


CENTRAL FLORIDA EXPRESSWAY AUTHORITY

MEMORANDUM

TO: CFX Board Members

FROM: Evelyn Wilson, Director of Human Resources 


DATE: June 8, 2016

SUBJECT: Human Resources Policies Updates

Board approval is requested for the updated Human Resources Policy, Drug and Alcohol Policy, and Internal Social Media Policy.

The Human Resources Policy has been updated to reflect the Central Florida Expressway Authority name and minor administrative changes. The Drug and Alcohol Policy and Internal Social Media Policy have been also updated to reflect best practices.

Reviewed by



Michelle Maikisch, Chief of Staff/Public Affairs Officer

HUMAN RESOURCES POLICY

**CENTRAL FLORIDA EXPRESSWAY AUTHORITY
HUMAN RESOURCES POLICY**

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CENTRAL FLORIDA EXPRESSWAY AUTHORITY

HUMAN RESOURCES POLICY

The Human Resources Department shall be responsible for the implementation and administration of the Policy.

All changes to this Policy require approval of the Central Florida Expressway Authority (CFX) Board of Directors. This Policy supersedes all previously adopted human resources policies.

I. EQUAL EMPLOYMENT OPPORTUNITY

CFX is an equal opportunity employer and makes employment decisions on the basis of merit. As an employer, CFX strives to have the best available person in every position. CFX shall recruit, hire, train, promote and compensate employees on the basis of competence and potential for advancement. CFX does not discriminate in employment, make any employment decisions, or take any employment actions because of race, color, sex, sexual orientation, national origin, religion, age, marital status, veteran's status, handicap not affecting qualifications for a particular position, disability of a qualified individual with a disability, or other classification protected by applicable federal, state, or local law.

II. AMERICANS WITH DISABILITIES ACT

CFX is committed to providing equal employment opportunities for individuals with disabilities in compliance with the Americans with Disabilities Act (ADA) and all other federal, state and local laws.

All employment decisions are based on the employee's ability to perform essential job functions in accordance with the defined criteria, not the disability of the individual.

III. EMPLOYMENT AT WILL

CFX is an at-will employer. This means that CFX can terminate the employment of any employee at any time, for any lawful reason, in its sole discretion, with or without notice.

IV. ANTI-HARASSMENT AND DISCRIMINATION POLICY

CFX is committed to a work environment free of harassment and discrimination. Harassment of any kind because of or related to race, color, gender, sexual orientation,

pregnancy, national origin, religion, age, marital status, veteran's status, disability, or any other protected category, whether by management, supervisors, or co-workers (or visitors, vendors, or contractors), will not be tolerated.

Any employee who believes that he or she has been a victim of discrimination and/or harassment must report the matter immediately to one of the following: 1) their supervisor, 2) Director of Human Resources, 3) CFX Ethics Officer, or, 4) the "Make a Difference" Hotline **(888-226-6043)**. In the event any allegation involves the Ethics Officer, the matter shall be reported to the Executive Director.

Notwithstanding the foregoing, any employee who is accused of harassment shall be subject to all state and federal laws, and any corresponding investigations and charges, governing or associated with same, as well as CFX's Ethics Policy.

Protection shall be afforded to a CFX employee disclosing information under the Florida Whistleblower's Act to any agency or official mentioned in F.S. 112.3187(6), in addition to the protections afforded to CFX employees by the Florida Whistleblower's Act, F.S. Sec. 112.3187-112.31895 and other similar provisions of law.

V. OPEN DOOR POLICY

Free and open communication between management and employees is essential to the success of CFX. We encourage employees to bring questions, suggestions and concerns to our attention. Careful consideration will be given to each suggestion and concern.

If an employee thinks there is a problem affecting the employee or the business of CFX, the employee should present the situation to his or her immediate supervisor so that the problem can be settled by review and discussion of the situation. Supervisors will be able to resolve most matters. In the event that discussion with the supervisor does not resolve the matter, the employee should refer the matter to the Director of Human Resources or the next level supervisor.

VI. PROBATIONARY PERIOD

There is a probationary period of 90 days for newly hired employees, which may be extended at the discretion of the Executive Director. During this time, the new employee's supervisor will observe his or her work habits, work performance, and other appropriate factors to determine whether continued employment is desirable. The employee should consult with the supervisor regarding performance during this period. A formal review is conducted at the end of the 90-day period.

VII. PERFORMANCE APPRAISALS

Appraisal of performance is an on-going process beyond the probationary period. Supervisors should frequently review employee performance in an informal way. However, CFX will conduct formal reviews once a year for each employee.

VIII. CORRECTIVE ACTION

In order to foster a professional working environment for all employees, and to maintain the success and reputation of CFX, the following corrective actions apply to conduct.

1. Matters pertaining to harassment shall be handled according to the policy in section IV.
2. The immediate supervisor will first advise an employee orally if he or she is not performing to acceptable standards.
3. If satisfactory improvements are not exhibited after an oral warning, a written warning will be given to the employee.
4. If the employee's performance does not improve to an acceptable level after a written warning, or where, in the discretion of management, preliminary warnings are not warranted further action will be recommended to the next level supervisor or Executive Director, which may include suspension or termination.

Nothing in this section shall affect in any way CFX employees' at-will status or due process rights prior to any adverse employment action on the part of CFX. Moreover, this section does not entitle an employee to receive progressive discipline and CFX may terminate an employee for even his/her first performance or disciplinary issue.

IX. COMPLAINTS

When an employee has a complaint in the employment environment and it is a hindrance to effective operations, the employee may make suggestions for improvement of such conditions, whether such conditions are the result of co-workers' conduct, supervisors' conduct, agency policies, inefficiencies, etc.

The employee shall report the complaint to his or her supervisor, the next level supervisor, the Human Resources Director, CFX Ethics Officer or the "Make a Difference" Hotline (888-226-6043) so that appropriate action may be taken in accordance with the Ethics Policy and state and federal law.

X. NEPOTISM (EMPLOYMENT OF RELATIVES)

Chapter 112.3135, Florida Statutes, Restriction on Employment of Relatives, is commonly referred to as the "Nepotism Law" for public agencies.

"Relative" is defined in Chapter 112.3135, Florida Statutes as the father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepdaughter, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

CFX further prohibits the employment of any relative of an employee from working in the same department without proper approval. This rule also prohibits any personnel action which places an employee under the line of authority of his or her relative. In no case may personnel action be taken that would result in an employee or successful applicant being placed in a position over his or her relative or that results in direct supervision (being the immediate supervisor, rater or reviewer) over his or her relative. CFX also prohibits the employment of any employee relative by CFX contractors or subcontractors when the employee participates in the selection of, recommend the renewal of, or approve invoices of the contractor or subcontractor.

XI. OUTSIDE EMPLOYMENT

Refer to Chapter 112.313 Florida Statutes, Conflicting Employment or Contractual Relationships. Outside work is prohibited while on CFX time or premises, and shall not conflict in any way with an employee's responsibilities and duties at CFX.

XII. JOB CLASSIFICATIONS

Under the Fair Labor Standards Act, employees are placed into one of two classifications, exempt and non-exempt, based on pay and position.

XIII. RESIGNATIONS AND TERMINATIONS

CFX hopes to retain good employees. However, employment with CFX is not by contract or for any specified time, regardless of length of service. Just as employees are free to leave for any reason, we reserve the same right to end our relationship with any employee, at any time, with or without notice, for any reason not prohibited by law.

XIV. LAYOFFS

Layoffs generally, but not always, occur for economic reasons. Regardless of the economic status of CFX, the agency may reduce its workforce or eliminate any position at any time it deems such elimination to be in the best interest of CFX. The timing and extent of any reduction of workforce or elimination of one or more positions shall be at the sole and exclusive discretion of CFX.

XV. FULL TIME/PART TIME

Employees are designated as full or part-time. Full-time employees are scheduled to work a minimum of thirty (30) hours per week on a regularly scheduled basis. Part-time employees are scheduled to work less than thirty (30) hours per week but not less than 20 hours per week on a regularly scheduled basis.

XVI. VACATION TIME

All employees are eligible for vacation time. Probationary employees are not eligible to take vacation time unless it is negotiated and approved in advance of beginning work with CFX. Vacation time is determined by length of service.

An employee may be paid for unused vacation leave upon (1) termination from employment, following six (6) months of continuous service, or (2) at the discretion of the Executive Director. In no case shall an employee receive payment for accrued vacation time in excess of 480 hours unless approved by the Executive Director.

XVII. OTHER TYPES OF LEAVE

A. Sick Leave

Employees accrue sick leave beginning the first day of active employment.

B. Bereavement Leave

In the event of a death in the immediate family, an employee may have time off, up to three (3) working days for an in-state memorial service, or five (5) working days for an out-of-state memorial service, with pay, which may be extended by the Executive Director in his or her discretion, to handle family affairs and memorial service attendance.

C. Military Leave

An employee who is actively serving in the United States uniformed services is eligible for military leave of absence. Upon return from military service, the employee will be eligible for re-employment and will be reinstated in the same or substantially similar position.

D. Jury Duty

Agency policy is to encourage employees to serve on jury panels. An employee who is summoned as a member of a jury panel will be granted administrative leave, with pay, for all hours required for such duty, but not to exceed the number of hours in the employee's normal workday. Any jury fees, if any, shall be retained by the employee.

E. Domestic Violence Leave

An employer shall permit an employee to request and take up to 3 working days of leave from work in any 12-month period if the employee or a family or household member of an employee is the victim of domestic violence or sexual violence. This leave may be with or without pay, at the discretion of the employer.

F. Personal Leave of Absence

CFX may grant personal leaves of absence, without pay, in some cases. A personal leave of absence that does not fall within vacation time or the Family and Medical Leave Policy may be granted up to a maximum of thirty (30) calendar days. An extension beyond thirty (30) days will be considered in the event of serious or extenuating circumstances and will be determined by the Executive Director.

G. Family and Medical Leave

FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period for:
- The birth of a child and to care for the newborn child within one year of birth;
- The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- To care for the employee's spouse, child, or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform the essential functions of his or her job;

H. Military Caregiver Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a member or a covered veteran of the Armed Forces, including the National Guard or Reserves, is entitled to take up to 26 weeks of leave in a single 12-month period to care for the service member who is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. This 12-month period is measured from the first day an employee takes off to care for his or her service-member relative. The amount of Military Caregiver Leave to which an employee is entitled shall be reduced by the amount of other FMLA leave taken during the 12-month period. Military Caregiver Leave may be taken on an intermittent or reduced-

schedule basis.

I. Qualifying Exigency Leave

Eligible employees with a spouse, child, or parent of a covered service member who is on (or has been notified of an impending call to) “covered active duty” in the Armed Forces, including the National Guard or Reserves, may take up to the normal 12 weeks of leave because of any "Qualifying Exigency." “Covered active duty” is duty during deployment to a foreign country pursuant to federal law.

XVIII. VOTING

CFX encourages its employees to participate in the election of government leaders. Therefore, for primary and general state and federal elections, one (1) hour time off is allowed to exercise this right. The employee should schedule this time off with his or her supervisor to ensure proper work coverage.

XIX. HOLIDAYS

Employees are eligible for the following paid holidays:

New Year's Day	Veterans Day
Martin Luther King's Birthday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day
Labor Day	

XX. PERSONAL HOLIDAY

Each employee is entitled to one (1) personal holiday per calendar year. This holiday will be credited to the employee's vacation balance on his or her birthday and may be accrued to the same limits as regular vacation time.

XXI. HEALTHCARE BENEFITS

CFX provides employees with medical, vision, dental, life and disability insurance options. Other healthcare benefits may be offered at the discretion of CFX. Legislative mandates require each employee to pay the enrollee portion of the basic medical insurance premium

Life Insurance

CFX offers a group life insurance plan that provides basic protection to all full time employees. CFX pays for a policy in the amount of one times the employee's annual salary.

Workers Compensation

Injuries incurred on the job must be reported to the employee's supervisor and the Director of Human Resources immediately.

XXII. RETIREMENT PLANS/DEFERRED COMPENSATION

Retirement Plans

All full time and permanent part-time employees are eligible to participate in the Florida Retirement System (FRS).

Deferred Compensation (457(b) Plan)

CFX has established a deferred compensation plan for employees, under Section 457(b) of the Internal Revenue Code. The plan is maintained for the exclusive benefit of employees and is intended to comply with the deferred compensation plan requirements of Section 457(b), Internal Revenue Code regulations and other applicable law.

XXIII. EMPLOYEE ASSISTANCE PROGRAM

CFX provides an Employee Assistance Program (EAP). EAP provides confidential counseling to employees and their dependents.

XXIV. EDUCATIONAL/TUITION REIMBURSEMENT

CFX's Executive Director may approve reimbursement to its employees for the cost of books, tuition and fees for College Level Equivalency Program (CLEP) exams and other expenses for accredited courses related to the employee's field of work, from any Florida public, accredited college or university. Documentation of a passing grade is required.

XXV. PROFESSIONAL MEMBERSHIPS

CFX encourages employees to maintain memberships in professional organizations. CFX will pay one hundred percent (100%) of annual membership dues for professional organizations for each permanent full time employee, subject to supervisor approval.

XXVI. SECURITY POLICY

All employees are required to read, understand, acknowledge and follow the CFX Security Policy and Employee Security Guidelines Handbook. This document will be provided by Human Resources to all new hires. It will also be available to all employees in electronic form on the CFX Intranet site.

XXVII. ATTENDANCE

CFX expects employees to be at work, on time, and to work a full workday. An employee who will be absent from work for any reason must notify their Supervisor at or before the employee's scheduled start time.

XXVIII. PERSONAL APPEARANCE

What we wear to work is a reflection of the pride we have in CFX. It is important for all employees to present a professional appearance, following these guidelines:

- A. Clothing must not constitute a safety hazard.
- B. All employees should practice common sense rules of cleanliness, professionalism, good taste and comfort. Provocative or distracting clothing is prohibited.
- C. Tank tops, tee shirts, ripped clothes, midriff tops, shorts, jogging suits, hats, flip flops, and similar apparel are not permitted.
- D. Exceptions will be made for religious attire, as long as it does not constitute a safety hazard to the wearer or to other people and does not interfere with the daily business of CFX. Other exceptions may be determined by the Executive Director.

XXIX. PERSONAL PROPERTY

CFX's insurance policies do not include coverage for employees' personal items. CFX will not reimburse any employee for personal items that are stolen or damaged at CFX office.

XXX. ELECTRONIC MAIL POLICY

E-mail is a method of communicating within CFX, as well as with outside customers. Effective e-mail management uses e-mail protocol, which is simply a principle of courtesy and respect for your colleague's time and energy.

You should understand that you do not have a reasonable expectation of privacy in e-mail communications. CFX reserves the right to retrieve and read e-mail communications.

XXXI. INTERNET POLICY

It is CFX's policy to make business use of the Internet in a manner that is consistent with all other policies governing the conduct of our business and our employees. Using CFX's facilities or equipment to access the Internet in unethical or inappropriate ways, for personal gain or for any business purposes other than CFX's business is strictly forbidden and may be considered cause for disciplinary action up to, and including, termination.

XXXII. INTERNAL SOCIAL MEDIA POLICY

CFX respects the right of employees to use social networking sites (e.g., Twitter, LinkedIn, Facebook, Instagram) for self-expression away from the workplace. Refer to the CFX's Internal Social Media Policy for additional information and guidance.

XXXIII. SAFETY

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

XXXIV. VIOLENCE-FREE WORKPLACE

CFX expects employees to treat everyone they meet with courtesy and respect. Threatening, abusive, or vulgar language has no place at work.

CFX will not tolerate threatening, abusive, or vulgar language from employees while they are at work, conducting CFX business, or attending CFX related business or social functions.

If an employee witnesses or encounters a threatening situation or the potential of harm to an employee, supervisor, member, visitor or customer, he or she is to contact law enforcement (911) immediately.

XXXV. DRUG AND ALCOHOL POLICY

CFX is committed to a drug/alcohol free work environment. Please refer to CFX's Drug and Alcohol Policy.

XXXVI. SMOKING POLICY

Smoking may only be conducted outside of any CFX owned or leased building, and shall be done only in designated outside smoking areas.

XXXVII. ETHICS POLICY

CFX employees are required to read, understand, acknowledge and comply with CFX's Ethics Policy, which is posted on the CFX website and intranet.

XXXVIII. CHANGES IN EMPLOYEE INFORMATION

CFX maintains up-to-date personnel files on all employees. All records will be kept current. This information is used for the administration of benefits, record keeping, notification in case of emergency, etc.

XXXIX. AGENCY VEHICLES

CFX owned or leased vehicles are to be used for CFX business only. No personal use of CFX vehicles is permitted.

XL. EMPLOYEE VEHICLES

Any employee owned or leased vehicle used on CFX business or time (i.e. more than merely driving to and from work) must be appropriately insured.

DRUG AND ALCOHOL POLICY

Central Florida Expressway Authority

Drug and Alcohol Policy

The Central Florida Expressway Authority (CFX) is committed to a Drug/Alcohol-Free work environment. The safety of the employee, fellow employees, the public, public property and equipment is placed in jeopardy when an employee is under the influence of drugs or alcohol. It is the policy of the Agency that the unlawful manufacture, sale, distribution, dispensation, possession or use of drugs or alcohol, or being under the influence of drugs or alcohol constitutes grounds for termination of employment with the agency. Drug testing of CFX employees is compliant with the Drug-Free Workplace program outlined in the Florida Statutes.

Employees are encouraged to obtain help from the Employee Assistance Program (EAP) before drug and/or alcohol problems surface in the workplace. Information will be made available to employees regarding accessing EAP services.

The Agency will not terminate an employee based solely on the employee's voluntarily seeking treatment for a drug or alcohol problem provided that the employee has self-identified to management and sought treatment prior to being required to test.

CFX will take disciplinary action, up to and including termination, against any employee who violates this drug and alcohol policy.

Types of Testing

To allay public concerns regarding drug and alcohol abuse by CFX employees and to mitigate the danger to the public and other employees in the workplace, employees will be subject to the following types of drug and alcohol testing:

1. Post Accident

Employees involved in any work-related accident, whether vehicular or non-vehicular, will be required to submit to a post-accident drug and or alcohol test if they have caused, contributed to, or been involved in an on-the-job accident while engaged in agency business in which:

- Property damage has occurred, and/or
- A life is lost, and/or
- The employee was cited for a moving traffic violation as a result of the occurrence and/or
- The employee's vehicle has been towed from the scene, and/or
- There has been bodily injury to any person, and as a result of this accident medical attention is required

Post accident drug testing is to be completed no later than twenty-four (24) hours following the injury/accident. Failure to complete this test within twenty-four (24) hours must be documented by management.

Any positive result or refusal to test, which is the same as a positive result, will lead to termination and could lead to workers' compensation benefits being suspended. If post accident alcohol testing is to be administered, it cannot be any later than eight (8) hours following the accident. Employees who are suspected of being under the influence of alcohol are to refrain from using alcohol for up to eight (8) hours following the injury/accident, or until testing has been completed. Failure to complete this test within eight (8) hours must be documented by management.

Any positive result or refusal to test, which is the same as a positive result, will lead to termination and could lead to Workers' Compensation benefits being suspended. Employees who are involved in a vehicular accident while on duty who is suspected of being under the influence of alcohol will have blood drawn to determine their blood alcohol content.

2. Workers' Compensation Notice of Injury

When a notice of injury report is submitted, and the employee receives medical attention, the employee will be tested for the presence of drugs and/or alcohol.

If an employee is injured in the course of employment and the employee tests positive for drugs and/or alcohol, he or she may forfeit eligibility for medical and indemnity benefits provided under the Workers' Compensation Act, pursuant to Florida Statutes and the employee will be terminated.

3. Reasonable Suspicion

Any employee may be required to submit to a reasonable suspicion alcohol and/or drug test as deemed appropriate by management. On the job accidents may be considered reasonable suspicion of drug/alcohol use. Management will make a determination that a test is required based on specific observations concerning two or more of the following: performance, appearance, behavior, speech, and/or body odors.

If an employee is observed using drugs and/or alcohol just before, or during the performance of their job function, he or she may be required to submit to a drug or alcohol test.

Testing Process and Results

Employees, who have a confirmed positive test, refuse to be tested, submit false samples or tampers with test samples during the drug testing process for drugs and/or alcohol will be terminated.

Should there be an Administrative or Civil Action brought against the lab regarding results, it is the responsibility of the employee to notify the laboratory of any Administrative or Civil Action brought pursuant to Florida Statutes.

Management who has a reasonable suspicion that an employee might be under the influence of drugs or alcohol must document the observations and the performance behavior on the confidential Reasonable Suspicion form. If possible, the supervisor should have another supervisor observe

and document the employee's behavior to corroborate the reasonable suspicion. The Human Resources department will provide this form.

Employees are required to inform their immediate supervisor of any medications that may impair their ability to perform the functions of their job prior to reporting for duty. CFX reserves the right to remove employees from duty without pay until a physician clears the employee via written confirmation that they may safely return to the position.

Test refusals include, but may not be limited to the following:

Failure to appear for a test in the timeframe specified without supervisory justification

Failure to remain at the test site until the testing process is complete

Failure to provide a sufficient volume of urine, or breath without a valid medical explanation for the failure

Failure to undergo a medical examination to verify insufficient volume

Failure to cooperate with any part of the testing process

Failure to permit the observation or monitoring of specimen donation when so required

Failure to take a second test required by the employer or collector

In addition to alcohol, employees will be tested for the following substances:

Amphetamines

Cocaine Metabolites

Marijuana Metabolites

Opiate Metabolites

Phencyclidine

Methaqualone

Barbiturates

Benzodiazepines

Methadone

Propoxyphene

A list of over the Counter and prescription drugs which could alter or affect drug test results may be obtained from the Director of Human Resources.

Rehabilitation

Depending upon the circumstances of the rehabilitation process, the employee may return to the regular work assignment or be placed on a temporary work assignment. If no such assignment exists or is feasible, the employee may use appropriate leave balances.

Test Results

Test results shall be considered confidential by the agency and may be disclosed to management on a need-to-know basis only, or to any person upon the written consent of the employee. Laboratories, employee assistance programs, drug and alcohol rehabilitation programs, and their agents who receive or have access to drug and alcohol test results shall keep all information confidential.

INTERNET SOCIAL MEDIA POLICY

Central Florida Expressway Authority Internal Social Media Policy

At CFX, we understand that social media can be a fun and rewarding way to share life events and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist in making responsible decisions about use of social media, CFX has established guidelines for appropriate use of social media.

Guidelines

These guidelines are intended to provide reasonable guidance for online behavior by employees. They are not to be construed as an attempt to abridge anyone's legal rights.

In the rapidly expanding world of electronic communication, social media can mean many things. It encompasses a broad range of online activity, all of which can be traced back to its origin. Social media includes multiple means of communicating or posting information or content of any sort on the internet, including to individual's own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with CFX, as well as any other form of electronic communication.

It is important for all employees to remember that an employee of CFX is a representative of the Agency and are subject to public scrutiny and public records. Ultimately, individual employees are solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. It is also important to think about personal safety and protecting information that should be private. Take time to explore the privacy settings on the various social networking websites.

Know and follow the rules

Employees will be held responsible for any actions that violate CFX policies and/or federal, state and local laws. For example, postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject individuals to disciplinary action, up to and including termination.

Be respectful

Be fair and courteous to fellow employees, customers, vendors, and people who work on behalf of CFX. Also, keep in mind that individuals are more likely to resolve work related complaints by speaking directly with co-workers or by utilizing the open door practices than by posting

complaints to a social media outlet. Nevertheless, if individuals decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include maliciously false posts or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or CFX policy.

Be honest and accurate

Make sure to only post honest and accurate information or news, and if a mistake is made, correct it quickly. Remember that the internet archives almost everything; therefore, even deleted postings can be searched. Never post any information that is known to be false or rumors about CFX, fellow employees, customers, vendors, or people working on behalf of CFX.

Post only appropriate content

Do not create a link from personal blogs, websites or other social networking sites to a CFX website without identifying the source as a CFX employee. What is published on an outside blog and social media sites should not appear to be endorsed by or originated from CFX. If individuals choose to list work affiliation on a social network, then it should include a disclaimer associated with any posts concerning CFX that "the views expressed are of the author and do not reflect the views of CFX." Follow the terms and conditions of use that have been established by each venue used for social networking activities and don't post any information or conduct any online activity that may violate applicable local, state or federal laws or regulations. Identify all copyrighted or borrowed material with citations and links. When publishing any material online that includes another's direct or paraphrased quotes, thoughts, ideas, photos, or videos, always give credit to the original material or author, where applicable. Content never disappears entirely once it's been posted. Ensure that all postings are factually and grammatically correct. Take consideration when posting information about travel schedules, personal contacts, away messages, etc., as other internet users could have access to daily patterns and result in vulnerability to crime. Please use common sense when publishing anything on the internet or visiting websites.

Using social media at work

Unless use of social media is work-related pursuant to Agency policy or authorization from the department manager, employees should refrain from accessing social media sites from equipment provided by CFX. Unless work related, individual use of social media from any device should be limited to non-work hours such as bona fide meal periods, or times before or after clocking in for work. Employees may not use CFX email addresses to register on social networks, blogs or other online tools utilized for personal use.