



CITY OF KEY WEST Human Resources

Select Policies

June 2015

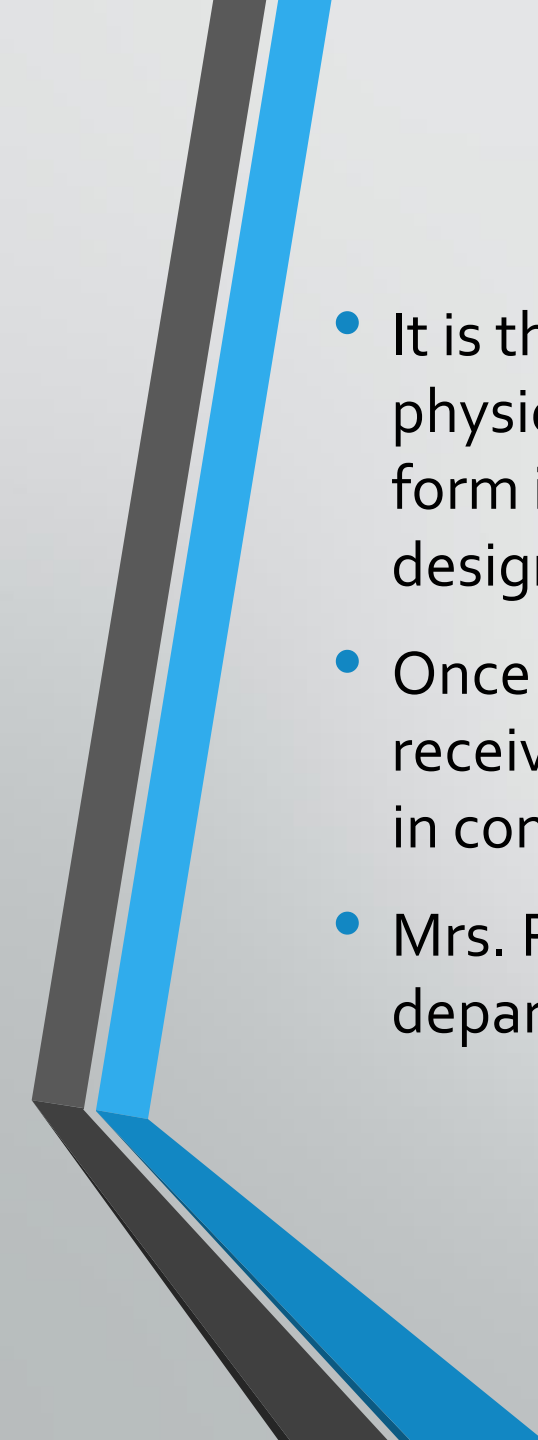
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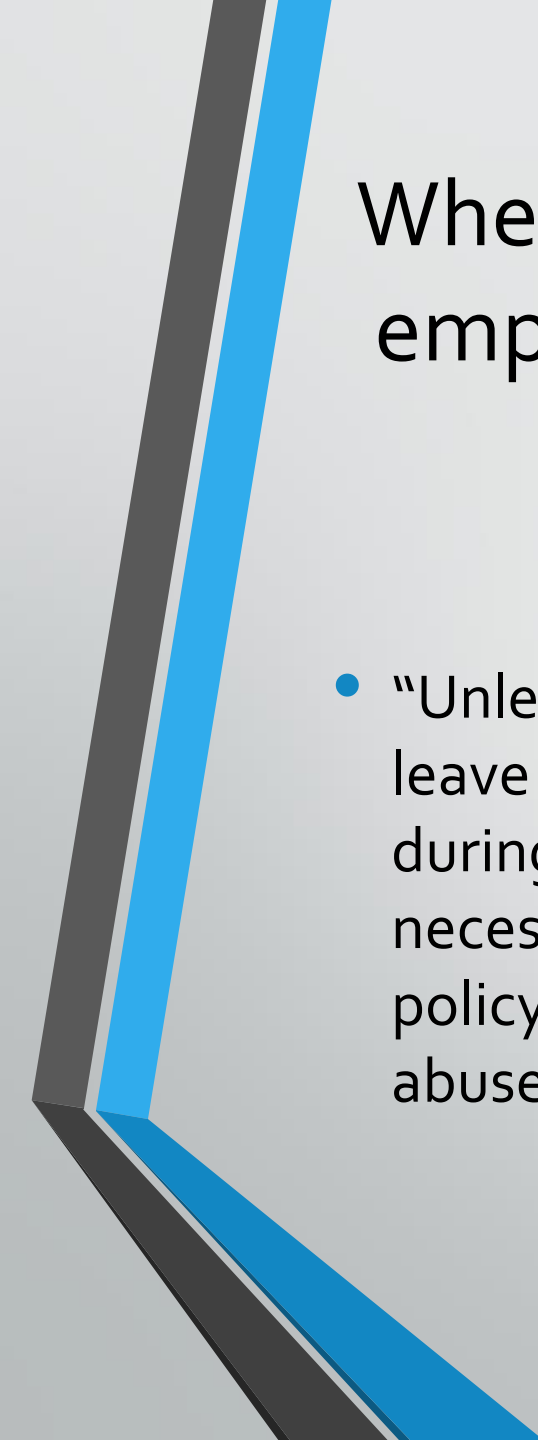


- The **Family Medical Leave Act (FMLA)** – Federal act established in 1993 to allow employees up to 12 weeks of job-protected leave for personal and family medical reasons.
- In 2008 the act was amended to allow 26 weeks of leave to care for a covered service member with a serious injury or illness.
- Any employees that have been out of work for **more than (3) days**, are encouraged to contact HR for the necessary steps to make sure the absence is covered under FMLA guidelines and that the employee meets all the necessary criteria.
- **(This is the guide given to each timekeeper for each department.)**

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- The Human Resources department has administered the current Federal FMLA procedures since December 2007. Alice Parker, Benefits Specialist, is the single contact for this process and has been since this time.
- It is the responsibility of the HR department to first determine if the employee requesting FMLA is actually eligible according to Federal regulations.
- The HR department is the single point of contact between the employee, the employee's physician and the employee's department.
- After the required eligibility steps are taken, Mrs. Parker meets with or mails to the employee, the necessary paperwork for their doctor's submission and explains the entire FMLA process.

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- It is the employee's responsibility to submit all necessary paperwork to their physician and instruct the physician's office to return all paperwork per the form instructions. (In case of a critical situation this will be handled by a designated family member)
 - Once HR receives executed forms from the physician's office, the employee receives an approval letter from the HR office, instructions on how to keep in contact with their department and required return to work information
 - Mrs. Parker sends an email to the department head, timekeeper and payroll department alerting all of the FMLA approval.



When an employee is on any type of Sick Leave the employee follows the established City of Key West Medical Sick Leave Policy stated below.

- “Unless the employee is hospitalized or out of town, an employee on sick leave shall remain at home and available to his/her supervisor by phone during the employee’s normal scheduled working hours, except for necessary trips to the doctor, grocery store or pharmacy. Violators of this policy may be subject to discipline for absence without permission and abuse of sick leave.”

Drug-Free Workplace Policy

- Job Applicant Testing

- “Mandatory-testing position”¹ All applicants for positions with safety-sensitive positions with the City must undergo a pre-employment drug tested and must pass a 10-panel drug test before he or she is hired as an employee and before completing the City’s orientation process. The list of safety-sensitive positions would include, but are not limited to, a job assignment that requires the employee to carry a firearm, work closely with an employee who carries a firearm, perform life-threatening procedures, work with heavy or dangerous machinery, work as a safety inspector, work with children, work with confidential information or documents pertaining to criminal investigations, work with controlled substances, or a job assignment that requires an employee security background check, pursuant to s. 110.1127, or a job assignment in which a momentary lapse in attention could result in injury or death to another person.² The applicants whom the City intends to hire will be given a conditional offer of employment and requested to submit to a drug and/or alcohol test. Refusal to submit to the drug and/or alcohol test or a positive confirmed test result will result in rejection of the applicant for employment at that time. The City may choose not to perform applicant alcohol testing for some classifications.

HIPAA – Health Insurance Portability Accountability Act of 1996

- Federal law designed to protect (PHI) Protected Health Information, personal and confidential health information.
- With the City's new EMS on April 1st, we are now considered a "Covered Entity" and training of ALL employees is required.
- As of June 26, 2015 all but (3) City employees have completed and acknowledged the training.
- As of 5/6/2015 all new hires to the City are HIPAA and ADA Sensitivity trained during the orientation process.

Worker's Compensation

- Provides wage replacement and medical benefits to employees injured on the job. Pearline Lewis has handled since April 2003.
- City employees receive 40 hours of W/C per year at 100% of their pay rate.
- If the injury keeps them out more than 40 hours the employee is paid at 70% but the employee may supplement the remaining 30% with sick or annual leave.
- KWPD/KWFD are paid at 100% for injuries occurring in the line of duty.