

INTRODUCTION



Welcome to the Airport Authority!

You have joined a group of talented and dedicated employees whose hard work and commitment can be seen throughout the Authority and at the Sarasota Bradenton International Airport.

The Sarasota Bradenton International Airport is the primary air carrier and general aviation airport serving Manatee and Sarasota counties and the surrounding areas.

We take great pride in the level of service we provide to our customers. We believe they are the primary focus and the Authority is committed to giving the best possible service to our passengers and tenants. We try hard to attract employees who share our philosophy and who possess the special qualities of commitment, solid experience, teamwork and selfless service.

I strongly believe in the proper implementation of the Authority policies contained in this handbook. This handbook contains many of the basic requirements we expect from our employees, as well as a compilation of the programs and benefits we provide to our workforce. This Employee Handbook will familiarize you with the policies and provide you with the direction necessary to perform your duties appropriately and in furtherance of the Authority's mission.

I encourage you to assist our team by complying with the policies, supporting our tenants and your fellow employees, and using your energies to enhance our efforts to maintain high quality, affordable facilities and excellent customer and community services.

Welcome to the team,

Fredrick Piccolo
President and Chief Executive Officer

Airport History Overview

In 1939, through Federal grants, Sarasota and Manatee counties agreed to construct an airport on a 620-acre site situated on the bi-county line. In 1941, resolutions were passed creating the Sarasota Bradenton Airport and the Sarasota Manatee Joint Airport Authority. During World War II the airport was leased to the Army Air Corps as a fighter pilot training base. The federal government added 250 acres and several million dollars in improvements and transferred the land back to the Authority in late 1947. In 1955, the Florida Legislature passed the Sarasota Manatee Airport Authority Act giving the Authority the power to: maintain and improve the facilities; adopt bylaws, policies and procedures; accept grants; sell bonds; and make and enforce Airport Zoning Regulations.

A new terminal building opened in 1959 followed by taxiway and runway improvements in 1963. The runway was extended to 7,003 ft. in the early 1970s and extended again in 2001 to its present length of 9,500 ft. Commercial airline service began as early as 1940, general aviation service began in the 1950s, and National Airlines started jet service in 1965. The current terminal building opened to travelers on October 29, 1989.

In 1970 voters opted for the election of four Authority Commissioners, two from each county, and enabling State legislation was adopted in 1972. In 1990, State legislation doubled the commissioners to eight. "International" was added to the airport name in 1992 when the U.S. Customs Service gave "Port of Entry" status to the airport. In November 2000, voters approved a referendum changing the elected board to a Governor appointed board, and reduced the number of commissioners to six.

The Authority is self supporting, using aircraft landing fees, fees from terminal and other rentals, and revenues from concessions to fund operating expenses. Operating expenses of the Authority are not taxpayer funded.

Construction programs are funded by Federal and State grants, Passenger Facility Charge (PFC's), Customer Facility Charges (CFC's) and Authority revenues.

Half of Airside B, a large portion of the runways and taxiways and the two general aviation fixed-based operators lie in Manatee County. A significant portion of the terminal, the rental car and short-term lots lie in Sarasota County. The long-term lot out to University Parkway is in the City of Sarasota. Airport property now equals approximately 1,200 acres, with most of the property within Manatee County.

PURPOSE OF THE HANDBOOK

This Sarasota Manatee Airport Authority Employee Handbook (hereafter referred to as the Handbook) has been prepared to inform you of the Sarasota Manatee Airport Authority's personnel policies. Hereafter, the Sarasota Manatee Airport Authority shall be referred to as the Authority.

This Handbook is readily accessible online for easy reference and a hard copy is located in each department. The Handbook provides information concerning your working conditions, benefits, compensation, rules of conduct, and employee/employer relations. If you have any questions or comments about the information contained in the Handbook, feel free to discuss these with your supervisor or contact the Human Resources Department.

The Handbook uses the term "Manager" to refer to all individuals with direct management or supervisory responsibilities for the Authority staff, without regard to the management level in the Authority.

The content of the Handbook provides only a summary of personnel policies and is not intended, in any way, to confer contractual rights. The Authority reserves the right to add, rescind, change, or reword any policy. The Handbook highlights the Authority's policies and practices; however, if a regulation, contract, or statute exists for a policy or benefit, then the official document takes precedence over the summary provided in this Handbook.

Questions on the interpretation of this Handbook should be directed to a member of the Human Resources Department.

This Handbook is designed to introduce you to the Authority and provide you with information about our employment guidelines. We hope it will be a useful reference for you throughout your employment at the Authority.

From time to time, there may be revised or supplemental information placed in this Handbook.

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SECTION I – EMPLOYMENT

A. EMPLOYEE REFERRAL PROGRAM

The Authority is always looking for qualified employees and appreciates recommendations made by existing employees. When an employee recommends someone who is hired as a full-time, part-time employee, or Traffic Control Specialist, and who is still employed by the Authority after one (1) year, that employee may be provided with a recruiting bonus. The new hire must have included the employee's name on the referral line of their original application in order for the referring employee to be eligible for a recruiting bonus. This program and or bonus may be changed from time to time depending on existing market conditions. The Human Resources Department will provide information on the current referral program.

B. EQUAL EMPLOYMENT OPPORTUNITY

The Authority is committed to the policy that there shall be no discrimination with respect to employment or any terms or conditions of employment based on race, color, marital status, religion, national origin, sex, pregnancy, age, veteran status, genetics, disability, or any other consideration made unlawful by Federal, State or Local law.

This policy applies to all phases of employment including, but not limited to, recruitment, hiring, placement, promotion, demotion, transfer, layoff, recall, termination, training benefits, discipline, rates of pay, use of all facilities located in the Airport, and participation in any Authority sponsored activity.

C. AFFIRMATIVE ACTION PLAN

The Authority maintains an Affirmative Action Plan which guides employment and promotion practices. The Authority shall strive, through its Affirmative Action Program, to improve employment opportunities for individuals with disabilities and protected veterans. All members of the Authority and management personnel are unconditionally committed to support the policy of nondiscrimination and the Authority's Affirmative Action Plan.

D. SEXUAL AND OTHER HARASSMENT

The Authority is committed to ensuring an environment for all employees that is free of harassment based on a protected characteristic, including but not limited to race, color, marital status, religion, national origin, sex, pregnancy, age, veteran status, genetics, disability or any other consideration made unlawful by Federal, State or Local law.

The Authority shall not tolerate or condone harassment of its employees by other employees, the President, CEO, vice presidents, directors, managers, supervisors, tenants, consultants, vendors, or the general public.

For the purposes of this policy, harassment is defined as unwelcome or unwanted conduct (verbal or physical) when: (1) submission to or rejection of this conduct by an individual is used as a factor

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in a decision affecting hiring, evaluation, promotion or other aspects of employment; (2) this conduct substantially interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

Examples of harassment include but are not limited to: unwanted advances; demands for favors in exchange for favorable treatment or continued employment; offensive or unwelcome remarks/jokes, flirtations, advances or propositions; verbal abuse; graphic commentary about an individual; leering, whistling, touching, pinching, assault, coerced acts, obscene comments or gestures; display in the workplace of suggestive objects or pictures.

This behavior is unacceptable in the workplace and in other work-related settings such as business trips and business-related social events.

Violation of this policy shall subject an employee to disciplinary action, up to and including immediate termination. Any questions regarding what constitutes harassing behavior should be directed to the employee's supervisor, the Executive Vice President, CFO, or Director, Finance & Human Resources.

If an employee believes that he/she is being harassed, the employee should notify his/her supervisor immediately. If the employee believes that the matter cannot be discussed with the supervisor, the next contact should be the employee's department manager, director, Vice President or Executive Vice President, CFO. If preferred, the employee may contact the Executive Vice President, CFO or the Director, Finance & Human Resources. An accurate record of objectionable behavior or misconduct is needed to resolve a formal complaint of harassment. Verbal reports of harassment should be reduced to writing by either the complainant or the individual(s) designated to receive complaints and be signed by the complainant. A meeting shall be scheduled to discuss the employee's complaint. Department supervisors, managers, directors or vice presidents, who receive complaints, shall report these immediately to the Executive Vice President, CFO.

All complaints of harassment shall be investigated promptly in an impartial and as confidential a manner as possible. A timely report in person is strongly encouraged. If allegations of harassment are substantiated, appropriate corrective action to remedy the situation will be taken and the complainant will be advised of the remedy.

This policy prohibits any retaliatory action against an employee who, in good faith, files a complaint or provides information during an investigation.

If an investigation reveals that an employee falsely accuses another of harassment or intentionally provides inaccurate information, such employee will be subject to appropriate sanctions, including termination.

E. INDIVIDUALS WITH DISABILITIES

Individuals with disabilities, as defined by the Americans with Disabilities Act (ADA), shall be considered qualified for any position if they can perform the essential functions of the job with or without reasonable accommodation. The Authority shall not establish any arbitrary or unnecessary physical or mental standards which might discriminate against employees with disabilities.

If any disabling condition occurs which affects an employee's ability to perform essential functions of the employee's job and/or to work safely, notice must be given to the employee's immediate supervisor, manager, director, vice president or to the Executive Vice President, CFO. The individual

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and the position will be evaluated to determine whether a reasonable accommodation can be made.

F. EMPLOYMENT OF RELATIVES

Any person related to an Authority employee or Board member is ineligible as a new hire with the Authority, except for Part-time student groundskeepers. For purposes of this section, related persons include: spouse, parent, child, sibling, step parent, step child, step sibling, foster parent, or in-laws. Spouse is defined as a person, (i.e., husband or wife), who is married pursuant to the laws of Florida.

Related employees shall not be employed in a position in which they would supervise or evaluate a relative. Should current conditions or subsequent circumstances create such a situation, one employee shall be reassigned to another position if available, otherwise, a three (3) month period will be allowed for one of the employees to voluntarily resign. If one of the employees does not resign, management shall have the discretion to determine which employee shall be terminated at the end of the three (3) month period. Failure to properly advise of such a prohibited relationship will be grounds for termination of both employees.

G. RELATIONSHIPS BETWEEN EMPLOYEES

Certain relationships between employees such as romantic, roommate, housemate, etc., are not condoned and are strongly discouraged in that they may result in favoritism, breach of confidentiality, conflicts of interest, abuse of authority, and other situations and behaviors not conducive to a professional working environment. If any work-related problems manifest due to a relationship of two employees, the offender(s) shall be subject to disciplinary action up to and including termination.

H. TOBACCO, SMOKING NICOTINE, E-CIGARETTES

It is the Authority's policy to promote an environment conducive to the health and well-being of its employees and the traveling public.

Employees hired before July 1, 2009, while on Airport property, may smoke in designated outside areas. Otherwise, all Airport buildings are nonsmoking facilities. Employees shall not smoke in Authority vehicles. Failure to adhere to this policy will result in disciplinary action.

Commencing July 1, 2009, the Authority will not hire any applicant who is a user of any tobacco products. All applicants will be required to sign an affidavit affirming they have not been a user of tobacco products for at least one (1) year preceding their application of employment. In addition, applicants will be screened for tobacco use during the new-hire drug screening process. All employees hired based on applications received on or after July 1, 2009 must remain a non-tobacco user. Tobacco products include common smoke-producing materials such as cigarettes, cigars, pipes, hookahs, etc., as well as smokeless tobacco such as snuff, chew-gutka, jarda, betel quid, etc. It also covers articles that mimic the act of smoking such as an electronic cigarette (or e-cigarette), personal vaporizer (PV) or electronic nicotine delivery system (ENDS).

Since the Authority is committed to employing a totally smoke free work force, employees who smoke are encouraged to quit smoking as soon as possible.

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I. EMPLOYEE CLASSIFICATIONS

All employees of the Authority will be assigned an employment status reflecting their eligibility for benefits. Positions generally will be designated depending on the expected number of hours worked on a consistent basis and position held.

1. Full-time Employees (Refer to separate Firefighter classification below)
Full-time employees work a minimum of 40 hours per week on a continuing basis and are eligible to participate in all Authority benefits, subject to the terms, conditions and limitations of each benefit program.
2. Full-Time Firefighter Employees
Firefighter employees, including all full-time employees within the ARFF department except the Fire Chief, are scheduled to work twenty-four (24) hour shifts and are paid for all hours actually worked. Firefighters are required to accurately record all actual hours worked. These employees are eligible to participate in all benefit programs.
3. Part-time Employees
Part-time employees are scheduled to work less than thirty (30) hours per week on a continuous basis. Part-time employees are not eligible to participate in the Authority's sponsored group health, dental, vision, life, or other disability or medical plans. Part-time employees shall receive benefits such as sick leave, vacation, holidays and paid leave in accordance with the table in Section IV. Part-time employees may be eligible to participate in the retirement plan depending upon hours worked in the fiscal year.
4. Traffic Control Specialist (TCS)
The Police Department may maintain a list of TCS employees. TCS employees may not work more than 30 hours per week.

TCS employees' employment may be discontinued at any time with or without cause. TCS employees are not eligible for benefits.
5. Temporary Employees
Temporary employees are scheduled to work for periods of limited duration such as seasonal assignments, special projects, or overload periods. Temporary employees shall not be hired for periods to exceed six (6) months without approval of the President, CEO. If a temporary employee obtains a regular position with the Authority, the employee's date of hire as a regular employee shall be the date he/she was hired into the regular position.

A temporary employee may be discontinued at any time with or without cause. Temporary employees are not eligible to receive benefits.
6. Substitute Employees
Departments may maintain a list of employees who may be asked to work as substitutes to provide additional assistance on an as needed basis. They are likened to a substitute teacher and may be called for one (1) or more day assignments. Substitute employees may not work more than 30 hours per week.....

A substitute's services may be discontinued at any time with or without cause. Substitutes are not eligible for benefits.

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7. Student Interns

Student interns are not considered employees. They are engaged to work as part of the Authority's commitment to provide on-the-job training for students enrolled in post secondary educational institutions who receive course credit for their work experience at the Airport. In most cases student interns shall not receive compensation. Should student interns be provided with compensation, the rates for student interns shall be established by the Executive Vice President, CFO. Student interns are not eligible to receive benefits

8. Consultants

Consultants are independent contractors who enter into written agreements with the Authority to provide specific professional services. Consultants are not considered employees and are not eligible to receive benefits.

9. Volunteers

Volunteers are individuals who dedicate their time to assist Authority personnel in areas on an as needed basis. They are not considered employees and are not eligible for compensation or benefits; however, they are covered under our Workers' Compensation policy if they sustain an injury while volunteering on behalf of the Authority. Employees presently employed by the Authority in a temporary or regular capacity and relatives of the Authority's board members shall not be permitted to participate in the Authority's volunteer program.

10. Auxiliary Police Officers

The Auxiliary Police Officers are Police Officers that volunteer to aid and assist the Authority's full and part-time Police Officers by providing additional law enforcement coverage. Auxiliary Police Officers are not eligible for compensation or benefits.

J. AUTHORIZATION TO WORK

State and federal laws require citizenship for firefighter and police positions. Citizenship is not required for other Authority positions. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. To assist with the verification, the Authority participates in the E-Verify program.

K. "OPEN DOOR "COMMUNICATION

The Authority encourages open communication. Whenever employees have ideas or concerns, relating to their job or job environment, (e.g., suggestions, or complaints) employees are encouraged to address these matters.

Any issues can be directed to a manager on an informal basis. The preferred communication sequence is: first, the employee's immediate supervisor; second, the department manager or director; and third, the department vice president. However, the employee is free to speak with personnel in the Human Resources Department, the Executive Vice President, CFO or the President, CEO at any time.

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L. EMPLOYMENT APPLICATIONS

The Authority's employee selection procedures are designed to hire the best-suited individual for each available position. Applications are only accepted when there is a job position opening.

The Authority continuously strives to develop, motivate, and retain its employees. The Authority encourages employees to seek internal career opportunities. In keeping with this commitment to provide opportunities for existing qualified employees, every effort will be made to promote from within.

The Authority shall post all positions internally for a minimum of three (3) days prior to advertising externally, with the exception of temporary, entry level and management positions. All employees are encouraged to apply for any posted positions for which they qualify. Internal applicants' qualifications and performance shall be reviewed first to determine if the position can be filled internally.

Whenever a position is not filled internally, the Human Resources Department shall develop a recruitment strategy. Recruitment efforts will adhere to policies, contract requirements, and affirmative action goals. If a position with similar minimum qualifications has been advertised six (6) months or less prior to vacancy, the applications received may be reviewed prior to advertising the position. Should a qualified applicant be available, the position will not be advertised.

When a position is posted or advertised, external applicants will be required to complete an application form. A resume may be submitted as a supplement, but cannot be accepted in lieu of an application. Applications and internal requests must be submitted by 4:00 p.m. on the posted closing date unless the position is posted as "open until filled."

Internal applicants will be required to submit a position consideration form along with a memo stating their qualifications for the position for which they are applying. One (1) year probationary employees may apply for an open position or transfer and be considered for an internal promotion for which they are qualified.

The Director, Finance and Human Resources, or the Human Resource Specialist shall review applications and resumes and only forward those applications of qualified individuals to the manager seeking to fill the position. After review of the applications, the interviewer will interview those applicants best suited for the position. The Executive Vice President, CFO, director or manager of the department in which the vacancy exists will select the best-suited person and notify Human Resources of the selection.

Falsification of any information provided by the applicant shall be cause for disqualification; or in the case of an employee, termination. Falsification discovered after the individual is hired, transferred or promoted into the position shall be grounds for immediate termination.

M. VETERANS' PREFERENCE

Preference shall be extended to individuals eligible for veterans' preference. To receive veterans' preference, documentation must be submitted.

To determine eligibility for veterans' preference, consult the Human Resources Department or the Florida Department of Veterans Affairs.

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N. NEW EMPLOYEE ORIENTATION

New employees must report to the Human Resources Department on their first day of work to complete the paperwork necessary for placement on the payroll. Employees will be provided access to the electronic version of the Employee Handbook and the policies and procedures contained in the Handbook will be reviewed.

Department managers or directors shall be responsible for informing all department new hires of department safety procedures, duties, and security measures on the employee's first day of employment.

Formal orientation sessions will be held on a regular basis. All new employees will be invited to an orientation session. During the session, employees will receive information regarding the Authority's structure, history, policies and benefits.

Existing employees are encouraged to welcome any new employee, offer their assistance, and make every effort to ensure that the new employee's initial and continuous experiences with the Authority are pleasant ones.

O. PERSONNEL RECORDS

Pursuant to the provisions of Florida Statutes, employee personnel records shall be open for inspection by any person. Medical records, documents relating to discrimination complaints, and other exceptions as set forth in the Florida Statutes are exempt from this provision.

Employees are responsible for informing the Human Resources Department of any changes in name, address, telephone number, and/or family status so that records reflect accurate information.

Personnel files shall contain, but not be limited to, applications background investigation reports, records reflecting original appointment, the Immigration and Naturalization Service's Form (I-9), any promotion, demotion, transfer, separation and/or layoff documents, payroll and title changes, licenses, class completion documents, certificates, handbook acknowledgment pages, and copies of performance reviews and letters of commendation. Disciplinary action memorandums shall also be placed in the employee's file if the document has been personally presented to the employee or in some cases, when hand delivered or sent to an employee via certified mail. An employee may include in his/her file a rebuttal or explanation to any material which the employee feels is detrimental.

A request to schedule a review of an employee's personnel file shall be made through the Human Resources Department. The review will take place in the Human Resources office. A Human Resources representative will be present to supervise the review.

1. Inquiries About Current and Former Employees

All inquiries or requests for letters of recommendation, written or verbal, regarding an existing or former employee shall be referred to the Human Resources Department. The Human Resources Department shall generally confine information provided to verifying position titles, dates of employment, and salaries.

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2. Record Retention

The Authority shall retain records in a manner that ensures compliance with all public records management, state, and legal requirements.

P. OUTSIDE EMPLOYMENT

Before an employee accepts outside employment, he/she shall discuss the nature of the employment with his/her supervisor. If the outside employment is with a tenant, the employee must submit a written request, receive written authorization from the Executive Vice President, CFO and complete a memorandum of understanding to ensure the outside job will not create a conflict of interest.

The employee's primary position is with the Authority; therefore, a second job must not interfere with his/her performance. If outside work activity affects an employee's job performance, the employee may be subject to disciplinary action.

Q. CARE AND USE OF EQUIPMENT

Employees are expected to take proper care in the handling and use of all the Authority's equipment and property. Uniforms, keys, phones, radios, or any other Authority property provided to the employee are the employee's responsibility. If any of these materials are not returned to the Authority upon request or termination, the replacement cost shall be deducted from the employee's paycheck to the extent permitted by law. Employees are not to remove any Authority property, such as equipment and/or supplies from the premises with the exception of those items that have been authorized for use off the premises, such as cellular phones, radios, computers, etc.

If Authority equipment that is lost, damaged or destroyed could have been prevented with normal and reasonable care, the employee may be liable for replacement costs and/or subject to disciplinary action.

1. ID Badges

Every employee shall be issued an Authority identification badge. Persons granted access to the Airport Operations Area must wear their badges at all times when in this designated area. All other employees may be asked to show their identification badges at any time.

The Authority badges are color coded to delineate area access. Prior to receiving a badge, the Operations Department shall provide the employee with a training session explaining badge security procedures. All employees are required to comply with badge regulations and procedures. If a badge is lost or stolen, the employee shall notify the Operations Department immediately. The employee will be charged for badge replacement. Should the lost badge be found and returned, a portion of the replacement cost will be refunded.

2. Lockers

The Authority will supply lockers and locks to designated employees. Employees shall keep lockers locked and well secured to prevent loss of any personal property. The Authority does not assume responsibility for the loss of personal items. Employees are responsible for maintaining their lockers in a clean and sanitary manner. An Authority management representative accompanied by an Airport Police Officer may inspect the contents of any locker at any time, without cause, with or without notice, and may remove any Airport or

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personal items which are in violation of Authority rules and policies. The employee, if available, will be present during the inspection.

3. Uniforms and Personal Equipment

Certain employees shall be required to wear uniforms and personal equipment provided by the Authority for specific identity and/or safety purposes. Employees are required to keep equipment in working condition and uniforms clean and neat. All uniforms and personal equipment shall be returned to the department upon request, termination, or when the employee moves to another position that does not require the uniform or equipment. If any of these items are not returned to the Authority upon request or termination, the replacement cost shall be deducted from the employee's paycheck to the extent permitted by law.

In some cases, employees will be required to wear safety or specified job-related shoes. Employees will have the option of supplying their own Authority approved shoes. If a probationary employee elects to have the Authority pay for shoes, and the probationary employee voluntarily resigns within three months after the issuance of the shoes, the employee shall be required to reimburse the Authority.

4. Authority Vehicles

Authority vehicles are to be used for business purposes only and are to be treated with care and operated in accordance with traffic regulations. Employees may not drive Authority vehicles without prior approval from their supervisors.

Employees are not permitted to operate an Authority vehicle or a personal vehicle for Authority business when a physical or mental impairment interferes with their ability to drive safely. Nor may employees operate Authority vehicles or personal vehicles for Authority business with the presence of illegal or illegally obtained drugs or alcohol in his or her body, or while impaired or under the influence of any such drug or alcohol; or while taking prescription or non-prescription medication which is adversely affecting the employee's ability to perform safely and effectively.

Employees who are required to drive Authority vehicles must possess the appropriate valid license for the assigned vehicle. When an employee is required to obtain a particular designated license as a qualification for a position, the cost for obtaining and renewing the license will be paid by the Authority.

Employees must refrain from using their cell phones while driving. If acceptance of a call is absolutely necessary while the employee is driving, the employee must use a hands-free device and advise the caller that they are unable to speak at that time and will return the call.

The Authority assumes no responsibility for fines imposed for any traffic or parking violations while an employee is driving an Authority vehicle. Employees who are charged with a traffic violation(s) resulting from the use of their cell phones while driving will be solely responsible for all liabilities that result from such action.

Employees who are required to drive Authority vehicles as part of their job are required to immediately report a DUI or if their license has been suspended or revoked. The Authority will periodically check the motor vehicle license status of employees.

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5. Conservation of Supplies

Supplies used in the office and operation areas represent a significant expense to the Authority. To help reduce costs, the Authority requests that each employee be aware of the supplies used and conserve wherever possible. Conservation efforts should include items such as paper, pens, paper clips, chemical, cleaning, and petroleum supplies.

Employees are prohibited from taking or using Authority supplies or equipment for their personal use. A conscientious effort on everyone's part can reduce waste and help control the Authority's costs.

6. Identification Codes

Computer passwords, locker combinations, and ID codes shall be kept confidential. Employees are not permitted to use another employee's password, combination, or code without proper approval.

R. TERMINATIONS/RESIGNATIONS

An employee's employment relationship with the Authority is not generally governed by a contract of employment. The Authority considers the employees in the following classifications to be employed at will and reserves the right to discipline or terminate them at any time, for any reason, with or without cause: probationary, temporary, substitute, Traffic Control Specialist, Managers, Directors, Vice Presidents and Executive Vice President. However, the Board shall concur in any decision affecting the Executive Vice President, CFO. All other employees (whose classifications are not listed above) who have completed the new hire probationary period may be terminated only for cause. The employee will normally be provided with a notice of termination. When an employee fails to report to work for two (2) consecutive work days without an excuse or supervisory approval, the employee is considered to have resigned without notice as of the beginning of the shift of the first day of the absence and forfeits all rights, privileges and accrued benefits, except for pay for hours worked.

Employees may choose to voluntarily terminate employment with the Authority at any time for any reason. Employees are requested to provide the Authority with at least two (2) weeks advance notice. If an employee does not provide advance notice, the Authority may deem the employee to be ineligible for rehire.

Any employee terminated for cause shall not be eligible to receive payment for accrued sick and vacation leave. For Authority employees who are employed at will, no accrued sick and vacation will be paid if the employee is terminated for any violation of the personnel policy.

S. REDUCTION OF WORK FORCE

Situations may arise that require the Authority to reduce its work force, which may include the elimination of positions. In such instances any affected employees under such circumstances who lose their employment with the Authority shall be deemed to have been terminated for cause and shall not have access to the grievance procedures described in Section V of this handbook, but will be eligible for rehire and payout of any accrued sick and/or vacation hours. Affected employees shall be notified in writing.

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T. NEW HIRE PROBATIONARY PERIOD

All employees hired by the Authority are required to complete a one (1) year new hire probationary period except the employees in the following classifications who are always considered to be at will: temporary, substitute, Traffic Control Specialist, Managers, Directors, Vice Presidents and Executive Vice President. This probationary period is considered a time for training and development. During this period, the supervisor will have the opportunity to evaluate an employee's capability to perform in his/her position. Additionally, the employee will be provided with the opportunity to better understand the position's duties and determine if he/she is satisfied with and suitable for the position.

A temporary substitute or Traffic Control Specialist employee who converts to part-time or full-time status will serve a one (1) year new hire probationary period.

After the first six (6) months of employment, the employee will be reviewed, but will not be eligible for a merit increase. This review shall provide the employee and supervisor an opportunity to focus on the employee's strengths and weaknesses and discuss goals.

A new employee who successfully completes the one (1) year new hire probationary period shall receive a Performance Appraisal at their one (1) year anniversary date, at which time they may be eligible for a merit increase. Continued employment after the completion of the probationary period remains subject to adherence to the Authority's policies and procedures and a standard level of performance.

During this new hire probationary period, at any time, for any reason, an employee may be suspended, or otherwise terminated and such action(s) shall not be subject to the Authority's grievance procedure.

Leave without pay, in excess of thirty (30) calendar days, taken during the probationary period shall require the annual review date to be extended by the number of days of the leave.

Employees may be considered for an internal promotion during their one year probationary period. If promoted, the employee will receive an increase as noted under Section III Classification and Pay Administration/Compensation Plan/Promotions.

U. PROBATIONARY PERIOD FOR PROMOTIONAL AND LATERAL APPOINTMENTS

An employee who is promoted, or an employee who is appointed to a lateral position will serve a six (6) month probationary period in the new position or the remainder of the new hire probation, whichever is greater.

V. PROBATIONARY PERIOD FOR DEMOTIONS

Upon accepting a non-disciplinary demotion (voluntary downgrade), a probationary employee will need to serve the balance of the unserved new hire probationary period, but an employee who has already served a new hire probationary period will not be required to serve another probationary period. An employee demoted for disciplinary reasons will be required to serve a new six (6) month probationary period.

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W. HIRING OF MINORS

The Authority does not hire persons under the age of eighteen (18) except part-time student groundskeepers, part-time property leasing assistants and interns. All applicants are required to show proof of age upon employment.

X. REEMPLOYMENT

Employees who voluntarily resign with proper notice, and who have maintained an acceptable level of performance prior to separation may be considered for reemployment. Former employees who are re-employed after more than 14 days shall be considered new employees. They shall be given a new hire date and be required to meet all qualifying conditions prior to participating in the Authority's benefit programs.

Employees who have been terminated for cause, or do not provide a 2 week advance notice shall not be considered for reemployment.

Y. EXIT INTERVIEWS

Departing employees can be a valuable source of information concerning the quality of the Authority's work environment. Exit interviews provide feedback to management that may assist in improving conditions for other employees. They also provide an opportunity for employees to ask questions regarding their benefit continuation options.

It is the responsibility of the supervisor, when possible, to notify the Human Resources Department at least two (2) weeks prior to an employee's termination. A Human Resources Department representative will conduct the exit interview. When an employee is unavailable for an exit interview, a voluntary exit interview questionnaire will be mailed to the terminated employee.

Z. STANDARDS OF DRESS/PERSONAL HYGIENE

The Authority is dedicated to providing public service. Employees make lasting impressions on the traveling public and visitors. Authority employees are expected to dress and behave appropriately in order to project a favorable image. Proper dress, good manners, and a friendly, cooperative attitude are all important for a pleasant and presentable appearance. The Authority expects employees to be clean and neat at all times to include clean clothes, shoes, body, nails, teeth, and hair. Facial hair must be trimmed and shaped.

Employees who are not provided with uniforms shall wear work attire that complements the environment, the Authority's image and reflects an efficient, orderly, and professionally operated organization. Appropriate business casual attire for men includes: casual slacks, sport shirts and casual shoes.

Appropriate business casual dress for women includes: casual slacks, skirts, dresses, full skirt skorts, casual shoes, clogs or sandals. Slacks, skirts, dresses and skorts must not be tight or form fitting and must be of an acceptable length. Blouses and dresses must cover the back, shoulder and midriff, and must not be low cut or revealing.

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Inappropriate work attire includes but is not limited to: Denim pants (jeans), capri pants, stretch leggings, mini-skirts, t-shirts, tank tops or sweatshirts and any excessively worn or faded clothing. Rubber flip-flops and beach shoes are inappropriate footwear.

When administrative employees are required to perform work not of an administrative nature, such as overseeing projects in the field, painting or cleaning, they may dress in a manner appropriate for the task until they return to their normal work area the following day.

No visible piercing with jewelry is permitted to be worn other than in the earlobes and shall be limited to two (2) per ear only. Employees shall wear clothing that covers excessive body art (tattooing) at all times.

The Director, Finance and Human Resources will make the final determination as to the appropriateness of appearance. For field type workers, who have not been provided uniforms, manager discretion is allowed. The Director, Finance and Human Resources may require that an employee return home to change clothes. Nonexempt employees will not be paid during such time away from work, and repeated violations of this policy shall be cause for disciplinary action.

AA. TELEPHONE, EQUIPMENT, MAIL USAGE, AND VISITORS

Telephone, equipment, mail, and work areas, under normal circumstances, are to be used for business purposes only.

1. Telephone Usage

Telephones are provided for business purposes; however, the Authority understands that it may be necessary for employees to receive and make personal calls during office hours. Personal calls, both incoming and outgoing, shall be brief and limited to those which are absolutely essential. Employees shall, when possible, limit these personal calls to breaks and lunch periods. Personal calls shall not be taken at the front desk or when assisting a customer.

While at work, employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of office phones. Cell phones may be carried by Authority employees provided they are carried discretely and do not in any way interfere with the employee performing his/her duties and responsibilities. To the extent authorized or as circumstances may warrant, cell phone use shall be limited to making and receiving brief telephone calls. Personal cell phones are to be placed on vibrate, they should not ring.

Abuse of telephone privileges may result in disciplinary action up to and including termination.

2. Machines

Fax, copiers, and other office machines shall be used for business purposes only. If an emergency situation necessitates the use of business machines for personal reasons, authorization from the employee's supervisor is required.

3. Mail

The postage meter shall be used for business purposes only.

4. Stationery

Employees are not permitted to use Authority letterhead or envelopes for personal business. Employees who violate this policy shall be subject to disciplinary action.

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5. Electronic Mail

The E-mail system, both internal and external, is the property of the Authority. It has been provided for use in conducting Authority business. All communications and information transmitted or stored in this system are Authority records. The Authority reserves the right to review, monitor, audit, intercept, access and disclose all messages created, received or sent over the E-mail system for any purpose.

The use of E-mail is solely for Authority business, and may not be used for personal reasons. Accordingly, employees should apply appropriate business communication standards to all E-mail communications. E-mail communications should be professional and businesslike both as to content and form.

The Authority's policies against sexual or other harassment apply fully to the E-mail system, and any violation of those policies is grounds for disciplinary action. Therefore, no E-mail messages should be created, sent or forwarded if they contain intimidating, hostile or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

A good rule of thumb is "never write anything in an E-mail that you would not want to become public knowledge, or that would violate any Authority personnel policy."

6. Visitors

Unless authorized, no visitors shall be allowed in safety and security sensitive work areas.

7. Telephone Courtesy

Frequently the only contact the public has with the Authority is through telephone conversations. Employees are expected to answer the telephone promptly, in a positive and courteous manner. Calls from Authority commissioners take priority. Employees are expected to assist all callers with their utmost ability, courtesy, and haste.

Employees shall return all telephone calls promptly, preferably within the same day the call was received. Employees shall not provide information that they are not confident is accurate. If an employee does not know the answer to a caller's question, the employee is expected to explain to the caller that the question will be researched. The employee will indicate when he/she will call back. Requests for information on current or former employees shall be referred to the Human Resources Department.

If a caller is using vulgar or profane language, the employee shall politely end the conversation. The supervisor shall be notified immediately of the incident. Whenever an employee is unable to calmly handle a caller, the caller should be politely informed that the call will be transferred to the employee's supervisor. If the employee's supervisor is not available, the call should be transferred to any available supervisor.

BB. CONFIDENTIAL INFORMATION

All Authority employees are required to promote and protect the public's interest. Authority employees have access to confidential information. Authority employees are not permitted to develop or use information known to them because of their positions and not available to the general public for personal gain or the benefit of any other person or business entity.

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Rumors can often be misinterpreted or may distort the actual facts of a situation or incident. The privacy of other employees shall be protected. Confidential information for purposes of this policy, includes, but is not limited to personnel records; medical information, employee assistance program usage, disciplinary actions, and personal problems of other employees. If an employee has any doubt if information is confidential, they shall direct their inquiries to the Human Resources Department.

CC. ETHICS CODE

Employees will conduct the affairs of the Authority in an ethical manner without conflict of interest and in accordance with Chapter 112, Florida Statutes, "Code of Ethics for Public Officers and Employees." The Ethics Code is available online by accessing the SMAA Intranet. Duties and obligations will be discharged in a manner that reflects credibility upon the character and ethics of the Authority. Conduct that gives the appearance that decisions and actions are motivated by personal relationships or for personal gain do not meet the standards of conduct for employees under this policy. In conducting the affairs of the Authority, no employee shall seek or assure a favorable decision by any person or entity, public or private, through bribery, kickbacks, or any other form of unethical or unlawful conduct.

DD. DIRECTIVES AND PROCEDURES

Directives and standard operating procedures are developed to establish consistent operating and administrative practices based on policies approved by the Authority and for instructional and informational purposes aimed at guiding and facilitating management and employees. Personnel are responsible for knowing and complying with those approved directives and standard operating procedures which apply to their departments. Management Directives are located in the Shared Drive accessible using the designated department computer.

EE. MEDIA COMMUNICATION

All media calls and inquiries during regular business hours shall be directed to the President, CEO or designated Vice President. Outside of regular business hours, all media calls and inquiries shall be directed to the Operations Department Supervisor/Officer on duty who will either provide a timely response or, based on the nature of the call, refer the inquiry to the President, CEO or designated Vice President. All communication with the media shall be handled through the correct channels to ensure that information is dispensed accurately and in the best interest of the Authority.

In the event of an emergency, specific procedures will be implemented for the formulation and release of information to the media and other appropriate agencies and organizations.

FF. CHILDREN IN THE WORKPLACE

Employees' children may not accompany them during their normal work hours. Employees may be permitted to bring their child to work with the approval of their supervisor, on the designated "Bring Your Child to Work Day."

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GG. VIOLENCE IN THE WORKPLACE

The Authority has a zero tolerance of violence policy. No weapons or firearms of any type may be carried onto Airport property (including, without limitation, roadways) at any time or may be possessed by an employee during work time. The Authority is exempt from Florida Statute 790.251, the Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008. Therefore, the Authority prohibits all employees of the Authority and all employees of the tenants from the possession of firearms including vehicles while on the premises of the Airport, even if that employee has a concealed weapons permit.

Exceptions to this policy are those individuals required to use such items in the performance of their job assignments such as knives used as tools, guns used by Police Officers and Operations Officers for bird control.

Employees who threaten violence or become violent to another employee or member of the public will be subject to disciplinary action.

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SECTION II – HOURS OF WORK AND OVERTIME

A. WORK SCHEDULES

1. Hours of Work

The Authority's Fair Labor Standards Act (FLSA) work week begins on Monday at 12:01 a.m. and continues through 12 midnight the following Sunday. Authority administrative offices are normally open Monday through Friday from 8 a.m. to 4:00 p.m.

Due to the nature of the Airport's operations, work schedules for Authority employees may vary and are subject to change. The majority of employees are usually scheduled to work eight (8) hours per day, Monday through Friday.

2. Meal Periods

Nonexempt employees other than Police, Operations, and ARFF are required to take a thirty (30) minute or one (1) hour duty- free, uninterrupted, unpaid meal period each workday. The time scheduling and length of lunch periods are coordinated between the employee and the supervisor, according to the department's needs. Such meal periods are not counted as hours worked unless employees are required to remain at their work stations while eating or are required to work during their meal period.

3. Break Policy

Break periods are not to exceed fifteen minutes every four hours and are at the discretion of the department management. Employees shall not accumulate unused breaks. Break times shall not be used to extend lunches or to make up time lost due to employees' late arrivals or early departures.

Employees' department managers, directors or immediate supervisors shall determine break schedules. Breaks may be discontinued or not permitted at the discretion of the department managers, directors or immediate supervisors.

4. Compensatory Time

The accrual of compensatory time for exempt and nonexempt employees is prohibited. Department Managers, at their sole discretion, may allow employees to make up lost time during the same workweek. Employees shall not be allowed to make up time if the lost time is the result of conditions the employee could control, adequate supervision is unavailable, or it would inconvenience the Authority.

Under no circumstances, shall make-up time be used for routine schedule change purposes. Make-up time shall only be used on a temporary basis for non-routine situations.

5. Business Necessity Schedule

Department Managers are permitted to change employees' schedules in order to provide essential services on an uninterrupted basis. In those cases when a business necessity is the reason for a deviation from the normal eight hour a day schedule, the Manager shall be required to document the need for the deviation.

6. Employee Accommodation Flex Schedules

The Authority recognizes that employees may need flexibility as to their workday schedules to accommodate personal needs. As a benefit to employees, the Authority, at management's discretion, may allow employees to adjust their arrival and departure times

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as long as the adjustment does not interfere with Authority operations or customer service, and remains within the following parameters:

- a. Managers may permit employees to adjust their workday schedules as long as the adjustment remains within the hours of 7:00 a.m. to 5:30 p.m.
- b. Employees are required to take at least a thirty (30) minute unpaid meal period each day when working more than five (5) hours. Meal periods shall not be taken at the beginning or at the end of employees' schedules.
- c. Prior to changing their schedule, employees shall complete schedule election forms. Employees may change their schedule twice during a twelve-month period. Daily arrivals, departures, and meal periods shall remain consistent for the election period. All election forms shall require employee, department manager or director, and Director, Finance and Human Resources signatures and be forwarded to the Human Resources Department for processing.

Management reserves the right to eliminate employee accommodation schedules for any employee and/or all employees, at any time for any reason.

B. OVERTIME

On occasion, an employee may be asked to work overtime. It is expected that the employee will make every effort to accommodate overtime requests. Whenever possible, overtime will be scheduled in advance to permit the employee to make suitable arrangements. Exempt employees are not eligible for overtime pay. Employees are not permitted to work overtime, volunteer their time, or work on their unpaid lunch breaks without authorization from their supervisors. All time worked shall be recorded. Nonexempt employees who do not record all time worked shall be subject to disciplinary action.

Nonexempt employees, with the exception of the firefighters, will be paid for overtime at time-and-a-half for all hours worked in excess of 40 hours per week. These employees are subject to the overtime pay requirements of the Fair Labor Standards Act (FLSA). Holidays, vacation leave, sick leave, paid personal time, or any paid time off shall be the only time counted towards hours worked for the purposes of calculating overtime. Any time off not paid such as leave without pay shall not be counted.

Overtime calculated for firefighters will be determined according to Section 7(k) of the Fair Labor Standards Act (FLSA). This provision establishes a maximum work period of twenty-eight (28) days, with an accompanying overtime standard of two hundred twelve (212) hours. In order to accommodate the need of employees to have stable earnings, the Authority has adopted an overtime prepayment plan. This plan which is a legal method of computing overtime, pays employees a greater amount of overtime than that which is earned during the first eight weeks of the plan's cycle; these overtime prepayment credits are then applied against the overtime earned in the final four weeks in the plan's cycle when the progress of the schedule produces the greatest amount of overtime due the employee. In this manner, the Authority is able to accommodate the competing and conflicting needs of the work schedule and employee earnings stability and maintain compliance with the overtime requirements of the Fair Labor Standards Act (FLSA). Employees who resign or are otherwise separated from the fire service during periods of the cycle which create employer overtime credits will be expected to repay any overtime prepaid, but not

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yet earned. Employees who are on leave without pay during the cycle will experience a reduction in their overtime earnings.

C. CALLBACK PAY

When a nonexempt employee has gone home after completing his/her scheduled workday and is requested to return to the Airport, callback pay will be provided. Employees who have been called back will be paid for a minimum of two (2) hours, or for actual hours worked, whichever is higher at time-and-a-half. Travel time from home to the Airport and travel time returning home is not considered time worked. Employees' supervisors must authorize all callback requests.

Callback pay does not apply if employees are called and requested to report early for their regular shifts, nor requested to stay after they have completed their shift but not yet left the Airport premises.

D. ON-CALL EMPLOYEES

Nonexempt employees who are scheduled for on-call hours, as defined as compensable hours worked under Fair Labor Standards Act (FLSA) regulations, shall be paid for these scheduled hours at the applicable hourly rate.

E. TREATMENT OF INJURIES

Employees are covered by Workers' Compensation Insurance, as mandated by the State of Florida. In the case of a verified work-related injury, the Authority's Workers' Compensation insurance will provide coverage for the employee's medical hospital and related expenses, and if warranted, lost time from work.

In case of an emergency, the employee shall call Aircom or take any other measures necessary to obtain immediate help.

If an employee should have an accident on the job or witness an accident even in cases of apparent minor injuries, the employee must notify his/her supervisor immediately. An Employee Injury Form must be completed by the injured employee and submitted to the Human Resources Department within twenty-four (24) hours from the time of the injury. A witness to a work related injury shall provide a written statement to the Human Resources Department within twenty-four (24) hours after the accident.

In a non-emergency situation, when an employee believes they need medical attention, the employee shall obtain prior approval from the Director, Finance and Human Resources, the Human Resource Specialist, or the Executive Vice President, CFO prior to seeing a physician. Once approval is obtained, the Human Resources Department shall authorize an appointment. If an employee sees a physician for a non-emergency work-related injury without prior approval, the workers' compensation carrier may not reimburse the employee for the unauthorized visit.

The employee will be compensated by the Authority for any absence on the day of the injury. If the initial doctor's appointment extends beyond normal work hours, the employee will be compensated in accordance with the Fair Labor Standards Act (FLSA). If the employee is under a doctor's care for a work-related injury and must arrange follow-up appointments during working hours, time taken for these scheduled appointments will be paid by the Authority, however, these

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hours away from the job for treatment will not be included as hours worked for the calculation of overtime.

The Authority is committed to providing a safe and healthy workplace. Employees will report all accidents, injuries, and unsafe conditions to their supervisors. No such report, made in good faith, will result in adverse personnel action. Employee recommendations to improve safety and health conditions will be given due consideration. While employees are on approved workers' compensation leave, upon request of the employee, the Authority will supplement their workers' compensation payments by using their sick/vacation time in amounts necessary to match, but not exceed, their base salary at the time of their injury or illness.

F. BUSINESS EXPENSES

Employees will be reimbursed for pre-approved authorized business expenses. The Authority may restrict or stop business-related reimbursements at any time.

When available, employees are requested to use Authority vehicles for business travel. If employees use their personal vehicles, mileage may be reimbursed, pursuant to the Travel Policy. Time spent by nonexempt employees while traveling for business during the normal workday will be compensated in accordance with the Fair Labor Standards Act (FLSA). The Authority depends on employees to make sensible decisions regarding all business expenses. Examples of expenses eligible for reimbursement include meals, tolls, taxi/limousine fares, parking fees, meeting fees, enrollment fees, and telephone calls. Any costs for non-business personal entertainment or any expenses considered unreasonable will not be reimbursed.

A copy of the Authority's official Travel Policy is included as an addendum to this handbook. Please refer to it for specific guidance.

1. Travel Expenses

Expenses shall be paid in accordance with the Authority's approved travel policy.

Prior to departing on a business trip, an employee will provide his/her supervisor with an itinerary. Employees may request permission from their supervisors for travel advances not to exceed eighty (80) percent of total anticipated expenses. A travel advance may not be requested earlier than fifteen (15) workdays before the travel period begins unless the traveler can provide justification of circumstances which may make this necessary. International travel is justification for such an earlier request.

2. Interview Expenses

The President, CEO may authorize reimbursement of travel expenses for the interview of an out-of-area job candidate for a manager level and above position. Interview expenses for other positions must be approved by the Authority in advance of advertising for the position.

Authorized expenses, such as round trip transportation, car rental, meals, hotel, and incidental costs may be paid. A per diem expense limit will be determined prior to the actual visit.

3. Relocation Expenses

If an employee is hired from out of the area, the Authority may pay relocation expenses. The decision to pay these expenses will depend on Authority needs and the employee's position. The President, CEO has discretion to approve or disapprove any relocation expenses. The

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relocation expenses may include household moving expense payments from the lowest of three (3) proposals made by bonded moving and storage companies. The household moving expense payments shall be limited to the cost of packing, shipping, and temporary storage (up to thirty (30) days) of household goods constituting personal effects and property used or to be used in the employee's dwelling. In addition to the household moving expenses, the Authority will reimburse the employee up to a maximum of \$3,000 to cover any other expenses related to his/her relocation. If the employee voluntarily leaves the Authority employment within three (3) years of the date of initial hire, he or she shall be required to reimburse the Authority said relocation expenses paid to the employee on a monthly pro-rated basis.

4. Business Associations

The Authority encourages employees to belong to business (professional) associations that enhance their professional recognition and knowledge. The Authority may require that an employee join a business group as the Authority's designee.

In order to receive reimbursement for dues, fees, meetings, etc., employees must receive prior authorization from their managers or directors. Nonexempt employees' participation in association activities will not be considered time worked, unless attendance at the meeting is authorized by their manager or director. When the employee's time and expenses are to be paid by the Authority, manager or director approval must be obtained prior to seeking or accepting an officer position in a business association.

G. RECORDING TIME WORKED

Employees will be provided access to payroll software for the recording of hours worked. Each employee is responsible for maintaining their own time record and under no circumstances is a supervisor or other employee permitted to record time of another employee. The recording of hours worked for nonexempt employees on time records shall reflect the hours worked on the actual day. For example: if an employee works a shift from 21:00 to 9:00 starting on Sunday night, three (3) hours will be recorded on Sunday and eight (8) hours will be recorded on Monday, even if the Monday is the next pay period. Nonexempt employees working overtime shall record the overtime hours worked along with an explanation of the reason for the overtime. Hours worked are rounded to the nearest quarter hour. All time worked must be recorded.

Falsification of time records shall be grounds for termination.

At the end of the payroll period, each employee shall review and approve their time record. Supervisors are responsible for checking records for completeness, accuracy, and final approval. Any time records not approved by the employee and/or supervisor before payroll is completed will be printed and forwarded to the parties for their signature(s).

When there is an administrative change made to an employee's time record, payroll personnel will explain the change to the employee. Both the employee and the supervisor shall approve the updated time record. Completed and approved time records must be submitted to the Finance and Human Resources Department before 9:00 a.m. on the first workday following the end of each payroll period.

Shift workers on duty when Daylight Savings Time goes into effect may end up working an hour less than on a regular shift, even though they clock in and out at the usual time. In this case, the

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employee will be paid for the lost hour. However, this hour will not be used when calculating overtime pay.

H. ATTENDANCE

In order to efficiently operate the Airport, a reliable and productive work force is necessary. Employees arriving on time each workday make a significant contribution towards the goal of providing the best possible service to the traveling and general public. Even though an absence or tardiness may be for a valid reason, an extra burden is placed on other employees and may result in reducing the overall quality of the Authority's service.

1. Punctuality

Employees are required to report to work punctually, as scheduled, and to work all scheduled hours. If an employee arrives late or leaves early, regardless of the reason, the employee shall be considered not punctual. Nonexempt employees shall not be paid for late arrivals or early departures of seven (7) or more minutes. Excessive tardiness or a pattern of tardiness, even if for valid reasons, will be cause for disciplinary action. Falsification of time records shall be grounds for termination.

2. Absence Reporting

If an employee finds it necessary to be absent from work due to illness or emergency, the employee must contact his/her supervisor directly prior to the employee's work shift or within fifteen (15) minutes after the employee's scheduled reporting time. If the employee works the night shift, the employee must call their supervisor at least one (1) hour before the employee's reporting time. In the absence of the employee's supervisor or department manager or director, the employee must notify another supervisor in the department. If a supervisor is not available, the employee must notify AIRCOM.

During a period of absence due to illness, it is important that the employee keep the supervisor informed of their health status. The employee must call daily, unless hospital confined or in those instances when the employee has been excused by their supervisor for a defined period of time. Failure to notify a supervisor of an absence will be considered an unexcused absence.

A Leave Request is required for every absence. In those cases when an employee is unable to request a leave prior to an absence, the employee shall complete the request immediately upon return.

3. Excused Absence

An excused absence is prearranged and approved in advance by the employee's supervisor or if caused by a sudden emergency, sickness or accident, in which case the employee's supervisor must be notified in accordance with the absence reporting policy. Excused absences also include jury duty, personal time, vacation, bereavement, floating holidays, military duty, administrative paid leave, and discretionary paid leave.

4. Unexcused Absence

An absence is unexcused if the employee's supervisor is not properly notified, an employee takes time off when the request has been denied, or an employee fails to report for work without receiving prior approval from his/her supervisor for reasons other than illness or injury. Any unexcused absence will be cause for disciplinary action.

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5. Excessive Absenteeism

The Authority realizes that absences are, at times, unavoidable. All employees will be treated with understanding and consideration in the event of a personal illness or emergency.

The department manager may request that the employee provide a doctor's certificate to substantiate the use of time off due to sickness.

Excessive absenteeism or a pattern of absenteeism, even if for valid reasons, shall be cause for disciplinary action up to termination.

I. SHIFT EXCHANGES

It is recognized that employee shift exchanges provide certain benefits of flexibility to the employee and management. Shift exchanges are a privilege, not a right. They are not always appropriate and may present planning difficulties. At the discretion of management, shift exchanges may be limited or discontinued. Firefighters, Police, and Operations personnel are eligible for shift exchanges.

In order to exchange a shift, prior authorization must be obtained from the employee's supervisor. This authorization must be forwarded to the Human Resources department. In all cases, shift exchange authorization must be in writing and all shift exchanges must be for the total shift period. Partial shift exchanges are prohibited except for firefighters. Partial shift exchanges for firefighters require a two (2) hour minimum and one (1) hour increments thereafter. The shift exchange must be made in a manner that does not require overtime, and the time exchanged must be reciprocated within the same pay period except for firefighters. Firefighters shift exchanges must take place within the same calendar year. The only exception is when a shift exchange occurs within the last ninety (90) days of the calendar year. It may be carried over to the next calendar year, but must be totally paid back by the end of February. No employee shall have more than five (5) incomplete shift exchanges on the books at one time.

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SECTION III – CLASSIFICATION AND PAY ADMINISTRATION

A. SALARY ADMINISTRATION PROGRAM

The policy of the Authority is to classify positions and pay wages in a non-discriminatory and competitive manner. The Airport Salary Administration Program is the formal system used for classifying positions and compensating employees. The Program is comprised of two components: the Classification Plan and the Compensation Plan.

B. CLASSIFICATION PLAN

The Classification Plan provides a systematic approach to the placement and categorization of positions in the Authority's pay structure. The Executive Vice President, CFO is responsible for the establishment and maintenance of a uniform current classification plan applicable to all Authority positions which includes:

- Overall coordination, review, and maintenance of the Classification Plan.
- Establishment of new classes and the revision or deletion of existing classes.
- Determination of all designations for the classes in the Classification Plan.
- Conducting periodic studies and surveys to assure that the Classification Plan remains current and preserves internal and external parity.

Every Authority position has been classified and assigned a grade in accordance with the Classification Plan. A job class specification is an objective description of an employee's present position in terms of functions, responsibilities, and qualifications required. Job class specifications exist for all Authority positions.

Whenever a new job is created, or an existing position is significantly changed, a new job class specification will be developed. The Executive Vice President, CFO and/or the Director, Finance and Human Resources, shall review all requests for the creation, reclassification, or elimination of positions and make approval recommendations to the President, CEO.

The President, CEO must approve any revision, creation, reclassification, or elimination of any job class specification.

1. Maintenance of the Classification Plan

Periodically, job class specification reviews may be conducted to determine if changes should be made. These reviews may include desk audits, market analyses and interviews with employees and supervisors to ensure that job class specifications reflect, on a current basis, the duties being performed by employees. A desk audit is conducted at the employee's workstation or work site. It involves observation of the employee actually performing his/her work functions and comparing the observed work functions with the written job class specification.

2. Classification of New Positions

To initiate the creation of a job class specification for a new position, the department manager or director (with the Executive Vice President, CFO's concurrence) or Executive

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Vice President, CFO shall draft a job class specification for the new position or provide a summary of tasks to the Director, Finance and Human Resources, to create a draft describing the duties and minimum requirements of the position. After creating and/or receiving the draft by the Human Resources Department, a new job class specification shall be finalized. A desk audit of a similar position, an interview with the supervisor, or a comparative market analysis may be conducted to verify appropriate classification assignment.

3. Reclassification of Existing Positions

A position may be reclassified if the position has undergone substantial changes from the time the position was originally classified. Any time a department is reorganized, job specifications affected will be reviewed and, if necessary, reclassified.

Department managers or directors (with Executive Vice President, CFO's concurrence) or Executive Vice President, CFO may recommend that an existing position be reviewed for reclassification. Should an employee have facts which indicate his/her position is improperly classified; the employee may request that the department manager or director review the position's classification and request a reclassification. All requests for reclassification reviews must be written and include a statement of justification. The Executive Vice President, CFO shall review the position's classification to determine if a change is warranted. Should a position be reclassified to a higher pay grade, such action will be considered an upgrade. Should a position be reclassified to a lower grade, such action will be considered a downgrade.

If an employee is not satisfied with the outcome of a reclassification review, the employee should schedule an appointment with the Executive Vice President, CFO. The final determination in a reclassification matter rests with the Executive Vice President, CFO.

4. Elimination of Positions

Whenever there is justification for eliminating a position such as lack of work, reorganization, or budget constraints, the department manager, director or vice president, will make an initial recommendation to the Executive Vice President, CFO that the position be eliminated. Based on the input from the department manager or director, the Executive Vice President, CFO will finalize a recommendation to be presented to the President, CEO for approval. Based on the President, CEO's approval, a recommendation for the elimination of the position will be presented to the Authority's Board who will make the final determination. Any affected employees who lose their employment with the Authority shall be deemed to have been terminated for cause and shall not have access to the grievance procedures, but will be eligible for rehire and payout of any accrued sick and/or vacation hours.

Every effort will be made to transfer an employee whose position has been eliminated to another position for which he/she is qualified. In no case will a position be eliminated solely as means for terminating an employee.

5. Official Copies of Job Class Specifications

The Human Resources Department shall provide each employee with his/her job class specification. The Human Resources Department shall maintain the official job class specifications for all Authority positions. These are available for inspection, under reasonable conditions, during business hours.

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C. COMPENSATION PLAN

The Authority offers competitive levels of compensation sufficient to attract and retain an effective and responsible workforce. The Compensation Plan is designed as a fair and equitable method for payment of Authority employees. The Compensation Plan is a basic salary schedule which is approved on a regular basis by the Authority. All provisions of the Compensation Plan are contingent upon available funds and budgeting constraints.

The Executive Vice President, CFO shall be responsible for maintenance of the Compensation Plan in accordance with sound compensation practices. Wage and salary surveys shall be conducted on a regular basis for the purpose of making recommendations for adjustments to the Compensation Plan. All changes to pay rates shall be approved by the President, CEO and the Executive Vice President, CFO.

1. Salary Grades

Authority employees, with the exception of the President, CEO, shall be paid at rates which fall within approved Authority salary grades. Positions are classified and placed in pay grades using any or all of the following: an evaluation system, market analysis, desk audits, and supervisor/employee input.

Each pay grade contains a range with a defined grade minimum, midpoint, and maximum. The minimum of each pay grade shall be no less than the minimum rate of pay required by the Fair Labor Standards Act (FLSA). An employee's base salary shall not exceed the maximum of his/her grade, except when an employee receives training, inspector, incentive, or foreman payments in addition to his/her base salary.

2. Merit Increases

The Merit Increase Program is designed to reward job performance. Increases are awarded to those employees whose performance is evaluated as consistently competent and/or above standard in accordance with the merit increase guidelines set each year. Employees are eligible for merit increase consideration at the satisfactory completion of their new hire probationary period and annually thereafter. If an employee is on unpaid leave in excess of thirty calendar days at any time during their career, the employee's scheduled performance appraisal and eligibility date for a merit increase shall be postponed for the period equal to the employee's unpaid leave and, thereafter, annually from the new review date. Merit increases are calculated on base salary only and shall not be awarded more than once each year.

3. Maximum Rate of Pay

When an employee reaches the maximum of their assigned grade, the employee will be eligible to receive a lump sum payment equal to the percentage earned on the employee's annual performance appraisal. The formula for this payment is gross annual salary times the merit increase matrix percentage equals the lump sum payment. This lump sum payment will not be added to the employee's base pay.

4. Promotions

A promotion is defined as an employee's assumption of a new position in a higher grade. When an employee is promoted, the employee will receive a percentage increase over current salary not to exceed the maximum of the new grade. This percentage will be designated in each fiscal year's budget. If this increase does not bring the employee to the minimum of the new grade, the employee will be placed at the minimum of the new grade.

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One (1) year probationary employees may be considered for an internal promotion for which they are qualified.

All promotional increases must be approved by the Executive Vice President, CFO and the President, CEO. A promoted employee will be formally appraised twice during the first year of their promotion; at the completion of six (6) months and again after their one year in the new position, at which time they may be eligible for a merit increase and thereafter, annually from that review date.

5. Demotions

A demotion is defined as a voluntary or involuntary change of an employee's present grade to a lower grade. When an employee is demoted to a position in a lower grade, the employee will retain his/her rate if it is within the parameters of the lower grade. If an employee's current base salary is above the maximum of the new grade the employee's base salary will be reduced to the maximum of the new grade. If the demotion is due to disciplinary action pursuant to this policy, the employee's base salary will be reduced to the same percentage of midpoint as in the previous grade.

6. Interim Position

An employee may be placed in an interim position when the employee is requested to work at a higher grade on a temporary, incidental, or emergency basis. Employees may be placed in an interim position for thirty (30) calendar days or less without an increase in pay. In the event an interim position exceeds thirty (30) calendar days, the employee shall be given a provisional (interim) appointment to the position, and will receive a percentage increase over current salary, not to exceed the maximum of the new grade. This percentage will be designated in each fiscal year's budget. If this increase does not bring the employee to the minimum of the new grade, the employee will be placed at the minimum of the new grade.

In those cases when the employee does not meet the minimum requirements of the interim position, a new job class specification shall be developed and graded to encompass the additional duties of the interim position.

At the conclusion of the interim assignment, the employee's salary shall be returned to his/her rate of pay prior to the interim assignment. Interim assignments shall not exceed six (6) months unless otherwise determined by the President, CEO. Interim assignments do not affect benefit eligibility, and the employee's annual review date shall remain the same.

Prior to any employee being permanently placed in the interim position, that position shall be posted and/or advertised in accordance with Authority policy. In the case of an interim appointment of a President, CEO, the Board shall set an appropriate increase.

7. Upgrade/Downgrade

Occasionally, positions undergo changes in their required responsibility levels. When this happens, the position will be reviewed and may be upgraded or downgraded depending on the circumstances.

Should a position be upgraded, the employee in the position shall be provided with a five percent (5%) increase. Should the increase not bring the employee to the minimum of the new grade, he/she shall be provided with an increase to the minimum of the new grade.

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Should a position be downgraded, the employee shall be compensated at his/her rate of pay prior to the downgrade if it is within the parameters of the new grade. If the employee's salary exceeds the maximum, his/her salary will be decreased to the maximum of the new grade.

Whenever an employee's position is reclassified to a new grade, the employee's merit consideration date shall remain the same.

8. Starting Rates for New Hires

In most cases, a new hire shall be paid the minimum of the position's pay grade. Exceptions may be granted when the new hire exceeds the minimum qualifications of the job class specification; the Authority has difficulty locating a qualified candidate; or when other unusual circumstances are present. Should a selected candidate warrant a higher rate than the minimum of the grade, the candidate may be appointed above the grade minimum not to exceed fifteen percent (15%). All requests for a new hire starting above the minimum salary must be in writing and include a statement of justification.

Exceptions to this policy shall only be granted with prior approval from the department director, the Executive Vice President, CFO and the President, CEO.

9. Transfers and Reassignments

Employees may be transferred or reassigned to a lateral position, at management discretion, while remaining at the same pay grade. These lateral transfers or reassignments will not affect employees' pay grades, pay rates or merit increase consideration dates.

10. Incentive Pay for Police Officers and Fire Personnel

Police Officers and Fire Personnel are eligible to participate in an incentive pay program administered in accordance with prevailing Florida law. Incentive pay shall commence the first of the month after submission and approval of documentation. Compensation will not be made retroactive and shall not be considered a part of base pay.

11. Foreman Positions

Employees assigned to Foreman positions will receive an additional seven percent (7%) of their base salary for assuming supervisory functions in addition to their regular duties. These supervisory functions may include: providing input into project-related decisions, scheduling work assignments, ordering supplies, and/or taking charge in the absence of the supervisor.

Employees may be assigned to, or removed from, foreman positions at the sole discretion of management, with or without cause, for any reason, at any time, and the employee will no longer receive an additional seven percent (7%) of their base salary. In the event an employee considers his/her removal from a foreman position to be unjustified, the employee's sole recourse is to file a grievance pursuant to the Authority's Informal Resolution/Formal Grievance Procedures as described in Section V of this handbook. Removal from a foreman position is not considered a demotion, and employees in such cases will not have recourse to a Predetermination Conference or an Evidentiary Hearing.

12. Corporal Positions

Police Officers assigned to Corporal positions will receive an additional five percent (5%) of their base salary for being the officer in charge until a person of higher authority arrives or is needed. Police Officers may be assigned to, or removed from, Corporal positions at the sole discretion of management, with or without cause, for any reason, at any time, and the employee will no longer receive an additional five percent (5%) of their base salary.

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13. Senior Firefighter Positions

Firefighters assigned to Senior Firefighter positions will receive an additional five percent (5%) of their base salary for being their shift's leader, and until a person of higher authority arrives or is needed. Firefighters may be assigned to, or removed from, Senior Firefighter positions at the sole discretion of management, with or without cause, for any reason, at any time, and the employee will no longer receive an additional five percent (5%) of their base salary. In the event an employee considers his/her removal from a Senior Firefighter position to be unjustified, the employee's sole recourse is to file a grievance pursuant to the Authority's Informal Resolution/Formal Grievance Procedures. Removal from a Senior Firefighter position is not considered a demotion, and firefighters in such cases will not have recourse to a Predetermination Conference or an Evidentiary Hearing.

14. Fire Training Coordinator Positions

Training Coordinator positions will be responsible for the establishment and maintenance of a current training program as directed by the Fire Chief. The Training Coordinators will each be Certified as a Fire Instructor I in the State of Florida. Firefighters assigned to the Training Coordinator positions will receive an additional two and one-half percent (2.5%) of his/her base salary for assuming the training function in addition to his/her regular duties. Assignment to this position is made for an undetermined period and is not considered permanent. An employee may be assigned to or removed from the Training Coordinator position at the sole discretion of management, with or without cause, for any reason, at any time, and the employee will no longer receive an additional two and one-half (2.5%) of his/her base salary. In the event an employee considers his/her removal from a Training Coordinator position to be unjustified, the employee's sole recourse is to file a grievance pursuant to the Authority's Informal Resolution/Formal Grievance Procedures. Removal from a Training Coordinator position is not considered a demotion, and firefighters in such cases will not have recourse to a Predetermination Conference or an Evidentiary Hearing.

15. Fire Inspector Positions

The Lead Fire Inspector position will be responsible for the establishment and implementation of a fire inspector program as directed by the Fire Chief. The Lead Fire Inspector and Supporting Fire Inspectors will each be Certified as a Fire Inspector I in the State of Florida. The firefighter assigned to the Lead position will receive an additional three percent (3%) and Supporting Fire Inspectors will receive an additional one percent (1%) of his/her base salary for assuming the Fire Inspector function in addition to his/her regular duties. Assignment to this position is made for an undetermined period and is not considered permanent. An employee may be assigned to or removed from the Fire Inspector position at the sole discretion of management, with or without cause, for any reason, at any time, and the employee will no longer receive an additional three percent (3%) or one percent (1%) of his/her base salary. In the event an employee considers his/her removal from a Fire Inspector position to be unjustified, the employee's sole recourse is to file a grievance pursuant to the Authority's Informal Resolution/Formal Grievance Procedures. Removal from a Fire Inspector position is not considered a demotion, and firefighters in such cases will not have recourse to a Predetermination Conference or an Evidentiary Hearing.

16. Special Pay Conditions

If unusual conditions exist for which provisions are not in place, such as an internal parity circumstance, the necessity for a deviation from hire compensation guidelines, etc., the President, CEO may approve a change to the established compensation policies. The approval must be in writing based on the recommendation of appropriate management staff and the Executive Vice President, CFO.

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Special pay increases shall not result in an employee's base rate of pay exceeding the maximum of the position's grade.

17. Effective Increase Date

Merit or other increases will be effective on the employee's scheduled merit increase consideration date, actual promotion/demotion date, or interim change date. When an employee is on an unpaid leave in excess of thirty (30) calendar days at any time during their career, the employee's effective increase date shall be postponed for the period equal to the employee's unpaid leave. Except where an Authority approved contract governs, under no circumstances shall an employee be provided with a retroactive salary adjustment.

D. PERFORMANCE APPRAISAL

The Authority's Performance Appraisal procedure provides an opportunity for two-way communication between the employee and the supervisor to discuss accomplishments and deficiencies in past performance, clarify future objectives, and provide information regarding performance in relation to established job standards. Employees' performance appraisals serve as a basis for recommending salary increases and making promotion, demotion, termination, and career development decisions. Employees' performance will generally be evaluated annually.

Performance objectives shall be determined prior to the employee's formal appraisal. When a new employee is hired or an existing employee is placed in a new position, a Commitment Setting Session shall be held within the first eight (8) weeks of an employee's start date in the position. Within two (2) weeks following the Commitment Setting Session with the employee and in those situations where there are no prior approved standardized objectives already in use, the supervisor shall afford the Director of Finance and Human Resources the opportunity to review objectives and provide comments.

New hire probationary employees' performance will be formally appraised twice during the first year of employment; at the completion of six (6) months and again after their one (1) year anniversary date, at which time they may be eligible for a merit increase.

Employees who are demoted or promoted shall be formally evaluated at the completion of six (6) months in their new positions and again after one year in the new position, at which time they may be eligible for a merit increase, and thereafter, annually from that review date.

All performance reviews shall be completed and submitted to the Human Resources Department on time. An employee's performance appraisal will be placed in his/her personnel file after it is presented to, reviewed, initialed and signed by the employee. Any rebuttal or comments written in response to a performance review will also be placed in the file.

E. PAYCHECK DISTRIBUTION

Employees are paid biweekly, on Friday. All employees are eligible to have direct deposit. Employees may visit the payroll provider portal to access their earnings for a specific pay period.

Any employees receiving an actual check will be required to pick up their check personally from the Human Resources department either on Thursday after 2:00 p.m. or Friday, during their break,

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lunch period, or after shift, during the hours of 8:00 a.m. and 4:00 p.m. Checks are mailed to the Authority offices from our payroll provider, so the Authority cannot guarantee the checks will arrive on the scheduled pay date.

A separated employee will be issued their final paycheck on the next scheduled payroll date following their separation.

F. PAYROLL DEDUCTIONS

The Authority is required by state and federal laws to withhold estimated income taxes from employees' paychecks. Deductions are made according to tax tables and information provided on W-4 forms. Social Security and Medicare deductions will also be made in accordance with the FICA rate currently in effect. In addition, any group medical employee premium payments will automatically be deducted.

An employee may have additional amounts deducted for specific purposes, such as deferred compensation, supplemental life insurance, United Way deductions or other voluntary deductions offered by the Finance and Human Resources Department.

G. COURT ORDERED GARNISHMENTS

Court ordered garnishments are processed by the Finance and Human Resources Department as prescribed by law. While a single garnishment or creditor problem will not affect an employee's record, repeated debt problems may result in disciplinary action.

H. LOANS/ADVANCE PAYMENTS

The Authority does not make direct loans to employees nor provide loans in the form of pay advances. If an employee is having creditor problems or faces legal action resulting from indebtedness, the employee should contact an employee assistance program representative and request advice regarding possible solutions.

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SECTION IV – EMPLOYEE BENEFITS

| SUMMARY OF BENEFITS | | | |
|--|-----------|-----------|--|
| Benefit | Full Time | Part Time | When Eligible |
| Insurance | | | |
| Medical | ✓ | | 1st of month after 30 days |
| Dental | ✓ | | 1st of month after 30 days |
| Life Insurance | ✓ | | 1st of month after 30 days |
| Employee Assistance Program | ✓ | ✓ | 1st of month after 30 days |
| Time Off Benefits | | | |
| Sick Leave | ✓ | ✓ | 3 Months |
| Vacation Leave | ✓ | ✓ | 6 Months |
| Floating Holidays | ✓ | ✓ | 6 Months |
| National Holidays | ✓ | ✓ | Immediate |
| Short-Term Disability | ✓ | | 1 year |
| Family Medical Leave | ✓ | ✓ | 1 year; 1,250 hours |
| Retirement Benefits | | | |
| SMAA Retirement Plan * | ✓ | ✓ | 6 Months |
| Educational Benefits | | | |
| Reimbursement for continuing education | ✓ | | 6 Months |
| Voluntary/Optional | | | |
| Pre-Paid Legal Plan | ✓ | ✓ | 1 st of the month after 30 days |
| Deferred Compensation Plan | ✓ | ✓ | 90 days |
| Supplemental Life Insurance | ✓ | | 1st of month after 30 days |
| Supplemental Medical Insurance | ✓ | | 1st of month after 30 days |

* Must have worked 1,000 hours in the fiscal year.

All benefits above are subject to the terms, conditions and limitations of each benefit program.

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A. HOLIDAYS

1. Holiday Hours

All full-time and part-time employees are eligible for holiday benefits according to the following table:

| <u>Work Schedule</u> | Hours per Scheduled <u>Holiday</u> |
|----------------------|--|
| Full-time | 8 |
| Part time | 6 |

If any current year holiday schedule reflects a half-day holiday, employees will receive one-half of the above hours, based on full-time or part-time status.

2. Approved Holidays

Prior to the beginning of each calendar year, the Authority shall establish the approved holiday schedule. Any scheduled holiday that falls on a Saturday will be observed on the previous Friday. Any holiday that falls on a Sunday will be observed on the following Monday. When Christmas Eve falls on a Sunday, the Christmas Eve holiday shall be observed on the preceding Friday.

For Police, Operations and any other employees who have alternate schedules other than Monday through Friday, the paid holiday will be the nationally observed holiday. For example, if the Authority designates Friday, July 3rd as the day the Authority offices are closed, Saturday July 4th is the day holiday pay and any accompanying overtime will be recognized for those scheduled shift workers.

For these employees, if the holiday falls on a day outside of their normal work schedule, the employee will be paid eight (8) hours for the holiday in addition to their forty (40) regular hours for the week. In this instance, the eight (8) holiday hours are not included in the calculation of overtime.

3. Payment for Work on Holidays

If required to work on a scheduled holiday, nonexempt employees will be paid time and a half and exempt employees straight time for all hours actually worked in addition to their scheduled holiday pay.

If a paid holiday occurs during an authorized absence, the employee will be paid for the holiday. If an employee takes an unexcused absence the day prior to or following the scheduled holiday, the employee will not be paid for the holiday. An employee on Unpaid Administrative (non-required), Discretionary Leave, Short Term Disability or Workers' Compensation Leave will not be paid for scheduled holidays while on leave.

4. Floating Holidays

On January 1 of each year, employees who have completed six (6) months of continuous employment will be credited with the equivalent of two (2) floating holidays according to the following table:

| <u>Work Schedule</u> | <u>Floating Holiday Hours</u> |
|--------------------------|-----------------------------------|
| Full-time | 16 |
| Part-time | 12 |

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New employees whose six (6) month anniversary occurs on or before June 30 will be credited with floating holiday hours as above. New employees whose six (6) month anniversary occurs after June 30 will be credited with one-half (1/2) of the hours indicated above.

Floating holidays will not exceed sixteen (16) hours in a calendar year and for non-shift workers must be taken in whole day increments of eight (8) hours, Shift workers may take ten (10) hours as the first floating holiday and take the remaining six (6) hours as a second partial floating holiday. Floating holidays cannot be carried over from one calendar year to the next. Employees must exhaust all available floating holidays, personal time and vacation time prior to taking leave without pay.

Employees who separate for any reason will not be paid for unused floating holidays. A supervisor may not approve floating holiday time once an employee has submitted their notice of resignation.

B. VACATIONS

The Authority provides vacation leave so that employees may take restful paid time away from the regular routine of the workplace. Full-time and part-time employees are eligible for vacation leave accrual, and it may be used for any purpose. The vacation year is January 1 through December 31.

1. Accrual Policy and Eligibility

Upon completion of six (6) months of continuous employment, full-time and part-time employees will receive vacation hours according to the following table:

| <u>Work Schedule</u> | <u>Vacation Hours</u> |
|----------------------|-----------------------|
| Full-time | 40 |
| Part-time | 30 |

Thereafter, vacation will accrue in accordance with the accrual schedule included in this section of the handbook. Employees on Unpaid, Administrative, Discretionary Leaves, and Short Term Disability or out on Worker's Compensation leave in excess of fourteen (14) calendar days will not accrue vacation during the leave period.

Employees who terminate prior to twelve (12) months of continuous employment will not receive vacation leave pay. A supervisor may not approve vacation time for an employee with less than twelve (12) months of continuous employment once an employee has submitted their notice of resignation. Employees who terminate for any reason after twelve (12) months of continuous employment will receive payment for all accrued unused vacation hours at their present rate of pay. All vacation pay due will be included in the employee's final check. However, any employee terminated for cause shall not be eligible to receive payment for accrued vacation time. For Authority employees who are employed at will, no accrued vacation will be paid if the employee is terminated for any violation of the personnel policy.

In the event of the death of an employee, payment for all accrued unused vacation shall be made to the employee's beneficiary, estate, or as provided by law.

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Employees may carry over a maximum of one hundred-twenty (120) vacation hours and any firefighter working 24 hour shifts may carry over a maximum of one hundred sixty-eight (168) vacation hours from one calendar year to the next; all hours over one hundred twenty (120) will be forfeited. Employees are encouraged to take accrued vacation leave prior to the end of the calendar year. The vacation accrual is outlined below:

Full-time Employee Accrual Schedule:

| <u>Length of Service</u> | <u>Accrual Rate</u> | <u>Biweekly Yearly Equivalent</u> |
|--------------------------|---------------------|-----------------------------------|
| 1-5 yrs. | 3.08 hrs. | 2 weeks |
| 6-10 yrs. | 4.62 hrs. | 3 weeks |
| 11+ yrs. | 6.15 hrs. | 4 weeks |

Firefighter Employee Accrual Schedule:

| <u>Length of Service</u> | <u>Accrual Rate</u> | <u>Biweekly Yearly Equivalent</u> |
|--------------------------|---------------------|-----------------------------------|
| 1-5 yrs. | 7.38 hrs. | 8 Shifts |
| 6-10 yrs. | 9.23 hrs. | 10 Shifts |
| 11 + yrs. | 11.00 hrs. | 11.91 Shifts |

Part-time employees will accrue at seventy-five percent (75%) of the full time employee accrual schedule.

2. Request for Vacation Leave

Every effort will be made to allow employees' vacation time in accordance with their requests. Employees shall request vacation leave in advance with as much notice as possible. The further in advance the request is received the greater the likelihood that the request will be honored. In instances when more than one employee requests the same vacation schedule, or the department or Airport operations cannot accommodate the employee, management retains discretion to deny any request for vacation leave. A request for vacation leave shall be made in advance, completing the request online. In the event the request cannot be completed prior to taking vacation leave, the employee shall complete the request immediately upon return to work.

Vacation leave shall not be used in less than one half (1/2) hour increments. Vacation leave accrual must be accrued before it can be taken, and employees will not be paid in lieu of taking vacation, except as defined under the Vacation Buy Back policy.

Any extension of a scheduled vacation must be authorized. If not authorized, the employee will not receive payment for additional time taken, and the extension will be considered an unauthorized absence.

Employees must exhaust all available floating holiday, personal time and vacation time prior to taking leave without pay.

Personnel Policy

3. Vacation Buy Back

Full-time employees accruing a minimum of 120 vacation hours or Full-time firefighter employees accruing a minimum of 240 vacation hours at the beginning of the calendar year, who have taken at least 80 hours (143 for firefighters) of vacation in the calendar year, may request to receive up to 40 hours (71 for firefighters) vacation in the first pay in January. Request must be a minimum of 10 hours (18 for firefighters). The Authority will pay Vacation hours at the employee's base rate at the time of the buyback.

C. SICK LEAVE

The Airport Authority grants full-time and part-time employees sick leave benefits as insurance to provide for continued income during a sickness or injury, family illness, or recognized practitioner appointment(s).

1. Sick Leave Accrual

Sick leave accrues for full-time, firefighters and part-time employees on a biweekly basis according to the following table:

| <u>Work Schedule</u> | <u>Biweekly Accrual Rate</u> |
|----------------------|--------------------------------------|
| Firefighters | 4.89 |
| Full-time | 3.69 |
| Part-time | 2.77 |

Upon hire, sick leave benefits begin to accrue, but are not available for use until the completion of three (3) months of continuous employment. Employees on Unpaid, Administrative, Discretionary Leaves, and Short Term Disability or on worker's compensation leave in excess of fourteen (14) calendar days will not accrue sick leave during that time.

2. Use of Sick Leave

Sick leave may be used for an employee's personal illness or injury, and to care for an immediate family member during an illness or injury. For this policy, immediate family is defined as spouse, child, parent, step-parent or other financially dependent relative living in the employee's household, or any person for whom the employee is the legal guardian. Additionally, an employee may use consecutively up to four (4) weeks sick leave to care for a wife and/or child after the birth of a child. Sick leave shall be utilized in no less than one-half (1/2) hour increments. When it is not possible to arrange doctor, dentist, or other recognized practitioner appointments during off-duty hours, the employee may use sick leave not to exceed the time required to complete the appointment. Sick leave shall not be used in place of or in addition to vacation time.

A supervisor may not approve sick time without a doctor's note once an employee has submitted their notice of resignation.

3. Request for Sick Leave

Paid sick leave may not be taken prior to the posting of accruals. Employees shall provide as much advance notice of any anticipated absence as possible, especially in cases of scheduled hospital stays or doctor appointments. Employees shall complete a Leave Request documenting expected length of absence. If advance notice cannot be provided, the Leave Request shall be completed immediately upon the employee's return to work.

Personnel Policy

The department manager may request that the employee provide a doctor's certificate to substantiate the use of sick leave. Excessive absenteeism or a pattern of absenteeism, even if for valid reasons, shall be cause for disciplinary action.

4. Personal Time

Upon providing advance notice and receiving approval from their supervisors, full-time and part-time employees may use a portion of their sick leave in a calendar year as personal time according to the following table:

| <u>Work Schedule</u> | <u>Calendar Year Personal Hours</u> |
|----------------------|---|
| Full time | 16 |
| Part time | 12 |

Personal time must be taken in one (1) hour increments and may not be used prior to the actual accrual posting, and may be used to augment vacation. Any remaining personal hours not used in a calendar year are carried over to the next year as regular sick leave. Other sick leave hours cannot be applied to vacation leave or used for any other personal reason.

Under no circumstances can any sick leave, including personal time, be applied to prearranged overtime, lateness, or on-call absence.

A supervisor may not approve personal time once an employee has submitted their notice of resignation.

5. Exhaustion of Accumulated Sick Leave

Employees who have used all their accrued sick leave will be required to use any other available accrued leave prior to taking time off without pay. When nonexempt employees exhaust all available leave, they will not be paid for absences; exempt employees will not be paid for absences of a whole day or more in accordance with Fair Labor Standards Act (FLSA).

6. Payment In Lieu of Sick Leave

Sick leave continues to accrue each year with no maximum limit. Upon termination, employees shall be paid a percentage of their accumulated sick leave at their rate of pay at termination in accordance with the following schedule. However, any employee terminated for cause shall not be eligible to receive payment for accrued sick leave. For Authority employees who are employees at will, no accrued sick leave will be paid if the employee is terminated for any violation of the personnel policy.

| <u>Continuous Years of Employment</u> | <u>Payment</u> |
|---------------------------------------|----------------|
| Less than 5 years | 0.00% |
| 5-9 years | 20.00% |
| 10+ years | 33.33% |

In the event of the death of an employee, payment for accrued sick leave shall be made to the employee's beneficiary, estate, or as provided by law according to the sick leave payment schedule above.

Personnel Policy

D. LEAVES OF ABSENCE

The Airport Authority may grant leaves of absence for varying duration depending on the circumstances and reason for the request. In all cases, leaves must be authorized and a Leave Request must be completed and forwarded to the Finance and Human Resources Department.

Employees should give as much advance notice to their supervisors as possible. The reason for the leave will determine if it is a paid or unpaid leave.

E. DISASTER RELATED ADMINISTRATIVE LEAVE

The President, CEO may make a disaster determination in anticipation of or after the occurrence of a disaster and may grant administrative leave to personnel. Department Vice-Presidents, Directors, Managers, and Supervisors shall disseminate the disaster determination to all departments to ensure receipt by all employees.

The President, CEO may grant administrative leave to employees in anticipation of or after the occurrence of a disaster, whether natural or man-made. The President, CEO may also authorize the use of sick leave time to any employee who is a victim of a disaster. Any disaster declaration shall expire at 11:59 p.m. that day unless re-issued for the following day. This policy shall apply for each additional day so designated by the President, CEO.

In the event of a disaster declaration, designated essential personnel determined by the President, CEO or his/her designee, shall be required to remain at or report to work for normal shifts. During the declared disaster, work shifts may be extended at the discretion of the President, CEO or his/her designee.

A disaster determination means that all personnel will receive Administrative Paid Leave for the balance of his/her normal work day. Any non-exempt, essential personnel assigned to work during a disaster will be compensated in accordance with procedures established for regular and overtime pay. In addition, they may receive up to eight (8) hours of administrative disaster leave for each day declared a disaster. Administrative disaster leave will not be counted towards hours worked for the purpose of calculating overtime. Any employee called in to work outside of his/her normal work hours shall be paid according to Section II.C., "Callback Pay," of the SMAA Personnel Policy.

Additionally, any non-essential personnel who have previously scheduled any paid leave during the disaster period will not receive Administrative Paid Leave for the designated disaster period unless called in to work.

Any essential-personnel or employee required to report to work during the disaster who fails or refuses to report and/or to perform duties as directed will be subject to disciplinary action up to and including termination. The only exception will be for employees physical or medically unable to report or perform as directed. Employees claiming a physical inability to report when required are not permitted to cite fear of travel during the disaster, or a general concern for not staying with family. Designated essential personnel have a responsibility to plan ahead for the safety and welfare of their families and the securing of their property so that they will have the ability to report to work. Only extraordinary incidents of inability to report beyond the employee's ability to control will be excused. The employee must immediately contact his/her supervisor and must use vacation time or personal time, if available, in these instances.

Personnel Policy

The President, CEO may allow sick leave hours to be utilized under this policy by any employee who has sustained severe damage to or complete loss of his/her primary personal residence or has been ordered to evacuate that residence as a result of a natural disaster.

The President, CEO has sole discretion to authorize the use of sick hours for any employee who meets all the following criteria:

- The event resulted in a formal declaration of a State of Emergency by the Governor of Florida or received federal disaster status.
- The employee's home was located in the officially declared disaster area.

Formal documentation from a recognized disaster relief organization or property insurance company that verifies the employee's home is temporarily or permanently uninhabitable as a result of the declared disaster event shall be required. A copy of this formal documentation must be forwarded to the Finance and Human Resources department. The SMAA will NOT pay for expenses incurred by the employee in recovering from the personal effects of a disaster.

F. PAID LEAVES

Full-time and part-time employees are eligible for designated paid leaves. Paid leaves generally are for short durations and specific circumstances to include court appearances, jury duty, military duty, bereavement administrative, and discretionary. Short Term Disability and Workers' Compensation are not considered a paid leave. All employee benefits already provided to an employee prior to taking a paid leave shall continue during the paid leave.

1. Court Appearances

An employee, who is required or subpoenaed to appear in court on behalf of the Authority, will be permitted to serve the court for the period of time required with full pay. Travel, parking fees, and other reasonable associated costs incurred shall be paid by the Authority. All witness fees shall be given to the Finance and Human Resources Department. All fees received by the employee from the court for those days the employee is compensated by the Authority, excluding mileage and parking, shall be given to the Finance and Human Resources Department.

Employees who appear in court unrelated to Authority business, for personal litigation, criminal charges, or on a voluntary basis must use accrued leave.

In all cases, employees must present documentation indicating that court attendance is required. Employees will be required to report to work for any part of their regular workday for which they are not required to be in court.

2. Jury Duty

Whenever an employee is called for jury duty, upon presentation of the summons to his/her supervisor, the employee will be excused from work and paid for each day served at his/her regular daily rate of pay based on their usual hours scheduled per day. Employees will not be paid for days they would not have normally been scheduled to work. Employees are required to report to work if excused from jury duty during their regular working hours. A Leave Request must be completed and submitted with a copy of the court provided letter stating the employee reported for jury duty forwarded to the Finance and Human Resources department.

Personnel Policy

3. Military Duty Leave (Reserves and National Guard)

Full-time and part-time employees who are members of any of the United States Armed Forces Reserves or the National Guard shall, upon request, be granted paid leaves of absence for military service, training, or other obligations in compliance with state and federal law. Employees are asked to give their immediate supervisors as much advance notice about the need for such leave as possible. Available documentation from the appropriate military authorities, such as military orders, should accompany this notice.

Employees on Military Duty leave shall receive up to a maximum of 240 hours of paid leave in a "rolling" twelve (12) month period, which is measured backwards from the date any employee's Military Duty leave would begin. Employees will be paid at their regular rate of pay based on their usual hours scheduled per week. If an employee requires a leave of absence that would exceed the maximum 240 working hours, the employee shall be placed on unpaid Military Leave in accordance with Section IV G.2, Unpaid Active Military Leave.

4. Bereavement

If a death occurs in the immediate family, full-time employees will receive pay for up to three (3) consecutive scheduled working days with the exception of firefighters. Full-time Firefighters will receive paid bereavement leave up to twenty-four (24) hours. Part-time employees will receive up to sixteen (16) hours.

Immediate family, for the purpose of this policy, is defined as spouse and any of the following of the employee or the employee's spouse: parent, step-parent, grandparent, step-grandparent, brother, step-brother sister, step-sister, child, step-child, grandchild, step-grandchild, son-in-law, daughter-in-law, foster parent, and foster child.

A maximum of one (1) scheduled working day may be granted to attend the funeral of an aunt, uncle, niece, nephew or cousin.

Should additional time be required by the employee, vacation leave, personal time, floating holiday or up to sixteen (16) hours of sick time may be used.

Except in emergency situations, employees must receive approval from their supervisors prior to taking time off for bereavement. Upon return from bereavement leave, employees must submit a Leave Request and forward the documentation of the death and the relationship to the employee, such as an obituary to the Finance and Human Resources department.

5. Required Administrative Paid Leave

The President, CEO and the Executive Vice President, CFO will have sole discretion to require an employee to take a Required Administrative Paid Leave. Employees will be paid at their regular rate of pay based on their usual hours scheduled per day. Supervisors may place an employee on Required Administrative Paid Leave in instances where safety or the severity of an infraction or other extenuating circumstances warrants such action. In those cases, the Executive Vice President, CFO must be notified at once.

While not all inclusive, some situations that may be cause for a Required Administrative Paid Leave include the necessity for an audit, investigation of a reported incident, or awaiting receipt of drug test results. Required Administrative Paid Leaves shall not exceed thirty (30) calendar days. Employees on Required Administrative Paid Leave will not accrue vacation and sick time while on leave.

Personnel Policy

6. Discretionary Paid Leave

In appropriate circumstances, the President, CEO may authorize up to one hundred and sixty (160) hours of Discretionary Paid Leave. Discretionary Paid Leave shall not be permitted more than once during an employee's tenure with the Authority. Employees on Discretionary Paid Leave will not accrue vacation and sick time while on leave.

7. Hospice Leave

The Authority will provide paid leave for terminally ill employees for a period not to exceed six (6) months. At the end of a six (6) month Hospice Leave, the employee shall be terminated. This leave is limited to current full-time and part-time employees who have been continuously employed by the Authority for more than two (2) years. The terminal illness must be certified by a physician, accepted by the Authority, and the employee must be disabled and unable to work due to the terminal illness.

Before the employee is eligible to receive Hospice Leave, he/she must exhaust all available time to include vacation leave, sick leave, and floating holidays. The amount of payment provided shall be equal to the employee's current gross salary less any disability payments.

Employees, while on Hospice Leave, will not accrue sick leave or vacation leave and are not entitled to holiday pay. All other benefits will continue during this six (6) month period.

G. UNPAID LEAVES

The Authority may grant an unpaid leave of absence to help address personal situations which may arise during an employee's career with the Authority. Such absences may be allowed for reasons that include but are not limited to personal and medical.

Management has sole discretion whether to grant unpaid leave. Any such request must be initiated by submitting a request to his/her immediate supervisor. The employee must provide thirty (30) days advance notice when the leave is foreseeable. If thirty (30) days' notice is not possible, notice must be given as soon as practicable.

The decision to grant a leave shall depend on the merits of each individual case. In making this decision, such factors as the reason for and length of the leave shall be considered. A leave of absence shall only be granted with prior approval from the department director, the Executive Vice President, CFO and the President, CEO.

Unpaid leave may be granted for a maximum of six (6) weeks unless approval for an extension is obtained from the Executive Vice President, CFO. Unpaid leaves in excess of thirty (30) calendar days do not count as active employment for determining length of service. If an employee is on an unpaid leave in excess of thirty (30) calendar days, the employee's scheduled performance appraisal and eligibility date for a merit increase shall be extended for the period equal to the employee's leave. The employee on leave is entitled to any across the board pay increases provided to other employees during the leave period. Employees on unpaid leaves shall not accrue vacation leave or sick leave and shall not be entitled to holiday pay.

Employees shall use all available accrued paid leave, prior to taking time off without pay. Sick leave usage shall comply with Section IV (C) (2).

When an unpaid leave is taken, the employee may be required, at the discretion of management, to provide periodic updates including the expected return date.

Personnel Policy

If the employee is or becomes enrolled in the Authority group insurance plan during the unpaid leave, the employee shall be responsible for paying his/her contribution, including the dependent coverage contribution for the remaining time of unpaid leave. Payments must be received by the Finance and Human Resources Department as specified by management. If payment is more than thirty (30) days late, the insurance may be terminated. Should the employee not return to work on his/her leave return date, he/she shall be required to repay payments made by the Authority during the leave period.

When an employee returns to work after an unpaid leave, the Authority shall make every effort to reinstate the employee to his/her position or a comparable position. If during any unpaid leave, the Authority's circumstances change to the extent that it would be impossible or unreasonable to provide reinstatement, the employee shall be terminated unless prohibited by applicable law.

If an employee takes outside employment, or applies for unemployment insurance while on an unpaid leave, such action shall be grounds for termination. An employee who fails to return to work from an authorized leave on his/her leave return date shall be considered to have voluntarily resigned.

1. Family Medical Leave (FMLA)

Background: The Family and Medical Leave Act (FMLA) of 1993 was enacted to allow employees to balance their work and family life by making available reasonable unpaid leave under certain specified circumstances.

Eligibility: If you have worked for the Authority a minimum of twelve (12) months (which need not be consecutive), and have provided the Authority with at least 1,250 hours of service during the twelve (12) month period preceding the commencement of your FMLA leave, then you are eligible for leave under the FMLA. SMAA employees who are not eligible for FMLA may be entitled to and granted leave pursuant to other policies. In such cases employees should contact the Human Resources department.

If you are a FMLA-eligible employee, you are normally entitled to twelve (12) weeks of FMLA unpaid leave during each applicable twelve (12) month period.

However, one exception to this twelve (12) week entitlement is if you are taking leave pursuant to the Military Caregiver Leave provisions of the FMLA. In that case, an eligible employee is entitled to take a total of twenty-six (26) weeks of FMLA unpaid leave during a single 12-month period. No more than twelve (12) weeks of this combined total of twenty-six (26) weeks can be for non-Military Caregiver Leave.

A second exception is when a married couple who are both employed by the Authority are entitled to a combined total of twelve (12) weeks of leave (rather than twelve (12) weeks each) for the birth of a child, the placement of a child with the employees for adoption or foster care, or the care of a parent with a "serious health condition." This duplicate exception does not apply to leave for the employee's own "serious health condition" or the "serious health condition" of a spouse or child. In such cases, the wife is entitled to twelve (12) weeks and the husband is entitled to twelve (12) weeks. Likewise, if spouses, who are both employed by the Authority and are both eligible for FMLA leave, require Military Caregiver Leave, they are entitled to a combined total of twenty-six (26) weeks of leave (rather than twenty-six (26) weeks each) for the birth of a child, the placement of a child with the employees for adoption or foster care, the care of a parent with a "serious health condition", or to care for a covered service member with a serious injury or illness.

Personnel Policy

Measure: In determining the leave available to a FMLA eligible employee, a "rolling" twelve (12) month period measured backwards from the date an employee's FMLA leave would begin, will generally be utilized. However, there is an exception to this method of measuring the amount of leave available to an eligible employee when FMLA leave is taken to care for a covered service member (Military Caregiver Leave). For this type of leave, the applicable period is a single 12-month period, which begins on the first day the eligible employee takes Military Caregiver Leave and ends 12 months after that date.

Reason for Leave: Eligible employees may take FMLA leave for the following reasons:

- the birth of a child, and to care for the newborn;
- the placement of a child with you for adoption or foster care;
- to provide care for your child, spouse, or parent who has a "serious health condition;"
- your own "serious health condition" which renders you unable to perform any one of the essential functions of your job. (Job-related (workers' comp) injuries and illnesses, and pregnancy-related conditions, that render you unable to perform an essential function of your job will normally constitute a "serious health condition");
- to care for your child, spouse, parent or next of kin who is a covered service member. (This type of leave is known as Military Caregiver Leave.); or
- for a "qualifying exigency" arising out of the fact that your child, spouse or parent who is a member of National Guard or Reserves, or Regular Armed Forces, is on covered active duty or called to covered active duty status. Examples of a "qualifying exigency" include: short term deployment, military events, childcare-school related activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, to care for a military member's parent who is incapable of self-care when the care is necessitated by a military member's covered active duty, and other activities as are agreed upon by the Authority and employee.

Notice Requirement: Notice of the need for leave should be made to the Authority through FMLA forms which are available from Human Resources. The relevant forms should be completed in detail, signed by you, and then submitted to Human Resources. The employee must provide thirty (30) days advance notice when the leave is foreseeable. If the leave is foreseeable and the notice is not given, the employee's leave may be postponed for thirty (30) days. If thirty (30) days' notice is not possible, notice must be given as soon as practicable. If emergency conditions prevent such notice, you must notify the Authority as soon as is practicable (*i.e.*, within one (1) or two (2) business days of learning of your need for leave, if feasible). For leave taken on the basis of planned medical treatment, the employee should seek to schedule the treatment so as to avoid unduly disrupting the operations of the Authority.

Certification: Health care provider certification of your serious health condition or that you are needed to care for a covered family member with a serious health condition is required. You must obtain the certification from a responsible health care provider and make it available to the Authority within fifteen (15) days after being advised by the Authority in writing. Only a practitioner who practices in the field of the specific injury or illness may be used (*i.e.*, heart problems must be certified by a cardiologist). Health care provider certification forms are available from the Authority for your use. In addition, you must give notice as soon as practicable (within two (2) business days, if feasible) if the dates of your leave change, are extended, or initially are unknown.

Personnel Policy

Additionally, if you are taking leave because of a qualifying exigency or to care for a covered service member, you may also be required to submit certification.

If there is a dispute about the medical opinion provided by your health care provider, the Authority may require a second opinion by a health care provider of its choice, at its expense. If a third opinion is necessary, a third health care provider may be selected, also at the Authority's expense. This third health care provider must be agreed upon by both you and the Authority and may not be employed on a regular basis by the Authority.

Intermittent Leave: If medically necessary, in the case of your own "serious health condition" or that of your spouse, child, or parent; or to care for a covered service member with a serious illness or injury, you may take FMLA leave intermittently (e.g., one (1) week per month) or on a reduced hour schedule (e.g., four (4) hours per day) or as needed, except you are only required to take the amount of leave needed for the covered activity. Additionally, if necessary, leave taken due to a qualifying exigency may be taken on an intermittent or reduced hourly schedule.

When you wish to take intermittent leave for non-medical reasons (e.g., placement of a child with you for adoption or for foster care), you may take leave intermittently or on a reduced hours schedule only if the Authority agrees to such arrangement.

If your FMLA leave is unpaid, the Authority will adjust your compensation based on the hours you take as intermittent or reduced hours leave within a workweek.

If you request intermittent leave or reduced hours' status, the Authority may temporarily transfer you to another position of equivalent pay and benefits in order to better accommodate your recurring periods of absence.

Use of Paid Leave: If you are entitled to any paid time off, such as vacation, personal time, floating holiday or sick leave, then you must use your accrued time off benefit as part of your FMLA leave, except if you are on workers' compensation leave or on short term disability. However, during workers' compensation leave or on short term disability, you may at your discretion, utilize paid leave to supplement workers' compensation or short term disability loss benefits. Using your paid leave benefits does not add to the total length of your FMLA leave entitlement. Upon exhausting all available and applicable paid leave, in accordance with Authority policies, the remainder of an employee's FMLA leave time will be unpaid. However, in the case of workers' compensation leave you may still be eligible for workers' compensation benefits and in the case of short term disability leave you may still be eligible for short term disability benefits.

Recertification: The Authority may also require you to provide subsequent medical recertification during your leave. Failure to provide requested certification within fifteen (15) days, if practicable, may result in delay of further approved leave until it is provided.

Benefits During Leave: During approved FMLA leave your group health insurance benefits paid for by the Authority will continue to the same extent they existed prior to the leave, if you continue to pay your customary portions of the monthly premiums for your coverage and for any coverage of your dependents. If the leave is unpaid, you must pay your portion of the premiums by making arrangements with Human Resources, which will advise you of the payment due dates. Your failure to timely pay your portion of the insurance premiums or to timely pay for dependent coverage may result in the termination of coverage. If the Authority decides to pay your portion of the insurance premium for the duration of your leave, such payments may be recovered from you through payroll deductions when you return to work.

Personnel Policy

If you elect not to return to work upon completion of approved leave, under most circumstances, the Authority may recover from you the cost of any payments made to maintain your benefit coverage, unless your failure to return to work is due to the continuation of a "serious health condition" or a "serious illness or injury" of a covered service member which would otherwise entitle you to leave or is for reasons beyond your control.

Benefit entitlements based upon length of service will be calculated as of the last paid workday prior to the start of the unpaid leave of absence.

If any insurance coverage lapses due to your nonpayment during a FMLA leave, coverage will be fully and completely reinstated when you return to work, provided you resume paying the required premiums (and you return on or before the end of the time permitted under this policy). If your payment is more than thirty (30) days late, you will be sent a letter notifying you of such fact. If your payment is not received within fifteen (15) days thereafter, your coverage may cease.

Fitness for Duty: If you take leave because of your own "serious health condition", you must provide medical certification that you are able to resume work before you return. Obtain return to work medical certification forms from Human Resources. Employees failing to complete the return to work medical certification form will not be permitted to resume work until it is provided.

Exhaustion of Leave: Employees granted FMLA leave will normally be returned to the same job position they held prior to the leave or to one which is equivalent in pay, benefits, and other terms and conditions of employment, except in the case where the employee has exhausted his or her FMLA leave entitlement and is still unable to return to work. In that event, the employee will normally be separated from employment and provided a COBRA notice (if applicable) to afford the employee the opportunity to elect continuation of health insurance coverage. The Authority's policy on separation upon exhaustion of FMLA leave (including any paid time off entitlement, if applicable) applies to all types of FMLA leaves, including but not limited to an employee's own medical leave, whether or not it is a workers' compensation qualifying leave.

If an employee has any accrued, but unused paid leave time upon expiration of the right of reinstatement (after 12 weeks), benefits shall be paid in accordance with current policy, but shall not extend the right of reinstatement timeframe.

Transitional Duty ("Light Duty") Assignments: At the Authority's discretion, an employee who has been restricted by their health care provider due to on-the-job injuries or illness may be offered temporary transitional duty assignments (TDA) or "light duty." Each TDA will last not more than three (3) months. If the employee is still unable to perform all the duties of his/her regular position at the end of the TDA, he/she may be placed on workers' compensation leave, if applicable, or other applicable FMLA leave, depending on the circumstances at the time. A physician may be asked to reevaluate the status of an employee on workers' compensation leave, or in a TDA every 30 days. Employees in a TDA may be assigned to any shift in accordance with any applicable Authority policy. Employees in a TDA are bound by the same work conditions and requirements as any other employee. Only employees capable of performing all of the essential job functions of the TDA will be considered for that position. Employees in a TDA will be paid for the assigned hours actually worked.

If the employee is eligible for FMLA leave and is offered a TDA with duties he/she is able to perform, he/she may choose to exercise their right to take FMLA leave instead of returning to work in the TDA. However, in workers' comp covered cases, such employees may lose their temporary (wage loss) workers' compensation benefits because they declined available work.

Personnel Policy

An employee with a workers' compensation injury who reaches maximum medical improvement (MMI) will no longer be considered for TDA.

The period of time employed in a TDA will not count against the employee's FMLA leave entitlement or an employee's right to job restoration. However, the right of a FMLA eligible employee, who is performing TDA, to restoration to the same or an equivalent position to the position previously held terminates upon the expiration of the 12-month period used to determine the amount of available FMLA leave.

Employees who are not eligible under the FMLA may be offered a TDA at the sole discretion of the Authority. In such a case, if a TDA is offered, an employee's failure or refusal to accept the position will be deemed to be a voluntary resignation. However, an employee may use any accrued leave if a TDA ends or if no TDA has been offered, or in lieu of taking a TDA.

2. Active Military

An unpaid Active Military leave of absence shall be granted to the following:

- Full-time and part-time employees who enlist or who, either voluntarily or involuntarily, go on active duty in the armed forces in response to an order or call to active service.
- Full-time and part-time employees whose paid leave, pursuant to Section IV F.3, above has expired.

Employees may, at their request, utilize any vacation, floating holiday or personal time leave that accrued before the beginning of their military service in lieu of any unpaid Active Military leave.

Employees are requested to provide their immediate supervisors with as much advance notice as possible of the need for Active Military leave. Available documentation, including military orders from the appropriate military authorities should accompany this notice.

An employee on Active Military leave may elect to continue group health insurance coverage for the employee and covered dependents under the same terms and conditions for a period not to exceed 31 days from the date the military leave of absence begins. The employee must pay, per pay period, the co-pay normally paid by the employee. After the initial 31 day period, the employee and covered dependents can continue group health insurance up to 24 months at 102% of the overall (both employer and employee) co-pay rate. If continuing group health insurance, the employee should make sure to elect coverage and make the required payments in a timely manner.

Qualified returning employees who are reinstated shall be entitled to the same seniority, status, and pay they would have attained had they not been absent due to military service. In addition, they shall be entitled to fringe benefits equivalent to those granted employees returning from nonmilitary leaves of absence consistent with policies or practices in effect at the time the employee began the employee's Active Military leave of absence. However, while on Active Military Leave, employees will not accrue vacation, personal leave, sick leave or any other leave.

3. Compulsory Leave

Any employee who is performing poorly or is perceived as posing a threat to himself or others because of an injury or illness may be required to take a compulsory leave. In cases of illness or injury, the employee, at the Authority's expense, may be required to take a physical or psychological exam by a physician of the Authority's choice. If the physician confirms that

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the employee is unable to perform the essential functions of his/her job with or without reasonable accommodation, the employee shall be required to take a compulsory unpaid leave until the employee is medically released to return to work.

4. Return to Alternate or Light Duty

When an employee's illness or injury prevents the employee from performing the duties of his/her regular position, but the employee is able to perform certain duties that would be beneficial to the Authority, at the Authority's sole discretion, the employee may be placed in an alternate position and/or on a limited schedule. A physician's note indicating limitations must be presented to the employee's department manager or director and the Human Resources Department. If a light duty/restricted duty assignment is refused, the employee may be subject to disciplinary action. The Authority retains the right to request that the employee, at the Authority's expense, visit a physician of the Authority's choice to obtain corroboration. Should the two physicians' reports not be consistent, the employee will be requested to see a third physician, paid for by the Authority and mutually agreed upon by the Authority and the employee. The third physician's opinion will be binding.

After review of limitations, with prior approval from the department manager, Director, Finance and Human Resources, and the Executive Vice President, CFO or the President, CEO, the employee may be assigned to alternate duties or a limited schedule at his/her regular rate of pay until maximum recovery is reached, but for a period not to exceed three (3) months. If after three (3) months the employee is still unable to assume the duties of his/her regular position, as documented by a physician chosen and paid for by the Authority, the employee shall be transferred to a new position if one is available for which he/she is qualified. Should a position not be available, the employee will be terminated.

5. Domestic Violence Leave

Employees, who have worked for the Authority for a least three (3) months, may take up to three (3) working days of Domestic Violence Leave in a twelve (12) month period when the employee, or family or household member (as defined by F.S. Section 741.313), has been subjected to domestic violence. The twelve (12) month period within which the three (3) days of leave may be taken is a "rolling" twelve (12) month period, measured backwards from the date an employee's Domestic Violence Leave would begin. Eligible employees may take Domestic Violence Leave for the following reasons:

- Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence.
- Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence.
- Obtain services from a victim services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence.
- Make the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator.
- Seek legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court related proceedings arising from the act of domestic violence.

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Unless there is imminent danger to the employee's health or safety, or the health or safety of an employee's family or household member, the employee must provide advance notice of his/her need for leave. Sufficient documentation must also be supplied regarding the fact that the employee or a member of the employee's family or household has been subject to domestic violence.

Before an employee is entitled to take any Domestic Violence Leave, the employee must exhaust any accrued time, such as vacation, sick, floating holidays and personal leave. If the employee has no paid time off available, any Domestic Violence Leave taken will be unpaid.

The Authority will keep all information pertaining to this leave confidential to the extent required by law.

H. HEALTH BENEFITS

The Authority provides benefits for medical and dental care for full-time employees and their dependents after completion of an eligibility period. Part-time employees are not eligible for any group health benefits. The Authority, during the annual budgeting process, shall establish the level of employee contribution, if any, for health and dental benefits. Authority commissioners and their eligible dependents may participate in the same medical and dental care plans offered to, and with the same contribution requirements of all full-time employees, but with no eligibility period.

Full-time employees and their dependents are eligible for medical, dental, and life insurance the first day of the month following thirty (30) days of continuous employment. At the same time, full-time employees are eligible for accidental death and dismemberment Part-time employees promoted to full-time status must fulfill the waiting period prior to being eligible for benefits.

All group plans are evaluated and revised periodically and are subject to change at the discretion of the Authority. Benefit descriptions outlined in this Handbook are only summaries. Plan summaries describing the specifics of the health benefits will be available to every eligible employee. Details for each benefit plan are defined in contract documents on file in the Human Resources Department. In all cases, the Official Plan Documents are the standards by which the plans will be administered.

1. Group Health and Dental Insurance

Full-time employees and their dependents are eligible to participate in the Authority's Group Health, Dental and Vision Plans. As requested, Human Resources personnel will provide benefit and claim processing clarification.

2. Coordination of Benefits

The purpose of health care coverage is to assist employees with actual health-related expenses. The Authority's Plans will coordinate benefits with other plan coverage as long as the total benefits provided do not exceed one hundred percent (100%) of allowable expenses.

The Authority's Plans are always primary for employees. Employees and employees' spouses who are entitled to Medicare may reject coverage under the plan and choose Medicare as their primary payer.

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If a spouse is covered under another plan with a coordinating provision, the other plan is primary with respect to the spouse. When a dependent child is covered under both parents' plans, benefit payments will be coordinated between the two plans.

3. Group Life Insurance

Full-time employees and their dependents are eligible to participate in the Authority's Group Life Insurance Plan. Authority commissioners are eligible to participate in the same Life Insurance Plan. Employees may purchase additional voluntary life insurance through payroll deduction or change beneficiary(ies) at any time by completing appropriate forms available in the Human Resources Department.

4. Flexible Spending Accounts

Medical and Dependent Care flexible spending accounts are available to all full-time employees under our Cafeteria Plan. At the beginning of each plan year, participants may elect an annual amount of medical and/or dependent care dollars up to the currently approved level, which will be deducted on a pre-tax basis from each paycheck to pay for eligible health care and dependent care expenses. Eligible health care expenses may include medical or dental insurance deductibles, co-payments, and out-of-pocket costs for vision care, etc.

5. Accidental Death and Dismemberment Insurance

Full-time employees are eligible to participate in the Authority's Accidental Death and Dismemberment (AD&D) Insurance Plan.

6. Disability Insurance

Full-time employees are eligible to participate in the Authority's Short-term Disability Plan.

7. Voluntary Supplemental Insurance

A variety of additional insurances may be available to employees and dependents, such as life, and various accident policies. For detailed information, contact the Human Resources Department.

8. Continuation of Coverage

In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the Authority's Health and Dental Plans provide for continuation of coverage to qualified participants who lose coverage as a result of a qualifying event.

The allowable period of continuation varies, depending on federal regulatory factors, from eighteen (18) to thirty-six (36) months. Employees, spouses, and/or dependents who elect to continue coverage through COBRA are responsible for paying one hundred two percent (102%) of the group rate paid by the Authority. Payments are due at the beginning of each month. Upon reaching the end of COBRA coverage eligibility, an individual may convert to an individual policy subject to conversion guidelines.

The Authority's Health, Vision, Dental and Life Insurance Plans provide for continuation of coverage to retired employees as long as they elect at the time they retire and pay for their coverage at the same rate as charged to the Authority. Solely for the purpose of eligibility for such health, dental and life insurance coverage any former commissioner who served on or after May 18, 2005, shall be deemed a retired employee. The cost of continued participation in such health and/or dental and life insurance plan will be paid entirely by the retired employee.

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Minor children of any employee who dies while employed at or retired from the Authority will be eligible for continuation of coverage by the Authority's Health and Dental Plan as long as they elect and pay for their coverage at the same rate as charged to the Authority. Such eligibility will expire upon the minor child's 18th birthday or age 24 if the minor is enrolled as a full-time college student.

Accidental Death and Dismemberment, and Short-term Disability Plans cannot be continued under COBRA. Coverage under these plans ends on the employee's day of termination. Upon termination, the Life Insurance Plan may be converted to an individual policy.

I. RETIREMENT PLAN

The Authority provides a Retirement benefit at no cost to full-time eligible employees. Part-time employees may be eligible for retirement plan benefits depending on number of hours worked. After 1,000 hours worked, an employee eighteen (18) years or older may be eligible to be enrolled in the Defined Contribution Plan described below. Employees do not vest during the first five (5) years of employment. Upon completion of five (5) years of continuous employment, employees become one hundred percent (100%) vested.

Defined Benefit Plan - For employees hired before October 1, 2007, the Authority provides a Defined Benefit Plan. This retirement benefit is determined by multiplying a designated percentage, as stipulated in the Official Plan Document, of the employee's average monthly pay for the last five (5) years worked prior to retirement by the number of years of service, up to thirty (30) years. In the event of an employee's death, payment will be made to the employee's beneficiary(ies). A Plan Summary describing the specifics of the Plan is available to every eligible employee.

Defined Contribution Plan - For those employees hired on or after October 1, 2007, the Authority provides a Defined Contribution, or 401(a) plan. The Authority's annual contribution to each employee's account will be a percentage of annual salary as designated by the Board each fiscal year. If employees elect to participate in the Deferred Compensation Plan 457(b), the Authority will match the employee's annual contribution as designated by the Board each fiscal year. This Authority match is deposited into the 401(a) plan. In the event of an employee's death, payment will be made to the employee's beneficiary(ies). A Plan Summary describing the specifics of the Plan is available to every eligible employee.

J. DEFERRED COMPENSATION

The Authority offers a voluntary Deferred Compensation Plan 457(b) for full-time, part-time, substitute and traffic control specialist employee to save for retirement, at their own risk. After ninety (90) days of employment, employees may authorize the Authority to deduct a specified amount from their payroll checks to be forwarded to the Deferred Compensation Plan Administrator. Investments are managed by the 457 Plan's trustee under one of several investment options, or a combination thereof. The choice of the investment option(s) is made by the employee.

Employees will be automatically enrolled in the Deferred Compensation Plan deferring 2% of their pay unless they elect not to defer or to defer another percentage.

During employment, the only circumstances under which monies may be withdrawn prior to the Plan's termination without penalty is an approved financial hardship or death.

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K. EDUCATIONAL REIMBURSEMENT

Subject to budgetary constraints, the Authority shall reimburse full-time employees for taking pre-approved courses to enhance their job-related skills with a certificate or college degree program, obtain a Bachelor's or Master's degree in a field related to the employee's present position or as preparation for a position in another Authority department.

Full-time employees who have completed six (6) months of continuous employment are eligible for reimbursement for registration, tuition, and book costs for courses taken at a technical, vocational, college, or other accredited institution.

Reimbursement for courses will only be considered if budgeted. Reimbursement may not always be at one hundred percent (100%) and will never exceed the budgeted amount. Individual courses which are not part of a degree program must be related to the employee's position. Individual courses and degree programs are subject to approval and budgetary constraints.

An employee shall complete a Request for Educational Reimbursement form, obtain appropriate signatures, and forward to the Finance and Human Resources Department at least two (2) weeks prior to the start of the course.

Employees receiving Financial Aid, Grants, or other sources will only be eligible for expenses not covered by these sources.

To receive reimbursement, the employee must complete the course with a grade of "C" or better or in the case of pass/fail system, a "pass" grade. Within two (2) months of completing the course, the employee must submit documentation of successful completion and all receipts for tuition, registration, and required books. Transportation to and from class and parking fees are not reimbursable. Once the receipts are verified, the request will be submitted for reimbursement. Documentation of completion will be placed in the employee's personnel file. The Authority will not provide reimbursement for any course started prior to the date of approval or any course that is not successfully completed. The maximum is five (5) courses for any employee within any fiscal year unless special permission in writing is obtained from the Executive Vice President, CFO.

If an employee resigns or is terminated before receiving a grade, the employee will not be reimbursed for eligible expenses. If an employee resigns or is terminated within twelve (12) months after receiving reimbursement, the employee must repay the Authority in full in accordance with applicable law.

L. PAY FOR REQUIRED TRAINING

The Authority may require an employee to attend additional training courses, such as recurrent certification training, new government mandated training, or additional training requirements deemed to be in the Authority's best interest. The Authority will pay required course related costs in accordance with Fair Labor Standards Act (FLSA) regulations. In the event that the training occurs on the employee's scheduled day off, training hours will be considered hours worked. Documentation of completion shall be sent to the Human Resources Department for placement in the employee's personnel file.

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M. EMPLOYEE ASSISTANCE PROGRAM

The Authority recognizes that employees may need assistance with difficult personal problems. All full-time and part-time employees and their families, upon hire, may use the services provided by an employee assistance program (EAP) sponsored by the Authority.

It takes a great deal of courage to face problems and even more courage to seek help in coping with them. The EAP is designed to make it easier for employees to obtain needed help. The program is a voluntary, confidential service. Qualified individuals are available to help identify problems and make referrals.

Management is not qualified to diagnose or treat personal problems. At times, when a manager believes that a problem is affecting an employee's performance or that the EAP might be helpful, the manager may refer an employee to the EAP. An employee is not obligated, even if a referral is suggested, to contact the EAP. A referral will not influence any job-related decisions. All discussions with the qualified individual are strictly confidential. Information will not be shared with anyone without written permission from the individual seeking assistance.

N. PARKING PRIVILEGES

Parking hang tags for the employee parking lot are issued to employees upon hire. The lot, which is for the exclusive use of Airport employees, is accessed by use of the employee's ID badge presented to the electronic card reader. Spaces are not assigned. Designated employees are provided with parking privileges in the short-term terminal parking lot depending on position, necessary accommodation, or a short-term disability. Prior approval from the Manager, Internal Audit is required before short-term terminal parking privileges are provided. The Authority is not responsible for loss or theft; therefore, vehicles parked in any airport parking lot should be locked at all times. While driving on Airport premises, employees must obey all traffic laws.

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SECTION V – DISCIPLINARY PRACTICES AND PROCEDURES

A. PERSONAL CONDUCT AND CORRECTIVE ACTION

The Authority expects employees to meet standards set for high quality work performance and conduct. From time to time, corrective action may be necessary for the efficient operation of the Authority. Forms of corrective action may include oral reprimands, written reprimands, disciplinary probation, suspension without pay, demotion, compensation decrease, and discharge.

Although internal consistency in administering corrective action is important, numerous factors shall be considered in determining the appropriate form and degree of corrective action to be applied. Some of the factors to be considered shall include, but not be limited to, the nature and severity of the offense, the employee's length of service, time intervals between prior offenses, disciplinary record, and the employee's demonstrated willingness to improve. Certain offenses may require immediate suspension or discharge without recourse to other forms of corrective action.

Each employee shall be held responsible for knowing and understanding the standards of conduct described in this Policy. Any questions should be referred to the immediate supervisor, the department manager, the department director, the department Vice President, or the Executive Vice President, CFO.

1. Coverage

Rules and guidelines for personal conduct, including but not limited to the offenses listed as established by the Authority, shall apply to all Authority employees without exception.

2. Standards for Personal Conduct

The lists of offenses outlined below are to serve as personal conduct guidelines for Authority employees to enhance an orderly, professional work environment. These lists do not encompass all possible violations, but represent examples only, and are not all inclusive. Other offenses may also be considered grounds for corrective action.

LIST A

The following offenses constitute grounds for immediate suspension without pay or termination:

- Theft including, but not limited to, the removal of Authority property or the property of another from Authority premises without prior authorization.
- Carrying concealed weapons on Authority property or while engaged in Authority work off Authority premises.
- Fighting or provoking a fight on Authority premises.
- Violating the Authority's Drug, Alcohol, and Tobacco Free Workplace Program policies.
- Sabotaging or willfully damaging Authority equipment or property or the property of others.
- Unauthorized use of Authority purchasing cards
- Failure to maintain minimum qualification eligibility
- Knowingly falsifying or altering any record or document.
- Filling out a time record of another employee or soliciting such conduct from another employee.

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- Walking off the job without prior supervisory permission.
- Insubordination involving, but not limited to, defaming, assaulting, or threatening to assault a supervisor and/or refusing to carry out the legitimate instruction or order of a supervisor.
- Refusing to accept a light duty assignment.
- Absence for two (2) consecutive working days without notice in which event the employee will be deemed to have voluntarily resigned.
- Unethical conduct as specified in Chapter 112, Florida Statutes, "Code of Ethics for Public Officers and Employees."
- An arrest and/or charge of any crime or a conviction of a crime that relates to the employee's employment.
- On or off the job conduct unbecoming a public employee.
- Misuse of position or abuse of authority for retaliation, harassment, intimidation, or personal gain or advantage.
- Participating in a strike or other prohibited activity.
- Fraudulently obtaining a leave or refusing to provide requested documentation to take a leave.
- Violating the Authority's harassment policy.
- Willfully violating Authority rules, regulations, or policies.
- Any conduct which in management's judgment is adverse or prejudicial to the best interests of the Authority.

LIST B

The following offenses constitute grounds for discipline up to and including termination:

- Smoking in unauthorized areas or otherwise violating the Authority's smoking policy.
- Unexcused or excessive absenteeism or tardiness.
- Extending breaks beyond period allocated.
- Sleeping on the job, unless authorized.
- Failing to report an absence to the Authority within the specified time limits.
- Failing to promptly report damage to Authority property to the supervisor.
- Unauthorized operation of equipment or machinery.
- Failing to satisfactorily perform the duties of one's job.
- Failing to promptly report work-related injuries to the supervisor.
- Gambling on Authority premises or while conducting Authority work off Authority premises.
- Failing to adhere to Authority safety rules and procedures including the wearing of required personal protective equipment.
- Failing to follow appropriate procedures when handling machinery or hazardous materials.
- Failing to obey traffic rules and regulations when driving an Authority vehicle or while on Airport premises.
- Failing to wear safety belts while driving an Authority vehicle or driving an Authority vehicle without an appropriate valid license.

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- Unauthorized absence from one's work station.
- Removing or defacing any notice or printed matter posted on bulletin boards by the Authority, or posting any matter on bulletin boards without prior permission.
- Creating or contributing to unsanitary, hazardous, or poor working conditions.
- Disclosing privileged or confidential information to unauthorized persons.
- Engaging in activities that pose a conflict of interest.
- Losing or not returning Authority owned equipment or items.
- Dressing inappropriately to include wearing unbusinesslike attire or not wearing assigned uniform.
- Making long distance phone calls, using fax machines, computers, or other Authority equipment or machinery for personal use unless approval has been obtained from the supervisor.
- Using the electronic mail system in an unprofessional or inappropriate manner.
- Making a shift exchange without prior approval from the supervisor.
- Working overtime without prior approval from the supervisor.
- Taking another employee's paycheck without written permission.
- Violating the Authority's solicitation/distribution policy.
- Making discourteous or rude remarks to another individual to include employees, board members, tenants, and the public.
- Behaving in a rude manner to another individual to include employees, board members, tenants, and the public.
- Violating the Authority's political activity policy.
- Violating any Authority rules, regulations, or policies.

3. Standards for Corrective Action

The Authority's standards for corrective action ensure reasonable consistency in the way employees are treated and inform employees of the ranges of corrective action that may be applied.

Corrective action will normally be progressive, whereby the employee is subjected to progressively more severe corrective action when the same offense is repeated. Cumulative discipline may also be imposed whereby prior offenses for which an employee received corrective action may be used in determining the severity of the action to be taken for the current offense, even though the prior offense(s) may not be similar to the current offense. Minor offenses will no longer be used for progressive disciplinary action purposes following the expiration of a five (5) year period from the date the offense was addressed by management.

4. Authority to Impose Corrective Action

An employee's immediate supervisor or other higher level supervisor shall have authority to issue an oral reprimand. In those instances when immediate removal of the employee is necessary to protect the employee or others or due to the severity of the infraction, the employee's supervisor or higher level supervisor may immediately place the employee on a Required Administrative Paid Leave. Whenever a supervisor places an employee on a Required Administrative Paid Leave, the Executive Vice President, CFO or his/her designee must be notified at once.

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An employee's department manager or other higher level member of management has the authority to issue a written reprimand, but not before review and approval by the Executive Vice President, CFO or his/her designee.

The Executive Vice President, CFO and the President, CEO shall have the authority to suspend without pay, place an employee on Required Administrative Paid Leave, demote, or impose other disciplinary action.

Employees may not be terminated or suspended without pay by anyone but the President, CEO or his/her designee. Termination notifications shall be reviewed by the Executive Vice President, CFO.

The President, CEO and the Board shall concur in the imposition of any corrective action on the Executive Vice President, CFO.

B. EMPLOYEE GRIEVANCE PROCEDURE

1. Policy

It is the intent of the Authority to provide employees a fair, prompt, and uniform procedure for the resolution of employee complaints or grievances.

2. Coverage

The following employees shall be exempt from the provisions of the Authority grievance procedure including the Informal Resolution Procedure, the Formal Grievance Procedure, the Predetermination Conference and the Evidentiary Hearing: employees covered by a collective bargaining agreement, probationary employees, temporary substitute employees, traffic control specialist employees, employees covered by an individual employment contract, Managers, Directors, Vice Presidents, Executive Vice President and the President, CEO.

The provisions of the Authority's grievance procedure shall apply to Airport security personnel to the extent they are not inconsistent with the Florida Law Enforcement Officers' Bill of Rights, Chapter 112.531 et seq., Florida Statutes.

3. Grievance Procedure Access

The right of employees to file grievances pursuant to the Informal Resolution Procedure and/or the Formal Grievance Procedure, shall be strictly limited to the following matters: written reprimands, disciplinary probation, disciplinary demotion (with no loss of pay), a substandard performance evaluation (where it is alleged that the evaluation is based on factors other than the employee's performance), and the application of a written personnel policy or practice that adversely affects an employee's pay or benefits. A "cause" standard does not apply to the above referenced matters.

Only in cases of disciplinary termination, disciplinary suspension without pay, disciplinary compensation decrease, or disciplinary demotions with loss of pay, shall employees be afforded procedural due process and have recourse to a Predetermination Conference and an Evidentiary Hearing. A "cause" standard does apply to the above referenced matters.

The commencement of proceedings against the Authority in a court or before any administrative agency by an employee with respect to a grievance matter, shall be deemed a waiver by the employee of his/her right to resort to the grievance procedure for that matter.

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4. Time Limits

Failure of an employee to process a grievance within the prescribed time limits shall bar the grievance. Any grievance not processed within the prescribed time limits shall be considered settled on the basis of the last disposition. In the event any grievance is not answered within the prescribed time limits, the grievant may process the grievance to the next step in accordance with the time limits specified.

The prescribed time limits may only be extended by written agreement between the grievant and the Executive Vice President, CFO. Whenever illness or any other incapacity prevents attendance at any grievance meeting or hearing, the meeting or hearing shall be postponed, for a reasonable period of time, until the grievant can be present.

The disposition date of a grievance shall be the date on which the disposition is delivered or issued to the grievant, or the date of postmark in those instances where delivery is by mail.

C. INFORMAL RESOLUTION PROCEDURE

When an employee believes that there is a basis for a grievance, the employee shall, within three (3) working days after the act or condition that is the basis of the grievance became known or should have been known to the employee, schedule a meeting with his/her immediate supervisor to informally discuss the grievance.

The meeting will take place within three (3) working days of the date the employee notifies the supervisor. If the grievance is not resolved to the employee's satisfaction as a result of the informal discussion, the employee may utilize the Formal Grievance Procedure.

D. FORMAL GRIEVANCE PROCEDURE

Employees may avail themselves of the Formal Grievance Procedure only after completing the Informal Resolution Procedure. Any employee reporting directly to the President, CEO will bypass steps 1 and 2 of the formal grievance procedures.

Step 1

To initiate the Formal Grievance Procedure, the employee shall present the grievance in writing to his/her department manager or director (or department vice president, if no manager or director) within five (5) working days from the date of the initial informal discussion with the employee's supervisor.

The written grievance shall contain a complete statement of the grievance, the alleged facts upon which the grievance is based, and the remedy requested. The grievance shall be signed and dated by the employee. The written grievance shall also state the disposition of the grievance at the informal resolution stage. The department manager/director/vice president shall, within five (5) working days of receipt of the written grievance, meet with the employee, the Executive Vice President, CFO, the department manager or director (if applicable) and, if necessary, the immediate supervisor to discuss the grievance.

The department manager/director/ vice president shall, after consulting with the Executive Vice President, CFO, answer the grievance, in writing, within five (5) working days of the

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meeting. If a grievance has not been resolved to the satisfaction of the employee, the employee may proceed to Step 2. In those cases where a department vice president provided the written response, the employee should disregard Step 2 and proceed directly to Step 3.

Step 2

If a grievance has not been resolved to the satisfaction of the employee as a result of Step 1, or if no answer has been given within five (5) working days by the department manager or director, then the grievance shall be presented by the employee, in writing, to the department vice president within five (5) working days of the department manager's answer or failure to supply a timely answer.

The department vice president shall, within five (5) working days of receipt of the written grievance, meet with the employee, the Executive Vice President, CFO, the department manager or director (if applicable) and, if necessary, the immediate supervisor to discuss the grievance.

The department vice president shall, after consulting with the Executive Vice President, CFO, answer the grievance, in writing, within five (5) working days of the meeting.

Step 3

In the event the employee is not satisfied with the disposition of the grievance by the department vice president or if no disposition has been made within the time limits specified, the employee may submit the same written grievance, in writing, to the President, CEO within five (5) working days of the date of disposition or the expiration of the time limits for a disposition.

Within five (5) working days of receipt of the written grievance, the President, CEO or his/her designee shall meet with the employee and, if requested, an employee representative, the Executive Vice President, CFO, and, if deemed necessary by the President, CEO or his/her designee, other appropriate management staff.

The President, CEO or his/her designee shall furnish a written disposition of the grievance to the employee, within five (5) working days of such meeting, and shall furnish a copy to the Executive Vice President, CFO, the department vice president and the department manager or director.

The decision of the President, CEO or his/her designee shall be final in all cases.

E. PREDETERMINATION CONFERENCE

Employees shall be afforded the opportunity for a Predetermination Conference prior to any final determination on the employee's disciplinary termination, disciplinary suspension without pay, disciplinary compensation decrease, or disciplinary demotion with loss of pay.

The Predetermination Conference shall be administered by the President, CEO or his/her designee, and normally shall be attended by the Executive Vice President, CFO, and, if deemed necessary other appropriate management staff and the Authority's labor counsel.

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At the Conference, the employee shall be informed of the nature of the allegations and the possible disciplinary actions should the allegations be substantiated. The employee shall be given the opportunity to address the allegations and provide any information or explanation pertinent to the allegations. The employee shall not be afforded the right to be represented by counsel or otherwise at a Predetermination Conference. A decision on the matter will be made as expeditiously as possible.

During the period between the Conference and the effective date of the final action, the employee may be placed on Required Administrative Paid Leave.

Should the President, CEO or his/her designee make the decision to suspend without pay, decrease compensation, impose a demotion with loss of pay, or terminate the employee, the employee shall be promptly notified in writing of the decision, the "cause" supporting the decision and of the employee's right to an Evidentiary Hearing. The notification shall be made by personal delivery or by Certified Mail, Return Receipt Requested.

The employee shall have the right to an Evidentiary Hearing only if he/she makes a written request to the President, CEO within five (5) working days of receipt of the notification.

F. EVIDENTIARY HEARING

If a timely request is made, any employee covered by this grievance procedure shall be afforded the opportunity for an Evidentiary Hearing to appeal any final action by the President, CEO or his/her designee regarding the employee's disciplinary termination, disciplinary suspension without pay, disciplinary compensation decrease, or disciplinary demotion with loss of pay.

Upon timely receipt of a written request from an employee for an Evidentiary Hearing, the President, CEO shall schedule the Hearing and provide the employee with a Notice of Hearing by Certified Mail to the employee's last known address. The Notice of Hearing will specify the date, time, and location of the Hearing, and set forth the procedures to be followed in the conduct of the Hearing. Alternatively, the President, CEO or his/her designee may hand deliver a copy of the notice to the employee.

This Hearing shall, under normal circumstances, be held within thirty (30) working days of the receipt of the employee's request for a Hearing, but not earlier than seven (7) working days after the date the Notice of Hearing is mailed to the employee. The Hearing shall be conducted by an impartial Hearing Officer who will be chosen, by mutual consent of the employee and President, CEO or his/her designee, from an Authority approved predetermined list of Hearing Officers.

1. Hearing

All testimony in the proceeding shall be accurately and completely preserved through a court reporter or an audio tape, the expense of which will be paid by the Authority. A full transcript of the proceedings or tape will be made available to the employee upon request, at the employee's expense. All testimony of parties and witnesses shall be made under oath.

At the Hearing, the employee shall be accorded the right to be represented by counsel and shall be given the opportunity to refute the charges or explain the actions which have resulted in the disciplinary action. The employee and management will have the opportunity to present evidence and call and cross-examine witnesses.

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Irrelevant, immaterial, or unduly repetitious evidence shall be excluded from the Hearing. All other evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs shall be admissible whether or not such evidence would be admissible in a trial in the Florida Courts. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence, but it shall not be sufficient in itself to support a finding, unless it would be admissible over objections in civil actions.

2. Hearing Determination

Within thirty (30) days after the Hearing or receipt of the Hearing transcript, whichever is later, the Hearing Officer shall issue a decision consisting of findings of fact, conclusions of law, and a Final Order. The determination of the Hearing Officer shall be final and binding in all cases.

G. DRUG AND ALCOHOL-FREE WORKPLACE PROGRAM

The Authority has adopted a Drug and Alcohol-Free Workplace Program. This Program complies with the Drug-Free Workplace Program requirements set forth in Section 440.102, Florida Statutes (F.S.) and the implementing regulations (F.A.C. 59A-24) promulgated by the State of Florida, Department of Labor and Employment Security, Division of Workers' Compensation, and the Drug-Free Workplace Act of 1988. It is a condition of employment to abide by the terms of the Authority's Drug and Alcohol-Free Workplace Program.

The Authority is committed to maintaining a safe, healthy, and productive work environment for all employees. Employees are required to maintain the integrity and security of the Authority's equipment and workplace and to perform all their functions in a manner consistent with the Drug and Alcohol-Free Workplace Program.

It is the policy of the Authority that the unlawful possession, use, consumption, sale, purchase, distribution, dispensation, or manufacture by any employee of alcohol, illegal drugs, or illegally obtained drugs on Authority premises or in the conduct of Authority related work off Authority premises is strictly prohibited and shall be grounds for immediate termination.

The Authority shall not permit any employee to report to work or to perform his/her duties after having ingested illegal drugs or while under the influence of alcohol. The Authority does not permit any employee to report to work or to perform his/her duties while taking prescribed drugs which adversely affect the employee's ability to safely and effectively perform his/her job functions. Failure by an employee to notify his/her supervisor when taking medication which is impairing his/her ability to function safely and effectively shall result in disciplinary action.

To enforce the Authority's drug and alcohol-free policies and programs, candidates for employment and current employees shall be required to submit to substance abuse testing under the provisions set forth in the Authority's Drug and Alcohol-Free Workplace Program. In compliance with the Drug-Free Workplace Act of 1988, an employee convicted of any criminal drug statute offense occurring in the workplace is required to report such a conviction to the supervisor no later than five (5) days after conviction. The Authority's Drug and Alcohol-Free Workplace Program is included in its entirety as Addendum A to this Handbook.

Any employee who violates a Drug and Alcohol-Free Workplace Program policy is subject to disciplinary action up to and including termination.

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H. BULLETIN BOARDS

Authority bulletin boards shall be used for the posting of such items as notices pertaining to wage and hour laws, Airport rules, statutory regulations, employee job announcements, and holiday schedules. To stay informed employees should review items on the bulletin board on a regular basis.

The Finance and Human Resources Department shall be responsible for controlling the information placed on or removed from the bulletin boards. No personal notices, announcements, or unrelated Airport supported flyers shall be posted on bulletin boards or any other Authority property.

I. GIFTS AND GRATUITIES

Authority employees, employees' family members and Authority volunteers are prohibited from accepting gifts or gratuities from anyone who does business with or who may be in a position to influence the employee in his/her discharge of Airport duties. An employee who receives an offer of money or a gift from any individual or company doing business with or regulated by the Authority shall report such an offer, in writing, to the President, CEO.

Gifts are only permissible when they are used as a symbol of goodwill, appreciation, or in the interest of public affairs, such as service awards, scholarships, lunch, dinner, tickets to social events, or advertising novelties of nominal value (under \$25.00).

Certain employees who receive gifts or money are required to file disclosure statements, as defined by the Florida Code of Ethics (part III of Chapter 112 of the Florida Statutes). These employees include, but are not limited to, the President, CEO, Executive Vice President, CFO, Vice Presidents, Directors, Managers, and specified procurement employees.

J. OFF-THE-JOB ACTIVITIES

Whether on or off Airport premises, employees are expected to observe reasonable rules of conduct consistent with the Authority's public image and policies. At the same time, the Authority affirms that what an employee does on the employee's own time is normally exclusive of the employee/employer relationship. Therefore, the employee will generally not be subject to disciplinary action for conduct which occurs on the employee's own time. However, if an employee's outside conduct subjects the Authority to criticism or causes the employee to be unable to perform assigned duties in the proper and usual manner, or to appear at work, then management is justified in taking appropriate disciplinary action up to and including termination. Wearing of Airport uniforms is prohibited when participating in outside activities unless the activity is Authority related and approval is obtained from the Executive Vice President, CFO.

An employee convicted of a felony, first-degree misdemeanor or pleads no contest to an offense while being employed with the Authority is required to self-report the conviction to the Director, Finance and Human Resources. Failure to do so will lead to disciplinary action up to and including termination. A conviction of a crime will not automatically disqualify an Authority employee from continued employment. All convictions will be reviewed to determine whether they relate to the employee's position or interfere with Authority's ability to carry out its mission.

The Authority encourages employees to participate in public interest organizations, volunteer groups, and other forms of community involvement. However, conducting non-work-related

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community activities while at work would be disruptive to the goals and objectives of the Authority. Community activities must be confined to employees' off hours and their own time.

K. SAFETY

It is the Authority's intent to ensure employees work in a safe and healthy environment. To prevent accidents, safety rules have been established. When necessary, special safety equipment and safety education are provided. Failure to abide by all safety policies, rules, and regulations will result in disciplinary action. It is the obligation of each employee to observe the Authority's established safety policies.

Employees shall report any work-related injury, even a small cut or bruise, to their supervisors. Employees shall use Authority provided safety equipment. Machinery shall be maintained in good operating order, and employees shall only operate machinery if instructions for use have been provided. When operating machinery or power tools, employees shall be required to follow all safety procedures.

Trash and debris shall be placed in appropriate containers. Employees shall be aware of the location of all fire extinguishers, first-aid kits, and exits. Whenever an item is too heavy to lift, the employee shall obtain assistance. When driving Airport vehicles, safety belts must be worn and all traffic laws obeyed.

Vehicular accidents sustained by an employee while operating any Authority equipment (including golf carts) must be reported to the Finance and Human Resource Department. When driving Airport vehicles safety belts must be worn and all traffic laws obeyed.

Safety and accident prevention are the responsibility of every employee. Employees are cautioned not to take any risks or place themselves in danger. Employees' suggestions regarding safety are always welcome. Whenever an employee believes that an unsafe condition exists, the employee shall notify his or her supervisor. If the problem is not rectified by the supervisor, the employee shall inform the department manager or director.

1. Hazardous Materials

The Authority's Hazardous Materials Program complies with current laws. Any substance considered to be a hazardous material must be used in a controlled manner and, when necessary, the employee shall be required to wear protective equipment. Employees will receive training in the handling, use, and disposal of hazardous materials.

The Authority maintains, in accessible locations, a Material Safety Data Sheet (MSDS) on each chemical and hazardous substance used in the workplace. Employees will be warned when they are assigned or transferred to an area where hazardous materials are present or when a new hazardous material has been introduced into a work area.

2. Hearing Protection

All employees who work in a hazardous noise area shall be required to utilize ear protection equipment. The Airport ramp, active aircraft movement areas, and noise producing machinery locations, while not all inclusive, are considered hazardous noise areas. Certain designated employees will be required to take an audiogram on an annual basis. It is the employee's responsibility to adhere to the hearing protection policies and take audiogram tests as scheduled.

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L. SOLICITATION AND DISTRIBUTION

Employees may not engage in solicitation or distribution during working time. Working time does not include lunch or break periods or time before or after the employee's scheduled workday.

The distribution of literature by employees in work areas is prohibited. When approval is obtained from the Executive Vice President, CFO an employee may be permitted to solicit for charitable organizations.

Non-employees are prohibited from engaging in any form of solicitation or distribution. Employees observing such activities by a non-employee shall notify their supervisors immediately.

M. SERVING THE PUBLIC

Every person entering the Airport shall be treated with courtesy and respect. Serving the needs of tenants and the traveling public is an essential function of every employee's position. Employees shall remain informed, cooperative, and customer service oriented.

N. POLITICAL ACTIVITY

Authority employees are encouraged to exercise their rights as citizens, such as joining any political organization, attending political meetings, expressing political views, and voting with complete freedom in any election.

Authority employees are bound by federal and state legislation from participating in specific political activities. No employee, whose principle employment is in connection with an activity which is financed by federal funds, shall hold a partisan elected public office or take an active part in a partisan political campaign while on duty or within any period of time during which they receive compensation from the Authority. Employees shall not use their authority to make promises or in any way coerce an employee to support, oppose, or contribute to a political issue, candidate, or party. Employees shall not display any button, sign, decal, or other symbol of support for any political party or candidate for public office on their person or a vehicle used for official business while on duty or in the workplace.

Any employee who becomes a candidate for a nonpartisan office shall notify the President, CEO of such candidacy no later than the day after filing. On assuming a nonpartisan or appointed position, the employee shall notify the President, CEO. All notification must be in writing.

If an employee's assumption of a nonpartisan office requires a full-time commitment or is part-time and directly related to the employee's Authority responsibilities, the employee shall be terminated.

Any employee who violates any political activity policy provision shall be subject to disciplinary action up to and including termination. If found in violation of the law, the employee may also be subject to a civil monetary penalty.

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

The Sarasota Manatee Airport Authority Board of Commissioners last approved revisions to the Handbook on Monday, May 20, 2019. It is the responsibility of all employees to adhere strictly to the policies in the Handbook and other rules and regulations adopted by the Airport Authority.

Although most major areas of personnel policy are defined in the Handbook, it is recognized that situations may arise which are not specifically addressed. In these instances, Airport Authority management retains the right to interpret policy and take the course of action deemed appropriate. Interpretations will usually appear in management directives but may also be contained in memorandums.

This Handbook is not a contract of employment. Any employee may voluntarily leave employment or may be terminated by the Airport Authority at any time in accordance with provisions contained in this Handbook. Any oral or written statements to the contrary are disavowed and should not be relied upon by any prospective or present employees.

The contents of this Handbook are subject to change at any time at the discretion of the Sarasota Manatee Airport Authority Board of Commissioners. Employees shall be notified of any changes.

When policies are not consistent with collective bargaining agreement provisions, the Collective Bargaining Agreement shall govern.

The SMAA Employee Handbook is available for viewing on the SMAA intranet and website. A printed copy of the Handbook is also maintained in each department. If you would like to review the printed copy, please ask your supervisor.

I have accessed, read, and reviewed the policies and procedures in the revised Handbook and will comply with them.

Printed name of employee_____

Employee
Signature: _____ Date: _____

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