



**FLORIDA SUPPLEMENT
2023**

ComplianceHR

Note: This Employee Handbook is not intended to apply to any particular employer or to provide legal advice or opinion. Such advice may only be given when related to specific handbooks and specific fact situations. In no circumstances should any employee handbook be adopted and issued to employees before the final draft has been approved by experienced labor counsel. These employee handbook templates generally include policies prompted by federal and state laws in the employee policy context, as well as leave of absence and scheduling policies intended to comply with local laws in major municipalities (i.e., those with 100,000 residents or more). The handbook templates do not include the following: social media policies; drug-testing policies; policies related to municipal laws other than those specified above; or policies specific to government contractors or certain industries. Generally, the templates do not address industry-specific requirements, except where indicated.

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GENERAL INFORMATION

About This Florida Supplement

Dahl Consulting (“The Company”) is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Florida employees will receive the Company’s national handbook (“National Handbook”) and the Florida Supplement to the National Handbook (“Florida Supplement”) (together, the “Employee Handbook”).

The Florida Supplement applies only to Florida employees. It is intended as a resource containing specific provisions derived under Florida law that apply to the employee’s employment. It should be read together with the National Handbook and, to the extent that the policies in the Florida Supplement are different from, or more generous than; those in the National Handbook, the policies in the Florida Supplement will apply.

The Florida Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. **Only the President/Owner of the Company or that person’s authorized representative has the authority to enter into an agreement that alters the at-will employment relationship and any such agreement must be in writing signed by the President/Owner of the Company or an authorized representative.**

If employees have any questions about these policies, they should contact their DAHL Representative.

COMMITMENT TO DIVERSITY

Equal Employment Opportunity

As set forth in the National Handbook, the Company is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Florida law, which prohibits discrimination and harassment against any employees or applicants for employment based on race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), pregnancy, national origin or ancestry, age, handicap, marital status, genetic testing, HIV or AIDS (actual or perceived) or based on sickle cell trait or testing. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

PAY PRACTICES

Meal Breaks for Minors

Employees under the age of 18 (with certain exceptions) who work four or more consecutive hours in a day will be provided a 30-minute uninterrupted meal break.

During the break employees will be relieved of all duties. The uninterrupted 30-minute meal break will be unpaid for nonexempt employees.

Any employee who is unable to take all of the breaks to which they are entitled in accordance with this policy, or who has been prevented or discouraged from taking a break to which they are entitled under this policy, should immediately notify their DAHL representative.

All nonexempt employees must record their meal breaks.

TIME OFF & LEAVES OF ABSENCE

Military Leave

An employee will not be discriminated against because the employee either: (1) belongs to the National Guard and is required to report for active duty; or (2) has an obligation as a member of a reserve component of the United States armed forces. Florida employees who are members of the National Guard may take unpaid military leave when ordered to state active duty.

Members of the National Guard who take leave under this policy must notify the Company of their intent to return to work promptly upon the completion of active duty. Members of the National Guard may, but are not required to, use any accrued vacation or similar paid leave during military leave.

Employees who are members of the Florida National Guard or the United States reserves who are called to active national or state duty are eligible to continue health insurance coverage, for themselves or their dependents, at the premium in effect prior to the military leave. If the employee elects not to continue coverage while on active duty, the Company will, at the employee's request, reinstate coverage upon return from active duty. Such coverage will be reinstated without the employee having to satisfy a waiting period and without a disqualification for any condition that existed at the time the employee was called to active duty.

Civil Air Patrol Leave

Eligible employees who are members of the Civil Air Patrol will be allowed up to 15 days of unpaid leave annually for the purpose of participating in Civil Air Patrol training or missions. Employees will not be required to use accrued vacation, sick leave or any other type of accrued leave prior to taking unpaid Civil Air Patrol leave, but may choose to use such benefits.

Employees are eligible for leave if they are senior members of the Florida Wing of the Civil Air Patrol with at least an emergency services qualification and have worked for the Company for at least 90 days prior to the start of leave.

The Company will not terminate, reprimand or otherwise penalize a Civil Air Patrol member because of his or her absence due to the use of Civil Air Patrol leave.

Employees must promptly notify the Company of his or her intent to return to work following the completion of Civil Air Patrol leave.

Employees returning from Civil Air Patrol leave will receive the seniority they had as of the date their leave began, and any other rights and benefits they would receive as a result of such seniority. Employees returning from Civil Air Patrol leave will also receive any additional seniority they would have attained if they had remained continuously employed, and any other rights and benefits they would receive as a result of such seniority.

Civil Air Patrol members returning to work from leave will not be terminated for a year after the date the employee returns to work, except for cause.

Domestic or Sexual Violence Victim Leave

Employees who are victims of domestic or sexual violence or that have a family or household member who are a victim of domestic violence may take up to three working days of unpaid leave time within a 12-month period. Employees employed with the Company for three or more months are eligible for this leave.

“Family or household member” is defined as “spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married.”

Employees may use leave available under this policy to:

Seek an injunction for protection against domestic violence or an injunction for the protection in cases of repeat violence, dating violence or sexual violence;

Obtain medical care and/or medical health counseling for the employee, a family member, or household member to address physical or psychological injuries resulting from domestic or sexual 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 or sexual violence;

Make the employee’s home secure from the perpetrator or seek new housing to escape the perpetrator; and/or

Seek legal assistance in addressing issues arising from the act of domestic or sexual violence or to attend and prepare for a related court proceeding.

Except in cases of imminent danger to the health and safety of the employee or a family member, employees needing domestic or sexual violence leave must provide the Company with at least 48 hours advance notice. The Company may require employees to provide certification of the purpose of the leave in the form of a letter from a volunteer services organization, police report or court record or other corroborating evidence.

Jury and Witness Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they respond to a jury service summons or subpoenas, attend court for prospective jury service or serve as a juror.

Employees must provide their supervisor with notice of any jury summons or subpoena on the next day they return to work after the receipt of the summons or subpoena. Verification from the court clerk of having served may be required.

The Company also will not terminate an employee based on an absence resulting from compliance with a subpoena to appear as a witness or based on the nature of the person's testimony.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

Jury Duty Leave (Miami-Dade County)

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced or penalized because they request or take leave in accordance with this policy.

Employees must provide their immediate supervisor with notice of any jury summons or subpoena at least five workdays before jury duty services. Verification from the court clerk of having served may be required.

Full-time employees (those who are regularly scheduled to work at least 35 hours per week) will receive their regular compensation during absences for jury service. Compensation for absences due to jury service does not include commissions, overtime pay or compensation for more than eight working hours per day. For part-time employees, time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

Jury Duty Leave (Broward County)

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced or penalized because they request or take leave in accordance with Company policy.

Full-time employees (those who are regularly scheduled to work at least 35 hours per week) will be excused from work during each day they provide jury service within Broward County, regardless of whether their regular work schedule falls within the daily time period for jury service. Verification from the court clerk of having served may be required.

Full time employees summoned to jury service within Broward County will receive their regular compensation for up to five working days on which they report for jury duty or serve as a juror or on a venire panel so long as the employee provides their immediate supervisor with notice of any jury summons or subpoena at least five workdays before jury duty services. Compensation for absences due to jury service in Broward County does not include commissions, overtime pay or compensation for more than eight working hours per day.

Family and Medical Leave—Miami-Dade County Employees

Eligible employees may take family and medical leave in accordance with the family and medical leave policy (“FMLA policy”) set forth in the National Handbook. In addition to the group of family members for which an employee may take FMLA leave, eligible employees working in Miami-Dade County may also take leave to care for a grandparent with a serious health condition. Such leave will be under the same terms and conditions as leave is permitted under the FMLA policy to care for a parent with a serious health condition. For purposes of this policy, “grandparent” means a grandparent of the employee for whom the employee has assumed primary financial responsibility.

Eligible employees are those that work in Miami-Dade County for at least 12 months and have at least 1,250 hours during the previous 12-month period.

The length of leave permitted is 12 workweeks in a 12-month period to run concurrently with any leave provided under the federal FMLA.

Domestic Violence Leave—Miami-Dade County Employees

Eligible employees located in Miami-Dade County may take up to 30 working days of unpaid leave in any 12-month period if the employee or his or her dependent child is the victim of domestic violence. Employees may take up to three working days of unpaid leave within any 12-month period when the employee’s family or household member, other than a dependent child, is the victim of domestic violence.

Eligible employees are those who:

Have been continually employed by the Company for at least 90 days;
Worked at least 308 hours or more during the 90-day period; and
Have exhausted all accrued paid vacation, sick and personal leave.

Employees may use leave under this policy to:

Obtain medical and dental treatment for conditions resulting from domestic violence, including treatment for the employee's dependent children;
Obtain legal assistance relating to domestic violence, including criminal prosecution and protective orders as well as divorce, child custody and child support;
Attend court appearances relating to domestic violence;
Receive counseling or support services for the employee or the employee's dependent children; or
Permit other arrangements necessary to provide for the safety and well-being of the employee.

Employees may take leave under this policy intermittently or on a reduced schedule basis. However, if an employee requests intermittent or reduced schedule leave that is foreseeable, the Company may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and better accommodates recurring periods of leave.

Employees requesting leave, except in cases of imminent danger to the health or safety of the employee, dependent child or other family or household member, must provide seven days' notice prior to the proposed first day of leave. The notice must include the reason for requesting leave and sufficient documentation to show that the employee qualifies for leave. This documentation may include, but is not limited to, copies of restraining orders, police reports, orders to appear in court and/or certifications issued by an authorized person from a health care provider, attorney of record, counselor, law enforcement agency, clergy, domestic violence advocacy agency, domestic violence center or domestic violence shelter.

Eligible employees who return from domestic violence leave will be restored to the position held prior to their leave or placed in an equivalent position, with equivalent employment benefits, pay, and other terms and conditions of employment. However, restored employees will not accrue seniority or employment benefits during any period of leave nor will they receive any right, benefit or position of employment other than any right, benefit or position to which the employee would have been entitled had the employee not taken the leave.

To the extent that there is overlap between leave taken under this policy and leave taken under the Domestic or Sexual Violence Victim Leave policy in the Florida Supplement, the leaves will run concurrently.

Employees will not be terminated, demoted, suspended, retaliated against, or in any other manner discriminated against for exercising their rights under this policy.

WORKPLACE SAFETY AND SECURITY

Weapons in the Workplace

In the interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the National Handbook, the Company generally prohibits the presence or use of firearms and other weapons on the Company's property, regardless of whether or not the person is licensed to carry the weapon

In compliance with Florida law, the Company permits employees who lawfully possess firearms or ammunition to store their firearms or ammunition inside their locked, privately-owned vehicles in the Company's parking lots or other parking areas provided by the Company. Such lawfully possessed firearms and ammunition may not be removed from the employees' personal vehicle or displayed to others.

Smoke-Free Workplace

The Company prohibits smoking, including vaping, in the workplace. Employees wishing to smoke or vape must do so outside company facilities during scheduled work breaks.

Employees who observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their DAHL representative. Employees will not be disciplined or retaliated against for reporting smoking that violates this policy.

Employees who violate this policy may be subject to disciplinary action up to and including termination of employment.

Cell Phone Use/Texting While Driving

As is set forth in the National Handbook, the Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes or driving a company-owned vehicle. Employees should also be aware that, in addition to being a violation of Company policy, it is a violation of Florida law to operate a motor vehicle while using a wireless communication device to type, send or read a non-voice communication, including texting, e-mailing and instant messaging.