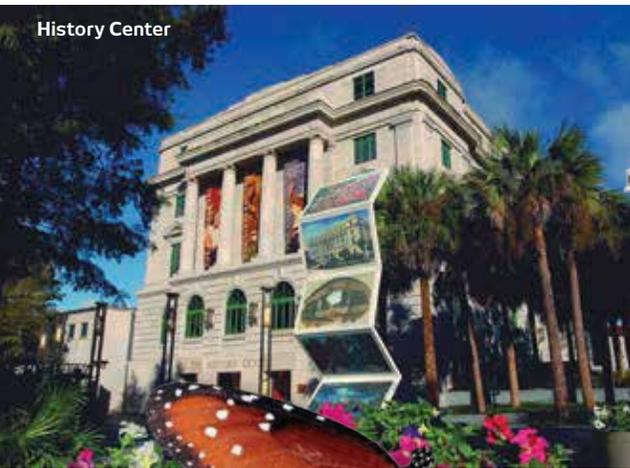


CONNECTIONS

New Employee Orientation



Orange County Administration Building



History Center



Orange County Public Works Division



Internal Operations Center



Orange County watershed



This handbook has been created to give information about the employment practices, benefits and programs that are available to you as a County employee.

The material in this handbook is only a summary. If you have any questions about your job, benefits, or County policies and programs, please contact your supervisor or Human Resources Representative for further information.

This handbook does not constitute a legal contract or entitlement to benefits not otherwise provided. Orange County Government reserves the right to amend or terminate any of the information described in this booklet at any time and for any reason subject to applicable legal requirements.

Version 2, Revised Date 01/2016



This publication was designed and printed by Orange County's Graphics Department.

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We are here to serve all Orange County Departments for all of your design and printing needs.

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For more information call 407-254-9330

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Welcome to our Orange County Government team!

This is one of the most dynamic and exciting places in the world. Our challenge is to build on the strengths of our diverse community so that everyone can enjoy the very best Orange County has to offer.

We are committed to maintaining an organization where citizens are engaged in civic affairs, take ownership in their government and have input in the decision making process.

My goal is for us to be the “best of the best” of county governments. The following core values serve as our foundation:

- **FAIRNESS:** We represent the citizens we serve in an equitable, fair and uniform manner.
- **WORK ETHIC:** We work harder and give our very best every day.
- **INTEGRITY AND CHARACTER:** We maintain the highest ethical standards to demonstrate the respect we have for the organization, our co-workers, and the public we serve.
- **EXCELLENCE AND INNOVATION:** We provide efficient and effective services and take pride in the work we do each and every day. We understand that providing responsive, quality service is not a goal, it is a requirement. New ideas are welcome and encouraged; business as usual is not.
- **PROFESSIONALISM AND ACCOUNTABILITY:** We perform our jobs with the highest degree of professionalism and personal pride and we measure our results to ensure effectiveness.

You have joined a family of people who understand that citizens come first. Our mission is simple – to serve. You have an important job to do as we work to meet the needs of our citizens. We ensure that roads are built and maintained; we protect environmental resources; we respond to crisis and emergency situations; we staff facilities that care for people; and we ensure that the quality of life of our citizens is protected.

The Employee Orientation Program and this Employee Handbook are designed to introduce you to Orange County Government and welcome you to our family. I hope that these will be the first of many resources that will help you enjoy working with us and allow you to perform at the highest level.

Welcome aboard!

Teresa Jacobs

Orange County Mayor





Code of Ethics for all Orange County Employees



We will adhere to the highest ethical standards.

We will be caretakers of the public trust in all actions related to employment.

We will provide the highest level of service to all citizens and customers.

We will adhere to all laws and regulations.

We will be fair to and respectful of fellow employees.

We will support Orange County's Charter and Mission.

We will be accountable and responsible for all personal actions.

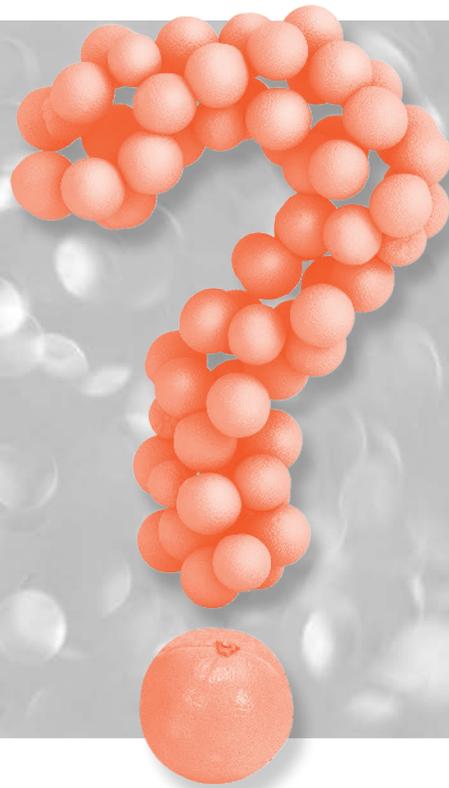
We will value diversity in the community and workplace.

We will support Orange County as a drug-free, alcohol-free and violence-free workplace.

Orange County Mission Statement

“Our mission is to serve the citizens of Orange County and our guests with integrity, honesty, fairness and professionalism. We are committed to engaging our citizens in the decision making process in order to earn their trust and improve our quality of life.”

What do I need to know?



Code of Conduct



As an Orange County Government employee, you are expected to avoid conduct and speech which undermines the efficiency and/or reputation of fellow employees, County departments, divisions, offices, policies and programs. You are also expected to immediately notify your supervisor if you are cited or incarcerated for a violation of the law.

Employees' Responsibilities for Policies



You are responsible for becoming familiar with and adhering to Orange County's mission, policies, operational regulations, departmental operating procedures, and divisional guidelines. You are expected to report immediately to your supervisor any and all suspected violations of these policies or regulations. Failure to do so may subject you to disciplinary action. The Orange County Policy Manual is available to employees via the Orange County Intranet. This manual is subject to revision at any time by the Board of County Commissioners.

Security



Employees are required to wear their Orange County Identification Badge at all times while working. If your badge is lost, stolen or damaged, a fee will be charged for a replacement.





Probationary Period



There is a probationary period for all regular employees and for every job in Orange County Government. During your probationary period, your supervisor will observe your work habits, work performance, and other appropriate factors to determine whether continued employment on the job is mutually desirable. Please consult your supervisor to determine the length of the probationary period for your position.

Reporting Your Time



Employees are required to keep a weekly record of the hours they worked. Employees must obtain their supervisor's approval before making up time, working extra hours, or working overtime (unless there is an emergency situation requiring overtime).

Attendance and Punctuality



If you anticipate being late to or absent from work, you are responsible for contacting the supervisor or designee. If an absence is known about in advance, you should inform your supervisor as soon as possible. This policy may vary to meet operational needs of respective departments.

Notification of Absence



You are required to notify your supervisor or his/her designee prior to the start of the shift on the first day of absence. If you are absent for three (3) consecutive workdays without reporting to the supervisor, you will be removed from payroll as having resigned without notice.

Change of Personal Information



Employees are expected to notify Human Resources as quickly as possible of any changes to their name and/or marital status. Withholding Allowance Certificate Forms (W-4) are available in Human Resources, and can be used to make changes to income withholdings due to changes in marital status, number of dependents, or change in income upon request.

Furthermore, changes to the employee's address (physical and/or mailing), telephone number, personal email address and emergency contact information may be made via the County's MyOCinfo website, without having to contact Human Resources.





Outside Employment



Employees are required to submit an Outside Employment Notification Form for any employment held outside of Orange County Government.

Outside employment should not interfere with the performance of County duties or be considered a conflict of interest. If the employee chooses to maintain outside employment he or she must refrain from using County time or property in conducting these activities.

Pay Periods



Orange County Government employees are paid every two (2) weeks through direct deposit. A pay period begins 12:01 a.m. on Sunday and continues through 12:00 midnight on Saturday of the following week, for a total of 14 days. Pay advice (check stub) information is available online via MyOCInfo.

Holidays



The County observes nine paid holidays per year for regular employees. The official dates of observed holidays are determined annually by the Board of County Commissioners. You may be scheduled and required to work on holidays. If an employee is required to work on a holiday, employees will be paid in accordance with applicable laws and Orange County policy.

Direct Deposit



Newly hired employees must sign up for direct deposit of County issued payroll checks at the time of hire. Your first check will be distributed via U.S. mail to the address on file.

Family and Medical Leave Act (FMLA)



In response to the Federal Family and Medical Leave Act of 1993, employees that have worked with Orange County for at least 1250 hours during the previous 12 months, may take up to twelve weeks of leave (up to a total of 26 weeks for military caregiver) per 12 month period for a certified event. Certified events include, but are not limited to, the following:

- Birth, adoption or foster placement of a child
- Serious health condition of the employee
- Serious health condition of a child, spouse or parent
- To handle any qualifying exigency caused by a family member's active military service
- To care for a family member who incurred a serious injury or illness in the line of active military duty (up to 26 weeks).

Orange County Observes the Following Holidays

New Year's Day
Martin Luther King Jr. Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day



Employee Assistance Program



The Employee Assistance Program (EAP) provides personal, professional, and confidential assistance to you and your family members at no cost. Please contact your Human Resources Representative for additional provider information.

Equal Employment Opportunity



All personnel actions will be based on merit and job-related requirements of the positions for the individual under consideration. There will be no discrimination against any person in recruitment, examination, appointment, training, promotion, retention, or any other personnel action based on race, sex, national origin, religion, creed, age, physical disability, political affiliation, sexual orientation or other non-merit factors.

Sexual Harassment



Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other conduct of a sexual nature which has the effect of implicitly or explicitly threatening one's conditions of employment and/or unreasonably interfering with job performance by creating a hostile, intimidating or offensive work environment. This type of behavior is inappropriate, as Orange County strives to provide an environment in which employees are able to work freely without receiving unsolicited and unwelcome sexual overtones.

Examples of Misconduct:



Discrimination or harassment based on race, color, religion, age, sex, national origin, disability or any other legally protected status is considered a form of employee misconduct. Examples of such misconduct may include, but are not limited to:

- A request or demand for sexual favors accompanied by a threat concerning an individual's employment status or a promise of preferential treatment;
- Unnecessary and unwelcome touching of an individual, for example, touching, pinching, hugging or repeatedly brushing against another individual's body; or
- Offensive jokes, comments, slurs, e-mail, memos, faxes, posters, cartoons or gestures.

Disciplinary action, up to and including termination, may be taken against any employee who has been substantiated as engaging in this type of behavior. Disciplinary action may also be taken against any employee who in bad faith makes a false or dishonest claim of harassment or discrimination.





Non-Retaliation Rule



Under no circumstances will an employee be penalized for reporting what the employee believes in good faith to be harassment under this policy.

Fraudulent Activity



Orange County's policies communicate the desire to eliminate unethical practices while creating an environment in which employees and/or citizens are encouraged and comfortable in the reporting of suspicions of fraud. Our Administrative Regulations provide examples of fraudulent activities as well as outlining the responsibility of employees. In addition, the regulations outline protection for reporting under the Whistle-Blower Act of 1986, possible monetary rewards for reporting substantiated allegations, and possible disciplinary action when allegations are found.

Workplace Violence



Orange County is committed to providing a safe and secure workplace for all employees, and will not tolerate any acts of violence in the workplace, associated with the workplace, or affecting work conducted at the workplace.

Workplace violence is defined as the use of force, threatening behavior, and acts of aggression, harassment, or discrimination against an individual or group which occurs at the workplace or affects work being conducted regardless of how it was exhibited or communicated. This term may involve other forms of violence such as domestic, sexual, repeat, or dating violence and stalking.

Reporting Complaints



Employees are required to immediately report conduct which is believed to be in violation of this policy and are encouraged to follow their chain of command. If they are not comfortable doing so, they may contact:

- The Human Resources Representative
- The Office of Professional Standards Manager (or designee)
- The Human Resources Division Director (or designee)

Complaints of harassment will be handled and investigated promptly and in as impartial and confidential manner as possible. Employees are required to cooperate in any investigation.

If you have questions about the policy, please contact your supervisor or your HR Representative.





Smoking Policy - Smoke Free Campus



In order to protect the public health, safety, and welfare of citizens and employees, smoking tobacco or any other substance is prohibited in County owned or operated facilities and vehicles. Employees will not be permitted to use tobacco products on County property to include County parking lots, break areas, and work sites. Tobacco and or nicotine usage is defined as the smoking or use of any tobacco and or nicotine products, including but not limited to cigars, cigarettes, electronic cigarettes, pipes, chewing tobacco, snuff, herbal tobacco products, and other smoking and or nicotine material. (This does NOT include Nicotine Replacement Therapy (NRT) products used in the smoking cessation process.)

Use of County Property



The County will provide employees with the necessary tools and equipment to perform their jobs. Employees are responsible for all lost or damaged equipment, and reporting to their supervisors any malfunctioning or missing equipment. Employees must follow instructions for the proper use of all equipment and all applicable safety procedures in the use of this equipment.

Orange Spiel



Orange County's internal publication for employees, is called the *Orange Spiel* and is available on the County's Intranet. For more information or to submit an article for consideration, contact your division's contributing editor.

Orange County Intranet



The Orange County Intranet is available from the internal Orange County network. The Intranet is located at <http://intranet/>.

Drug & Alcohol Policy



Orange County is committed to a Drug/Alcohol-Free work environment. Drug and alcohol consumption constitutes a danger to the employee, fellow employees, and the public. The safety of public property and equipment is placed in jeopardy when an employee is under the influence of drugs or alcohol. It is the policy of the County that the unlawful manufacture, sale, distribution, dispensation, possession or use of drugs or alcohol, or being under the influence of drugs or alcohol in the workplace is expressly prohibited



and constitutes grounds for termination of employment with Orange County.

Drug testing of Orange County employees is compliant with the Drug-Free Workplace program outlined in the Florida's Workers Compensation Statute 440.101-102. All employees are subject to pre-employment, post-accident and reasonable-suspicion screening.

The Omnibus Transportation Employee Testing Act of 1991 mandates random alcohol and drug testing for employees in positions requiring a commercial driver's license (CDL).

Workers Compensation



If you are injured in the line of duty, you are required to report the injury immediately to your supervisor regardless of the extent of the injury. In the event you refuse medical care, you must provide a signed statement to this effect along with the Notice of Injury report.



{ Culture by Design } is a **choice**

A choice to **change a behavior** to make us better

A choice to **make a positive impact**

A choice to **enjoy your work** and the people
you work with every day

A movement towards a progressive organizational culture has begun in line with organizations that have achieved great success through work productivity, employee engagement and satisfaction.



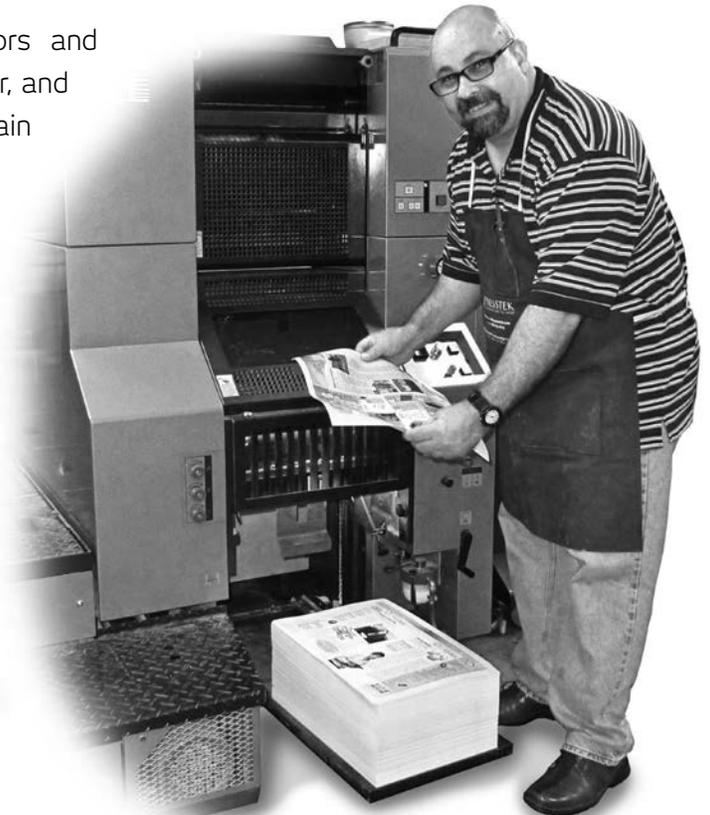
Orange County Fast Facts



County Administration provides management support to the County Mayor, Board of County Commissioners (BCC) and other agencies of Orange County Government. The management support function includes direction and coordination of the functional departments of Orange County, implementation of the policies of the County Mayor and the BCC, and exercising leadership to encourage the employees of Orange County to achieve the highest standards of efficiency, effectiveness, ethics, and community involvement.

Orange County Attorney's Office serves as legal advisors and advocates for the County Mayor, (BCC), County Administrator, and all divisions and departments under the Board, and certain constitutional officers. The attorneys oversee lawsuits for and against the county and any appeals resulting from the lawsuits.

Communications provides timely, accurate information in a cost-effective manner that reflects the Strategic Plan, mission, vision, values, and goals of Orange County Government and its citizens. Communication to the public is accomplished through Orange TV, The Source and other publications, the website, special events support, general phone information, and media relations. This department also provides internal communication to County employees about matters directly affecting them and their ability to provide service to citizens. Communications creates everything from copies, to graphics, to television shows and they even have their own channel: Vision TV!





The County's correctional system is part of **Public Safety and Health Services**. We operate the 3rd largest jail system in Florida with more than 1,800 employees including more than 1,050 Florida Department of Law Enforcement (FDLE) certified correctional officers with ranks such as Corporal, Sergeant, Lieutenant, Captain, Major, Deputy Chief, and Chief of Corrections. The professionalism of our officers and staff has allowed us to become one of the approximately 170 jails to achieve national accreditation from the American Correctional Association. Orange County's Correctional Officers are here to enhance public safety and security while conforming to State and Federal regulations and all of them carry handcuffs.

Orange County Fire Rescue (OCFR) is charged with all fire suppression, field emergency medical services (EMS)/Rescue, fire code enforcement, permit procedures, and public education tasks in the charter (unincorporated) County area. The new millennium has brought OCFR to a new level of excellence. For such a young department of 25 years, OCFR has grown tremendously. In recent years, OCFR has implemented a state-of-the-art "Computer Aided Dispatch" system (CAD), "Mobile Data Technology" (MDT), "Live Streaming Video Training" connected to all fire station locations, and the activation of our first emergency transport helicopter "FireStar". Other areas of advancement include "Live Video Downlink" for disaster information and tracking, "Firewise Communities" citizen education program, and the ongoing recruitment and training of certified and non-certified personnel. All Emergency Response Units are now equipped with LifePak12 Cardiac Monitors, automated external defibrillators (AED's) in all staff vehicles, and Automated Vehicle Location (AVL). There are six battalions, which consist of six to eight fire stations each, across the county.

Family Services provides a helping hand for families. We are both advocates and educators and we strive to identify and solve problems in order to improve quality of life. Head Start provides comprehensive early childhood and development education to include the whole child. The Regional History Center honors our past and explores our present in order to shape our future. The museum is located in a renovated 1927 courthouse.

Health Services offers many types of health-related services including our Medical Examiner's Office, Animal Services, our Medical Clinic, and Mosquito Control along with much more. Our team provides assistance, treatment, and education for health concerns during times of emergency, disaster, and everyday life. Additionally, Orange County Health Services operates the Corrections Health Services Division that provides services for the medical and mental health care of inmates at Corrections.



Since 1983, the **Orange County Convention Center** (OCCC) has served its clients as a venue for tradeshow, conventions, and meetings. Celebrating more than 30 years of success, the Orange County Convention Center is the second largest convention facility in America. Each year the OCCC attracts more than 200 events to the Central Florida area. As a result, roughly 1.4 million attendees contribute approximately \$2.1 billion to the area’s economy each year.

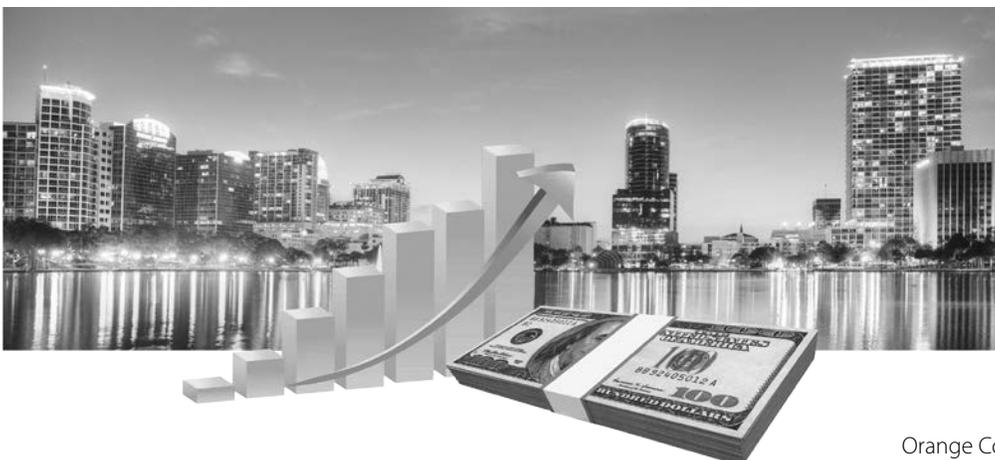
The OCCC, located 10 miles from the Orlando International Airport, is situated in the heart of Downtown Orange County, the area’s tourism core. The OCCC is within close proximity of more than 8,000 hotel rooms and within a 45-minute driving distance of 113,000 more. If Chicago’s Willis Tower (formerly known as the Sears Tower) was placed on its side it would fit in the West Building’s contiguous exhibition space.



The **Office of Accountability** includes internal services:

■ **Human Resources** manages employee benefits, compensation plans, recruitment, employment services, organizational assessment, employee training and development, employee relations, labor relations, volunteer and internship programs, and maintains all employee records and files. As part of your continued employment with the County, all jobs have a probationary period for which the employee is reviewed for continued employment and can be extended if the supervisor deems it appropriate. Lastly, HR will replace your ID badge, for a fee, if lost, damaged, or stolen. There are Human Resources professionals available for you in every department.

■ Our financial arm includes **Fiscal and Business Services, Economic Trade, and Office of Management and Budget** (OMB.) OMB prepares and monitors the annual county budget, assists departments in the design and installation of effective and efficient processes and development of user fees and operational performance measures, coordinates capital improvement programming, and coordinates the collection of delinquent fines, fees, and court costs.





■ The **Office of Professional Standards** (OPS) ensures that the integrity of employees under the jurisdiction of the Mayor and Board of County Commissioners is maintained through a system of proactive programs and if needed, objective, impartial investigations. Orange County’s commitment to diversity will continue to assure equal employment opportunities to all employees in conjunction with Orange County policy and federal guidelines. When complaints are filed, OPS sends position statements to the Equal Employment Opportunities Commission.

The Office of Professional Standards conducts all internal investigations, background investigations for new hires, allegations of discrimination, retaliation, hostile work environment and investigates allegations of policy violation.

■ Our technology group, **Information Systems and Services** (ISS), is tasked with delivering new technologies and a state-of-the-art network server infrastructure. We provide prompt problem resolution through Helpdesk Services and a true customer service attitude to support Orange County customers. Orange County 311 falls under the ISS Division and includes information for services covering stray/abandoned animals and aggressive dogs and dog bites, unpermitted construction, potholes and sidewalk repairs, and traffic signal malfunctions or damaged/downed signals, to name a few. So if you, or someone you know, isn’t certain who to call for information, reach out to Orange County 311 via phone, live chat on their website at <http://www.orangecountyfl.net/Home/CustomerService311.aspx>, or even download a smart phone app to your iPhone or Android device, and you will receive the most up to date service information to serve your needs. Our Mayor and Chief Information Officer (CIO) went to Washington D.C. in 2014 to give a report to President Obama on our mobile alert system for emergencies.

■ **Risk Management** (RM) helps Orange County employees navigate through office safety, accident prevention, motor vehicle operation, and reporting job-related injuries to name a few. Their responsibilities reach beyond that of workplace safety, however. RM has additional duties such as the review of all contracts executed by Orange County, determines what type and how much insurance to carry for the County’s \$3.3 billion in property value, management of more than 300 petroleum storage tanks across the county, surveying indoor air quality for staff, and even providing ergonomic review of workstations upon request. The RM team also provides safety training for Orange County staff.

Since one of Risk Management’s main goals is to keep employees safe, they provide a registered nurse on staff to help assist with medical care



of injured workers. Another goal is to prevent accidents by carefully structuring workplace policy and identifying and evaluating hazards in the workplace.

Although Orange County is self-insured and we manage claims and losses from a fund established by the County, we must contract with insurance companies to manage the losses. Our safety arm is Risk Management. We are committed to ensuring a safe working environment for all employees and the public.



Administrative Services Department is responsible for overseeing and coordinating the various divisions that provide internal services to County agencies. Whether it's Facilities Management maintaining our buildings and equipment, Procurement negotiating and awarding contracts for goods, services, and construction, or Fleet Management maintaining our 2,400 pieces of automotive and heavy vehicular equipment, we're here for you.

Public Works operates and maintains Orange County's roadways, drainage systems, traffic control devices, multiuse facilities, and even our pedestrian walkways. We even produce our own street signs!

The **Community, Environmental & Development Services Department (CEDS)** is responsible for maintaining and enhancing quality of life for the citizens of Orange County. Some of the divisions included under the CEDS umbrella is our parks, code enforcement, and environmental protection. As the original "theme parks" since 1924, Orange County Parks and Recreation develops, maintains and operates 97 parks, trails and facilities primarily located in unincorporated Orange County. Included are six recreation centers with fitness centers, two senior centers, and one community pool in Fort Gatlin Recreation Complex. Nestled in and winding through Orange County, there are nearly 1,000 miles of hiking, biking, and horseback riding trails. Among those, Northwest Orange County is home to the longest paved trail maintained by Orange County Parks and Recreation – the West Orange Trail. And if enjoying Kelly Park for the day, do stop in and pick up an inner tube to fully enjoy the slow flowing river coming from Rock Springs.

Utilities provides water resources and solid waste recovery services to protect and enrich the lives of the citizens and guests of Orange County. This includes producing 60 million gallons of treated water per day, operating the largest publicly owned landfill of 5,000 acres in the state, treating over 50 million gallons of wastewater per day, and maintaining over 3,500 miles of pipeline. The groundwater we use needs little to no treatment other than disinfection and aeration.





Sustainability

Orange County is, "Our Home for Life," meaning it is where we live, work, play, and are invested in building a promising future for the sake of generations to come. It is also Orange County's sustainability motto, guiding each of us towards enjoying the benefits and way of life we have here in Central Florida so we can appreciate why it should be preserved.



■ Did you know that almost all of our drinking water comes from the underground Floridian aquifer? Hard to believe when you fly into the Orlando airport and see an abundance of lakes and waterways here in Orange County. We have one of Florida's two nationally designated wild and scenic rivers and more than 600 lakes.

■ Protecting our lakes, ponds, and rivers from pollution keeps our drinking water source clean and safe. Fortunately we have some tools to help us know when a body of water might need an intervention. Seeing well beyond his years, Italian astronomer Angelo Secchi, created the Secchi disk that Orange County staff uses to measure water transparency in our lakes and rivers. The disc is designed to help us see tiny particles that are invisible to the naked eye but can pollute our waterways.

■ As citizens, we can protect our water resource in many ways, including watering lawns less (twice weekly during growing seasons and only once weekly during the winter), plant landscaping that is Florida friendly, fertilize responsibly, use pesticides sparingly, and install showerheads, faucets, and toilets that use less water. Orange County Utilities does their part by reclaiming 100% of the wastewater treated in its facilities to be reused as irrigation and in wetland augmentation projects. These measures, along with keeping yard debris and grass clippings out of storm drains, and picking up after our four-legged friends, we can preserve our beautiful waterways and have fresh drinking water for years to come.

■ Speaking of water, long before we were known as Orange County, much of Central Florida was one large entity and was called Mosquito County. Looks like those little flyers were here long before we were! If you ever want to reminisce about the good ole days, visit one of our County Green Place properties which are maintained to help preserve environmentally sensitive land. Green Place properties are open to the public and intended to help residents experience the natural side of Orange County.

■ Sustainability is not just about conserving and protecting water, it's also about generating less waste. Making smart day-to-day purchases that use less packaging, buying items made from recycled materials, reusing what we can, and recycling as much as possible are all supported by Orange County



policies. Florida Statutes requires that all government offices report their recycling efforts annually, and Environmental Protection Division (EPD) staff can help you track and report your successes. While you are at work, your break room and work area should have receptacles where you can recycle paper, empty plastic bottles, metal cans, cardboard, and chipboard boxes (the kind that envelopes and cereal come in.) You can also easily recycle ink and toner cartridges, rechargeable batteries, and fluorescent lamps, too. Worthy notes: 1. Keep fluorescent lamps out of the trash for it contains mercury and must be properly recycled; 2. Never flush expired or unused medications because the chemicals will end up in our drinking water. Check the Sheriff's Office website to locate a drug drop-off container. Disposal to the garbage should be your last resort.

■ Within each Orange County division, a coordinator is named to help staff track the amount of garbage we generate, how much we recycle, and how much we purchase that is made from recycled materials. Properly named, the system used to track this information is called Waste Wise. These numbers are then reported to the Florida Department of Environmental Protection (FDEP) and the Environmental Protection Agency (EPA) each year. If you find you have questions about Orange County's recycling program, just call the P2 Program at EPD for assistance.

■ Are you a do-it-yourselfer at home? Most people accumulate around 100 pounds of chemicals in their garages/sheds/storage areas. When you've had enough of hoarding flammables, corrosives, oxidizers, poisons, etc. where you live, rejoice! In Orange County you can always carry hazardous household waste such as paint, used motor oil, pool chemicals, etc. to the Orange County Landfill or to a neighborhood collection event for free! (Never throw these items in the recycle bin or the regular garbage – a chemical reaction could harm a worker, start a fire in the container or truck, or have any number of other terrible outcomes.)

■ Recycling paper products helps save trees. We tend to think of trees as the perfect spot for a picnic in the shade, but did you know that the U.S. Forest Service values a 40-year-old mature tree at \$5,080? It's not only good for that picnic, but those beautiful green giants help control erosion, absorb storm waters, and remove pollutants from our air. Because of our abundance of trees and urban forestry management practices in Orange County, The Arbor Day Foundation named Orange County a Tree City USA member back in 2006.

■ Neighborhoods all over Orange County come together to help beautify their surroundings, get to know each other, and increase their property values. Community gardens are a great way to bring people together to boost community spirit. These gardens act as a teaching ground for youth, provide food and beauty, can decrease crime, and provide physical activity and increase health. Call the Orange County Cooperative Extension Division/University of Florida Food and Agricultural Sciences (IFAS) to get one started in your community.





■ Ever wonder what happens to all the gas generated by decaying garbage at Orange County landfills? That gas ultimately helps the Orlando Utilities Commission at the Stanton Energy Plant generate electricity for citizens in Orange County. Who knew?

■ Even if our land is preserved and our water clean and abundant, fresh air plays a big role in quality of life and health. Vehicle exhaust is a large contributor to air pollution. Orange County and its neighbors are combating this issue with the installation of the SunRail commuter rail system. With the completion of Phase II, the rail will have stations serving Volusia, Seminole, Orange, and Osceola Counties. The reThink project also strives to save commuters money, reduce traffic congestion, and includes an Emergency Ride Home program; all of which reduce air pollutants in our community.

■ If you come across odd odors or acrid smells coming from fires at a local business, see a chemical sheen on the top of a body of water, see odd or discolored soils, dead vegetation, or even abandoned drums of unknown contents, immediately call the EPD, report it to your supervisor, or call County 311 to report the issue.

■ Getting outside in nature reminds us of the importance to maintain the beauty of Orange County. Another great way to enjoy our surroundings is through the arts. One of our major attractions - Orlando Magic's home court, The Amway Center - was built with sustainability in mind and is certified Gold under the Leadership in Energy and Environmental Design (LEED) criteria set by the U.S. Green Building Council. Standing tall as the country's second-largest convention center, the Orange County Convention Center utilizes a 1-megawatt solar photovoltaic system also giving it a LEED Gold certification in Operations and Maintenance. The Dr. Phillips Center for the Performing Arts is also among Orange County's newest cultural events for all to enjoy. The next time you take a stroll around Lake Eola, be sure to find one of the seven See Art Orlando public art sculptures named Muse of Discovery. Be sure to enjoy the other six, too.

■ Today, Orange County is home to nearly 1.2 million residents, and we're growing. Between 2015 and 2040, we expect to grow by 55%. So many more people will be living here that it will be as if every citizen from Vermont moved to our county! Let's welcome them with open arms and show them how Central Floridians value our wonderful way of life and aim to preserve it for future generations. Our children want their children to enjoy the same benefits we have now, and that depends on each of us doing our part to work with nature and cherish our Home for Life.

Benefits

Additional Benefits for Regular Employees

Personal Leave



Personal leave is intended to be used when time off work is needed, such as vacation, short-term illness, personal business, etc., when authorized by your immediate supervisor or designee.

Term Leave



Regular employees accrue term leave. Term leave may be used by eligible employees who are unable to work after being absent for 40 consecutive work hours on a regular work week or longer because of an extended illness or injury that is medically incapacitating.

Military Leave



If you are a member of the Uniformed Services of the United States military, you are entitled to a leave of absence from your respective duties to perform active military service (as defined in Section 115.08, Florida Statutes). Please refer to the Orange County policy for additional information.

For military reserve training, you will receive full pay, for up 240 hours per calendar year, upon the presentation of formal military orders.

Bereavement Leave



Orange County permits up to 40 hours (differs for some Bargaining units) of paid leave for a death in your immediate family. Such leave must be used within 30 days of the family member's death. The term "immediate family" is defined by the policy which governs this benefit.





Floating Holiday



You will receive one (1) paid floating holiday per year. This holiday may be taken after completing six (6) months employment and with supervisory approval. The floating holiday must be taken before the end of the calendar year or it will be forfeited.

Insurance



The County provides all regular employees the opportunity to participate in the group insurance plan that includes: medical, dental, vision, long-term disability, life and dependent life insurance. Coverage is also extended to eligible dependents.

Voting



With management approval, employees may be granted a maximum of two (2) hours paid time off to vote in all official elections if the employee's voting location cannot be reached during off-duty hours.

Jury Duty



If you are a regular employee summoned to jury duty or subpoenaed to appear in court as a witness in relation to your position with Orange County, you will be granted time off with pay for the time actually spent on jury duty or in the court appearance.

Retirement



Orange County participates in the Florida Retirement System (FRS) which provides retirement benefits for employees in designated positions. The County pays a contribution for its employees in order to provide retirement income in addition to social security benefits. An FRS handbook providing plan descriptions, information on creditable and continuous service, designation of beneficiary, normal retirement requirements, vesting, retirement options, early retirement, disability and death benefits are available for your review. In addition to your FRS, employees may also participate in the Orange County Deferred Compensation Plan paid by individual employee contributions.

Additional information on FRS can be found on the Florida Retirement website or see your Human Resources Representative. You can also speak to your Human Resources Representative about deferred compensation programs.





Educational Assistance Program



Full-time/part-time employees are encouraged to continue their formal academic education in areas that will enhance their contribution to County service. Depending on funding availability, Orange County provides tuition reimbursement for employees. Educational assistance is coordinated through the Human Resources Representative.

Training and Educational Opportunities



The County encourages you to participate in training and development programs that enhance your job skills and abilities. The Human Resources Division has developed The Passport, an employee enrichment program for Orange County Employees. This program features selected training courses based on organizational needs. These courses are developed to enhance your job skills and prepare you for future career development. The Passport catalog is also available on the Orange County Intranet located at <http://intranet/default.asp>.

Promotional Opportunities



Job openings are posted on the Orange County Intranet under the Employee Self Service area to allow employees to apply for other positions. Applications should be submitted online. It is the employee's responsibility to supply all necessary documentation (i.e., license, certifications, diplomas, etc.) in order to meet minimum qualifications for a posted position.



Collective Bargaining Units

Labor Unions

Many positions within Orange County Government are covered by collective bargaining agreements, which are jointly negotiated between the County and each respective labor union. Membership with a union is an individual's choice neither mandated by the union, nor required for employment with Orange County Government.

It is the responsibility of unionized employees to familiarize themselves with the rules and regulations set forth in the collective bargaining agreement, as these guidelines prevail over the policies found in the Orange County Policy Manual. The provisions of the Policy Manual will be applicable to the members of the bargaining unit in matters not expressly agreed to in their contractual agreement.

- AFSCME Council #79 – American Federation of State, County and Municipal Employees
- FOP State Lodge – Fraternal Order of Police
- FOP Charles Brookfield Lodge
- IAFF Local #2057 – Orange County Professional Firefighters
 - Rank and File
 - Battalion Chief
- LIUNA Local #517 – Laborer's International Union of North America





Employee Discounts

Orange County Government employees can receive special discounts to local establishments, services, and attractions by a number of methods. You can preview most offerings by accessing the CountyLine intranet site, go to Employee Information > Specials.

Sample discounts include:

- Broadway shows
- Sporting events
- Fitness club memberships
- Restaurant discounts
- Automobile sales and services
- Travel packages

Orange County has a partnership with a few organizations, both local and national, that broker discount programs and provide the service to our employees. TicketsatWork provides exclusive discounts, special offers and access to preferred seating and tickets to top attractions, theme parks, shows, sporting events, movie tickets, hotels and much more nationwide; there is also a partnership with with the Dr. Phillips Center for the Performing Arts <http://www.drphillipscenter.org/> to purchase tickets. Some require a user name and password to be established.

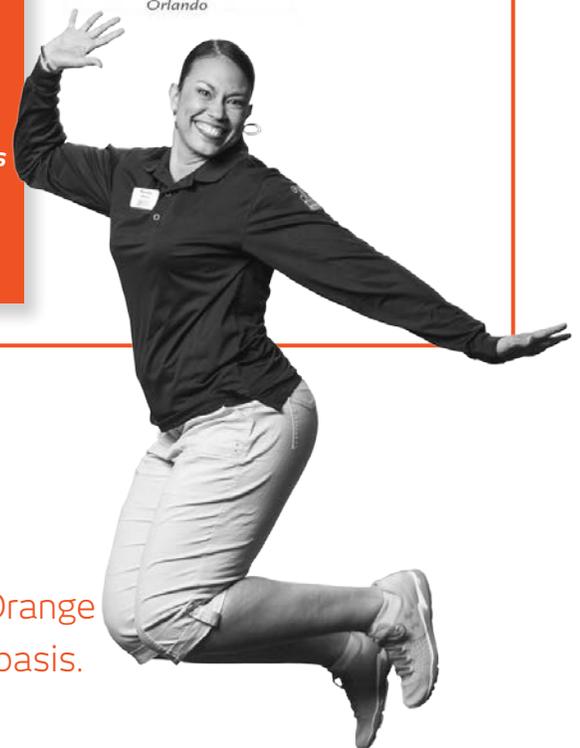


Orange County Government employees can now take advantage of discounts and special offers to popular theme parks and entertainment attractions nationwide! Discounts are available for the Walt Disney World® Resort, Universal Studios®, SeaWorld, Six Flags, Cirque du Soleil, Las Vegas and New York City performances, movie tickets and much more! You can order your tickets directly from this website or by calling 1-800-331-6483. Orange County's code is **OCGOV**.

HOW TO SIGN UP!

- 1** Go to TicketsAtWork.com
- 2** Click "Become a Member"
- 3** You will then be prompted to create an account with your email address and company code.

Once enrolled you will have access to discounts on hundreds of offers on theme parks, shows, hotels, attractions and more!



For complete information on all discounts available to Orange County employees, review the CountyLine on a regular basis. Revisions and new offers are added daily.



Resources

Human Resources

Downtown IOC-1

450 E. South St.
Orlando, FL 32801
407-836-5661

OC Administration Building

201 S. Rosalind Ave., 3rd Floor
Orlando, FL 32801
407-836-5478

Corrections Cassidy Building

2450 W. 33rd St.
Orlando, FL 32839
407-836-3519

Convention Center

9899 International Dr.
South Concourse, (Room S212)
Orlando, FL 32801
407-685-5799

Fire Rescue Headquarters

6590 Amory Ct, 1st Floor
Winter Park, FL 32792
407-836-9000

Mable Butler Building

2100 E. Michigan St.
1st Floor, (Room 126)
Orlando, FL 32806
407-836-9322

Public Works

4200 S. John Young Pkwy.
Main Building, (2nd Floor)
Orlando, FL 32839
407-836-7761

Barnett Park

4801 W. Colonial Dr.
Orlando, FL 32808
407-836-6200

Utilities Administration

9150 Curry Ford Rd., (3rd Floor)
Orlando, FL 32825
407-254-9760

Risk Management

You can contact Risk Management in person or on the phone:

- Magnolia Place, 2nd Floor
109 E Church St.
Orlando, FL
32802-1393
407-836-9640

Office of Professional Standards

If a concern needs to be reported, you can do so in person or by phone:

- Internal Operations
Centre I (IOCC), 3rd Floor
450 E. South St.
Orlando 32801
407-836-0016

ISS Help Desk

To reach them, you can call 407-836-2929 for assistance or create a new ticket by sending an e-mail to newproblem.servicecenter@ocfl.net. A ticket will be auto created on your behalf to begin the process to resolution. The ISS team is located:

- IOC II, 4th Floor
400 E. South St.
Orlando, FL 32801
407-836-5200

311

Orange County 311 falls under the ISS Division and includes information for services covering stray/abandoned animals and aggressive dogs and dog bites, unpermitted

construction, potholes and sidewalk repairs, and traffic signal malfunctions or damaged/downed signals, to name a few.

So if you, or someone you know, isn't certain who to call for information, reach out to Orange County 311 via phone, live chat on their website at <http://www.orangecountyfl.net/Home/CustomerService311.aspx>, or even download a smart phone app to your iPhone or Android device, and you will receive the most up to date service information to serve your needs.

Wellworks and fitness

Living a wellness lifestyle improves the quality of your life. A wellness lifestyle requires a strong effort to stay healthy physically, intellectually, and spiritually.

Wellness is a way of life leading to behavior changes which reduce your risk of illness. At Wellworks, we want you to strive for a healthier lifestyle in a wellness friendly environment.

Come make new friends while strengthening your relationship with your body. Utilize the 10 (3 unstaffed express sites and 7 parks community sites) to help boost your healthy lifestyle. Membership applications are required as are medical clearance for anyone 45 years of age or over and other conditions such as

pregnancy.

For all the details and location information on Orange County Wellworks locations and requirements, visit the Orange County's Intranet (CountyLine) or <http://intranet/Wellworks/default.asp>.

Parks and Recreation

Be sure to enjoy the beauty of the nearly 100 parks here in Orange County. The main office for the Parks Division is located:

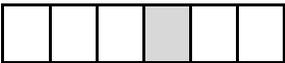
- Barnett Park
4801 W. Colonial Dr.
Orlando, FL
407-836-6200

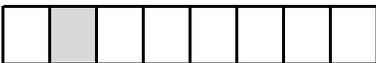
For a list of all the facilities in Orange County, visit the County's Intranet, the Countyline, and click on County Departments | Community, Environmental & Development Services | Parks & Recreation or <http://www.orangecountyfl.net/?tabid=350> and you will see a list of all the amenities available to you.

CONNECTIONS  Department Activity Sheet

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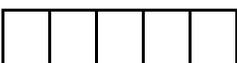
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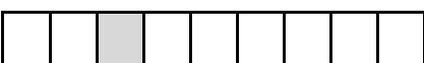
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CONNECTIONS

Orange County Government

The four principles of Culture by Design are: Selection, Development, Communication and Care.

In Orange County, we are working to create a culture to achieve the Mayor’s vision of being the “Best of the Best of County Governments.” Please review the following questions that come from these four principles, discuss with your table group, and choose a spokesperson to share your responses with the group.

Selection: Selection is our organization’s desire to hire the best person for the job. However, it also refers to the way you select yourself to bring your best efforts to your role on a daily basis.

How does selecting to bring your best efforts everyday make a difference to our organization? _____

Development: Developing our employees’ skills helps our organization meet the challenges of today and prepare for the opportunities of tomorrow.

How does investing in your own development and helping to develop others benefit Orange County?

Communication: Communication helps to define our culture because the way we communicate demonstrates our values.

To ensure respectful communication that is reflective of our organization’s Core Values, what aspects of communication should you keep in mind?

Care: Caring for our team members and customers is essential to great internal and external customer service. How can you demonstrate the value of care and how will it benefit our organization?

Regular Employee Acknowledgements

By my initials and signature below, I acknowledge, understand, accept and agree to comply with the materials and information noted below in boldface type:

- ___ 1) I have received a copy of the **Orange County Government Employee Handbook for Regular Employees (version 2)**, and understand that I am responsible for reading and complying with it.
- ___ 2) I have viewed the **Public Records & Orange County Communications training course** and understand that failure to comply with the County's policies, rules, and administrative regulations may be grounds for disciplinary actions up to and including termination.
- ___ 3) I have completed the **HIPAA training course** and understand that I am responsible for applying what I have learned.
- ___ 4) I have received and read a copy of the **Orange County Employee Vehicle Operations Manual ("Manual")** that outlines the goals, policies and expectations of Orange County Government, as well as my responsibilities as an employee. I have familiarized myself with the contents of this Manual, and agree to comply with the information contained within. I understand this Manual is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices and expectations of Orange County Government. I understand and acknowledge that if I choose to use a County vehicle for a non-employment related action, the County's self-insurance program will not extend coverage to the use of the vehicle, and I will be personally responsible for any and all bodily injury and/or property damage that may occur as a result of these actions.
- ___ 5) I have received a copy of the **Employee Statement Verifying the Understanding of Orange County's Policies and Administrative Regulations Regarding Fraudulent Conduct ("Statement")**. I understand that the Statement is only an overview of Orange County's Policies and Administrative Regulations regarding fraudulent conduct. I acknowledge that it is my responsibility to review Orange County's actual policies addressing fraudulent activity, as well as Administrative Regulation No. 2.16.02 on "Reporting Allegations of Fraud," in their entirety, and to understand them.
- ___ 6) I have received a copy of the **Harassment and Discrimination Policy**. I have carefully read this policy and reporting process, and I understand and acknowledge that it applies to me both in my present capacity and in any future position I may hold with Orange County Government.
- ___ 7) I understand that this form will be part of my permanent records retained in my Personnel file. I understand that failure to comply with the County's policies, rules and operational regulations may be grounds for disciplinary action up to and including termination.

****CDL ONLY** DRIVER HANDBOOK RECEIPT AND CERTIFICATION OF EMPLOYEE TRAINING**

- ___ 8) I certify that in accordance with 49 CFR Part 382.601 (b) (1-11), I have received training and educational materials relating to the Orange County Board of County Commissioner's adherence and implementation of 49 CFR Part 382, Subparts A-F. I have received a copy of the **Driver Handbook, Alcohol & Drug Testing & Driver Awareness Training**, and I have reviewed and understand the material contained therein. I have been informed of the name of the person designated by the County to answer questions about 40 CFR Part 382, Subparts A-F. I have received training and understand the Orange County Policy and Procedures regarding CDL testing.

Print Name _____ Employee ID _____

Employee Signature _____ Date _____

Department _____



R013

Revised 12/2014

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Human Resources Division

Internal Operations Center I
450 East South Street
Orlando, Florida 32801
Phone 407-836-5661
Fax 407-836-5369
Mon. to Fri. 8:00 a.m. – 5:00 p.m.

