

# Oakstead Community Development District

## Board of Supervisors

Fred Krauer, Chairman  
Barbara Feldman, Vice Chairman  
Norman Keith, Assistant Secretary  
Dennis Priebe, Assistant Secretary  
Joe Cascio, Assistant Secretary

## Staff:

Mark Vega, District Manager  
Kathryn "KC" Hopkinson, District Counsel  
Stephen Brletic, District Engineer  
Lynn Tempura, Onsite Manager

## Meeting Agenda

**Tuesday, September 16, 2025 – 6:30 p.m.**

**Phone #: 305-224-1968 Meeting ID: 958 231 2252 Passcode: 129733**

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- 1. Call to Order and Roll Call**
  - 2. Pledge of Allegiance**
  - 3. Audience Comments** – *Three- (3) Minute Time Limit*
  - 4. Staff Reports**
    - A. District Engineer
    - B. District Counsel
    - C. District Manager
    - D. Onsite Manager
  - 5. Business Items**
    - A. Discussion of Revised Employee Manual
  - 6. Supervisor Requests**
  - 7. Business Administration**
    - A. Consideration of Minutes from the Meeting held July 15, 2025, and August 19, 2025 (Under Separate Cover)
    - B. Ratification of Rental of Event Room and Pool to Cease until Policy Change is Finalized
  - 8. Adjournment**

*The next workshop is scheduled for Tuesday, October 7, 2025, at 10:00 a.m.*

*The next meeting is scheduled for Thursday, October 16, 2025 at 12:00 p.m.*

Oakstead Community Development District  
Employee Manual  
Updated and Revised February 2024~~April 2023~~

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## **INTRODUCTION-**

Oakstead Community Development District, hereafter referenced as the "District," has a philosophy that each employee is important. Our goal is to treat everyone fairly, while complying with government regulations and providing quality services to the Community.

All personnel contribute to the District's success and recognizing the importance of these contributions, the District strives sd to treat all employees fairly in applying its policies. We all live by rules, both formal and written policies, and informal and unwritten standards of courtesy and fairness. When followed, they can help insure our physical and social well being by letting us know wthat behavior is expected of us in certain situations.

Being familiar with these policies will help you in the daily performance of your duties, and this handbook will serve as an immediate reference when you need information about operating policies or benefits as a District employee.

## **EQUAL OPPORTUNITY POLICY-**

It is District policy to select the best-qualified person for each position within the organization. Neither the District nor any employee of the District will discriminate against an applicant for employment of a fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age or any other implemented classes protected by law. Neither the District nor any employee of the District will discriminate against any applicant or fellow employee because of physical or mental handicap or because of the person's veteran status. This policy applies to all employment practices and personnel actions.

## **DRUG OR ALCOHOL USE PROHIBITION-**

The use, sale, purchase, possession, manufacture, distribution, or dispensation of drugs or alcohol on the District's property or during working time is against District policy and is cause for immediate discipline up to and including discharge from employment.

It is also against District policy to report to work or be at work while under the influence of drugs or alcohol. Being on the District's property or it being during working hourstime is also against District policy and is cause for immediate employment discharge. Please note that Doctor prescribed drugs do not pertain. Alcohol is permitted for an Oakstead special events.

## **Investigation-**

To ensure that illegal drugs and alcohol do not enter or affect the workplace, the District reserves the right to search all vehicles, containers, lockers, or other items on the

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District's property in furtherance of this policy. Individuals may be requested to display personal property for visual inspection upon the District's request.

Searches will be conducted only where the District has reason to believe that the employee has violated the District's substance abuse policy.

Failure to consent to a search or display personal property for visual inspection will be grounds for discharge or denial of access to the District's premises.

Searches of an employee's personal property will take place only in the employee's presence. All searches under this policy will occur with the utmost discretion and consideration for the employee involved.

Individuals may be required to empty their pockets, but under no circumstance will an employee be required to remove articles of clothing or by being physically searched.

Because the primary concern is the safety of its employees and their working environments, the District will not normally prosecute the employee in matters involving same.

### **Sexual or Workplace Harassment**

The District will not knowingly allow any form of sexual or work place harassment within the work environment. ~~Because sexual and workplace harassment interferes with work performance; creates an intimidating, hostile, or offensive work environment; or influences or tend to affect the career, salary, working conditions, responsibilities, duties or other aspects of career development of an employee or prospective employee; or creates an explicit or implicit term or condition of an individual's employment, it will not be tolerated.~~

~~It is unlawful to harass a person (applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.~~

~~Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. Sexual harassment, as defined in this policy, includes, but is not limited to, sexual advances, verbal or physical conduct of a sexual nature, visual forms of a sexual nature (i.e., Signs, posters, etc.), or requests for sexual favors.~~

~~Harassment is unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, age, disability, or genetic information. Harassment becomes unlawful where (1) enduring the offensive conduct becomes a condition of continued employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.~~

For more information, please visit <https://www.eeoc.gov/harassment>.

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## **Employment Classifications-**

There are three (3) classifications of employees. These classifications are as follows:

1. Regular full-time;
2. Regular part-time; and
3. Temporary/Seasonal.

**Regular Full-time-** an employee who works a normal (40 hours) week on a regularly scheduled basis.

**Regular Part-time-** an employee who works less than a normal workweek, either on a regularly scheduled basis or on an irregular basis.

**Temporary/Seasonal-** an employee hired for a period not exceeding three (3) months and who is not entitled to regular benefits. An extension of a temporary work classification for an additional three-month period, or less, may be ~~granted~~ granted if upon review by management, the assignment is clearly found to be necessary. A temporary employee may be full-time or part-time. In addition to the use of this classification for secretarial or clerical positions, it applies to students working part-time and those who work during the summer.

All employees are classified as exempt and not exempt according to the following definitions:

**Salaried Exempt-** Positions of managerial, administrative, or professional nature or for outside positions as proscribed by federal and state labor statutes, which are exempt from mandatory overtime payment, and which includes temporary/seasonal employees.

**Salaried Non-exempt-** Positions of a clerical, technical, or service nature, as defined by statutes, ~~whiwithh are~~ provisions for overtime payments.

## **Anniversary Date-**

An employee's anniversary date is defined as his or her first day on the job with the district.

## **New Hire-**

The Department Supervisor is responsible for having the new employee fill out all enrollment forms (where applicable); on the employee's first day of work, basic information on pay policy, benefits, when applicable and working hours and providing the Personnel Director or District Manager this information within a reasonable amount of time.

## **Relatives-**

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Relatives of the District may apply and, if qualified, will be considered for employment. Relatives will not be allowed to supervise or evaluate each other. A relative is defined as any person related to the employee by blood, marriage, or adoption in the following degrees: parent, child, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, aunt, niece, nephew, or first cousin.

### **Return to Work After Serious Injury or Illness:**

As a joint protection to the employee and the District, employees who have been absent from work because of serious illness or injury are required to obtain a doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments prior to returning to regularly scheduled work.

-A serious injury or illness is defined as one that results in the employee being absent from work for two (2) or more consecutive weeks, or one which may limit the employee's future performance of regular duties or assignments.

~~The Doctor's note is to~~ The employee's supervisor shall ensure that employees who return to work after a serious injury or illness are physically capable of performing their duties or assignments without risk of re-injury or relapse.

If the cause of the employee's illness or injury was job related, the employee's supervisor/manager will make every reasonable effort to assign the returning employee to assignments consistent with the instructions of the employee's doctor until the employee is fully recovered. A doctor's written release is required before recovery can be assumed.

### **Probation of Employee:**

1. **Probation-** If the problem has not been resolved with manager, and/or the circumstances warrant, the individual should be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance does not occur during the probationary period. The District Manager and the employee's supervisor/manager will determine the length of probation. Typically, the probation period should be at least two (2) weeks and not longer than 60 days, depending on the circumstance. A written probationary notice to the employee is prepared by the supervisor/manager. The letter should include a statement of the following.
  - a. The specific unsatisfactory situation.
  - b. A review of oral and written warnings.
  - c. The length of the probation period.
  - d. The specific behavior modifications or acceptable level of performance expected.
  - e. Suggestions for improvements.

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- f. A statement that further action, including termination, may result if defined improvements or behavior modifications does not result during Further action" may include, but is not limited to, reassignment, reduction in pay, grade, or demotion.

The supervisor/manager should personally meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter. If the employee should refuse to sign, the supervisor/manager may sign attesting that it was delivered to the employee and identifying the time, date, and location of such delivery. The probationary letter becomes a part of the employee's personnel file subject to a later decision by the District Manager to remove it.

On the defined probation counseling date or dates, the employee and the supervisor/manager will meet to review the employee's progress in correcting the problem, which led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee and the personnel director or District Manager.

At the completion of the probationary period, the District Manager, or his or her representatives, and the supervisor/manager will meet to determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation, or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

2. **Suspension-** A suspension may be justified when circumstance reasonably requires an investigation of a serious incident in which the employee was allegedly involved with or without cause. A suspension may also be warranted when employee safety, welfare, or morale may be adversely affected if a suspension is not imposed. In addition, and with prior approval of the District Manager, suspension without pay for up to three (3) consecutive working days may be imposed for violation of safety rules, fighting, alcohol or drug use or being intoxicated while on the job. These examples do not limit management's use of suspension with or without pay in other appropriate circumstances, such as need to investigate a serious incident. In implementing a suspension, a written report should set forth the circumstance justifying the suspension. Such as report may become part of the employee's personnel file.

*(NOTE: Suspension is a disciplinary action and is not normally reserved for performance or deficiencies.)*

3. **Involuntary Termination-** The involuntary termination notice is prepared by the supervisor/manager with concurrence of, and review by, the District Manager. The employee is notified of the termination by his or her supervisor/manager.

The following definitions and classifications of violations, for which corrective counseling, performance improvements, or other disciplinary action may be taken, are merely illustrative and not limited to these examples. Violations of other provisions of these Personnel Rules and Procedures are incorporated by references herein. A particular violation may be major or minor depending on the surrounding facts or circumstances.



**Minor Violations-** Less serious violations that have some effect on the continuity, efficiency of work, safety, and harmony within the District. They typically lead to corrective counseling to be repeated or when unrelated incidents occur in rapid succession. Some examples of minor violations are as follow (list not all inclusive):

- Excessive tardiness.
- Unsatisfactory job performance.
- Defacing District property or property with the District.
- Excessive absenteeism.
- Failure to observe working hours such as schedule of starting time, quitting time, rest and/or meal period.
- Performing personal work on District time.
- Failure to notify the supervisor/manager of intended absence two (2) hours prior to designated shift.
- Being under the influence of drugs or alcohol while on District property.
- Use or possession of drugs or alcohol while on District's property.

**Major Violations-** More serious violations. They include any deliberate or willful infraction of District rules and may preclude continued employment of the employee. The following are some examples of major violations (list not all inclusive);

- Fighting on District premises.
- Repeated occurrences of related or unrelated minor violations depending upon the severity of the violation and the circumstances.
- Any act which might endanger the safety of the lives of others.
- Departing District premises during working hours for personal reasons without permission of the supervisor/manager.
- Bringing firearms or weapons onto District premises (as or as not allowed by state and federal laws);
- Deliberately stealing, destroying, abusing, or damaging District property, tools, or equipment, or the property of another employee or visitor.
- Disclosure of confidential District information to unauthorized persons.
- Willfully disregarding District policies and procedures.
- Failing to report to work without excuse or approval of management of three (3) consecutive days.

### **Terminations-**

Terminations are to be treated in a professional manner by all concerned. The supervisor, department manager, District Manager and personnel department must assure thorough, consistent, and evenhanded terminations procedures, this policy and its administration will be implemented in accordance with the district's equal opportunity statement.

Terminated employees are entitled to receive all earned pay, including accrued vacation pay. Employment with the District is normally terminated through the following actions:

- Resignations- voluntary termination by the employee.

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- Dismissal- involuntary termination for substandard performance or misconduct contrary to the job description.
- Layoff- termination due to the reduction of the workforce or elimination of the job position.

Resignation- An employee desiring to terminate employment, regardless of employee classification, is expected to give as much advanced notice as possible. Two (2) weeks or 10 working days is required to give sufficient notice.

Dismissal-

- Substandard Performance

An employee may be discharged if his or her performance is unacceptable. The supervisor or department manager shall have counseled the employee concerning performance deficiencies, provided directions for improvement, and warned the employee of possible termination if performance did not improve within a defined period. The supervisor or department manager is expected to be alert to any underlying reasons for performance deficiencies such as personal problems or substance abuse.

Documentation to be prepared by the supervisor/manager shall include the reason for separation, performance history, corrective efforts taken, alternative explored and any additional pertinent information.

- Misconduct

An employee found to be engaged in activities such as, but not limited to, theft of District property, insubordination, conflict of interest, or any other activities showing willful disregard of District interests or policies will be terminated.

Termination resulting from misconduct shall be entered into the employee's personnel file. The employee shall be provided with a written summary of the reason for termination. No salary continuance or severance pay will be permitted.

Layoff- When a reduction in labor force is necessary or if one or more positions are eliminated, employees will be identified for layoff after evaluating the following factors:

- District work requirements.
- Employee's abilities, experiences, and skill.
- Employee's potential for reassignment with the organization.

The immediate supervisor will personally notify employees of a layoff. After explaining the layoff procedure, the employee will be given a letter describing the conditions of the layoff such as the effect the layoff will have on his or her anniversary date at time of callback; the procedure to be followed if time off to seek other employment is granted; and the District's role in assisting employees to find other work. The employee and the personnel director, after consultation with the employee's supervisor/manager will follow on the following procedure:

- The employee will receive at least 2 weeks of advance notice of termination date.

Termination Processing Procedures-

1. The supervisor or department manager must immediately notify the personnel department of the termination so that the termination checklist can be initiated. The personnel department will direct and coordinate the termination procedure.

2. All outstanding advances charged to the employee will be deducted from the final paycheck by the payroll department.
3. On the final day of employment, the personnel department must receive all keys, uniforms, and District property from the employee.
4. The personnel department shall conduct an exit interview with the employee.
5. The employee will pick up his or her final payroll check from the District Manager's office upon the completion of the exit interview. The final check shall include all earned pay and expenses due to the employee.

5.

### **Position Descriptions-**

Position descriptions are available in the Personnel Department for all positions in the District. The items included in each position's description are the following:

- a. Job identification.
- b. Job qualifications.
- c. Assigned responsibilities or duties; and
- d. Supervisor.

d.

Position descriptions are used to determine employee selection, job requirements, performance appraisals, organizational structure, and the relative worth of jobs in relation to each other. District management annually reviews all District positions to ensure equity and consistency in our human resources system.

### **Workday, Payday, & Pay Advances-**

District employees are paid every two (2) weeks, 26 times annually.

### **Overtime Compensation-**

Nonexempt regular (Full & Part-time) employees will be paid at the rate of one and one-half times their regular rate of pay for the following:

1. Hours worked more than 40 hours in a single workweek.

1.

Non-exempt employees will receive double their regular rate of pay for the following.

2. Hours worked on official District Holidays (see Annual Schedule)

2.

Managers are encouraged to recognize necessary EXEMPT overtime by allowing compensatory time off to be taken at a time and under conditions mutually agreed upon between the EXEMPT employee and his or her manager.

EXEMPT= exempt from Mandatory Overtime Payments

NON-EXEMPT= Not exempt from Mandatory Over-Time

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### **Performance Review & Salary Merit Increases-**

All employees of the District will participate in a performance review with the supervisor/manager based on the following schedule:

1. Once a year during September/October.
2. As often as is warranted by the job situation and the employee's performance.

2.

The performance review will be completed in writing after the completion of an interview between the employee and his or her supervisor/manager. The employee is encouraged to share in the review process by adding written comments to the evaluation form.

The employee is also encouraged to do the following:

1. Inquire about his or her performance from time to time.
2. Accept additional responsibilities and show initiative.
3. Review opportunities for advancement within the department or job classification.
4. Ask for assistance in developing a ~~goal-oriented~~goal-oriented path for advancement within the department or District; and
5. Learn about training available to assist the employee in skill development, promotion, or lateral transfer.

5.

The supervisor/manager will determine if a merit increase is warranted at the time of the performance review. It is District policy to reward employees with a merit increase in salary for dedication in their work, extra effort, and better-than-average performance. Management does not aware merit increases on an automatic basis or at any preset interval. Merit increase recommendations must be approved by the next level of management and submitted to the personnel department. All approved merit increases will be made retroactive to the first workday of the week of performance review or on the first workday of the new fiscal year, to be determined by the department manager.

### **Salary Administration-**

The management staff will meet during the second quarter of each fiscal year to budget the District's compensations package for the next fiscal year. They will establish a compensation pool for: 1) pay increases; 2) monies to be budgeted for the addition of new employees.

Pay increases are granted on the basis of demonstrated performance and documented contributions to the District. A performance appraisal is one of several criteria which will be used to support the amount. Other criteria include, but are not limited to, the actual amount of money allocated to the department, survey data, and the impact of an

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individual on the District. Recommendations will be submitted to the District Manager for final approval and become effective October 1<sup>st</sup>.

### **Payroll Deductions-**

The following mandatory deductions will be made from every employee's gross wage: federal income tax, social security tax. Every employee must fill out and sign a federal withholding allowance certificate (IRS Form W-4) on or before his or her first day on the job. This form must be completed in accordance with Federal Regulations. The employee may fill out a new W-4 at anytime when his or her circumstance changes. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exception from Withholding Certificate (IRS Form W-4E).

Employees are expected to comply with the instructions on the W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

Every employee will receive an annual Wage and Tax Statement (IRS Form W-2) for the preceding year on or before January 31<sup>st</sup>. Any employee, who believe that his or her deductions are incorrect for any pay period, or on the W-2, should check with Payroll Department immediately. Your supervisor/manager will give you time to do this during your workday.

### **Vacation for Full-Timefull time eEmployee**

Vacation accrual begins with the first month of hire. Monthly accrual rates are determined by the employee's anniversary date, according to the schedule that follows.

A new employee is not entitled to take his or her accrual vacations benefits or to be paid for accrued vacation time until one year after his or her anniversary date of hire. Vacation accrues on the last working day of the month. An employee must be in active pay status on the last working day of the month to accrue vacation for that month.

Vacation time accrues for ~~full time~~full-time employees at the rate of 6.67 hours each month of full-time service (10 days for every 12 months) up through the first five (5) years of continuous employment.

| Completion of     | Hours Accrued<br>per month | Yearly Total |
|-------------------|----------------------------|--------------|
| Less than 5 years | 6.67                       | 10 days      |
| 5 years +         | 10.00                      | 15 days      |
| 15 years and over | 13.34                      | 20 days      |

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If the Full-time employee's 5<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> or 25<sup>th</sup> anniversary date is on or before the last working day of the month, the employee will accrue the high rate for that month. Vacation is not earned while an employee is on a leave of absence.

Full time employees may take total "available" vacation at any time throughout the year. All vacations must be scheduled in advance with the employee's supervisor/manager.

Upon termination, full time employees accrued, but not taken vacation hours will be added to the final paycheck using the employee's then current, straight-time hourly rate for conversions.

### **Holidays-**

The following are the current District paid holidays, pursuant to Chapter 110.117, Florida Statutes, and may be changed each year: (see your Human Resource officer for the current years schedule)

- New Year's Day
- Birthday of Martin Luther King Jr. (3<sup>rd</sup> Monday in January)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday After Thanksgiving
- Christmas Eve
- Christmas Day

If any of these holidays fall on a Saturday, the preceding Friday shall be observed as the holiday. If any of these falls on a Sunday, then the following Monday shall be observed as a holiday.

Eligibility for Holiday Pay: — Full time employees must work the last scheduled day before a holiday and the first scheduled working day following the holiday to be eligible for holiday pay unless time off on these days has been excused with pay (i.e., vacation, sick leave). Only regular full-time employees are eligible for holiday pay. Temporary and Regular Part-Time employees are not eligible for holiday pay.

If a designated holiday falls within ~~an~~ full-time employee's vacation period, the holiday is not considered a vacation day.

Employees may take religious holidays not designated as a District holiday without pay. Prior approval in advance must be obtained from the employee's supervisor/manager.

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### **Sick or Personal Time Off-**

A regular full-time employee will receive four (4) hours of sick leave after six (6) months of continuous employment. Part-time and temporary employees do not accrue sick or personal time off. Sick leave/ PTO is accrued monthly at a rate of 6.67 hours beginning on day of employment Sick leave is accrued on the last workday of the month. Employees must be in an active pay status on the last day of the month to accrue sick leave/ PTO for that month.

It is in the best interests of an employee who is ill or injured that the employees do not remain at work. It is the supervisor or manager's responsibility to send the employee home if the employee is incapacitated.

Time for routine doctors or dentist appointments shall be charged to sick leave. Employees are encouraged to make such appointments before arriving for work or after leaving work for the day, if possible. If time off is required for such appointments, arrangements should be made in advance with the employee's supervisor or manager.

The employee must use accumulated sick leave in conjunction with income protection plans or other sources of disability income to income protection plans or other sources of disability income to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

All employees are expected to notify his or her supervisor or manager at the beginning of each workday during illness of injury. Exceptions to this include a serious accidental injury, hospitalization, and when it is known in advance that, the employee will be absent for a certain period.

A medical release statement is to be submitted to the employee's supervisor/manager for review before the employee returns to work in the following situations:

1. Five or more consecutive workdays of absence due to injury or illness.
2. In all cases of work-related injury when the employee has been unable to work after the time of the injury; or
3. When returning from medical or maternity leave of absence.

In the case of work-related accident or injury, the District will compensate an employee for any lost hours beginning on the date of the accident or injury. This will be accomplished by filing a claim with your supervisor/manager to the worker's compensation carrier. The employee must then use accumulated sick leave in conjunction with worker's compensation or other disability income to achieve full pay for as long as possible. However, at no time can the combination of these exceed normal earnings.

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### **Leave of Absence-**

Leave of absence is time off in a non-pay status. An employee must submit a request for a leave of absence in writing to his or her supervisor/manager. The manager will forward the request for final approval to the Personnel Department accompanied by the supervisor's/manager's recommendation. The employee is expected to request a leave of absence with as much advanced notice as possible. Leave of absence will not be granted for a period less than two (2) weeks in duration. Vacation sick leave should be used for such absences. The reason for leave should fall into one of the following categories:

1. Medical (including pregnancy related)
2. Military
3. Personal

The employee has the responsibility to keep the Personnel Department and his or her manager advised of the leave situation and to contact his or her supervisor/manager at least 2 weeks prior to the expiration of the approved leave to discuss a return to work. If the employee desires voluntary termination, this should be reported as soon as possible. The District will make a reasonable effort, consistent with good business practices and District needs, to reinstate the employee to the same position he or she previously occupied, or to a similar position, following a leave of absence. However, in the case of leaves over three (3) months the District cannot guarantee that the same or a similar position will be available at the time an employee desires to return to work or thereafter. IF this situation occurs, the District reserves the right to offer the employee a lower-level position, if one is available at the appropriate salary for such a position.

### **Benefit Determination-**

1. Holidays- To be paid for a holiday, an employee must be in active pay status the day before and after the holiday. Employees are not eligible to receive pay for any holiday during the leave period.
2. Vacation- No vacation hours are earned during the leave period. Employees requesting a leave of absence for medical or military reasons may choose to use all earned vacation before beginning a leave of absence. Employees requesting personal leave of absence must use all earned vacation before beginning a leave of absence.
3. Sick or Personal Time Off- No sick or personal hours are accumulated during the leave period. Permissive or mandatory use of accumulated sickness or personal leave governed by the rules in paragraph 2 above.

### **Bereavement Leave-**

The District will pay for time off in the event of the passing of the following immediate family members:

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- Spouse
- Child/Stepchild
- Brother
- Sister
- Parent
- Parent-in-Law
- Grandparent
- Grandchild

The employee and supervisor will determine the amount of time the employee will be absent from work. The maximum paid leave is three (3) days in addition to all other paid leave.

Leave for attendance at the funeral of a non-immediate family member or persons with some especially close relationship may be granted without pay. The employee's supervisor will make the determination.

### **Jury Duty**

District will grant employees time off for mandatory jury duty or court appearances as a witness when the employee must serve or is required to appear because of a court order or subpoena. A copy of the court order or subpoena must be supplied to the employee's supervisor/manager when requesting time off. The employee is entitled to full pay for each day of jury duty or service as a witness up to a maximum of ten (10) days per year in addition to any other paid leave. However, time off for court appearance as a party to any civil or criminal litigation shall not be compensated by the District, and the employee must arrange for time off without pay or use accrued vacation or personal leave for such appearances.

### **Voting**

The District encourages all employees to vote. Employees are encouraged to vote in their own time. If this cannot be arranged, your supervisor will approve time off to vote at either the beginning or end of your workday if you give at least one day's notice to your supervisor.

### **Change in Time-off Policy**

Effective January 1<sup>st</sup> 2011, any time off, such as vacation, sick and/or personal time, will be converted to PTO time (Paid Time OFF). Employees are encouraged to manage this time properly throughout the year.

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### **Employee--Incurred Expenses & Reimbursement-**

To ensure that all proper business-related expenses incurred by employees are reimbursed, the following procedure has been established:

1. All expenditures are to be approved in advance by the employee's manager unless circumstances prevent advanced approval.
2. All business-related expenditures must be accompanied by a receipt or evidence of expenditures to receive reimbursement.
3. All items purchased or charged by the employee are to be itemized on the approved District expense report. All portions of the report must be filled out or marked "N/A" (not applicable), and the necessity and purpose of the expenditure must be explained in sufficient detail.
4. Expense reports must be signed and dated by the employee and initialed by the manager showing their approval. Reports are due in the accounting department within thirty (30) days of the expenditure. Reimbursement will be made within (30) thirty days of receipt.
5. Managers are authorized to approve expenditures up to a limit of \$200.00 for non-travel-related items, including local mileage reimbursement and one day trips for conferences, meetings, and alike. The District Manager must approve any amount over this limit. The Department Supervisor must approve all travel-related expense reports.

### **Mileage Reimbursement-**

Use of a personal vehicle is never required by the District and is discretionary on the part of the employee. The following information must be submitted with any mileage reimbursement:

- Date of travel;
- Beginning and ending odometer readings for each trip;
- Destination traveled too;
- Number of miles traveled on District busiess; and
- The reason for the District travel.

The reports must be submitted to Accounting and will be processed according to policy.

The employee, in using his or her vehicle for District purpose, assumes liability for his or her vehicle. All employees who desire to use their personal vehicles for District

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business must sign statements verifying that they have a current driver's license and vehicle liability insurance in at least the minimum amounts required by state law. Any unauthorized mileage, which has not been approved by the manager/supervisor, will not be paid.

**Rules & Procedures, Not an Employment Contract, and Amendments-**

These rules and procedures may be amended at any time and apply prospectively to all employees. These rules and procedures do not constitute a contract or offer of employment.

I ALSO UNDERSTAND THAT THE DRUG-FREE WORKPLACE POLICY AND RELATED DOCUMENTS ARE NOT INTENDED TO CONSTITUTE A CONTRACT BETWEEN THIS EMPLOYER AND ME.

THE UNDERSIGNED FURTHER STATES THAT HE OR SHE HAS READ THE FOREGOING ACKNOWLEDGMENT AND KNOWS THE CONTENTS THEREOF AND SIGNS THE SAME OF HIS OR HER OWN FREE WILL.

\_\_\_\_\_  
Printed Employee Name

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Employee Signature

Date

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**Drug-Free Workplace Policy**  
**Summary**

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In a commitment to safeguard the health of our employees and to provide a safe working environment for everyone, we have established a Drug-Free Workplace Policy for this Employer. This policy is implemented pursuant to the Drug-free workplace program requirements state in Florida Statutes 440-102 and the rules of the Department of Labor and Employment security, Division of Worker's Compensation. Under this policy it is a

condition of employment for employees to refrain from reporting to work or working with the presence of drugs or alcohol in his or her body.

The essential parts of this policy are:

1. This Employer prohibits the illegal use, possession, sale, manufacture, or distribution, or drugs, alcohol, or other controlled substances on its property. It is also against this Employer's policy to report to work under the influence of drugs or alcohol. Any employee who is taking any prescription drug, which might impair safety, performance, or any motor functions must advise his or her supervisor before reporting to work under such medication.
2. Testing of Employees:
  - a. Reasonable-suspicion Drug Testing: Employees will be tested when there is reasonable suspicion that an employee is using or has used drugs.
3. Alcohol and Drug use Prohibitions:
  - a. The use, sale, purchase, possession, distribution, or dispensing of drugs or alcohol on duty or on Employer property is cause for immediate discharge.
  - b. It is against Employer policy to report to work or work under the influence of alcohol or drugs. This includes prescription drugs, which induce an unsafe mental or physical state. Employees who violate this policy are subject to discipline up to and including discharge.
  - c. For the purpose of this policy, an individual is presumed to be under the influence of alcohol or drugs if a confirmed alcohol or drug test is positive.
  - d. The Employer may suspend employees without pay under this policy ending the result of a drug test or investigation.

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## **APPENDIX B**

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### **PROCEDURE TO FOLLOW FOR EMPLOYEES WHO ARE BELIEVED TO BE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL OR TO HAVE CONSUMED DRUGS OR ALCOHOL ON EMPLOYER'S PREMISE**

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There may be instances when Supervisors have reasonable cause to believe that an employee has consumed drugs and/or alcohol on this Employer's premises or has reported to work under the influence of one or both and request a blood or urine screen even through the employee is not believed to be impaired. The Employer's policy does not require impairment in order to prove violation: drugs and alcohol are controlled substances and their use on or off Employers property can violate our policy, whether or not impairment is suspected. If you have reason to consider requiring a drug or alcohol screen, use the following process to validate your reason for considering testing:

1. Escort the employee personally to your office or other private area. Have another supervisor present as a witness, if possible.
2. Confront the employee with your reasons for suspecting drug and/or alcohol policy violation. Use the attached checklist to question and document information for the employee. Complete the form. From the form and your conversation with the employee determine whether you believe the employee has either consumed drugs or alcohol on Employer premises during work duty or is under the influence of either.
3. If after you have discussed this matter with your supervisor and you both conclude that the employee does not appear to be under the influence of alcohol or drugs, including controlled substances and prescription drugs, and the employee is able to perform regular work duties, have him or her return to the work unit and resume work.
4. If you and your supervisor believe that the employee is under the influence of or has consumed drugs and/or alcohol on this Employer's premises or during work duty, reports this to the General Manager. Upon approval, advise the employee that our rules may have been violated and that he/she is being requested to provide urine or blood samples for testing. Personally drive or have someone drive the employee (with the other Supervisor still present) to an approved drug-testing site.
5. Require the employee to read and sign a consent form, available at the testing location, agreeing to the urinalysis or blood test. Advise the employee that refusal to sign the form or give a specimen will be treated as a refusal to obey a direct order and will constitute grounds for termination. Once the specimen is taken and initialed by the employee, suspend him/her pending the test results and a review of the circumstance.
6. If the employee is impaired, make arrangements to have the employee taken home. Do not permit him/her to leave the premises or drive alone. If the employee refuses any assistance, make sure the witnessing Supervisor can verify that the employee refused such assistance. If the employee cannot control his/her behavior and actions and departs without assistance, you must call the local police or law enforcement agency to inform them of the employee's condition and refusal of assistance immediately. Tell the law enforcement agency the employee's name, and a description of the automobile including license number.
7. After any drug test, which is based on reasonable suspicion, the supervisor should complete the Drug Abuse Investigation Report. This must be done within seven (7) days of the test.

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**Problem Indicators for Supervisors**

- 1. Pattern of declining overall performance/productivity

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- a. Decreased work efficiency (rate and accuracy) as compared to past satisfactory performance.
  - b. Inconsistent work patterns
  - c. Avoidance of assignment or responsibilities
- 2. Pattern of poor or declining attitude towards job
  - a. Isolation from co-workers and/or supervisors
  - b. Increasingly negative comments about supervisors, ~~employee~~, employment, ~~management~~, ~~organization~~, etc.
  - c. Blaming others for change in personal work performance
  - d. Increased incidents of hostility toward fellow workers not previously shown
  - e. Increased need for disciplinary action
  - f. Decreased interest in the job.
  - g. Persistent requests for job transfer
  - h. Overreaction to real or imagined criticism.
- 3. Lapses in Concentration
  - a. Difficulty recalling instructions.
  - b. "Forgetting" usual routine.
  - c. Drowsiness or sleeping on the job.
  - d. Declining accuracy of decisions
  - e. Pattern of poor or slow reactions
- 4. Reduced work Hours
  - a. Increased absenteeism, especially on Mondays, after holidays, and after paydays
  - b. Increased tardiness or unexplained absences from the workstation
  - c. Increased or frequent use of sick leave
  - d. Increasingly longer lunch hours, and increased length and/or number of work breaks
  - e. Early departures
- 5. Reduced Productivity
  - a. Increased incidents of equipment damage
  - b. Decreased quality or work produced.
  - c. Missed deadlines.
  - d. Decreased quality control standards as the work shift progresses.
  - e. Increased time necessary to produce the same amount of work.
- 6. Health Problems
  - a. Increased or frequent complaints about health
  - b. Increased use of medical benefits
  - c. Increased sick days.
  - d. Noticeable change in physical/personal appearance (e.g., weight gain, weight loss, poor grooming)
- 7. Safety Accident Record
  - a. Increased accidents or injuries
  - b. Increased risk-taking behavior.
  - c. Failure to use safety equipment.
- 8. Behavior Changes
  - a. Increased aggressiveness or defensiveness



- b. Decreased ability to receive constructive criticism.
- c. Encounters with police
- d. Calls from creditors, letter of indebtedness
- e. Frequent mood changes or mood swings
- f. Increased isolation from other employees

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### **Drug Abuse Investigation Report**

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I have observed the following condition(s) affecting the work of \_\_\_\_\_, which give(s) rise to suspicion of possible drug abuse and request an investigation of the same:

CONDITION(S) OBSERVED:

[illegible]

SUPERVISOR'S SIGNATURE

DATE \_\_\_\_\_

HUMAN RESOURCE REPRESENTATIVES SINGATURE

DATE \_\_\_\_\_

DISTRICT/GENERAL MANAGER SIGNATURE

DATE \_\_\_\_\_

## Appendix D

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### **Last Chance Testing Agreement**

I acknowledge violation of the Employer's substance abuse policy and/or controlled substance testing policy. I agree to maintain abstinence from any controlled substance unless medically prescribed. In addition, I agree to participate in and successfully complete any substance abuse evaluation, counseling, or rehabilitation program required by this Employer. I understand that failure to successfully participate in or complete such a program will result in discharge.

Further, I agree, when requested by this Employer's officials, to submit to periodic, unannounced drug test for a period of two (2) years from \_\_\_\_\_ to \_\_\_\_\_.

I understand that refusal or failure to submit to a drug test or a positive finding on that test shall be cause for immediate discharge from employment for failure to meet this Employer's standards.

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

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

### **Appendix E**

**Notification of Positive Test Results**  
**Job Applicant**

Date:

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Dear (Job Applicant):

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This is to inform you that you have tested positive in your recent drug test. Your (urine or blood) was tested by the laboratory to ensure the accuracy of the test. You have five (5) working days to contest or explain the test results to our Medical Review Officer, (Name, Address, and Telephone Number or MRO). You may submit information explaining or contesting the test results to the MRO or explain why the results why the result does not constitute a violation of the policy. You will be given a written explanation of the results of your appeal along with a report of the positive results.

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Because of the positive test results, in accordance with our Drug-Free Workplace Policy, you are not eligible to hire.

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You have the right to take any administrative or legal challenge to this decision. This includes the right, within the next 180 days, to have a portion of the sample re-analyzed, at your expense, at another qualified laboratory chosen by you.

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Employer Official

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**Appendix F**

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**Notification of Denial of Medical Indemnity Benefits to Employers’  
Workers’ Compensation Carrier or Self-Insurer**

Date:

**Employee Name:** \_\_\_\_\_

**Social Security Number** \_\_\_\_\_

Dear Workers’ Compensation Carrier:

This is to advise you that the above-named employee, who suffered an on-the-job accident, has tested positive for drugs pursuant to our Drug-Free Workplace Policy. The sample was collected by an independent Medical Review Officer to ensure the accuracy of the test. Copies of the test results are enclosed for your files.

We are requesting that you give reasonable notice, immediately, to all affected health care providers that the payment for treatment, care, and attendance provided to the above employee will be denied. After notice is given, we expect, and are requesting, that you deny payment for any other medical or indemnity benefits to the above-name employee.

Pursuant to Florida Statutes 440.102(5), you are required to give “reasonable notice” to all affected health care providers that payment for treatment, care, and attendance provided to the above-named employee after a future date certain will be denied. Thank you very much for your assistance in this matter.

Sincerely,

\_\_\_\_\_  
Employer Official

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**Appendix H**

**Consent Form: Release of Confidential Drug Test**

I \_\_\_\_\_, ~~H~~ hereby give my voluntary consent to release all documents in the possession of the laboratory and the Medical Review Officer (MRO) concerning the results of my drug test, including all chain of custody documents, laboratory records, analysis reports, forms and correspondence in the possession of **(Name of Laboratory)** \_\_\_\_\_ and **(Name of Medical Review Officer)** \_\_\_\_\_ to \_\_\_\_\_.

The purpose of the disclosure is \_\_\_\_\_ for/~~until~~ \_\_\_\_\_. The duration of the consent is \_\_\_\_\_.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee Signature, Authorizing Release \_\_\_\_\_  
\_\_\_\_\_ of Information \_\_\_\_\_

\_\_\_\_\_  
Witness \_\_\_\_\_ Date \_\_\_\_\_

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