

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

## **SECTION SIX: WORK ENVIRONMENT**

Policy No.: 6-1  
Revision No.: 1

Effective: 06/16/2003  
Review Date: 09/10/2018,  
07/22/2021, 06/01/2022

### **Board Policy**

1. The Board will maintain regular hours of business operations, convenient to customers and conducive to employee needs and employee retention. Regular hours and changes to regular hours of operations will be posted and communicated to the employees and the public.
2. The Board will strive to ensure a safe and secure work environment. Violent behavior of any type will not be tolerated in any County work site or during work hours or while performing County functions. The Administrating Official will maintain procedures to prevent or respond to acts of violence by or against County employees.
3. Off-duty violent behavior by an employee that affects the ability of any employee to accomplish duties will not be tolerated.
4. The Board acknowledges the importance of establishing and maintaining a healthy, safe and drug-free workplace in compliance with all federal, state and local regulations related to workplace safety, employee health and preventing and detecting drug use.
5. Individuals who are authorized to use County vehicles or equipment are responsible for their safe operation in accordance with all applicable laws, regulations and instructions.
6. The County will maintain a workplace safety program, and procedures to maintain a safe, clean and healthy environment.
7. Personnel records will be maintained in accordance with Florida Statute Chapter 119.
8. The County Manager will establish procedures and guidelines for employees' use of County's information technology resources.

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County Manager

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County Attorney