

**FLEET MANAGEMENT
POLICY / PROCEDURE**

SUBJECT: FLEET MANAGEMENT OPERATIONS

APPROVED: Marilyn L Rawlings
MARILYN L RAWLINGS, FLEET MANAGER

DISTRIBUTION:

Fleet Management Staff

PURPOSE:

This policy is designed to document and clarify Fleet Management work rules and is not intended to supersede the Lee County Policies and Procedures Manual.

PROCEDURE:

1.) SICK LEAVE

All employees must notify their immediate supervisor, or if unavailable, his/her designee within 30 minutes of the start of their shift. If the employee does not call within 30 minutes, the employee may be subject to no pay and/or corrective action. Usage of sick time shall be in compliance with the Lee County Personnel Policies and Procedures Handbook.

Sick leave requests for the day after or before a holiday must be pre-approved and/or substantiated with a doctor's written authorization. A doctor's written authorization for an extended sick leave (more than one day) must be submitted to the employee health nurse.

For any sick leave taken, employees may be required to supply proof of illness or injury by submitting a physician's statement. Failure to provide such documentation or falsification of paperwork may result in corrective action and the leave being unpaid.

Misuse of sick leave will result in disciplinary action.

2.) ANNUAL LEAVE

Vacation leave must be approved in advance by the employee's supervisor. Requests for leave during holiday seasons will be reviewed in line with shift coverage in the corresponding shops/offices.

Vacation time will be awarded based on operational availability. Leave requests requiring approval more than sixty days before the scheduled leave, must be approved by the Fleet Manager.

Employees are allowed three annual unscheduled leaves for personal emergencies, vehicle breakdowns etc. without prior authorization.

3.) PAYROLL

Pay stubs will be delivered to each employee according to the County pay schedule. In the absence of the employee, the pay stub will be held in the Fleet safe until the employee can pick it up. In the event that the employee cannot personally pick up his/her stub the stub will be mailed to the employee's home address. Under no circumstance will the stub be released to anyone other than the employee.

4.) LUNCH / REST BREAKS

Lunch breaks for Fleet mechanics will be daily from 12:00 noon to 12:30 p.m. A fifteen-minute break will be taken at 10:00 a.m. and 3:00 p.m. respectively unless an alternate time is established by the Shop Superintendent. All rest breaks will be taken at the immediate job site.

Employees are not allowed to skip lunch or rest breaks for the purpose of compounding time (leaving early, arriving late).

5.) LEAVING THE FACILITY

All employees must notify their immediate supervisor when leaving the facility to take a vehicle on a test drive, to pick up parts, etc. and when returning to the facility as well.

6.) OVERTIME HOURS

All overtime hours must be pre-approved by the employee's supervisor unless serving in an on-call capacity.

7.) PROPER DRESS

Employees shall be properly dressed for work at the start of their normal work shift. Fleet mechanics and parts room personnel shall be in uniform and shall wear appropriate safety shoes. Office personnel are not required to wear uniforms or safety shoes but must wear clothing appropriate to an office environment. Failure to comply may result in the employee not being allowed to work with resulting loss of pay for the hours lost.

8.) PERSONAL CALLS AND USE OF PERSONAL CELL PHONES

Personal calls are to be kept to a minimum. Emergency calls can come through the main fleet switchboard. All personal cell phones are to be turned off during your working hours. **NO EXCEPTIONS.** Messages can be left and calls returned during breaks and lunch.

9.) Fleet Management is considered a secure facility and not open to the general public. All visitors including Fleet vendors, media, former county employees, family members, etc. must report to the front office and be accompanied by a designated Fleet employee. Any Fleet employee seeing a non-employee on the property must notify that person to check in with the front office. Failure to provide the visitor with proper notification may result in disciplinary action. Any visitor not complying with this policy may be subject to a trespass warrant being issued.

Revision Date: June 2011

Reviewed Date: May 2012