

**North Miami Community Redevelopment Agency**

**Policies and Procedures Manual**

**October 2007**

**NMCRA Proposed Policy and Procedures Manual adopted by the CRA Board on 102307**



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**Statement of Purpose for the NMCRA  
Policies and Procedures Manual**

**This manual is intended to serve as the authoritative reference source relative to the Policies and Procedures of the North Miami Community Redevelopment Agency (NMCRA). The manual contains policies and procedures as approved by the NMCRA Board of Commissioners and governed by applicable laws in the areas of accounting, purchasing and personnel. The manual will be updated on a periodic basis as required in whole or in part.**



## I. ACCOUNTING POLICIES AND PROCEDURES

### INTERNAL CONTROL POLICY

#### STATEMENT OF PURPOSE

The North Miami Community Redevelopment Agency (NMCRA) recognizes the fiduciary responsibility to adequately safe guard all of its assets and to assure that they are used solely for authorized purposes. In accordance with this responsibility the Agency will adopt and comply with its internal control policy.

#### GOVERNING AUTHORITY

The Internal Control Policy of the NMCRA conforms to U.S. generally accepted accounting principles applicable to governmental units. The Agency is an independent government agency that was fully established in accordance with Chapter 163 of Florida Statutes on June 7, 2005 by the City of North Miami and Miami Dade County.

#### OBJECTIVE

It is the objective of the NMCRA to establish and adhere to written policies and systems to prevent fraud, waste, and mismanagement. The NMCRA will establish effective control and accountability for all cash, real and personal property and other assets. In accordance with the by-laws, the NMCRA shall comply with applicable Florida law and all regulations of the Florida Department of Financial Services, or its successor, regarding uniform accounting practices and procedures for units of local government.

#### STRATEGY FOR INTERNAL CONTROL

The internal control system shall be comprised of the following practices, methods and procedures which will safeguard assets, produce accurate accounting data, contribute to efficient operations and encourage adherence to management policies, other regulations and limitations:

1. **Financial and Accounting controls shall be implemented to ensure that transactions are properly recorded, financial reporting is accurate, and assets are safe guarded against loss from unauthorized use.**
  - a) Detailed financial policies and procedures in accordance with governing authority shall be written and adopted by the NMCRA Board of Commissioners.
  - b) In accordance with the NMCRA by-laws, all funds of the CRA shall be used only for purposes permitted by applicable law. Funds shall be distributed only at the direction or with the approval of the CRA Board



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or as provided for in accordance with these By-Laws, and pursuant to an adopted budget. All funds disbursed shall be supported by appropriate requisitions signed by the Executive Director.

Notwithstanding the foregoing, except for employee compensation, no single or cumulative obligation requiring a disbursement in excess of Twenty-Five Thousand Dollars (\$25,000.00) to any one individual, person or corporate entity shall be made unless specifically approved by the CRA Board.

- c) In accordance with the NMCRA by-laws, the Executive Director, subject to the direction of the CRA, shall have control and be responsible for the internal supervision and control of the accounts of the CRA. The Executive Director may assign a member of the CRA staff to assist in carrying out this responsibility. The Executive Director may not delegate the power to sign checks or otherwise disburse the funds of the CRA; provided, the CRA Board of Commissioners may approve a designee recommended by the Executive Director under such terms and circumstances, including the absence or incapacitation of the Executive Director, as may be prescribed. The Executive Director shall have the authority to sign all checks or authorize all electronic fund transfers to pay for the obligations of the CRA as provided in accordance with these By-Laws, the approved budget, approved contracts, and the specific actions of the CRA. All checks or disbursements of funds in excess of Twenty-Five Thousand Dollars (\$25,000.00) shall have the additional signature of the Chair and approval of the CRA Board.
- d) Original copies necessary to create a chain of documentary evidence of each transaction shall be maintained (retention of records shall be in accordance with City, County and State regulations).
- e) Clearly established separation of duties and responsibilities shall be provided for each staff member to follow.
  - Bank statements are to be reconciled each month by the Finance Manager; this reconciliation should be reviewed and approved by the Executive Director or a higher level employee not involved in the check preparation process as designated by the Executive Director.
  - Employees who initiate transactions (i.e. acquisition, custody or disposition of assets) should have no responsibility for the accounting function related to the recording and posting of these transactions.



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- Payroll should be distributed by an employee who is not involved in the preparation of the payroll, supervision of employees, approval of time records or signing paychecks.
- Petty cash should be reconciled and counted by an employee that is not a custodian of that fund.
- Mailed checks should not be allowed to return directly to the person who prepared or initiated them.
- Mailed receipts of funds should be opened and a record of the money received should be prepared by an employee independent of other financial duties.
- From time to time but no less frequently than yearly, inventories should be verified by an employee other than the custodian of that inventory.

### 2. Proof and checks, and supervisory review should ensure employee discharge of duties to minimize opportunity for malfeasance.

#### Cash Receipts

- a) Receipts of cash should be documented by issuance of a computer generated receipt or a pre-numbered cash receipt as appropriate.
- b) All cash receipts are to be immediately recorded upon the books and deposited in an account.
- c) Validated duplicate deposits: tickets or slips should be obtained for each deposit made.
- d) Daily deposits should be reviewed by some-one other than the employee responsible for the collections.
- e) Employees are prohibited from having custody of any un-recorded cash or negotiable documents of the Agency.

#### Payrolls



- a) The payroll should be checked at regular intervals against the personnel records.
- b) Clerical operations involved in the preparation of payroll checks should be double-checked before the checks are printed and issued.
- c) Payroll checks should be prepared using approved time and attendance reports.

#### **Purchases and Expenditures**

- a) All expenditures must be preceded by approved requisition indicating source and use of funds.
- b) Purchase Orders should be pre-numbered or controlled by computer application, and accounted.
- c) Invoices should be delivered directly to the Finance Manager (Section) and compared against purchase orders and receiving reports.
- d) Vouchers should be examined by responsible individuals for completeness and required approvals.
- e) Purchases for employees are prohibited.
- f) Voided PO's are to be mutilated and retained for future examination.
- g) All purchases are to be made in accordance with the Agency's procurement policy.

#### **Property and Equipment**

- a) A property ledger is to be maintained and balanced monthly against the general ledger.
- b) A complete physical inventory is to be made of all property and equipment at least annually.
- c) Disposition of property is to be authorized in accordance with policy and properly recorded.

**3. Budget controls are to be established to set objectives and to allocate available resources for individual programs and for NMCRA as an**

**organization. A consolidated budget should be prepared; however, individual budgets must be prepared for each NMCRA funded program/project. In accordance with the by-laws, the NMCRA Executive Director is to prepare an annual budget and work program for the CRA Board's approval for each fiscal year, and such other budgets as the Board of Commissioners may determine.**

- a) Budgets are to be monitored on an on-going basis.
- b) Any activity representing a departure from approved budget must be presented to the NMCRA Board of Commissioners for budget revision approval. As per the by-laws, the CRA shall not expend any funds other than those in the budget or otherwise authorized by the Board, provided that the Commissioners shall have the power to amend its budget as may from time to time be necessary.

**4. Management controls are to be established to monitor operations to ensure that programs are carried out in an efficient and economical manner.**

- a) The Agency shall establish and maintain an organization chart delineating the chain of command for its management system.
- b) Staff shall be provided with clearly defined written statement of responsibilities and job accountability.
- c) Separation of duties shall be maintained so that no one staff person has complete control over any assets.
- d) The Agency shall maintain a management information system that provides an internal flow of data for monitoring, forecasting and policy decisions.
- e) The Agency shall establish an effective personnel selection policy to promote the hiring of competent staff.
- f) The Agency shall establish a supervisory review system to assure routine monitoring of employee/contractor compliance with procedures and timeliness/quality of completed work.
- g) Competitive procurement procedures shall be employed for all purchases. In accordance with the by-laws, except for employment contracts as provided for elsewhere in the Agency by-laws, and for purchases that must be made under specific requirements of law or the CRA Board, the





Executive Director or his written designee(s) may procure goods or services up to and including Twenty-Five Thousand Dollars (\$25,000.00) per purchase or contractual agreement. It is the intent of this provision that the amount of disbursement to a vendor providing goods or a contractor providing services not singularly or cumulatively exceed Twenty-Five Thousand Dollars (\$25,000.00) without the approval by motion of the CRA Board. The CRA Board must approve by motion all procurements for goods or services in excess of Twenty-Five Thousand Dollars (\$25,000.00). Except as provided, nothing contained herein is intended to limit the authority of the Executive Director or the CRA Board from procuring goods or services under the terms and conditions of a third party contract procured by another unit of state or local government when deemed in the best interest of the CRA. Further, in accordance with the by-laws, The acquisition, conveyance and leasing of real property by the CRA shall be done in accordance with Chapter 163, Part III, Florida Statutes.

- h) An accurate inventory system must be maintained.
- i) The Agency shall provide for security of property and records.
- j) A well-planned, organized and supervised maintenance program must be established.
- k) A timely independent audit must be performed. In accordance with the by-laws, the Executive Director shall arrange for an independent financial audit of the Redevelopment Trust Fund each fiscal year and a report of such audit by an independent certified public accountant in accordance with the provisions of Section 163.387(8), Florida Statutes. The CRA shall provide a copy of such report to each taxing authority contributing to the Redevelopment Trust Fund. The auditors shall be selected by the Board. The auditor of the CRA may not be the same auditor doing the annual audit of the City.

**PETTY CASH POLICY**



The North Miami Community Redevelopment Agency has a fiduciary responsibility to safeguard the assets of the Agency. Cash is a primary asset and therefore a petty cash policy is required.

**GOVERNING AUTHORITY**

- (A) State of Florida Department of Financial Services, Bureau of Accounting Uniform Accounting System Manual
- (B) The Inter-local Agreement among the City of North Miami, Miami-Dade County and the North Miami Community Redevelopment Agency and the By-Laws of the Agency.

**DEFINITION**

The Petty Cash Imprest System works on the basis that you only replenish what you have Spent. For example, if the Agency starts with \$100.00 in the petty cash float and spend \$40.00 of that cash within the month, an amount of \$40.00 will then be placed in your petty cash float to bring the balance of the petty cash float back to \$100.00. The most common imprest system known is the petty cash system.

**OBJECTIVE**

It is the objective of the Agency to establish and adhere to policy governing petty cash with the specific intent of safeguarding the Agency's assets, preventing fraud, waste and mismanagement.

**PETTY CASH POLICY STATEMENT**

The petty cash fund shall be used by the Agency to accommodate those small expenditures that cannot be efficiently accommodated by a regular check payment system. At no time should petty cash be used to circumvent the normal requisition/purchase order system of the Agency.

- The petty cash fund should be locked in a secure place.
- The responsibility for the petty cash fund shall be vested in only one person.
- The fund shall be established with an initial deposit to be determined by the needs of the operation of the Agency.
- An imprested fund system should be used for petty cash.
- The maximum amount of any individual disbursement should be limited to \$50.00.
- The petty cash fund should be counted and balanced by an independent employee. The reconciliation of petty cash should have supervisory review on a monthly basis.
- Petty cash should be locked at all times when not in use.



- A petty cash voucher with receipts attached shall be presented for all reimbursement.

**INSURANCE POLICY**



**STATEMENT OF PURPOSE**

Sound business practices dictate that the North Miami Community Redevelopment Agency be adequately indemnified in the event of loss or claim. It is the fiduciary responsibility of the North Miami Community Redevelopment agency to protect its assets from loss by providing adequate and appropriate insurance coverage. The North Miami CRA has a further responsibility to protect its members and Officers from loss that may be incurred as a result of the diligent and well-intentioned performance of their duties.

**GOVERNING AUTHORITY**

- (A) State of Florida Department of Financial Services, Bureau of Accounting Uniform Accounting System Manual
- (B) The Inter-local Agreement among the City of North Miami, Miami-Dade County and the North Miami Community Redevelopment Agency and the by-laws of the Agency.

**OBJECTIVE**

It shall be the objective of the North Miami CRA to protect its assets and its members by carrying insurance of proper type and with sufficient coverage to provide adequate protection against loss from reasonable perils. Insurance coverage should be reasonable as to cost and should be free of exclusions that render such coverage ineffective. Such insurance shall be procured in accordance with the Procurement Policy and shall be maintained without interruption.

**ADMINISTRATIVE REQUIREMENTS**

1. **Required Insurance:** The following types of coverage should be maintained at the minimum levels shown:

Fidelity Bond	
Employees	\$ 25,000.00 for the NMCRA Executive Director

In accordance with the by-laws, the CRA may require that any or all Commissioners and employees be required to post bond for faithful performance of duty. The CRA shall pay bonding costs for all such bonds it requires. The Executive Director shall be bonded in an amount not less than the amount that the Executive Director is authorized to procure goods or services without the approval of the CRA Board.



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Workers Compensation As required by State Law	\$1,000,000.00
Automobile Liability (aggregate)	\$ To Be Determined
Fire and Extended Coverage at 100% (based on property replacement value)	
General Liability Personal/Bodily Injury Property Damage	\$1,000,000.00
Directors and Officers Liability	\$1,000,000.00

- 2. Maintenance and Up-date of Insurance:** Insurance coverage shall be reviewed not less than annually to determine adequacy, applicability and effective coverage. The Finance Manager shall take immediate steps to prevent any lapse in coverage and to close any gap in coverage caused by changing conditions, terms or insurance policies. The Finance Manager shall maintain a perpetual record of all coverage, terms, costs, and effective expiration dates in the form of an Insurance Register.
- 3. Renewal and Procurement of Insurance:** At least every three years the insurance coverage shall be marketed on a competitive basis. The Finance Manager shall begin the procurement process sufficiently in advance of the date of expiration of coverage to ensure no lapse in coverage occurs. All prospective bidders must include a notice of cancel clause that provides at least a 90 days notice. Board approval of selected insurance provider shall be required as provided in these policies or as per the CRA by laws
- 4. Disposition of Claims:** All claims of loss or injury shall be fully documented and processed immediately. Any hazardous physical condition related to a claim shall be promptly investigated and rectified. All claims shall be forwarded to the appropriate insurance provider, and staff shall diligently pursue an expeditious and fair settlement.
- 5. Insurance Administration and Risk Management:** The Finance Manager shall develop and follow procedures to manage the administration of insurance. The Finance Manager shall take steps to ensure that all management and administration procedures and practices are consistent with the goal of limiting the liability to claims. Limiting exposure to loss, and expeditiously resolving any claims or losses that may be experienced.



- 6. In accordance with the by-laws, the CRA shall indemnify its commissioners, officers, employees or other persons serving at the request of the CRA in connection with any action, suit or proceeding, civil or criminal, actual or threatened, to which he or she shall be made a party or is threatened to made a party by reason of his or her being or having been, or by reason of any actual or alleged acts performed or omitted to be performed in connection with his being or having been a CRA commissioner, officer or employee of the CRA or person serving at the request of the CRA against all expenses (including, but not limited to, attorney's fees, judgments and payments in settlement) actually incurred; provided, however, that no person shall be so indemnified or reimbursed in relation to any matter in such action, suit or proceeding as to which he or she shall finally be adjudged to have been guilty of a criminal act or liable for gross negligence or willful misconduct in the performance of his or her duties to the CRA; and provided further, that no person shall be so indemnified or reimbursed in relation to any matters in such action, suit or proceeding which has been made the subject of a compromise settlement except with the approval of a court of competent jurisdiction, or the CRA acting by vote of members not parties to the same or substantially the same action, suit or proceeding, constituting a majority of the remaining Commissioners. The foregoing right of indemnification or reimbursement shall not be exclusive of other rights to which such person, his heirs, executors or administrators may be entitled as a matter of law.**

**CHECK WRITING POLICY**



**STATEMENT OF PURPOSE**

The North Miami Community Redevelopment Agency has a fiduciary responsibility to safeguard the assets of the Agency. In accordance with that duty and responsibility the Agency adopts a check writing policy.

**GOVERNING AUTHORITY**

- (A) State of Florida Department of Financial Services, Bureau of Accounting Uniform Accounting System Manual
- (B) The Inter-local Agreement among the City of North Miami, Miami-Dade County and the North Miami Community Redevelopment Agency and the by-laws of the Agency.

**OBJECTIVE**

It is the objective of the Agency to establish and adhere to policy governing check writing to ensure control and accountability for the checks of the Agency.

**CHECK WRITING POLICY STATEMENT**

- All checks of the Agency shall be maintained in a secure environment and under specific custody of the Finance Manager or designated individual(s).
- The Board of the North Miami Community Redevelopment Agency shall authorize signers for the checks of the Agency.
- Checks under \$25,000.00 may be signed by the Executive Director only.
- Checks over \$25,000.00 shall be signed by the Executive Director and the Chairperson of the Board of Commissioners.
- Supporting documentation should accompany checks when submitted for signature.
- No checks shall be signed or counter-signed in advance.
- Voided checks must be approved by the Executive Director and shall be mutilated and retained for audit purposes.



**ACCOUNTS PAYABLES PROCEDURE**

**Invoices**

Invoices with contract agreement are not required to have a requisition or purchase order. Amounts are checked in the contract before preparing the payment. All other invoices are required to have a requisition and purchase order when the total is greater than \$50.00. Verification and reconciliation of all documents is conducted by the Finance Manager or his/her designee before they are processed for payment.

**Processing Payments**

All documents are compared for accuracy, receiving report and packing slips are added to the process. Quantities are checked and compared; discrepancies are reported to the individual preparing the requisition/purchase order for an explanation or adjustment.

**Check Request Authorization Form**

Payment Authorization Forms must always be provided for each item, amounts must be coded with the proper account identification according to the type of service, material or work performed. The North Miami Community Redevelopment Agency Chart of Accounts is used to determine proper accounts. Amounts on the Payment Authorization Forms are posted in the computer.

**Check Printing Instructions**

All accounts payable checks are done from the operating account. All printed checks over \$25,000.00 must have two signatures. One signature for the Chairperson of the Board and the signature of the Executive Director. Checks for less than \$25,000.00 require only one signature.





**GENERAL LEDGER MONTHLY CLOSING PROCEDURES**

- Post all manual Journal Entries, using the last day of the closing month as posting date.
- Check Trial Balance to confirm the status and if in balance print copy as Closing Records.
- Print computer generated financials of all assigned funds (administrative, capital, project) and review for accuracy or missing items.
- Print copies of General Ledger with-out future entries.
- Print one copy of Journal Entries Listing by transaction Number.
- Do a full back-up of system.
- Close General Ledger for the month.



**PROCEDURES FOR GENERAL LEDGER**

- Keep the General Ledger in balance during the month by entering and editing journal entries to record deposits and disbursements to all bank accounts.
- Balance all bank accounts and compare to General Ledger Balances.
- Run a Trial Balance to confirm the status of the General Ledger Accounts.
- After all accounts have been reconciled and balanced, the General Ledger Monthly Closing Procedure begins.

**CREDIT CARD POLICY**



#### PURPOSE

The purpose of this Credit Card Policy is to facilitate purchases necessary for the efficient operation of the North Miami Community Redevelopment Agency. The credit card is to be used solely for travel related business expenditures such as conferences, hotel, and air-line-tickets and to facilitate other necessary transactions where the use of a credit card would expedite a transaction in an efficient and timely manner. The purpose for the use of credit cards is not to avoid or bypass appropriate procurement procedures but to be used to complement existing acquisition and payment procedures.

#### GOVERNING AUTHORITY

The North Miami Community Redevelopment Agency credit card policy is governed by the:

- A) State of Florida Department of Financial Services, Bureau of Accounting Uniform Accounting System Manual
- (B) The Inter-local Agreement executed among the City of North Miami, Miami-Dade County and the North Miami Community Redevelopment Agency and the Bye-Laws of the Agency.

#### OBJECTIVE

It is the objective of the Agency to establish and adhere to a policy governing the use of credit cards with the specific intent of safeguarding the Agency's assets, and preventing fraud, waste and mismanagement.

#### POLICY

1. The Finance Manager shall be responsible for the issuance, accounting, monitoring, retrieval and general oversight of compliance of this Credit Card Policy.
2. The Executive Director is the only employee that will have the North Miami Community Redevelopment Agency's credit card in his/her possession at all times. **THE CARD MUST BE RETURNED TO THE CREDIT CARD CUSTODIAN BY THE END OF THE BUSINESS DAY. THERE WILL BE NO EXCEPTIONS UNLESS APPROVED BY THE EXECUTIVE DIRECTOR.**
3. The credit card may be used for any authorized North Miami Redevelopment Agency purchases where the vendor or merchant accepts credit card payments.
4. The North Miami Community Redevelopment Agency's credit card shall normally have an authorized maximum limit of up to \$1,000. When necessary, the Executive Director may from time to time choose to temporarily increase this limit. The Board



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of Directors of the North Miami Community Redevelopment Agency shall be notified of the date and reasons for the increase.

5. If a cardholder experiences denials when using a North Miami Community Redevelopment Agency credit card, the employee shall notify the Finance Manager as soon as possible with details of the denial. Such details shall include, but not be limited to, vendor or merchant name, date, time and details of transaction, and dollar amount. The Finance Manager shall investigate the denial.
6. The North Miami Community Redevelopment Agency's credit card shall only be used for the purchases of goods and services that are the official business of the North Miami Community Redevelopment Agency.
7. Documentation detailing the goods and services purchased with the North Miami Community Redevelopment Agency's credit card shall be required for all transactions. Adequate documentation shall consist of, but not be limited to, original sales receipts, credit slips, etc. At no time shall the Agency approve payment of credit card invoices without adequate documentation. Documentation shall detail the goods or services purchased; the cost of the goods or services purchased, the date of the purchase and the official business for which the goods or services were purchased.
8. The North Miami Community Redevelopment Agency's credit card shall not be used for personal uses, personal cash advances, or other merchant category exclusions (i.e., alcoholic beverages, tobacco products, etc.).
9. Any employee of the North Miami Community Redevelopment Agency who violates the provisions of this Credit Card Policy shall be subject to disciplinary action, up to and including discharge and/or civil or criminal action.
10. Employees to whom the credit card is issued shall be responsible for the protection and custody of the credit card. The employee shall immediately notify the Financial Institution issuing the card if it is lost or stolen, and shall notify the Finance Manager as soon as possible. Employees shall not knowingly post or otherwise make publicly available credit card data that could potentially result in fraud or unauthorized charges.
11. Employees to whom the credit card is issued on a long term basis for the North Miami Community Redevelopment Agency purchases shall immediately surrender all the credit card upon termination of employment or layoff from active work status. Employees to whom credit card is issued on a single purchase basis shall return the credit card prior to close of business on the day business is transacted.



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12. Employees to whom an agency credit card is issued on a single purpose basis must fill out the log maintained for credit card purchases.
13. All benefits derived from the use of the credit card shall become the property of the North Miami Community Redevelopment Agency.
14. The credit card shall not impact the cardholder's personal credit references. The North Miami Community Redevelopment Agency issued credit card is a North Miami Community Redevelopment Agency liability card, not a personal liability card. However, the cardholder does have the responsibility to use the credit card in an appropriate manner, as described in this document.
15. The Finance Manager shall reconcile the credit card statement to the log to confirm accuracy of expenditures. The Finance Manager will review and sign the statement, log, and requisition form, and submit to the Executive Director. The Executive Director shall review and sign the log, statement, and requisition form to recommend approval or denial of credit card payment. The balance due on any credit card account shall be paid in full by the due date listed on the invoice but in no event later than (30) days from the initial statement date.
16. Credit card transactions are hereby authorized for the following methods of acquisition:
  - a. In person: the employee shall present the credit card for purchases of goods and services. The employee shall obtain a receipt for all purchases and credits, and submit the receipt to the Finance Manager for reconciliation with the credit card invoice.
  - a. Via telephone or mail order: the employee shall provide the vendor or merchant with the credit card number, expiration date, and other pertinent data necessary to complete the transaction. The employee shall take necessary precautions to ensure that the transaction is valid prior to providing pertinent credit card data. The employee shall properly document the transaction with a purchase order or other document and submit this documentation to the Finance Manager for reconciliation with the credit card invoice.
  - b. Via the internet: the employee shall provide the vendor or merchant with the credit card number, expiration date, and other pertinent data necessary to complete the transaction. The employee shall take necessary precautions to ensure that the transaction is valid prior to providing pertinent credit card data.



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The employee shall properly document the transaction with a purchase order, hardcopy screen print outs, and/or other document, and this document shall be submitted to the Finance Manager for reconciliation with the credit card invoice.



## II. PURCHASING POLICIES AND PROCEDURES

### ACQUISITIONS AND PAYMENT CYCLE

Authorized employees of the North Miami Community Redevelopment Agency can initiate the acquisition of goods or services by preparing a vendor requisition, and obtaining the Executive Director's signature for approval. The vendor requisition is forwarded to the Finance Manager for validity check as well as for budgetary approval. The requisition is forwarded back to the authorized employee initiating the requisition for placement of the order. Purchases of Property, Plant, and Equipment require the authorization of the Board of Commissioners, with the Executive Director approving specific purchases related to the Board's authorized plan. Depending on the nature of the service, a more formal arrangement, such as a contract is required.

On receiving a properly approved vendor requisition, the authorized employee initiating the order "shop" for the goods or services after consulting a vendor list that management has approved. Shopping can include examining catalogs, from several suppliers, obtaining price quotations, or obtaining competitive bids to determine which supplier will provide the goods or services at the lowest price. After selecting a vendor, the authorized employee prepares the vendor requisition. The information is reviewed and recorded to determine that the appropriate vendor has been selected and NMCRA policies and procedures are followed. A signed copy, along with any documents accumulated during the ordering process is forwarded to the Executive Director for the final approval. The signed Vendor Requisition is retained by the Finance Manager and provides evidence that appropriate purchasing procedures were followed.

### Receiving Goods

To maintain control of goods on their acceptance from the vendor, the authorized employee should inspect them, count them, and prepare a receiving report. Receiving slip must be forwarded to the Finance Manager to be attached to the payment.

### Recording the liability

The Finance Manager obtains and matches the purchase order, receiving report, signed work orders (when applicable) and vendor's invoice. Documents such as the vendor's invoice, receiving report, and purchase order are assembled as a basis for payment.

The Finance Manager should not be involved in purchasing or receiving merchandise or in approving disbursements. In verifying the acquisition, the Finance Manager compares the information on the invoice, such as descriptions, quantities, prices, purchase order number, freight, and terms, with information on the purchase order and the receiving report. Finance Manager verifies extensions and footings on the invoice. The invoice, purchase order, and receiving report (when applicable) are filed according to the NMCRA retention policy.

The transaction is recorded in the transaction register, and is filed by due date to be paid in the appropriate pay period (every two weeks on the payroll week)



All vendors' invoices must be forwarded directly to the Finance Manager. If needed, the Finance Manager will attach a Payment Authorization Form to invoices and forward them to the Executive Director. If additional paperwork is required, Finance Manager will contact the appropriate personnel.

All payments will be expected to be procured properly in the procurement system and reviewed by the Finance Manager. Payment Authorization will be prepared for emergency jobs or emergency supplies acquired without formal requisition. These emergency payments will be processed only with the prior and explicit (e-mail or memo) approval from Executive Director or his designee

Any individual that acquires any services or supplies without prior approval will be personally responsible for any purchases, contracts, or commitments.

Other services, particularly utilities, are by custom obtained without a formal requisition

**Special Situations:**

Reoccurring expenditures (including but not limited to Payroll processing charges, utilities payments, leasing / rental agreements) are to be processed by the Finance Manager without the preparation of a formal requisition. The Executive Director's signature is required on the invoice itself.

**Actual Payment.**

Payments are processed on the Wednesday of the payroll week. All applied Purchase Orders, Receiving reports, Invoices and approved Authorization Payments must be received by Tuesday 5:00 P.M to be processed that same week. Any payment documentation not received by this deadline will be processed following payable cycle unless explicit request (e-mail or memo) comes from the Executive Director for different arrangements.

Pre-payment list is reviewed and approved by the Finance Manager. Final payment for payroll and payables is approved by the Executive Director.

a. A payment list (payment report) will be forwarded to an Executive Director for a final approval of disbursement.

OR

b. Once a month, Finance Manager will provide a list of all payments during the month with a brief description to the Executive Director for a final authorization.

After payments are processed, the original check goes to the payee. A copy is filed with a paid invoice. When the payment is made, its number, date, payee, amount and check number are recorded in vendor file. Finance Department mails the check to the vendors. Signed check





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should not be released to any vendor directly unless explicitly requested by the Executive Director.

Like other documents, checks should be prenumbered and safeguarded so that unauthorized personnel do not gain access to the blank, voided, or signed checks. The Executive Director is authorized to sign checks in amounts not exceeding \$25,000. Checks in the amount of \$25,000.00 or more require two signatures: 1) Chairperson of the Board and 2) Executive Director



SPONSORSHIP POLICY

Per this policy that was adopted by the CRA Board on January 23, 2007, the CRA will apply the following guidelines in determining the merits of providing sponsorship and/or support funding for local organization events, programs and functions:

- The event, program or function is directly related to and supportive of the CRA Redevelopment Plan and/or provides a direct benefit to the CRA that is consistent with Redevelopment Plan objectives; or
- The CRA is a member of the organization that is sponsoring the event, program or function; and
- The CRA Executive Director recommends the CRA's sponsorship or support; and
- The CRA Advisory Committee approves the CRA Executive Director's recommendation; and
- The CRA Board approves the level of funding for sponsorship or support if it is in an amount in excess of the CRA Executive Director's expenditure authority.



## IV. PERSONNEL POLICIES AND PROCEDURES

### Equal Employment Opportunity/Non-Discrimination

The North Miami Community Redevelopment Agency provides equal employment opportunities to all employees, applicants for employment, and recipients of benefits and services, without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, or any political or union affiliation. This policy applies to all terms and conditions of employment, including, but not limited to recruitment or recruitment advertising, hiring, promotions, demotions, terminations, layoffs, recall, leaves of absence, compensation, benefits, and training. The North Miami Community Redevelopment Agency will provide a reasonable accommodation for the known physical or mental limitations of a qualified applicant or employee with a disability unless the accommodations impose an undue hardship within the meaning of the American with Disabilities Act (ADA).

The North Miami Community Redevelopment Agency is committed to ensuring a desirable workplace. A work environment free of discrimination and harassment is desirable in order to achieve a productive and efficient work force. Conduct directed toward an employee which is degrading or abusive is unacceptable behavior in the workplace. Any behavior which is degrading to another's race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, or political or union affiliation, will be considered a serious violation of the North Miami Community Redevelopment Agency's non-discrimination policy, and appropriate corrective action will be taken, up to and including termination.

### Conflict of Interest

Employees are responsible for avoiding conflicts of interest or even the appearance of conflicting activities. Employees should contact their supervisor if there is any doubt as to the possibility of a conflict of interest. No employee shall engage in any financial activity which conflicts with the interests of the North Miami Community Redevelopment Agency, or which interferes with the employee's ability to fully perform his or her job responsibilities.

### Gifts, benefits & favors:

Employees shall not accept or agree to accept gifts, benefits, or favors for themselves or others from any person, company, organization, or other entity that:

- could influence or reasonably appear to influence them in performing their duties;
- does any kind of business with the North Miami Community Redevelopment Agency or
- Could be reasonably expected to do business with the North Miami Community Redevelopment Agency in the near future.



Employees may however:

- accept token items, except cash, where there is no connection between the donor and the employee's job assignment, and where the items are distributed generally as a normal means of advertising, and
- visit dining or hospitality rooms or similar facilities, provided they have no restrictions on visitors, and are in conjunction with a conference, meeting, or other event approved by the North Miami Community Redevelopment Agency

Exceptions to this policy must have prior approval of the Executive Director.

Honorarium:

An honorarium is payment in the form of money or other things of value made and accepted in exchange for services rendered voluntarily. Employees invited to participate in an official North Miami Community Redevelopment Agency-related event (such as a conference, workshop, seminar) may not accept an honorarium for their appearance. However, employees may accept reimbursement for food, travel, or lodging associated with an event. When honorariums are paid for in this manner, employees may not claim such expenses for reimbursement on the North Miami Community Redevelopment Agency Reimbursement Form.

Nepotism

The North Miami Community Redevelopment Agency shall be governed by Section 112.3135 of Florida Statutes which restricts the employment of relatives. This section of Florida statutes defines a relative to mean an individual who is related to a public official with the authority appoint, employ, promote or advance as 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, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister. The statute states that a public official may not appoint, employ, promote, or advance, or advocate for appointment, employment, promotion, or advancement, in or to a position in the agency in which the official is serving or over which the official exercises jurisdiction or control any individual who is a relative of the public official.

Authority to Effect Personnel Actions

The authority to hire, re-assign, promote, demote suspend, and/or terminate personnel shall be vested in the Executive Director.



Recruitment and Placement

The North Miami Community Redevelopment Agency will utilize the most effective methods of recruitment, examination, and placement. Persons desiring employment shall file a written application. The North Miami Community Redevelopment Agency reserves the right to disqualify any application which is incomplete. All job vacancies with the North Miami Community Redevelopment Agency shall be competitively filled. Qualifying or performance tests may be presented as a basis for further appraisal. In hiring, every effort shall be made to select the best qualified applicant, considering the current goals of the North Miami Redevelopment Agency. The North Miami Community Redevelopment Agency shall attempt to fill vacant positions through promotion from within whenever practical.

The North Miami Community Redevelopment Agency reserves the right to disqualify any applicant or terminate the employment of anyone who falsifies any material fact on the application, related documents, or during the interview.

Temporary Assignments

When business necessity requires it, the Executive Director may hire a temporary employee to perform a specific job assignment for a defined time period.

Drug-Free Workplace Policy

The North Miami Community Redevelopment Agency has determined that drugs (including alcohol), taken for non-medicinal purposes, have no place on the job. An employee's use of drugs and/or alcohol subjects the employee, co-workers and the public to un-acceptable safety risks, impairs an employee's ability to perform on the job; and undermines the North Miami Community Redevelopment Agency's ability to operate effectively and efficiently. Accordingly, the North Miami Community Redevelopment Agency has implemented a drug-free workplace program in keeping with both the spirit and intent of the Drug-Free Workplace Act of 1988, 41 U.S.C. §701701 seq. It is a condition of employment that all employees abide by this policy concerning drugs and alcohol.

Taking or being under the influence of any controlled substance or intoxicant, without a prescription, during work time – on or off the North Miami Community Redevelopment Agency's premises – will not be tolerated. Manufacturing, distributing, dispensing, possessing, selling, or using any non-prescription controlled substance or intoxicant during work time – on or off the North Miami Community Redevelopment Agency's premises – is strictly prohibited. Employees who violate this rule will be subject to discipline, up to and including termination. This prohibition also applies to alcohol and the misuse or abuse of prescription and/over-the-counter drugs. Any employee convicted (including a plea of no contest) of a criminal drug statute violation must provide written notice of such conviction or plea to the Executive Director within five (5) days of such conviction or plea. The North Miami Community Redevelopment Agency



will take appropriate disciplinary action within thirty (30) days after receiving notice from an employee of such a criminal conviction.

Employees who violate any aspect of this policy may be subject to discipline, up to and including termination. At its discretion, the North Miami Community Redevelopment Agency may require employees who violate this policy to successfully complete a drug or alcohol abuse assistance or rehabilitation program as a condition of continued employment.

### Wage and Salary Administration

The North Miami Community Redevelopment Agency shall adopt and comply with personnel policies in accordance with applicable city, state and federal laws. These include personnel matters, compensation, leave, holidays, employee benefits, travel, and other conditions of employment.

The Executive Director shall establish procedures that provide for compensation, leave, holidays, employee benefits, travel, and other personnel programs which are comparable to pertinent local public and private practice.

### **Determination of Rates**

1. Appropriate compensation rates for all employees shall be determined on the basis of prevailing wages paid by public and private employers/agencies in the locality for comparable work and responsibility. The Executive Director shall recommend employee job descriptions and salary ranges for approval by the Board of Commissioners.

2. The wages, hours, and conditions of employment for the Executive Director shall be established by a contract approved by the Board of Commissioners. The contract shall exclusively control the terms and conditions of the Executive Director's employment. The performance of the Executive Director will be reviewed by the Board of Commissioners.

### **Comparability of the Compensation System**

The North Miami Community Redevelopment Agency may periodically monitor salary rates being paid in the area of comparable positions and the changes in the general level of salaries in the area. With consideration given to the financial condition of the North Miami Community Redevelopment Agency, consideration will be given to adjusting the salary ranges in conjunction with the annual budgeting process. Pay grades may also be changed if it is determined that the salary being paid by the North Miami Community Redevelopment Agency is not competitive with that being paid in the community, or does not allow the North Miami Community Redevelopment Agency to effectively recruit or retain needed employees.



**Pay Period**

All North Miami Community Redevelopment Agency personnel: Executive Director, Administrative staff and Management shall be paid on a bi-weekly basis. The bi-weekly pay periods shall be from 12:01 a.m. Sunday through midnight Saturday. Payment shall be made by check or via direct deposit on the Thursday following the end of the pay period. This method of payment shall also apply to the temporary/part-time employees who will be compensated on the basis of the number of hours actually worked multiplied by the stipulated hourly rate.

Changes of Employment Status

**Promotions**

As an Equal Opportunity Employer, the North Miami Community Redevelopment Agency will conduct its staffing activities in accordance with established federal, state and local equal employment opportunity laws and regulations, and the Americans with Disabilities Act. There will be no unlawful discrimination in selection and advancement due to sex, race, color, religion, national origin, age, sexual orientation, disability, marital status, veteran status, or any political or union affiliation.

The North Miami Community Redevelopment Agency encourages and promotes the professional development of its employees. The CRA believes that the best candidates to fill our job openings may well be some of our present employees. Therefore, based upon an employee's qualifications and experience, preference will be given to qualified employees whenever possible in filling available positions. All open positions will normally be advertised a minimum of five (5) working days.

**Reassignment and Transfer**

Employees may be reassigned due to business necessity within the organization where their skills will be best utilized as a result of downsizing, reorganization reallocation of resources, special assignment, to settle a complaint, or to accomplish disciplinary action which is deemed to be in the best interest of the North Miami Community Redevelopment Agency. In making reassignments consideration shall be given to the employee and the operation of the North Miami Community Redevelopment Agency. In addition, the reassigned employee must be able to meet the minimum qualifications of the position.



Fitness to Perform

The North Miami Community Redevelopment Agency reserves the right to require any employee to provide a physician's certificate and/or require the employee to submit to an examination by a physician (of the CRA's choice, at its expense) to verify the employee's medical or psychological ability to properly perform the essential functions of any position.

Driver's License

Before hiring, an applicant's driver's record may be checked if operation of any vehicle, including an employee's personal vehicle, or operation of any motor-driven equipment is an essential or marginal function of the job. If an applicant's driving record is unsatisfactory, including convictions for Driving Under the Influence (DUI) or Driving While Intoxicated (DWI), including probation and cases where an employee or applicant is appealing a DUI/DWI conviction during the last three (3) years, then that individual will be ineligible for the position. All employees whose job includes operation of CRA-owned automotive vehicles shall on request furnish proof of being legally qualified to do so. It shall be mandatory that an employee notifies their immediate supervisor when for any reason; their driver's license is suspended or is no longer valid; or their automobile insurance coverage has been suspended or terminated.

Performance Evaluation

The North Miami Community Redevelopment Agency supports the development of its employees and may utilize performance management as a tool to achieve its organizational goals and objectives and develop the potential of its employees. Performance planning and evaluation assist employees in staying focused on appropriate work-related objectives, strengthen their commitment, and builds stronger relationships between the employee, their supervisors, and the organization. The Performance Evaluation System shall be an ongoing process for the immediate supervisor to review the quantity and the quality of work performed to deem whether an employee shall be commended, counseled, retained, or separated from employment.

The performance management process is designed to facilitate communication and a mutual understanding between the employee and the Executive Director by setting out specific, measurable outcomes for identified job functions to meet goals.

Upon completion of the evaluation, the Executive Director will meet with the employee and explain the rating process. The discussion should outline the steps necessary for the employee to attain a higher rating at the next evaluation period. Even if the employee disagrees with the evaluation, they are encouraged to sign it. The employee's signature indicates that the evaluation has been reviewed and explained to the employee. The Executive Director also signs the evaluation. An employee's disagreement with the annual or introductory performance evaluation is not a matter that can be pursued through any grievance process. If the employee does not wish to sign the evaluation, the Executive Director shall obtain a witness to observe the refusal. The





Executive Director shall indicate that the employee did not sign the evaluation form. The Executive Director should have the witness sign the evaluation form.

A planning and evaluation period may be conducted annually between each North Miami Community Redevelopment Agency employee and the Executive Director the annual review date will be during the employee's month/date of employment.

Original, completed evaluation forms will be kept in the employee's official personnel file, and copies will be distributed to the employee and his or her immediate supervisor.

### Termination of Employment

#### **Dismissals**

The North Miami Community Redevelopment Agency can terminate an employee at any time and for any reason. The North Miami Community Redevelopment Agency subscribes to the policy "employment at will." Continued employment is at the sole and exclusive option of management. Permanent employment or employment for a specific term cannot be guaranteed or promised. No promises or guarantees of permanent or definite terms of employment will be made to an employee of the North Miami Community Redevelopment Agency by anyone, nor will such promises or guarantees, if made, ever be adhered to by the North Miami Community Redevelopment Agency or enforced by the employee.

#### **Resignations**

Employees wishing to resign in good standing, and to be eligible for rehire and other considerations, shall submit in advance a two (2) week written notice of resignation to the Executive Director

#### **Discharge**

An employee may be discharged when such action is in the best interest of the North Miami Community Redevelopment Agency or the employee. Reasons for discharge include but are not limited to: violation of North Miami Community Redevelopment Agency policies, unacceptable performance. This does not modify or amend the at-will employment status of all employees.

#### **Reduction in Force**

Reduction in Force (RIF) involves involuntary separation from employment of employees whose positions have been eliminated for reasons not related to substandard performance or rule violation. In the event a RIF is necessary due to budgetary constraints or department reorganization that alter or reduce the delivery of services, programs or functions, the North



Miami Community Redevelopment Agency will first determine which jobs will be phased out and will notify the affected employees in writing.

Exit Interview

The North Miami Community Redevelopment Agency seeks methods to improve the organization. We believe that our employees provide constructive feedback regarding our operations, benefits, employment policies and procedures. Each employee should participate in an exit interview before separating from employment. During the exit interview the employee will be offered an opportunity to continue with their health insurance benefits in accordance with COBRA guidelines. Family members are entitled to a notice by law and will receive notification directly from the North Miami Community Redevelopment Agency.

Computer Access

When an employee separates from employment with the North Miami Community Redevelopment Agency, the Executive Director shall make arrangement so that the departing employee's access can be deleted from the system.

Compensatory Leave

Before the employee's last day on the payroll, the employee should use any accrued compensatory leave.

Final Paycheck

Final separation paychecks will be paid in accordance with the regular payroll guidelines. Employees who resign shall be paid on the next regularly scheduled pay period unless extraordinary circumstances necessitate immediate payment.

Employment References

All recommendations in response to written or verbal inquiries regarding former employees shall be referred for review and approval to the Executive Director.



Working Schedule/Hours

**Outside Employment**

Outside employment is defined as any paid employment performed by an employee that is in addition to any employment with the North Miami Community Redevelopment Agency. The following regulations shall apply to outside employment:

1. Such employment shall not interfere with the efficient performance of the employee's duties or with the employee's schedule work hours.
2. Such employment shall not constitute a conflict of interest.
3. Such employment shall not occur unless the employee shall make prior arrangements with the outside employer to be relieved from outside duties if and when called upon for emergency service by the North Miami Community Redevelopment Agency.

**Overtime and Compensatory Time**

The North Miami Community Redevelopment Agency is covered by the Fair Labor Standards Act (FLSA). The FLSA is a federal law which establishes standards for minimum wage, overtime, record keeping.

**Regular Workweek**

The regular workweek for all North Miami Community Redevelopment Agency employees shall generally consist of forty (40) hours. Monday through Friday, workdays generally begin at 8:30 a.m. and end at 5:00 p.m., but are subject to the discretion of the Executive Director.

Salaried employees are exempt personnel who are not entitled to overtime compensation. Administrative leave may be granted for time worked in excess of (40) hours.

The allotted time for lunch periods for all North Miami Community Redevelopment Agency employees shall be one (1) hour. Lunch periods shall be scheduled in such a manner as to best serve the agency.

Employees are required to utilize their lunch periods during the hours designated by the Executive Director, and this time cannot be accumulated.



Absence from Work

**Holidays**

The North Miami Community Redevelopment Agency, consistent with the City of North Miami, observes the following holidays, and pay, for all employees:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day & the Day After Thanksgiving
- Christmas Day
- Two (2) Floating Days

In instances where the day falls on Sunday, the holiday shall be observed on the following Monday. When the day falls on a Saturday, the holiday shall be observed on the preceding Friday. Any additional holidays authorized by the Board of Commissioners may be observed.

**Employee Birthday**

Each employee will receive their birthday as a paid holiday.

**Vacation**

Vacation with pay is available to regular full-time employees. The amount of paid vacation time employees receive each year shall increase with the length of their employment as shown in the following schedule:

<u># Years of Eligible Service</u>	<u>Vacation Hours Earned Annually</u>
Up to 5 years	80 hours
6 – 10 years	120 hours
15 years or more	160 hours



Employees, with the exception of the Executive Director, must use a minimum of forty (40) hours of annual leave per year. Such employees may carry over the balance of annual leave accrued during a prior employment year and the unused amount during the following (e.g. second) year. At the end of said two (2) year period, or an extension of up to six (6) months if granted by the Executive Director, employees must use said accrued annual leave. Employees, with the exception of the Executive Director as governed by contractual terms, shall be paid for not more than 50% of their accumulated and un-used vacation leave upon separation.

**Employees off the Payroll**

When employees exhaust all of their accrued annual and sick leave and cannot work, employees will not be paid for holidays that fall during their absence period.

**Sick Leave**

All regular full-time employees are entitled to sick leave with pay if unable to perform their job duties due to:

- Illness, injury or pregnancy;
- Medical, dental, or counseling appointment or rehabilitation treatment; or
- Illness or injury of a member of the employee’s immediate family.

Immediate family is defined as an employee’s parent or legal guardian, brother, sister, spouse, children, grandparents, grandchildren, mother-in-law, and father-in-law.

Sick leave will be earned by regular employees, excluding the Executive Director as governed by contractual agreement, pursuant to the following schedule:

<u># Years of Eligible Service</u>	<u>Sick Leave Hours Earned Annually</u>
Up to 5 years	80 hours
5 years or more	96 hours

Employees may carry over the balance of sick leave accrued during a prior employment year and the unused amount during the following two (e.g. second and third) years. At the end of said three (3) year period, or an extension of up to six (6) months if granted by the Executive Director, employees must have used said accrued sick leave or the available sick leave balance will be reduced to not more than 160 hours. Employees, with the exception of the Executive



Director as governed by contractual terms, shall be paid for not more than 25% of their accumulated and un-used sick leave upon separation.

Employees must notify the Executive Director within thirty (30) minutes of their scheduled starting time to report an absence due to illness, injury or medical care when using sick leave. In addition, an employee may be asked to provide the immediate supervisor with a written statement from the attending physician or health care provider stating the cause or nature of the illness or disability, after being absent from work in excess of three (3) consecutive working days.

After being absent from work for more than thirty (30) calendar days, an employee must provide a Certification of Physician form to the Executive Director. All documentation regarding an illness or injury is confidential and should be treated as such. When a physician's certification statement is required for sick leave, the supervisor shall annotate that the required documentation has been received on the appropriate North Miami Community Redevelopment Agency Employee Leave Request form. The Executive Director shall then place the medical documentation in the employee's official personnel file.

If an employee has exhausted all accumulated sick leave, accrued annual leave may be used.

Accrued but unused sick leave shall accumulate and be carried forward each month. Sick leave does not accrue while an employee is on:

- Disability income;
- Leave of absence without pay, including while collecting workers' compensation; or
- Unpaid family and medical leave.

### **Family and Medical Leave**

The North Miami Community Redevelopment Agency offers family and medical leave in accordance with the Family and Medical Leave Act as it may be applicable to the Agency. To be eligible for leave, an employee must have been employed by the North Miami Community Redevelopment Agency for (12) months, have worked a minimum of 1,250 hours in the twelve-month period preceding the commencement date of the leave.

Eligible employees may take up to twelve (12) weeks of unpaid family and medical leave in a "rolling" twelve (12) month period. The rolling twelve (12) month period is measured backwards from the date upon which family and medical leave is taken.



Family and medical leave is available for any of the following reasons:

1. The birth of a child or to care for the employee's child after birth;
2. The adoption or placement of a child for foster care;
3. To care for the employee's spouse, child, parent, or grandparent with a serious health condition (in the case of grandparent, the employee must have assumed financial responsibility for the grandparent); or
4. Because of the employee's own serious health condition.

Family and medical leave is unpaid. If employees have any accrued paid leave (sick leave and vacation) available, they must use it concurrently with their family and medical leave. However, sick leave need not be used when the leave is taken to care for an employee's child after birth, or for the adoption or placement of a child for foster care.

Employees requesting family and medical leave must provide an explanation of the need for leave in writing. A family and medical leave request form must be filled out and given to the Executive Director or his designee. At least thirty (30) days advance notice of the employee's intent to take family and medical leave is required where the need is foreseeable (e.g., pregnancy, planned surgery, etc.). When the need for leave is not foreseeable, the employee should report the need for leave within two business days or when the need for leave becomes known.

Employees requiring leave for treatment of their own serious health condition, or to care for a spouse, child, parent, or grandparent with a serious health condition, may be required to obtain medical certification of the condition. Employees on family and medical leave due to a serious health condition may be required to submit to a physical examination by a physician to verify the existence of a serious health condition. Failure to provide the requested certification of the existence of a serious health condition in a timely manner may result in the delay of the start of the employee's family and medical leave. Additionally, employees returning from leave due to a serious health condition may be required to produce a fitness for duty report before returning to work.

The North Miami Community Redevelopment Agency will maintain health care coverage for an employee and/or covered dependents on a family and medical leave of absence, provided the employee continues to pay their share of monthly premium contributions in a timely manner. An employee who timely returns from family and medical leave will be restored to their former position on an equivalent position with equivalent benefits, pay, and other benefits and conditions of employment. An employee on an approved extended medical leave (i.e., beyond the twelve-work week period) is not guaranteed reinstatement.



**Absence without Authorization**

Absence without proper authorization or approval shall be considered sufficient cause for discipline or dismissal of the employee at the discretion of the Executive Director, upon recommendation by the supervisor.

If an employee is absent without proper authorization, deductions shall be made from their pay for the period of absence, in cases where the employee was not dismissed.

Safety and Health

**Working Conditions**

The North Miami Community Agency recognizes that the health, safety, and well being of all of its employees and customers are of vital and primary concern. Safety is the highest priority and no operational or other activity should take precedence.

The North Miami Community Redevelopment Agency shall establish a safety program designed to ensure the physical safety, health and well being of employees and customers from the time they enter the North Miami Community Redevelopment Agency's premises until they leave. The North Miami Community Redevelopment Agency promotes the practice safety of techniques in the daily functions of its employees.

Measures shall be taken to establish a system for providing an environment free from hazards and for monitoring the work environment. This includes adequate training, safety enhancement programs, and continuing safety instruction for all employees. North Miami Community Redevelopment Agency facilities shall comply with all local, state, and federal safety regulations as they apply to the North Miami Community Redevelopment Agency.

**Safety Guidelines**

- Require compliance with safety rules.
- Attempt to prevent accidents.
- Comply with appropriate safety codes and standards.
- Establish procedures for reporting and investigating accidents.





### **Reporting On the Job Accidents/Injuries**

The North Miami Community Redevelopment Agency is dedicated to the physical and mental well-being of each employee. It encourages employees to think "Safety First" at all times. All employees are assured of immediate medical care if involved in an on the job accident resulting in injury.

An injury is defined as physical trauma, hurt, or impairment to an employee's body. It includes, but is not limited to scratches and cuts, entrance of foreign particles into the eyes or ears, sprains and strains or an occupational exposure to an infectious disease.

The Executive Director shall be notified on the same day when the following types of events occur in the course and scope of employment:

- Employee injury.
- Lost-time injury (employee unable to work on any day subsequent to the date of occurrence).
- Occupational disease (such as lead poisoning, asbestos, etc.).
- Fatality.

NOTE: "Lost Time" for workers' compensation purposes includes time that an employee is unable to work, as directed by their doctor, except time lost on the day of the injury.

Employees are required to complete a written report subsequent to the involvement in and/or witnessing of any accident/injury. The written report is to be made on the day the accident/injury occurs, or as soon as the employee is able, in cases of serious injury. Failure to submit a written report in a timely manner may result in disciplinary action up to and including termination.

#### **Executive Director/Management Responsibility:**

1. The Executive Director shall complete an Investigation Report on all on-the-job accident/injuries. A detailed report of the circumstances of the accident/injury should be completed within two work days of the accident/injury. The Executive Director will be held accountable for non-compliance.
2. Supervisors are responsible for making sure all injured employees receive proper first aid treatment and medical care by a licensed physician as necessary. The employee shall be instructed to obtain a medical statement concerning their condition, when medical treatment is rendered. The medical statement is to be obtained on the same day the medical treatment is received, or as soon as possible, in cases of serious injury.



3. A work status report must be provided by the employee to the Executive Director for use in determining any limitations or whether the employee can resume his/her full time job function.

### **Vehicular Accidents**

All CRA-owned automobiles and trucks are covered by the public liability and property damage insurance.

Vehicle accidents shall be reported by the close of the working day of occurrence to the Finance Manager. The required documentation and photographs shall be submitted to the Finance Department, who will file the required claim forms with the designated insurance company.

### **Third Party: Accidents/Injuries/Occurrences**

A third party accident/injury is an accident, injury or occurrences involving someone other than North Miami Community Redevelopment Agency employees.

The required documentation and photographs shall be submitted to the Finance Manager who shall file the required claim forms with the designated insurance carrier.

### **Fire Safety Program**

An effective, well-planned fire safety program is required at all North Miami Community Redevelopment Agency facilities. To provide for protection of life and property, the CRA shall prepare and execute fire emergency plans in compliance with applicable local rules and state and/or federal regulations.

### **Smoking in the Workplace**

The North Miami Community Redevelopment Agency is dedicated to providing healthful, comfortable and productive workplaces for all employees.

The United States Surgeon General, in his 1986 report, The Health Effects of Involuntary Smoking, concluded that:

- Involuntary smoking is a cause of disease, including lung cancer, in healthy non-smokers.
- The simple separation of smokers and non-smokers within the same air space does not eliminate the exposure of non-smokers to environmental tobacco smoke.

Smoking will be strictly prohibited at CRA offices, including hallways, waiting rooms, lunch rooms, and meeting rooms. This policy applies to all employees, customers, contractors and visitors.



### **Disaster Plan**

The North Miami Community Redevelopment Agency facilities shall develop a disaster plan in conjunction with the City of North Miami which will be designed to protect employees and residents, and minimize loss to North Miami Community Redevelopment Agency property.

### **Violence in the Workplace**

The North Miami Community Redevelopment Agency maintains the policy that any violent acts or threats made by an employee against another person's life, health or well-being, family or property, are entirely unacceptable and cause for immediate dismissal. This policy holds for any threats made at CRA's facility, at CRA events, or under other circumstances that may negatively affect the CRA's ability to conduct business in a positive manner.

Such acts threats of violence, whether made directly or indirectly by words, gestures, or symbols, infringe upon the CRA's right or obligation to provide a safe work- place for its employees.

Employees who believe that they have been the target of violence or threats of violence, or have witnessed or otherwise learned of violent conduct by another employee in the capacity described above, should contact their immediate supervisor or the Executive Director immediately.

### **Personal Appearance**

Employees are expected to be neat, personally clean, and wear clothing/footwear that is safe and appropriate for their assigned working environment. All uniformed and non-uniformed employees shall present a well-groomed professional appearance, which inspires confidence in residents, the public, families and visitors.

### **Use of North Miami Community Redevelopment Agency Property**

To protect and assure proper and appropriate use of North Miami Community Redevelopment Agency property, property owned or leased by the CRA will be used only for official CRA purposes. Any misuse or unauthorized use of CRA property, including management information system resources, is subject to disciplinary action. Misuse of CRA property may also result in criminal prosecution, specifically:

1. **CRA Vehicles:** Employees and Commissioners will use CRA vehicles only for official business purposes.
2. **Telephone:** Employees and Commissioners should use telephones for official business. However, occasional brief personal calls deemed necessary by employees and Commissioners on CRA telephones are allowed.



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3. Fax Machines: Fax machines should be used to conduct the business of the CRA. However, employees and Commissioners may use the machine to transmit or receive brief personal faxes if no extraordinary charges are made to the CRA.
4. North Miami Community Redevelopment Agency Computers: Employees and Commissioners may only use CRA computer equipment for CRA business, unless they are preparing a North Miami Community Redevelopment Agency application and related documents to apply for another CRA position.

Employees will use electronic mail and the internet for North Miami Community Redevelopment Agency purposes only. CRA staff is prohibited from using CRA property/computers for unauthorized use. This includes the loading and/or downloading of unauthorized material to and/or from the computer system. Computer documents and communications are subject to inspection by the employer at any time. Unauthorized use and abuse of CRA property may result in disciplinary action up and including termination of employment.

North Miami Community Redevelopment Agency staff shall not remove CRA equipment from their work location without prior written request and approval by the Executive Director. CRA staff is prohibited from bringing unauthorized computers, equipment, and software onto CRA premises for use.

The use of CRA time and/or property to play computer games is unauthorized and may result in disciplinary action up to and including termination of employment.

### Employee Benefits

The North Miami Community Redevelopment Agency encourages programs to benefit the health and welfare of CRA employees. As a component unit of the City of North Miami, the North Miami Community Redevelopment Agency may utilize the benefits program of the City of North Miami. These benefit programs may include, but shall not be limited to those as listed below. The level of employee benefits provided and the sharing of cost between the CRA and the employees shall be determined on an annual basis through the CRA's authorized budget allocations.

### **Group Health Plans**

A group health insurance plan for all full-time employees of the North Miami Community Redevelopment Agency, to be provided on the first day of employment.

### **Dental Plan**



The North Miami Community Redevelopment Agency dental plan is available to full-time employees.

**Group Life Insurance**

All North Miami Community Redevelopment Agency full-time employees shall be eligible for coverage under a CRA paid Group Life Insurance policy. The type of any such life insurance and the benefits there under shall be within the discretion of the North Miami Community Redevelopment Agency.

**Retirement Plan**

A qualified retirement plan shall be provided for all North Miami Community Redevelopment Agency full-time employees.

**Worker's Compensation**

Worker's Compensation is established under the State's Worker's Compensation Act. This Act requires an employer to provide coverage in order to pay employee medical bills related to occupational injuries and weekly compensation benefits to employees during periods of disability due to injuries sustained on the job. Employee's dependent(s) may also be eligible for benefits if the employee suffers loss of life while on the job. The North Miami Community Redevelopment Agency pays the cost for the program.

**Social Security**

The North Miami Community Redevelopment Agency shall participate in the Federal Social Security program and will deduct the applicable percentage of the employee contributions and contribute a like amount in accordance with federal regulations.

**Disability**

The North Miami Community Redevelopment Agency provides disability insurance for full-time employees.

**Unemployment**

Employees of all job classifications are covered by Unemployment Compensation Insurance under the State's compensation Act. Payments are financed by employer contributions.

**Direct Deposit Programs**



All North Miami Community Redevelopment Agency employees are eligible to participate in the CRA's Direct Deposit Program, which enables employees to have their paycheck automatically deposited into their savings/checking account.

### **Other Benefits**

Benefits may be added or changed to encourage recruitment, retention, recognize employees, or conform to budgetary constraints.

### Fraud

The North Miami Community Redevelopment Agency Fraud policy is established to facilitate the development of controls which will aid in the detection and prevention of fraud against or within the CRA.

This policy applies to any irregularity, or suspected irregularity, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties engaging in a business relationship with the North Miami Community Redevelopment Agency.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the CRA.

### **Fraud Policy**

All supervisors and management staff are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of material fact for the purpose of inducing another to act upon it to their detriment, or to cause damage to the CRA. Each member of the management team will be familiar with the types of improprieties that might occur within their area of responsibility, and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the Executive Director, and the applicable supervisor. All investigations will be coordinated with appropriate legal and law enforcement personnel.

### **Actions Constituting Fraud**



The terms embezzlement, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Intentional acts, false representation, or concealment of material facts causing injury or damage to the North Miami Community Redevelopment Agency.
- Making false allegations under the terms of this policy which have no basis in fact.
- Any dishonest or fraudulent act.
- Forgery or alteration of any document or account belonging to the North Miami Community Redevelopment Agency
- Misappropriation of funds, securities, supplies, or other assets.
- Impropriety in the handling or reporting of money or financial transactions.
- Profiteering as a result of insider knowledge of CRA activities.
- Disclosing confidential and propriety information to outside parties.
- Disclosing to other persons securities or activities engaged in or contemplated by the CRA
- Accepting or disclosing anything of material value from contractors, vendors or persons providing services/material to the North Miami Community Redevelopment Agency
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment.
- Any similar or related irregularity.

Irregularities concerning an employee's moral, ethical, or behavioral conduct should be resolved by department management.

#### Investigation Responsibilities

The Executive Director has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy, if the investigation by the Executive Director substantiates that fraudulent activities have occurred.



Decisions to prosecute or refer the investigation to the appropriate law enforcement and/or regulatory agencies for independent investigations will be made by the Executive Director, as will final decisions on disposition of the case.

### **Confidentiality**

The Executive Director shall treat all information received confidentially to the extent possible under state law. An employee who suspects dishonest or fraudulent activity will notify the Executive Director immediately. If an employee suspects dishonesty or fraudulent activity within senior level management, they will notify the next level of management. Under no circumstances should an employee attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

### **Authorization for Investigating Suspected Fraud**

Members of an Investigation Team will have:

- Free and unrestricted access to all CRA records and premises, whether owned or rented; and
- The Investigation Team has the right to examine copy and/or remove all or any portion of the content of files, desks, cabinets, and other storage facilities on the premises, without prior knowledge or consent of any individual who may use or have custody of any such items or facilities if it is within the scope of their investigation.

### **Reporting Procedures**

Great care shall be taken in the investigation of suspected improprieties or irregularities as to avoid mistaken accusations or alerting the suspected individual(s) that an investigation is underway.

An employee who discovers or suspects fraudulent activity will contact the Executive Director. The employee or complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual(s), their attorney or representative, or any other inquiry should be directed to the Executive Director. No information concerning the status of an investigation will be provided. The proper response to any inquiry is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference concerning the investigation.





The reporting individual should be informed of the following:

- Do not contact the suspected individual(s) in an effort to determine facts or demand restitution
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Executive Director.

### **Termination**

If an investigation results in a recommendation to terminate an employee or individual, the recommendation will be reviewed by the Executive Director before any such action is taken.

### **Record of Employment**

A record of employment shall be maintained for each employee and shall contain all information pertinent to their employment, compensation, and leave.

### **Security of Files**

Official employee files will be maintained in locked file cabinets in the appropriate office. These records may not be removed from this file area, unless otherwise provided by law. Any other employee records, no matter where they are located, must also be maintained in a secure place.

### **Access to Employee Files**

The following individuals may have access to an employee's official file and any records filed separately from the official personnel file:

- the custodian of the records;
- the employee
- the Executive Director
- internal auditors;
- civil rights investigators;
- designated individuals who have written authorization signed by the Executive Director granting access to the employee's official records; and
- Any other individual authorized by law.



### **Confidential Employee Information**

Most information in an employee's official employment file is not protected by law from public disclosure. However, the following items are protected:

- medical records
- social security number;
- employment physical exams; and
- Drug test results.

Disclosure of confidential information without the employee's knowledge and consent is prohibited, except as provided by law, or when work-related access by designated officials and/or employees of the department is necessary. An employee who obtains or release confidential employee information of another employee without written authorization will be subject to disciplinary action up to and including termination.

### Travel Policy

#### **Policy**

Reasonable expenses for those persons authorized to travel on official business of the North Miami Community Redevelopment Agency shall be paid by the North Miami Community Redevelopment Agency pursuant to the "Runzheimer Guide to Daily Travel Prices."

Travel policies and procedures are developed in compliance with relevant rules and regulations including governing grant standards and are periodically reviewed to assure continued compliance.

#### **Reasons for Travel**

1. To perform daily job requirements, local transportation may be required.
2. To comply with contractual requirements of funding sources, attendance at training programs, conferences and meetings may be necessary
3. To keep abreast of standards, regulations, practices in the "field", and maintain overall staff performance at a professional level, travel may be authorized.



**Workday Travel**

Necessary mileage, tolls and parking costs are to be recorded on the mileage report form with receipts attached as appropriate. Mileage report forms should be submitted to the traveler's supervisor monthly. The mileage report form reflecting travel through to the end of the calendar year must be submitted by the supervisor to the accounting department by the second Friday in January.

Mileage will be reimbursed at the current IRS rate.

**Extended Travel**

Extended travel generally requires a one-way drive of 100 miles or more, or air transportation or an overnight stay.

All scheduling of travel, accommodations and registration will be done by or through the Executive Secretary or the person designated by the Executive Director who will verify compliance with the Travel Policy & Procedures and commitment of North Miami Community Redevelopment Agency funds.

The most economical travel plans will be made taking into consideration time and other costs.

**Procedures**

Travel requests may be initiated by the potential traveler, his/her supervisor, or the Executive Director.

A travel request (typically for training) submitted on one's own behalf would be submitted to the supervisor with justification in writing, and then forwarded to the executive Director for final approval.

**Transportation**

Personal vehicle – Transportation costs (mileage, tolls, etc.) are attached to the Extended Travel Expense form and not included on the Mileage Report.

Rental Vehicle – A compact vehicle or larger if more than two (2) people are traveling will be secured. Receipts for all expenses related to this transportation mode must be submitted for reimbursement.

Train/Bus/Plane – Air travel is used primarily, but train or bus may be considered. Costs to and from the boarding location (long term parking, ground transportation) are reimbursable with receipts. The lease expensive mode of transportation is encouraged.



**Advance/Reimbursement Requests**

Travel, lodging and registration are prepaid to the greatest extent possible. Advances to cover meals and incidentals are generally discouraged and not considered for travel of less than two (2) days duration. A request for a travel advance must be made to the Finance Manager or the person designated by the Executive Director, who will identify timelines, provide forms and obtain approval.

A request for travel reimbursement must be submitted on the Reimbursement Form to the Finance Manager or the person designated by the Executive Director within five (5) days of return to the agency office with the required documentation for the travel funds being requested and/or advanced funds received.

If there are any questions regarding travel arrangements, the employee should ask the Executive Secretary/Assistant or the person designated by the Executive Director for clarification prior to departure.