

TOTAL	\$92,140.00
--------------	--------------------

Accepted By

Accepted Date

**FOURTH
ORDER OF BUSINESS**

Staff Reports – C. ENGINEER

**II. Improvements to the North Springs Preserve Storage
Maintenance Facilities**



NORTH SPRINGS IMPROVEMENT DISTRICT

To: Board of Supervisors

Re: North Springs Preserve Storage Maintenance Facilities

Date: November 27, 2023

We have evaluated the quotes received for the Storage Maintenance Facilities located at the North Springs Preserve, which consists of the following scope:

- Furnish all labor, materials, and equipment
- One (1) 12'X24 Shelter & One (1) 6'X8' Pump Room
- Remove & dispose of existing tile roof
- Install new metal roofing
- Block up open areas using CMU walls
- Attach new walls to existing tie beams
- Supply & Install Two (2) 6'X8' rolling doors
- Apply stucco to match interior & exterior walls
- Paint interior & exterior walls

The following quotes were received:

COMPANY	AMOUNT
EG General Contractor, Corp.	\$32,194.80
Delcons, Inc.	\$60,600

Staff is recommending EG General Contractor, Corp., provided in the amount of \$32,194.80.



Prepared For

German Peña
9700 NW 52nd St
Coral Springs , FL 33076
(954) 254-2587

EG General Contractor Corp

CGC1527000
Phone: (786) 449-7355
Email: egeneralcontractor.corp@gmail.com

Estimate # 14
Date 09/04/2023

Description

North Springs Improvement District Preserve Storage Buildings

Please find the following Estimate for work to be completed at the address noted above located at Preserve Storage Buildings

Scope of Work:

Roofing:

Roof (4) buildings approximate size 1,650 SF

Remove existing Tile roof system down wood deck.

Inspect the wood deck and renail as FRC.

Install versa-shield underlayment.

***Once complete, roofing for the buildings will have metal roofing as specified.

4 Install #30

Standing Seam meta standard colors

remove debris and dispose properly.

^ t wood replacement is needed it will be treated as unit cost

Stucco:

Protective covering will be performed before work is commenced to avoid damage from debris and stucco.

We will install concrete block and add the rebar as discussed.

Corner beads will be installed, this will require glue adhesive and correct measurements so stucco can be added correctly.

Additionally, stucco will be applied, this will include, scratch, brown and desired finish.

Once stucco is completed, we will finalize with the required paint.

Payment:

Proposed amount = \$32,194.80



Deposit - Before work is commenced, Nisi Drywall Finish LLC will require a deposit in the amount of \$10,624.28 which is 33% from the proposed amount.

Subtotal	\$32,194.80
<hr/>	
Total	\$32,194.80

Daniel Saldana

German Peña

delcons inc.

Estimate

Certified General Contractors CGC1515439
 7750 W 24th Ave #27, Hialeah FL 33016
 Phone: (786) 210-6041 Fax: (305) 828-4533
 e-mail:information@delconsinc.com
 www.delconsinc.com

Date	Estimate #
9/7/2023	11556

Name / Address
North Springs Improvement District 9700 NW 52nd Street Coral Spring, FL 33076

Project
Shelter Enclosure & Roofing

P.O. No.	Contract

Description	Total
<p>SCOPE OF WORKS STRUCTURAL & ROOFING WORKS</p> <p>ONE (1) SHELTERS 12'X24 - Block up open areas using CMU blocks. New walls to be attached to existing tie beam and slab drilling 6" at each face and installing steel reinforcement using epoxy adhesive. Fill cells with concrete - Supply and install two (2) 6'x7' rolling doors - Remove and dispose existing tile roofing. Install new Metal Roofing - Apply stucco to match exterior and interior walls - Paint exterior and interior walls</p> <p>ONE (1) SHELTERS 6'X8' (PUMP ROOMS) - Replace metal Door - Remove and dispose existing tile roofing. Install new Metal Roofing - Paint exterior and interior walls</p> <p>Notes -All works to be done according current Florida Building Code</p> <p>Payment Schedule 40% At Signing Contract 50% Progress 10% Final</p>	<p>55,300.00</p> <p>5,300.00</p>
Total \$60,600.00	

If you have any questions or concerns, please do not hesitate to contact us. Payments shall be due in accordance with the terms described. Please sign to indicate your approval. Customer Name _____ Date Accepted _____

**FOURTH
ORDER OF BUSINESS**

Staff Reports – C. ENGINEER

- III. Quote for the Maintenance and Repair of 1.5MG
Water Storage Tank**



NORTH SPRINGS IMPROVEMENT DISTRICT

To: Board of Supervisors

Re: NSID 1.5MG Water Storage Tower

Date: November 27, 2023

We have evaluated the quotes received for the exterior concrete repair and painting of (1) 1.5MG Water Storage Tower located at the North Springs Improvement District, which consists of the following scope:

- Furnish all labor, materials, and equipment
- Pressure clean and sandblast
- Inspect and repair all exterior cracks
- Supply & install waterproof protection
- Prime & paint
- Remove all debris

The following quotes were received:

COMPANY	AMOUNT
East Coast Builders, Corp.	\$269,500
Advanced Home Improvements, Inc.	\$294,350
Southern Coast Foundation Systems, Inc.	\$298,000

Staff is recommending East Coast Builders, Corp., provided in the amount of \$269,500.

EAST COAST BUILDERS & DEVELOPERS CORP.
CERTIFIED GENERAL CONTRACTOR
C.G.C. 1504787

Proposal for: Jane Early, District Engineer
North Springs Improvement District
9700 N.W. 52nd Street
Coral Springs, FL 33076

Date: 11/14/2023

Job Address: 9700 N.W. 52nd Street

Total Number of pages transmitted: 2

Thank you for the opportunity to provide you with the following proposal for (1) 1.5 MG Concrete Water Tower. To provide a complete proposal, we may have included items and/or services that others have not. Please be sure to contact us with *any* questions, concerns, or clarification that you may require.

If we may assist you in any way, please do not hesitate to contact us.

In order to provide you complete and accurate proposals in the future, please provide as much feedback regarding our prices, scopes, inclusions, and proposal layout so that we may provide you with the best proposal that is easy to decipher. We look forward to working with you on this or other projects.

Sincerely,

Frank Anzalone
Frank Anzalone

• Commercial/ Residential/ Industrial • Licensed • Bonded • Insured

4611 South University Dr., Suite 151, Davie, FL 33328
eastcoastdavie@gmail.com
(954) 274-5924 fax: (954) 680-7851

**EAST COAST BUILDERS & DEVELOPERS CORP.
CERTIFIED GENERAL CONTRACTOR
C.G.C. 1504787**

Specific Scope of Work: Exterior Concrete Repair/Paint 1.5 MLWATER TOWER

PROJECT	LOCATION	WORK PERFORMED	DUE DATE
Exterior Concrete Work/Paint	Coral Springs	1.5 MG Water Tower	Progressive Payments

1. Pressure clean and or blast any existing paint or materials on exterior of (1) 1.5MG Water Tower.
2. Structural Engineer to survey/inspect exterior of 1.5 Water.
3. Inspect all exterior cracks and damage to concrete exterior.
4. Repair all surface non-structural concrete spider cracks.
5. Supply & install water proof protection on exterior of 1.5 Water Tower.
6. Prime exterior of 1.5 Water Tower.
7. Paint exterior of 1.5 Water Tower.
8. Paint color of exterior 1.5 Water Tower (as existing color)
9. Removal of all debris.

TOTAL \$269,500.00

The above proposal is accepted and East Coast Builders & Developers Corp, is authorized to proceed with the above stated work.

NSID Representative
(Signature)

Date

Frank Anzalone 11/14/2023
Frank Anzalone (Signature) Date
President
East Coast Builders & Developers Corp.

• Commercial/ Residential/ Industrial • Licensed • Bonded • Insured

4611 South University Dr., Suite 151, Davie, FL 33328
eastcoastdavie@gmail.com
(954) 274-5924 fax: (954) 680-7851

Advanced Home Improvements Inc.
5103 N.E. 12 Avenue Oakland Park, Florida 33334
State Licensed General Contractors CGC 061968

To: Jane Early
9700 N.W. 52 Street
Coral Springs, FL 33076

November 17, 2023

PROPOSAL

Project

**In the City of Coral Springs
Water Tower Storage Repair
9700 N.W. 52 Street
Coral Springs, FL 33076**

Project Description

Advanced Home improvements Inc. proposes to furnish material and labor for the completion of.

All materials and labor to remove all existing paint materials from a large water tank located on the West side of Water Treatment Area by sandblasting, pressure washing to the original base material of water tank. Do all concrete repairs to the water tank (cracks, holes, spalling). Approved Sika materials for all repairs to water tank. Prep water tank for new priming and painting. Approved Sherwin Williams primer and paint. Clean and dispose of all removed materials from water tank.

Total: \$294,350.00

Payment Schedule.

10 percent contract signing
10 percent mobilization
20 percent starting sandblasting
20 percent completion sandblasting
20 percent completion concrete repairs Sika
10 percent starting prime & painting Sherwin Williams
10 percent upon completion.

Authorized Signature _____ Date _____

Authorized Signature _____ Date _____

PRJ #14824: North Springs District Water Treatment Plant

A PROPOSAL TO:
Jane Early

11/15/2023



Southern Coast Foundation Systems Inc.
272 NW 2nd Street
Deerfield Beach, FL 33441
Phone: (954) 426-3312
Fax: (954) 426-5430



TO: Jane Early

11/15/2023

North Springs District Water Treatment Plant

JOB: PRJ #14824:

ADDRESS: 9700 NW 52 St., Coral Springs, FL 33076

Southern Coast Foundations, Inc. proposes to do the following work:

1. Furnish all labor, materials and equipment for the restoration of the 1.5 MG water storage tank and the NSID water treatment plant
2. Pressure clean outside surface of tank (walls and dome).
3. Sandblast outside surface of the tank (walls and dome).
4. Repair concrete cracks as per engineers recommendations.
5. Seal, prime and paint to match other water tank color.
6. Payment terms 20% down at signing. And progressive payments. Balance at completion.
7. Anything not mentioned in this proposal is an exclusion.

CONTRACT PRICE AND CONDITIONS

Owner will make available to the contractor water and electric. All invoices are payable COD. Any unpaid balance shall bear Interest at maximum rate allowed by law per month after 30 days from due date. In the event it shall be necessary to employ an attorney to collect any sum of money due hereunder. Owner or builder agrees to pay all costs of collection including reasonable attorney fees. Price includes all labor, materials, sales tax, equipment and supervision to perform specified work in a professional and workman-like manner. Price is subject to change after 30 days as Foundation Repair Materials are commodity based and priced at time of delivery. The attached terms and conditions of this proposal are made part of the contract.

TERMS AND CONDITIONS

This proposal is made for immediate acceptance (void if not accepted within 30 days after General Contract is awarded) and is subject to withdrawal without notice. It is made with the understanding that if accepted by the Buyer and approved by Southern Coast Foundation Systems, Inc. as provided the following conditions are agreed to:

Upon acceptance, this proposal shall become a contract binding upon both the Buyer and Southern Coast Foundation Systems, Inc. (hereinafter called Company) and shall be construed according to the laws of the State of Florida. The Company also reserves the right to use the owner (customer) name and or add in any advertisement.

The Company shall not be liable for damages for failure to perform or for any delays in performance hereof if such failure or delay is caused, directly or indirectly by Acts of God or of Government, strikes, lockouts, or other industrial or labor disturbances. Embargoes, whether or not such war, blockades or embargoes may exist. Epidemics, explosions, fires, floods, storms, inclement weather, delay in receipt of materials from sources of supply, shortage of supply of

Southern Coast Foundation Systems Inc.

272 NW 2nd Street

Deerfield Beach, FL 33441

Phone: (954) 426-3312

Fax: (954) 426-5430



materials or labor. Delays in transportation or any other cause or causes beyond the reasonable control of the Company whether or not similar in nature to those causes herein above specifically enumerated. The place of fabrication, the method and routing of shipment, and the place or price of purchase of all or any part of the materials to be included hereunder shall be at the sole discretion of the company.

The company will exercise reasonable care when performing the work, but cannot be held responsible in any manner for damage to sidewalks, plaster, driveways, foliage, septic tanks, shrubbery, screening, pipes or cables above or below ground or A/C lines improperly installed too close to underside of the roof within the attic. The Company will not be held responsible for mold before or after the roofing process or water damage to the exterior or interior of the premises. Customer is urged to cover items in the attic, furniture or otherwise protect their property. The Company cannot accept responsibility for any damages done to the foundation by plumbers, electricians, air conditioner men, fumigators or any other tradesmen. The Company reserves the right to correct any and all problems from or arising out of performance of this contract were we are found responsible and do not authorize personnel other than that of the Company, to perform these services

Owner to provide right of ingress and egress to include written permission from the owner of neighboring property that must be used to provide access for workmen or machinery.

In the event of a conflict between the terms and conditions of this proposal and the terms and conditions stated in the plans and specifications, the terms of this proposal shall govern. No payments may be withheld by the owner pending adjustment of liability for alleged defects or the cost of correcting the same. Strict Compliance by Owner with provisions of this paragraph shall be a condition precedent to the recovery from Company of any sum in respect of any detective materials or workmanship.

Terms of payment shall be as designated above. The title to all materials covered hereby shall remain in Company until the purchase price hereunder has been fully paid in cash. There shall be neither guarantees, nor liabilities on the Company after the work is completed, except as may be provided in this proposal by a reference to specifications covering the proposed work, or as may be provided specifically in this proposal. However, any such reference and/or provisions shall be strictly construed only as an obligation on the Company to issue a written guarantee upon completion of the work. And it is mutually agreed that all guarantees to be binding upon the Company must be in writing whether issued voluntarily or in accordance with this proposal. and that whenever the Company upon completion of the work as provided shall issue to the Customer, such a written guarantee, the liability of the Company shall be limited to the terms and provisions, of such guarantee and confined to the work actually done hereunder, in no event shall such a guarantee impose upon The Company any liability for damages caused by termite or wood destroying organisms, fire, tornado, hail, hurricane, or other extraordinary causes beyond the control of the Company nor for damage to the building upon or in which such work is done: nor for any damage to said work caused by settlement, warping distortion, or failure of roof deck, sheathing, walls, partition walls, ceilings or foundation of said building, nor for failure of any materials or integral part of said building used as a base, attachment to, or for said work, nor for damage to interior furniture and fixtures, decorations, stock or equipment due to leakage or otherwise. It is further agreed that in the event the Customer upon final settlement to the Company fails or neglects to require such a guarantee as may have been anticipated by the parties hereof, the same shall be construed as a waiver by the Customer of all rights under the predicated guarantee

(5) From and after shipment by the Company of the materials covered hereby, the owner shall assume, pay for and indemnify the Company against any and all damage to or loss or destruction

Southern Coast Foundation Systems Inc.

272 NW 2nd Street

Deerfield Beach, FL 33441

Phone: (954) 426-3312

Fax: (954) 426-5430



of such materials, including the contract value of any work performed thereon or in respect thereof subsequent to shipment thereof, by any cause whatsoever, (except causes directly attributable to the negligence of Company employees or agent) irrespective of whether or not the same may then be in any wise and to any extent erected, completed or accepted, and whether or not any part or the purchase price hereunder shall have then accrued.

COMPLETION AND ACCEPTANCE Upon completion the Customer shall immediately inspect the Company's work and accept said work, provided that work has been completed according to the terms of the working contract, and full settlement shall be made in accordance with this agreement. A full and complete acceptance of the work shall be presumed upon the Customer making final settlement and or executing a note for final settlement. When guarantees are included and stated so in this agreement, they shall become null and void if full payment for work performed in accordance with this agreement is not received within 15 days from date of final billing.

The Owner shall not assign this instrument or any interest herein except upon prior written consent of the Company, and in no event shall any assignment of this instrument of any interest herein or the renewal or extension of any indebtedness hereunder release or affect the obligation of the Owner under the provision hereof.

Proposals which include erection are based on the following additional conditions: The Company shall maintain such insurance as will protect him from Claims under workman's compensation acts and from any other claims for damages for personal injury. Including death, this may arise from operations under this contract. The Owner shall be responsible for and at his option may maintain such insurance as will protect him from his contingent liability for, damages for personal injury including death, which may arise from operations under this contract.

There are no promises, representations or understandings outside of this instrument, and except as herein otherwise expressly provided. This instrument shall not be altered or modified except by an agreement in writing signed by the parties hereto, and no officer, agent or employee of the Company shall have the power to waive or be deemed or held to have waived any provision hereof, unless such waiver shall be in writing and signed by Southern Coast Enterprises, Inc., or its duly authorized representative.

This proposal is subject to the condition that the job will be ready for continuous installation when we are asked to commence work.

This quotation/contract is subject to the availability of labor and materials.

If the Company sues the Owner in order to enforce any term(s) of this agreement, then the attorney fees, and court costs of the Company shall be paid by the Owner.

Construction Industries Recovery Fund – Payment may be available from the construction industries recovery fund if you lose money on a project performed under contract, where the loss results from specified violation of Florida Law by a state-licensed contractor. For information about the recovery fund and filing a claim, contact the Florida construction industry licensing board at the following telephone number & address;

Construction Industry licensing Board

940 North Monroe Street Tallahassee, Fl. 32399-0783 (904) 727-6530 (www.myflorida.com)

Conditions:

We assume industry standards for concrete thickness, width, strength, and structural integrity of footings, slabs and walls. It is also assumed the area in concern has not been previously repaired by helical piers, steel piers, etc. If conditions contrary to this are encountered additional charges may be assessed. Contract is based solely on the above mentioned specifications.

Southern Coast Foundation Systems Inc.

272 NW 2nd Street
Deerfield Beach, FL 33441
Phone: (954) 426-3312
Fax: (954) 426-5430



Unless otherwise shown by contract in writing, tuck pointing, painting, caulking or any cosmetic repairs are beyond the scope of work of this contract. Estimates for any additional work may be requested by owner.

This contract applies only to the areas of repair as specified above. If settlement occurs outside of the specified area, additional repairs may be required at the Owner's expense.

It is our company policy to take extra care in the stabilization and/or lifting of structures back to proper elevations and minimize damage which could result from such realignment of the structure. Work areas are to be left in a clean and acceptable manner. Safety barricades at work areas are the responsibility of others.

Southern Coast Foundation Systems (SCF) will be permitted to display advertising signs or banners on the property from commencement to completion.

Southern Coast Foundation Systems (SCF) cannot warrant that:

Shrubs, plants, and other small plantings removed and later replaced or those in the surrounding work area will survive the process.

Cracks and/or separations in structures will close up to original elevations or positions.

Unseen cracks or separations may open up or new cracks may appear.

There may be interior damage to: drywall, plaster, windows, doors, tile, carpet, paneling, roof systems, appliances, interior or exterior water or plumbing lines, sewer, air conditioners, furnace, swimming pools, skimmers, invisible fence, etc.

All cosmetic repairs made are considered maintenance items and not included in our limited warranty such as, caulking, sealing, tuck pointing, concrete replacement, patch work, etc.

In case of repairs we will try to match with a readily available standard color or style that is close to the original. In some cases there will not be an available match. In those cases the closest match readily available to be used.

Pier layout to be done by G.C.

Limited Warranty:

The work to be performed under this agreement is warranted against all defects in materials and workmanship for the period of time listed above.

In case of repairs we will try to match with a readily available standard color or style that is close to the original. In some cases there will not be an available match. In those cases the closest match we can find may require painting but may not match very closely. If vertical settlement occurs in the area described on the contract, SCF will at no cost to you, correct any defect in workmanship or material.

SCF does not provide any warranty of a vertical settlement occurring because of movement caused by lateral, hill-side, landslide, earthquake, severe wind, flood, fire, vandalism, change in the water table, any other man-made condition or any other acts of G-d.

This is a limited warranty. There are no warranties, expressed or implied, including any implied warranty of merchantability or warranty of fitness for a particular use or purpose except as specifically set forth in the agreement. Your exclusive remedy under this warranty shall be the correction of any defect in workmanship and materials as set forth above. In no event shall you be entitled to indirect, incidental or consequential damages of any kind, regardless or whether the claim is based on breach of warranty, contract, tort or otherwise.

Execution:

The Owner agrees to and shall be responsible for the trimming and/or removal of all foliage clinging to or otherwise obstructing the building and permit adequate access to the work areas.

The Owner agrees to either notify all occupants of the property or to remove any personal items from walls that may be dislodged during the banging and vibrations of the work.

Facilities:

Owner will make available to the contractor water and electric facilities as required to perform specified services.

PRICE	\$298,000.00
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Southern Coast Foundation Systems Inc.

272 NW 2nd Street

Deerfield Beach, FL 33441

Phone: (954) 426-3312

Fax: (954) 426-5430



Approved By:

PRINT NAME

SIGNATURE

Todd Shawhan

Southern Coast Foundations, Inc.

**FOURTH
ORDER OF BUSINESS**

Staff Reports – C. ENGINEER

**IV. Removal and Replacement of Front Gate located at Water
Treatment Plant**



NORTH SPRINGS IMPROVEMENT DISTRICT

To: Board of Supervisors

Re: NSID Front Gate

Date: November 27, 2023

We have evaluated the quotes received for the demolition and replacement of the existing front fence, roll gate & gate operator located at the North Springs Improvement District, which consists of the following scope:

- Demolition of the existing fence, roll gate & gate operator
- Supply & installation of new fence, roll gate & gate operator
- Connect all existing voltage to new equipment
- Remove all debris

The following quotes were received:

COMPANY	AMOUNT
Custom Fabrication & Security Solutions, Inc.	\$89,750
Advanced Home Improvements, Inc.	\$94,150
East Coast Builders, Corp.	\$102,225

Staff is recommending Custom Fabrication & Security Solutions, Inc., provided in the amount of \$89,750.

Custom Fabrication & Security Solutions

1875 Church St
West Palm Beach, FL US 33409
+1 5617816616
CFSS79@yahoo.com

Estimate for New Entrance Security Gate System

ADDRESS

Atten: Katherine Castro
North Springs Improvement District
9700 NW 52 Street
Coral Springs, Florida 33076

ESTIMATE # 1164

DATE 10/28/2023

ACTIVITY	DESCRIPTION	QTY
Slide gates	Custom Aluminum slide gate for entrance	1
3-line perimeter fencing	Custom Aluminum Fencing 8' tall	50
Pedestrian gates	Custom Aluminum pedestrian gate match fencing	1
Labor installation	Custom slide gate, fencing and pedestrian gate	inc
Slide gate operator	Commercial grade hysecurity rail driven hydraulic operator includes through beam and edge sensor operator v track and all hardware includes 2 transmitters	
Access control	Access control system for ped gate includes standalone keypad/reader and maglock	
Old gates fence system	Remove old gates fence system and dispose	1

SUBTOTAL 89,750.00

TAX 0.00

TOTAL \$89,750.00

Accepted By

Accepted Date

Advanced Home Improvements Inc.
5103 N.E. 12 Avenue Oakland Park, Florida 33334
State Licensed General Contractors CGC 061968

To: Jane Early
9700 N.W. 52 Street
Coral Springs, FL 33076

November 17, 2023

PROPOSAL

Project

**In the City of Coral Springs
New Fence, Gate and Heavy Operator
9700 N.W. 52 Street
Coral Springs, FL 33076**

Project Description

Advanced Home improvements Inc. proposes to furnish material and labor for the completion of.

Construct New Design Roll Gate for NSID car entrance
CAD design for custom roll gate
Shop drawings for new gate and fence
Construct new fence to start at new concrete front wall and continue to end of chain link fence after operator.
Height of new fence and gate eight feet.
Construction from Aluminum welded
Paint powder coat
New heavy-duty operator
Follow same line as existing fence

Total: \$94,150.00

Payment Schedule.

50 percent contract signing
25 percent installation of fence and gates
25 percent upon completion

Authorized Signature _____ Date _____

Authorized Signature _____ Date _____

EAST COAST BUILDERS & DEVELOPERS CORP.
CERTIFIED GENERAL CONTRACTOR
C.G.C. 1504787

Proposal for: Jane Early, District Engineer
North Springs Improvement District
9700 N.W. 52nd Street
Coral Springs, FL 33076

Date: 11/14/2023

Job Address: 9700 N.W. 52nd Street

Total Number of pages transmitted: 2

Thank you for the opportunity to provide you with the following proposal for New Aluminum Fence, Roll Gate & Commercial Operator for NSID Entrance at 9700 N.W. 52nd Street. To provide a complete proposal, we may have included items and/or services that others have not. Please be sure to contact us with *any* questions, concerns, or clarification that you may require.

If we may assist you in any way, please do not hesitate to contact us.

In order to provide you complete and accurate proposals in the future, please provide as much feedback regarding our prices, scopes, inclusions, and proposal layout so that we may provide you with the best proposal that is easy to decipher. We look forward to working with you on this or other projects.

Sincerely,

Frank Anzalone
Frank Anzalone

• Commercial/ Residential/ Industrial • Licensed • Bonded • Insured

4611 South University Dr., Suite 151, Davie, FL 33328
eastcoastdavie@gmail.com
(954) 274-5924 fax: (954) 680-7851

EAST COAST BUILDERS & DEVELOPERS CORP.
CERTIFIED GENERAL CONTRACTOR
C.G.C. 1504787

Specific Scope of Work: Demolition Existing Fence, Gate & Operator. Supply & Install New Aluminum Fence, Roll Gate & Gate Operator.

PROJECT	LOCATION	WORK PERFORMED	DUE DATE
New Aluminum Fence, Roll Gate & Operator	Coral Springs	NSID Compound	Progressive Payments

1. Demolition of existing fence, roll gate & gate operator.
2. Supply & Install new 8' Aluminum Fence (Owner Shall Select Color)
3. Supply & Install new 8' Aluminum Roll Gate with NSID Logo.
4. Supply & Install new Commercial Grade Roll Gate Operator.
5. Includes connecting all existing High & Low Voltage to new Equipment.
6. Removal of all debris.

TOTAL \$102,225.00

One Hundred Two Thousand Two Hundred Twenty Five.

The above proposal is accepted and East Coast Builders & Developers Corp, is authorized to proceed with the above stated work.

_____	_____	<i>Frank Anzalone</i>	<u>11/14/2023</u>
NSID Representative	Date	Frank Anzalone (Signature)	Date
(Signature)		President	
		East Coast Builders & Developers Corp.	

• Commercial/ Residential/ Industrial • Licensed • Bonded • Insured

4611 South University Dr., Suite 151, Davie, FL 33328
eastcoastdavie@gmail.com
(954) 274-5924 fax: (954) 680-7851

**FOURTH
ORDER OF BUSINESS**

Staff Reports – C. ENGINEER

- V. Consideration of Quote for Water Treatment Plant Outdoor
Maintenance Shack



NORTH SPRINGS IMPROVEMENT DISTRICT

To: Board of Supervisors

Re: NSID Water Treatment Outdoor Maintenance Shack

Date: November 27, 2023

We have evaluated the quotes received for the Water Treatment Outdoor Maintenance Shack located at the North Springs Improvement District, which consists of the following scope:

- Furnish all labor, materials, and equipment
- Supply & install concrete blocks reinforced with rebar to existing concrete footings and embedded into new concrete tie beam
- Install wood trusses & new metal roofing
- Supply & Install (4) rolling doors
- Apply stucco to match interior & exterior walls

The following quotes were received:

COMPANY	AMOUNT
Delcons, Inc.	\$76,800
EG General Contractor, Corp.	\$87,500

Staff is recommending Delcons, Inc., provided in the amount of \$76,800.

delcons inc.

Estimate

Certified General Contractors CGC1515439
 7750 W 24th Ave #27, Hialeah FL 33016
 Phone: (786) 210-6041 Fax: (305) 828-4533
 e-mail: information@delconsinc.com
 www.delconsinc.com

Date	Estimate #
11/30/2023	11564

Name / Address
North Spring Improvement District 9700 NW 52nd Street Coral Springs, FL 33076

Project
New Concrete Block Shed

P.O. No.	Contract

Description	Total
<p>SCOPE OF WORKS: TO BUILD A NEW 16'X12' CONCRETE BLOCK SHED</p> <p>STRUCTURAL WORKS</p> <ul style="list-style-type: none"> - Supply and install 8" concrete blocks reinforced with #5 rebar @48" drill and epoxy 6" to existing concrete footings and embeded into new concrete tie beam 8"x16" - Formingr 8"x16" Tie Beam with 4 #5 rebar and #3 styruvs @10" - Forming 8"x12" Columns 4 #5 rebar and #3 styruvs @8" - Pour Concrete 3000psi on columns and tie beam <p>WOOD TRUSSES</p> <ul style="list-style-type: none"> - Fabrication and installation of wood trusses, instalation of 5/8" plywood sheating, 1"x6" fascia and 1"x2" strip furring <p>ROOFING</p> <ul style="list-style-type: none"> -Supply and Install New Metal Roof <p>STUCCO</p> <ul style="list-style-type: none"> - Apply 1/2" stucco to interior and exterior works walls <p>PAINT</p> <ul style="list-style-type: none"> - Paint interior and exterior walls <p>DOORS</p> <ul style="list-style-type: none"> - Supply and Install four (4) roolings doors <p>CEILING</p> <ul style="list-style-type: none"> - Supply and Install tongue and groove wood planks on ceiling. Stain and Paint 	<p>76,800.00</p>
Total	

If you have any questions or concerns, please do not hesitate to contact us. Payments shall be due in accordance with the terms described. Please sign to indicate your approval. CustomerName _____
 Customer Siganture _____ Date Accepted _____

delcons inc.

Certified General Contractors CGC1515439
 7750 W 24th Ave #27, Hialeah FL 33016
 Phone: (786) 210-6041 Fax: (305) 828-4533
 e-mail:information@delconsinc.com
 www.delconsinc.com

Estimate

Date	Estimate #
11/30/2023	11564

Name / Address
North Spring Improvement District 9700 NW 52nd Street Coral Springs, FL 33076

Project
New Concrete Block Shed

P.O. No.	Contract

Description	Total
Payment Schedule 40% At Signing Contract 25% Blocks and Steel Installed 25% Trusses and Metal Roof Installed 10% Final	
Total \$76,800.00	

If you have any questions or concerns, please do not hesitate to contact us. Payments shall be due in accordance with the terms described. Please sign to indicate your approval. Customer Name _____
 Customer Signature _____ Date Accepted _____



Prepared For

German Peña
9700 NW 52nd ST
Coral Springs, FL 33076
(954) 796-5062

EG General Contractor Corp

CGC1527000
Phone: (786) 449-7355
Email: egeneralcontractor.corp@gmail.com

Estimate # 27
Date 11/09/2023

Description

North Springs Improvement District Outdoor Enclosure

Please find the following estimate for work to be completed at address noted above located at the Outdoor Enclosure.

Scope of Work:

Before any work is commenced, construction crew will safely prepare and cover all areas where worked will be performed. This will avoid any debris from removals, block, wood and stucco additions, and leave all worksite areas clean.

For the other parts of work, we will install new rebars.

We will install tie beams coated of upper level.

On the North and South locations of building, we will install double doors as specified to Nisi Drywall and German Peña.

*****Outdoor Section ***Once complete, roofing for the buildings will have metal roofing as specified.

Corner beads will be added to concur with the thickness of stucco application when applied.

Stucco coats will be in completed with scratch, brown and finish.

Once stucco has been applied and completed, we will give it a minimum of 1-days for stucco application to cure and we will apply a paint job according to the colors selected by our customer.

Payment:

Proposed amount = \$87,500.00

Deposit - Before work is commenced, Nisi Drywall Finish LLC will require a deposit in the amount of \$28,875.00 which is 33% from proposed amount.

Subtotal	\$87,500.00
<hr/>	
Total	\$87,500.00

By signing this document, the customer agrees to the services and conditions outlined in this document.

Daniel Saldana

German Peña

**FIFTH
ORDER OF BUSINESS**

Approval of Financials and Check Registers



North Springs Improvement District

9700 NW 52 ST

Coral Springs, FL 33076

Phone: (954) 752-0400 • Fax (954) 755-7317

To: Rod Colon, District Manager
From: Maryam Omid, CFO
Re: December 2023 Financials & Procurement
Date: December 1, 2023

I, Maryam Omid, certify that the financials and procurement for the December 2023 Agenda meet the District's procurement criteria and comply with the District's Charter and State Law.

Sincerely,

Maryam Omid, CFO

**North Springs Improvement District
General Fund
Summary Report
For the Period Ending October 31, 2023**

	ADOPTED BUDGET FY 24	PRORATED BUDGET THRU 10/31/2023	ACTUAL ENDING 10/31/2023	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
TOTAL REVENUES	13,689,625	1,140,802	119,783	(1,021,020)
EXPENDITURES				
TOTAL EXPENDITURES	13,689,625	1,140,802	389,388	751,414
EXCESS REVENUES (EXPENSES)	-	-	(269,605)	(269,605)
FUND BALANCE BEGINNING				4,872,161
FUND BALANCE ENDING				4,602,556

**North Springs Improvement District
Water & Sewer Fund
Summary Report
For the Period Ending October 31, 2023**

	ADOPTED BUDGET FY 24	PRORATED BUDGET THRU 10/31/2023	ACTUAL ENDING 10/31/2023	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
TOTAL REVENUES	31,671,000	2,639,250	555,973	(2,083,277)
EXPENDITURES				
TOTAL EXPENDITURES	27,616,440	2,301,370	1,650,043	651,327
EXCESS REVENUES (EXPENSES)	4,054,560	337,880	(1,094,070)	(1,431,950)
FUND BALANCE BEGINNING				103,251,731
FUND BALANCE ENDING				102,157,661

**SIXTH
ORDER OF BUSINESS**

Adjournment