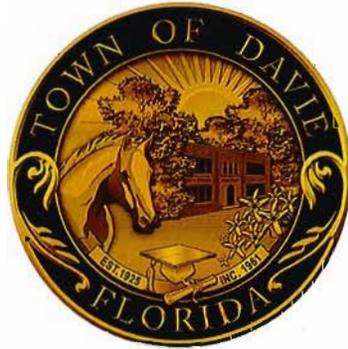


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**CODE OF EMPLOYMENT
SOP #20-001**

September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision

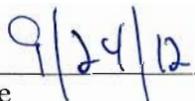
APPROVALS:



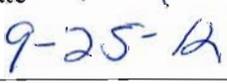
Author



Town Administrator



Date



Date

1-1. POLICY.

In order to communicate to all employees the fundamental principles and mutual rights and obligations comprising the relationship of employment between the Town of Davie and its personnel, it is the policy of the Town of Davie to employ people on the basis of their qualifications and with assurance of equal opportunity and treatment regardless of race, religion, color, sex, age, national origin, disability, or marital status as set forth in Florida Statutes, Chapter 760.01. or citizenship status as set forth in Federal Law. Employees of the Town of Davie are “employees at will” and employed in accordance with the Employment at Will doctrine under Florida Law, unless their status is modified by a collective bargaining agreement, Town Resolution, or Town Ordinance.

1-2. SCOPE.

This operating procedure applies to all full-time and part-time employees of the Town of Davie.

1-3. PROCEDURE.

- a.** In its continuing effort to implement fair and effective personnel policies, guidelines and practices, the Town of Davie intends:
 - 1.** To employ people on the basis of their qualifications and with assurance of equal opportunity and treatment regardless of race, religion, color, sex, age, national origin, disability, or marital status as set forth in Florida Statutes, Chapter 760.01. or citizenship status as set forth in Federal Law.
 - 2.** To provide salaries and employee benefits which bear a fair and reasonable relationship to the work performed;
 - 3.** To establish reasonable hours of work;
 - 4.** To maintain safe and healthful working conditions;
 - 5.** To provide systematic work related training during normal duty hours whenever possible, for those whose needs, capabilities, and desires warrant such training;
 - 6.** To welcome constructive suggestions which relate to methods, procedures, working conditions, and the nature of the work performed;
 - 7.** To establish procedures for employees to discuss freely any matter of interest or concern with their immediate Supervisors or Department Directors; and
 - 8.** To permit each employee as much discretion and responsibility in performing their duties as is consistent with a well-coordinated and effective operation.
-

b. The Town of Davie expects all employees:

1. To give a productive day's work;
 2. To arrive at their departments or work assignments on time;
 3. To demonstrate a considerate, friendly, and constructive attitude toward all people; and
 4. To adhere to all of the Policies and Guidelines adopted by the Town of Davie.
-