

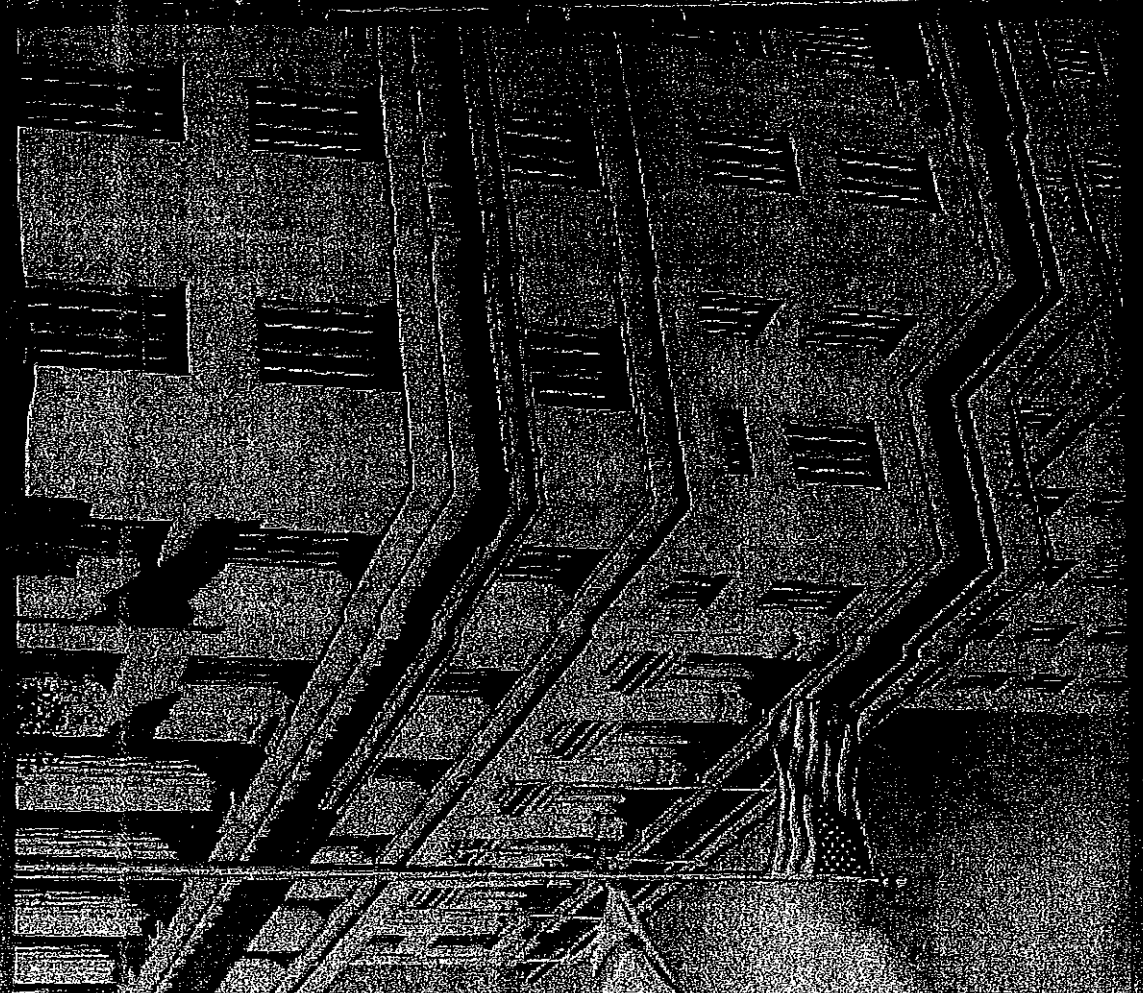
**Miami-Dade County
Office of the Inspector General**

Exhibit 1

**Eleventh Judicial Circuit of Florida, Administrative Office of the Courts,
Employee Handbook
(29 pages)**

IG11-31

Employee Handbook



HUMAN RESOURCES DIVISION ADMINISTRATIVE OFFICE OF THE COMPTROLLER

Graphic Design: Jacques Duquesne
Illustration: The Office of Government Relations and
Public Relations

FLORIDA
OFFICIAL CIRCUIT
OF FLORIDA



WELCOME

We are glad you are now a member of the State of Florida Eleventh Judicial Circuit team. You are part of Florida's Judicial Branch whose mission is to protect rights and liberties, uphold and interpret the law, and provide the peaceful resolution of disputes.

The Eleventh Judicial Circuit of Florida is the largest of the twenty circuits in the State Courts System. We are all dedicated and committed to serving the citizens of Miami-Dade County. Our community relies on us to provide fair, effective, and responsive access to the judicial system and as public servants our goal is to help meet people's needs and exceed their expectations.

We want you to enjoy your work here and know that you are now part of a distinguished, friendly, and service-oriented organization. We have many people ready to help you make it a fulfilling and successful career experience.

Sincerely,

Joseph P. Farina
Chief Judge

Ruben O. Carrerou
Court Administrator

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GENERAL POLICIES AND INFORMATION

About the Eleventh Judicial Circuit

The State of Florida is divided into 20 judicial circuits, or areas of jurisdiction, which encompass the circuit and county courts of the Florida State Courts System. The Eleventh Judicial Circuit of Florida, serving Miami-Dade County, is the largest in the state and the fourth largest trial court system in the nation. The Chief Judge of the Eleventh Judicial Circuit provides direct judicial administration for the circuit and county courts. The Court Administrator manages the Administrative Office of the Courts (“AOC”). The primary purpose of the AOC is to provide support to the judiciary and maintain the efficient operations of the courts.

The Eleventh Judicial Circuit has multiple courthouses which house circuit and county court judges, the AOC, the Clerk’s Office, and other court-related personnel. To provide the public with greater access to the courts, county court judges also preside in full-service branch (or district) courts throughout Miami-Dade County.

The employees of the Eleventh Judicial Circuit are exempt from the State of Florida Career Service System under Chapter 110, Florida Statutes. All employees of the Eleventh Judicial Circuit are at-will employees and serve at the pleasure of the appointing authority and do not attain tenure rights.

Purpose of the Policies and Procedures Handbook

This Policies and Procedures Handbook ("Handbook") has been prepared to provide all employees of the Eleventh Judicial Circuit with a summary of certain personnel policies and procedures applicable to all employees - regardless of the source of the funds or budget. This Handbook has also been prepared to complement the specific policies and procedures for state and county funded employees working with and for the Eleventh Judicial Circuit. This Handbook is intended to be an integral part of the uniform and comprehensive system of personnel administration with the Eleventh Judicial Circuit. Questions about the Handbook and the policies and procedures contained herein should be directed to the AOC Human Resources Division. If any employee believes there is a conflict between this Handbook and any other policies, manuals, or procedures applicable to the employee, then the employee must bring that belief to the attention of his/her supervisor and the AOC Human Resources Division immediately.

This Handbook applies to all employees of the Eleventh Judicial Circuit, including but not limited to general magistrates, special masters, hearings officers, staff attorneys, mediators, court administrators, personnel under their supervision and contract workers, other personal services (OPS) personnel, and volunteers - regardless of the source of the funds or budget.

This Handbook recognizes that judges are elected or appointed officials and not generally considered to be employees of the Eleventh Judicial Circuit; however, the Chief Judge for the purposes of consistency and effective administration will apply this Handbook to the judges' personal staff to the extent not inconsistent with or contrary to other constitutional requirements, statutes, court rules, and decisional law.

Americans With Disabilities Act (ADA) Policy

The Eleventh Judicial Circuit is committed to providing equal opportunity in employment to all qualified individuals, specifically including, for example, qualified individuals with disabilities. The Eleventh Judicial Circuit employs, advances in employment and otherwise treats qualified individuals without regard to disability in all employment practices including the following: employment, promotion, demotion or transfer, recruitment, advertising, layoffs or terminations, rates of pay or other forms of compensation and benefits, and selection for training.

The Eleventh Judicial Circuit will attempt to reasonably accommodate disabled employees and job applicants to permit them to perform the essential functions of their jobs in a safe and efficient manner. The Eleventh Judicial Circuit will afford reasonable accommodation to qualified applicants and employees with a known disability provided that the accommodation does not cause undue hardship to the Eleventh Judicial Circuit or, irrespective of the accommodation, that such individuals do not pose a direct threat to the health and safety of themselves or others.

Applicants and employees with disabilities may inform the AOC Human Resources Division of the disability and may suggest, on a confidential basis, how the Eleventh Judicial Circuit may reasonably accommodate them. The Eleventh Judicial Circuit may require medical confirmation either from the employee's healthcare provider or one chosen by the Eleventh Judicial Circuit in evaluating the employee's condition, applicable work limitations, and potential accommodations as a part of this process. All such information will be disclosed only to individuals with a need to know as permitted by law and will otherwise be kept confidential.

Employees with life-threatening illnesses, such as cancer, heart disease, and HIV-disease, often wish to continue their normal

pursuits - including work - to the extent allowed by the condition. The Eleventh Judicial Circuit supports this, but employees must meet applicable job performance standards. As with other disabilities, the Eleventh Judicial Circuit will make reasonable accommodations, will keep medical information confidential, and will treat employees with a disability in a manner consistent with its treatment of others. Employees are expected to cooperate with disabled colleagues and should be aware that employees with such life-threatening illnesses do not necessarily pose a threat to their co-employees or those with whom they interact in ordinary workplace contact. Employees with questions or concerns about safety or life-threatening illnesses are encouraged to contact the AOC Human Resources Division for more information.

Equal Employment Opportunity (EEO) Policy

The Eleventh Judicial Circuit is an equal opportunity employer. In all aspects of employment, the Eleventh Judicial Circuit recruits, hires, trains, pays, and promotes regardless of race, color, gender, religion, age, national origin, family responsibilities, marital status, sexual orientation, matriculation, political affiliation, disability, or any other protected criteria or condition. Our objective is to hire and promote individuals best qualified and/or trainable for the position, by virtue of job-related standards of education, training, experience, and personal qualifications.

In addition, we do not tolerate unlawful harassment on the basis of race, color, gender, religion, age, national origin, sexual orientation, or any of the other criteria protected by law, and strictly follow the anti-harassment policy described in this Handbook.

Anti-Harassment Policy

Harassment is any verbal or physical conduct that denigrates or shows hostility toward an individual on the basis of his/her race, color, religion, gender, age, national origin, ancestry, sexual orientation, handicap, disability, marital, parental, veteran status or any other criteria protected by law, and that creates an intimidating, hostile, or offensive working environment. Harassment may include, but is not limited to epithets, slurs, jokes, or other verbal or physical conduct relating to an individual's race, color, religion, gender, age, national origin, ancestry, sexual orientation, handicap, disability, marital, parental, veteran status or any other criteria protected by law. Sexual harassment may consist of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an offensive or hostile work atmosphere.

Behavior of this nature is unprofessional and may distract employees from performing job functions. Therefore, any form of unlawful harassment, including, for example, unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct that has sexual connotations will not be tolerated. Such behaviors by vendors and other non-employees who have reason to visit the Eleventh Judicial Circuit or who otherwise deal with our employees also will not be tolerated.

Any employee who believes that he/she is being sexually harassed, or harassed on the basis of race, color, religion, gender, age, national origin, ancestry, sexual orientation, handicap, disability, marital, parental, veteran status or any other criteria protected by law should promptly take steps to report this harassment pursuant to this policy so we may investigate and take appropriate action. For example, please understand that:

- A. You should meet with your immediate supervisor and, orally or in writing, state the specific details of the harassing behavior. If you prefer, you may

report such behavior directly to the Director of the AOC Human Resources Division or any of the Intake Officers appointed by the Chief Judge.

- B. The policy of the Eleventh Judicial Circuit is to listen to all complaints, investigate with due regard for confidentiality, and quickly apply appropriate measures that will end any offensive behavior.
- C. Remedial measures against harassment will depend upon the facts and circumstances of the incident. Minor first offenses may lead to written reprimands and/or leave without pay. Major or multiple offenses may result in the termination of the offender.

The Eleventh Judicial Circuit's system for resolving complaints is available to all employees and no employee need fear retaliation. Unlawful retaliation will not be tolerated. An employee who believes retaliation has resulted from the reporting of a harassment complaint must report this immediately to the Director of the AOC Human Resources Division or any of the Intake Officers appointed by the Chief Judge.

Civil Rights Complaint Procedure

This procedure is adopted pursuant to Administrative Order *In Re: Personnel Rules and Regulations* issued by the Chief Justice of the Supreme Court on September 23, 1993, which sets forth the steps to be taken to investigate and provide for a prompt and equitable resolution to complaints of discrimination in employment decisions. Only complaints of discrimination, by and against officers and employees of the Eleventh Judicial Circuit, because of race, ethnicity, sex, religion, national origin, sexual orientation, disability, marital status, age, or other criteria protected by law, should be filed using the procedure described herein.

A. *Intake Officer*

The Chief Judge shall appoint an intake officer who shall be responsible for receiving and documenting complaints of discrimination by and against Eleventh Judicial Circuit court officers and employees. The name, office location, and phone number of the intake officer shall be posted in a prominent place with this procedure.

B. *Procedure*

1. All complaints of discrimination shall be treated seriously, discreetly, and promptly. Employees are advised that knowingly making false complaints will be grounds for disciplinary action, up to and including termination. Any officer, employee, or applicant for employment, who believes that he/she is or has been a victim of discrimination, should report the matter in writing to the intake officer or the employee's supervisor within ninety (90) days of the date of the alleged violation. If for some reason, a complaint cannot be made within ninety (90) days, it should be made as soon as possible thereafter. If the report is made to the supervisor, the supervisor shall forward the complaint to the intake officer.
2. The intake officer shall interview the complainant and the person or persons against whom the complaint has been made and report to the Chief Judge, or his or her designee, within five (5) working days of receipt of the complaint. Complaints of discrimination under the Americans with Disabilities Act shall also be referred to the Director of the AOC Human Resources Division. The Chief Judge, or his or her designee, may attempt to resolve the complaint informally, through mutual conciliation, or by appointment of an investigative officer(s), to undertake a full and complete investigation, including a written report to the Chief Judge.

3. If mutual conciliation is acceptable to the complainant and the officer or employee against whom the complaint was made, the Chief Judge, or his or her designee, will meet with the individuals involved to discuss the nature of the complaint and methods for resolution. The Chief Judge, his or her designee, or the individuals involved, may recommend alternative dispute resolution as a method for resolving the complaint. Alternative dispute resolution may be initiated at any stage of this procedure.
4. If an investigative officer(s) is appointed:
 - a. The investigative officer(s), who can also be the intake officer, shall:
 - i. Interview the complainant concerning the nature and facts of the complaint.
 - ii. Interview the officer or employee against whom the complaint is made to obtain his/her understanding of the complaint, and his/her perception of the facts of the complaint. The officer or employee against whom the complaint is made may prepare a written response to the complaint.
 - iii. Interview any witnesses as the investigative officer(s) deems necessary.
 - iv. Prepare and submit a written report to the Chief Judge describing the nature and facts of the complaint, including recommendations.
 - b. The Chief Judge shall make the final determination of the validity of the complaint. The Chief Judge may meet with all individuals concerned to obtain a mutual resolution, to dismiss the complaint, to authorize

appropriate discipline up to and including dismissal, or to refer the complaint to the appropriate outside agency. The Chief Judge may meet with the complainant and the officer or employee against whom the complaint was filed, either separately or together, to inform them of his or her decision.

C. *Confidentiality*

Written investigative materials developed through the use of this procedure are confidential to the extent provided by Rule 2.051 of the Florida Rules of Judicial Administration, which in its current form provides for confidentiality and sets forth the rules regarding any public access to records.

D. *Complainant's Other Rights*

The complainant retains the right before, during, or after the proceedings to seek remedy outside the court's internal procedure as provided by law. The complainant may file a charge with the Equal Employment Opportunity Commission ("EEOC"), or with the Florida Commission on Human Relations ("FCHR"). The EEOC may be reached toll free at (800) USA EEOC. The FCHR may be reached toll free at (800) 342-8170. These telephone numbers are subject to change by the respective agencies.

E. *Judicial Qualifications Commission*

Additionally, the Judicial Qualifications Commission, under Article V, Section 12 of the Florida Constitution, has the jurisdiction to investigate all reported instances of judicial misconduct. The Judicial Qualifications Commission is currently located at 1110 Thomasville Road, Tallahassee, Florida 32399-6000, and may be reached at (850) 488-1581. This address and telephone number are subject to change.

F. *The Florida Bar*

The Board of Governors of the Florida Bar, by authority of the Supreme Court, and under its Bar Rules and Regulations, has the jurisdiction to investigate all reported instances of misconduct by members of the Florida Bar. The Florida Bar is located at 651 East Jefferson Street, Tallahassee, Florida 32399-2300, and may be reached at (850) 561-5600. This telephone number and address are subject to change.

G. *Records*

Records of complaints of discrimination and their resolution shall be documented and maintained by the intake officer. If an investigation takes place and the investigative officer has submitted a written report to the Chief Judge, then a record of any resulting disciplinary action will be maintained in the disciplined employee's personnel file.

**Pre-Employment Drug and Alcohol Screening
for Candidates Selected for Possible
Employment**

This policy is adopted pursuant to Administrative Order No. 99-45 titled *In Re: Pre-Employment Drug and Alcohol Screening for Candidates Selected for Possible Employment with the Eleventh Judicial Circuit* issued by the Chief Judge of the Eleventh Judicial Circuit of Florida on August 17, 1999. The Eleventh Judicial Circuit recognizes that employee alcohol and substance abuse can have an adverse impact on the court, the effective delivery of court services, the image of the court, employees and the general health, welfare, and safety of its employees and the public. Accordingly, as part of the court's policy for dealing with alcohol and substance abuse, pre-employment alcohol and drug screening will be required as a condition of employment for all new hires.

All candidates selected for possible employment with the Eleventh Judicial Circuit shall be subject to drug and alcohol screening as a condition of employment. The drug and alcohol screening shall be done in accordance with standards promulgated by Miami-Dade County and any applicable law. A positive, confirmed test for a presence of illicit substances, excessive alcohol use, or misuse of prescription drugs shall be a basis of automatic rejection of the applicant. Any evidence of tampering with test or test results shall also result in automatic rejection of the applicant. Such applicant shall be prohibited from applying or being employed by the circuit for a minimum of twelve (12) months from the date of rejection.

Injury Reporting Policy

All employees of the Eleventh Judicial Circuit shall immediately report an injury to himself/herself or to another employee or to a third party, including exposure to potentially hazardous substances, to his/her immediate supervisor or to the AOC Human Resources Division. *In all situations, if the injury is serious or life threatening, employees should request immediate medical assistance by, for example, calling 911.*

Because the positions held by employees of the Eleventh Judicial Circuit are funded by different sources, the specific policies and procedures manual issued by the position's respective funding source should be consulted for a detailed description of the procedures on how to make an internal report of an injury, unsafe conditions, unsafe acts, or other safety concerns and how to seek immediate care for a job-related injury.

Weapon Possession Policy

This policy is adopted pursuant to Administrative Order No. 97-24 titled *In Re: Security Screening Weapon Possession within Court Facilities* issued by the Chief Judge of the Eleventh Judicial Circuit of Florida on December 15, 1997. The Eleventh Judicial Circuit recognizes that it is necessary and appropriate to

regulate the possession of firearms, weapons, and other hazardous devices within court facilities of Miami-Dade County, Florida, in order to protect court personnel and members of the public and to ensure the peaceful and orderly administration of justice.

Unless duly authorized, no individual in possession of, or in control of, any firearm, weapon, explosive, hazardous device, mace or pepper or chemical spray, shall be permitted to enter and remain in any court facility within the Eleventh Judicial Circuit. Federal Judges and Judges of the State of Florida, General Magistrates, the elected or appointed State Attorney of the Eleventh Judicial Circuit, the elected or appointed Public Defender of the Eleventh Judicial Circuit, the elected or appointed Clerk of the Courts, the Court Administrator, Metro-Dade Police Court Liaison Officers, and persons expressly authorized by the Chief Judge may enter court facilities without being subject to electronic and/or related security screening so long as these persons possess proper identification and are in full compliance with all applicable laws regarding weapons possession, as set forth in Chapter 790, Florida Statutes.

Assistant State Attorneys and Assistant Public Defenders have been and still are permitted to enter court facilities without being subject to electronic and/or related security screening so long as these persons possess identification badges issued by the Administrative Office of the Courts. Although this policy authorizes a bypass of security screening, it does not authorize Assistant State Attorneys or Assistant Public Defenders to retain any firearm, weapon, explosive, hazardous device, mace or pepper or chemical spray in their possession while on courthouse premises.

All persons, other than those excepted in the preceding paragraph, and their briefcases, pocketbooks, packages, containers and other personal effects, including pagers, television cameras, cellular telephones, food items and unmarked trial exhibits, shall be required to undergo electronic and/or

related security screening, upon entry to court facilities. The discovery of illegal weapons or contraband as described in Section 932.701, Florida Statutes, or other violations of criminal statutes occurring within this context will result in immediate notification to appropriate law enforcement authorities so that an arrest and seizure may be effected.

It is further provided that law enforcement officers (as defined herein pursuant to Administrative Order No. 01-19 titled *In Re: Abatement of Prohibition Regarding Weapon Possession Within Court Facilities* issued by the Chief Judge of the Eleventh Judicial Circuit of Florida), who are on official duty, may enter a court facility in possession of a firearm or weapon without being subject to the electronic security screening. In view of the need for heightened security to maintain a safe and secure environment within the court facilities of this Circuit; and, in consideration of the collective professional assurances of police chiefs and police officer associations that the benefit to the public occasioned by police officers retaining their weapons while they are in court facilities outweigh the risk to the public, police officers may be allowed to retain their weapons while in court facilities under the following conditions, as certified in writing by each respective law enforcement department or agency:

- A. Law enforcement officers must use holsters that reasonably guard against their firearms being taken from them and the appropriate department or agency must conduct regular weapons retention training;
- B. Law enforcement officers on official duty, whether uniformed or in plain clothes, must possess and display official department or agency credentials; and
- C. Law enforcement officers who are in court on personal matters must surrender their firearms for safekeeping at the designated security stations within the court facility.

For purposes of this policy, a law enforcement officer is

uniformed or undercover police officer of a Federal, State, County or City governmental entity and officers of the Florida Department of Environmental Protection, the Federal Bureau of Investigation, the United States Marshall Service, the Drug Enforcement Administration, the Bureau of Alcohol, Tobacco and Firearms, the Bureau of Citizenship and Immigration Services ("BCIS"), and officers of the Miami-Dade County Department of Corrections and Rehabilitation.

Any person willfully violating this policy shall be subject to punishment for contempt of court or otherwise.

Security Screening Policy

Unless specifically excepted by the policies adopted by the Eleventh Judicial Circuit, all persons and their belongings and all parcels are subject to electronic and/or related security screening for the purpose of keeping weapons or other restricted items from entering the court facilities of Miami-Dade County, Florida, in order to protect court personnel and members of the public and to ensure the peaceful and orderly administration of justice.

If at any time there is an articulable and reasonable suspicion that a weapon or restricted item may be found, a person or object is subject to search. The search shall be no more intrusive than necessary to protect against the dangers presented. Notice shall be posted advising all persons that no weapons or other restricted items are permitted in the court facilities and that all persons and their belongings and all parcels are subject to electronic and/or related security screening as a condition of entry.

Any person willfully violating this policy shall be subject to punishment for contempt of court or otherwise.

Media Policy

The Eleventh Judicial Circuit has and continues to foster a close relationship with the media. To assist in this effort, the Office of

Government Liaison & Public Relations has been designated as the coordinating office within the Eleventh Judicial Circuit for all activities involving the media. The goal of the Office of Government Liaison & Public Relations is to present factual information on all matters of interest about the Eleventh Judicial Circuit. All employees of the Eleventh Judicial Circuit, as defined herein, have the right as citizens to make statements to the media. On those occasions, however, when the employee is officially representing the Eleventh Judicial Circuit, he/she should direct any media inquiry to the Office of Government Liaison & Public Relations.

Anti-Nepotism Policy

To avoid potential for conflicts of interest or perceived conflicts, all applicants must disclose any immediate familial relationship to current employees of the Eleventh Judicial Circuit at the time of the application. This policy covers all employment with the Eleventh Judicial Circuit, including temporary employment. Immediate family members include spouse, child, stepchild, mother, father, stepparent, brother, stepbrother, sister, stepsister, grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, and grandchild.

Close Personal Relationship Policy

To avoid potential for conflicts of interest or perceived conflicts, when an employee of the Eleventh Judicial Circuit is in a position to supervise, direct, or evaluate the work of another employee with whom the employee has or has had a close personal relationship that might conflict, influence, or affect work or lead to the perception of conflict, influence, or effect upon work, the employee in the supervisory position must disclose the relationship to the AOC Human Resources Division. This policy covers all employment with the Eleventh Judicial Circuit, including temporary employment.

BENEFITS AND COMPENSATION POLICIES

Benefits

Because the positions held by employees of the Eleventh Judicial Circuit are funded or authorized by different sources, the specific policies and procedures manual issued by the employee's respective funding source should be consulted for a detailed description of the benefits plans or other policies provided by the respective funding source, including but not limited to annual, sick, military, and holiday leave, personal time, and leaves other than leave under the Family and Medical Leave Act, which is described in this Handbook.

Compensation Policies

Because the positions held by employees of the Eleventh Judicial Circuit are funded by different sources, the specific policies and procedures manual issued by the position's respective funding source should be consulted for a detailed description of the compensation policies provided by the respective funding source, including but not limited to employment rates, salary increases, compensation upon demotion, reassignment, or transfer, reduction in compensation, compensation adjustments, performance evaluations, overtime, deductions, and compensation corrections. Additionally, some of the respective funding sources have granted discretion to the Chief Judge of the Eleventh Judicial Circuit to implement the compensation policies provided by the respective funding source, including but not limited to employment rates, salary increases, compensation upon demotion, reassignment, or transfer, reduction in compensation, compensation adjustments, performance evaluations, overtime, deductions, and compensation corrections.

Business Hours Policy

The business hours for the Eleventh Judicial Circuit are from 8:00 a.m. to 5:00 p.m. - Monday through Friday.

Generally, full-time employees are expected to work a five-day, forty-hour week, exclusive of lunch and inclusive of break periods. An employee's request for a flexible schedule must be submitted to and authorized by the employee's immediate supervisor and notification given to AOC Human Resources Division to document the employee's file to reflect such authorization. Approval of an employee's request for a flexible schedule may depend on a number of factors, including, but not limited to, the employee's position, the employee's employment status, and the business needs of the Eleventh Judicial Circuit.

Family and Medical Leave Act (FMLA) Policy

The Family and Medical Leave Act ("FMLA") is an available benefit to all employees of the Eleventh Judicial Circuit only as required by applicable federal, state, and local laws. The FMLA allows eligible employees to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks in any 12 months because of the birth of a child and to care for the newborn child, because of the placement of a child with the employee for adoption or foster care, because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition, or because the employee's own serious health condition makes the employee unable to perform the functions of his/her job.

A. Eligibility for FMLA Leave

Employees who have a cumulative (not necessarily continuous) 12 months of prior service, who have

worked at least 1,250 hours during the 12 months immediately preceding the date on which the FMLA leave would commence, and who work at a location where at least 50 employees are employed at the location or within 75 miles of the location are eligible for Family and Medical Leave Act (FMLA) Leave. The types of FMLA leave are discussed below.

B. *Types of FMLA Leave Available*

FMLA Parental Leave - Leave needed by the employee to care for or bond with the employee's child within 12 months of the birth or placement of the child. Parent means a biological parent or an individual who stands or stood in *loco parentis* to an employee when the employee was a son or daughter. Son or daughter means biological, adopted, or foster child, a step-child, a legal ward, or a child of a person standing in *loco parentis*, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability.

FMLA Serious Family Illness Leave - Leave needed by the employee in order to care for a spouse, child, parent or any grandparent (of an employee for whom the employee has assumed primary financial responsibility) who has a serious health condition (as defined by law). A child, for the purposes of this policy, includes a child who is either (1) under the age of 18 or (2) an older child who is incapable of self-care because of a mental or physical disability. The child must also be related to the employee as a biological, adopted, foster or step-child, or a legal ward.

FMLA Serious Personal Illness Leave - Leave needed by the employee because of his or her own serious health condition (as defined by law). This category includes job-related injuries.

A "serious health condition," for purposes of this policy, is an illness, injury, impairment, or physical or mental condition which involves: inpatient care in a hospital; continuing treatment by a health care provider for any period requiring an absence from work for more than three calendar days; a chronic serious health condition which requires periodic visits to a health care provider over an extended period of time which may cause episodes of incapacity (*i.e.*, asthma, diabetes, epilepsy); a period of incapacity for a long-term or permanent condition for which treatment may not be effective (*i.e.*, Alzheimer's, severe strokes or the terminal stages of a disease); any absence for multiple treatments by a health care provider for restorative surgery or any condition which would likely result in a period of incapacity of more than three calendar days if untreated (*i.e.*, cancer [chemotherapy], severe arthritis [physical therapy], kidney disease [dialysis]); or for prenatal care.

FMLA leave does not include routine physical, eye or dental examinations. In addition, the taking of over-the-counter medication such as aspirin, antihistamines or salves; or bed rest, drinking fluids, exercise, and other similar activity which may be initiated without a visit to a health care provider is not by itself sufficient to constitute a regimen of continuing treatment to allow the employee to take leave under this policy. Therefore, unless complications arise, the following are not considered "serious health conditions" for purposes of FMLA: the common cold, influenza, ear aches, upset stomach, minor ulcers, headaches other than migraine, and routine dental or orthodontic problems. For such absences, the specific policies and procedures manual issued by the employee's respective funding source should be consulted for a detailed description of the benefits plans or other policies provided by the respective funding source.

C. *Duration of FMLA Leave*

In General - Eligible employees are entitled to a total of 12 weeks of FMLA leave during any "rolling" 12-month period (measured backward from the date the FMLA leave sought by the employee would begin). For example, an employee taking six (6) weeks FMLA leave on January 5, 1999, and an additional six (6) weeks FMLA leave on March 1, 1999, is not entitled to additional FMLA leave until January 5, 2000, at which time the employee is eligible to request an additional six (6) weeks of leave.

Married Employee Couples - In cases where both husband and wife work for the Eleventh Judicial Circuit, they may be limited to a combined total of 12 weeks of FMLA leave for Parental Leave (see Section 2 above for the definition of Parental Leave) and to leave to care for the employee's parent with a serious health condition.

Parental Leave Limitations - An employee's entitlement to leave for a child's birth or placement for adoption or foster care expires at the end of the 12-month period beginning on the date of the birth, placement, or adoption. Any Parental Leave must be concluded within this 12-month period.

Intermittent Leave or Reduced Work Schedule Leave - When medically necessary, Serious Family Illness Leave or Serious Personal Illness Leave may be taken intermittently, in separate blocks of time (there is no limit on the size of an increment of leave when an employee takes intermittent leave or leave on a reduced schedule; however, the Eleventh Judicial Circuit may limit leave increments to the shortest period of time that the employer's payroll system uses to account for absences or use of leave, provided it is one hour or less),

or on the basis of a "reduced leave schedule," under which an employee's usual working hours each day or each week are reduced. Requests to take Parental Leave on an intermittent or reduced work schedule will be granted at the discretion of the Eleventh Judicial Circuit. Requests for intermittent leave or reduced work schedule leave should be made as soon as the employee becomes aware of the need for leave, preferably at least thirty (30) days in advance of the absence.

D. *Scheduling FMLA Leave*

When leave is needed for planned events, such a leave for planned medical treatment, employees must try to schedule the leave so as not to unduly disrupt the Eleventh Judicial Circuit's operation. The scheduling of leave should be discussed with the employee's supervisor and the AOC Human Resources Division so that a mutually satisfactory arrangement can be made.

E. *Requests and Required Approval for FMLA Leave*

Employees are required to keep the Eleventh Judicial Circuit informed regarding the employee's need for and return from any leaves of absence. If, for any reason (including illness, injury, pregnancy, or any other reason) an employee plans to be absent from work for longer than three (3) consecutive days, the employee must call his/her supervisor or the AOC Human Resources Division to obtain approval for the absence. Requests for leave should be made as soon as the employee becomes aware of the need for FMLA leave, preferably at least 30 days in advance of the absence, in writing to the employee's supervisor and the AOC Human Resources Division. In the case of an emergency, where it is not possible to apply for leave before the absence begins, employees must request leave as soon as possible thereafter (within 1 or 2 days at the

latest). The Eleventh Judicial Circuit and your fellow employees ask for your cooperation in terms of notice and scheduling of leave time so that they may adjust the workload and other schedules. Failure to apply in a timely manner for a leave may result in denial, rescheduling, or delay of the leave.

Even if an employee does not know how long an illness or other absence may last, the employee must request a leave for a specific period of time. If the request is approved, it will be approved only for a specific period of time. If further leave becomes necessary, the employee must request and receive an extension.

If circumstances make a written request for leave impossible, employees may orally request a leave. To avoid, however, any confusion or misunderstanding, no leave will be considered to have been granted for more than three (3) days, at most, based on an oral request. In addition, employees are expected to make arrangements for leave personally, unless the employee is physically unable to do so.

F. *Documentation Requirements of FMLA Leave*

FMLA Leave requests should be submitted to the employee's supervisor and the AOC Human Resources Division. Requests for leave should be accompanied by appropriate documentation such as a *Certification of Health Care Provider* form (available from the AOC Human Resources Division) whenever the need for such leave is foreseeable. In cases in which the need for leave is not foreseeable, a *Certification of Health Care Provider* must be provided within fifteen (15) calendar days of the request or as soon as reasonably possible under the circumstances. Failure to provide this required medical certification may result in denial of leave, denial of continuation of leave until the certification is

provided, and/or automatic redesignation of the leave as other than FMLA leave.

Sometimes the Eleventh Judicial Circuit will know the reason for the leave, but will not be able to confirm that the leave qualifies as FMLA Parental, Serious Family Illness, or Serious Personal Illness Leave, or the Eleventh Judicial Circuit will have requested a *Certification of Health Care Provider* that has not yet been received, or the parties are in the process of obtaining a second or third medical opinion. In these cases, the Eleventh Judicial Circuit may preliminarily designate the leave as FMLA leave. Upon receipt of the requisite information from the employee, or of a *Certification of Health Care Provider* confirming the leave qualifies under one of the FMLA leave provisions, the preliminary designation will become final. If the employee fails to provide information necessary to confirm that absences are eligible for FMLA leave, fails to provide the completed *Certification of Health Care Provider* in a timely manner, or if the documentation does not confirm the absences are eligible for FMLA leave, the designation of the absence(s) as preliminarily eligible under FMLA is automatically withdrawn. The Eleventh Judicial Circuit will attempt to notify the employee of this withdrawal, but employees should understand that it is their responsibility to provide the appropriate information and/or medical certification within fifteen (15) calendar days, or to provide an explanation and verification as to why this time frame is impractical.

Employees must provide the Eleventh Judicial Circuit with at least thirty (30) days notice of the need for FMLA leave whenever the need for the leave is foreseeable (such as when the leave is for an expected birth or placement for adoption or for planned medical treatment). When planning medical treatment,

employees should consult with their supervisors and attempt to schedule the treatment so as to minimize the impact of the employee's absence on the Eleventh Judicial Circuit's operations. In cases in which the need for leave cannot be anticipated thirty (30) days in advance, the employee must give notice of the need for leave as soon as possible (at least one or two business days) after the employee learns of the need for the leave. Failure to give proper advance notice of the need for FMLA leave when the need for such leave is foreseeable may result in denial, rescheduling, or delay of the leave until thirty (30) days after such notice is provided.

In the case of Serious Personal Illness Leave or Serious Family Illness Leave, the Eleventh Judicial Circuit may request medical re-certification every thirty (30) days, or whenever the employee requests an extension of leave, when circumstances described in the original medical certification have changed significantly (such as the duration or nature of the illness or complications), or when the Eleventh Judicial Circuit receives information which casts doubt on the continuing validity of the medical certification.

If the Eleventh Judicial Circuit has reason to question the validity of a medical certification provided by the employee's health care provider, the Eleventh Judicial Circuit may require that the employee obtain a second opinion, at the Eleventh Judicial Circuit's expense, from a health care provider designated by the Eleventh Judicial Circuit. In the event the second opinion differs from the first, the Eleventh Judicial Circuit may require the employee to obtain a third and final opinion, again at the Eleventh Judicial Circuit's expense, from a health care provider jointly approved by the Eleventh Judicial Circuit and the employee.

Timely requests for FMLA leave from eligible employees will be granted as required by state, local, and federal law.

G. *Reports on the Employee's Status and Intent to Return to Work*

An employee on an approved leave of absence is required to keep the Eleventh Judicial Circuit advised of his/her status and intent to return to work. While on leave, the employee must contact his/her supervisor or the AOC Human Resources Division thirty (30) and ten (10) days prior to the agreed return date to inform him/her of the employee's status and intent to return. An employee's failure to keep the Eleventh Judicial Circuit advised of the employee's status and intent to return to work may be considered a resignation from employment.

H. *Written Verification and Fitness-for-Duty Reports*

Based upon the nature and length of the absence, the Eleventh Judicial Circuit may require that an employee submit a fitness-for-duty certification (medical release of the employee's ability to return to work). Generally, a fitness-for-duty certification will be required for any absence due to the employee's own illness or injury of three (3) or more days. Certification may be required, however, in other instances depending upon the individual circumstances involved.

Written verification may be required from the employee for any FMLA absence. In addition, any request for a leave of absence of five (5) or more calendar days must be accompanied by appropriate written documentation. For absences based upon the employee's own illness or injury, or the illness or injury of a family member, the written verification is a physician's diagnosis certifying

the condition for the leave of absence. An employee's supervisor may request a physician's written verification at any time during the leave or whenever the leave of absence exceeds three (days). Failure to submit such documentation may result in denial of the leave request or in a recorded unexcused absence, which will be treated accordingly. Employees may be required to submit re-verification for an absence depending on the circumstances involved.

I. *Benefits and Reinstatement Rights*

Benefits may be affected by a leave of absence and employees may have to make arrangements to ensure the continuation of certain benefits (such as health insurance). The status of these benefits will depend on current policy, plan documents, and the type of leave the employee has taken.

On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when the leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An employee is entitled to such reinstatement even if the employee has been replaced or his/her position has been restructured to accommodate the employee's absence. If an employee has questions about a specific policy or absence, the employee should contact the AOC Human Resources Division.

J. *Continuation of Benefits while on FMLA Leave*

An employee on approved FMLA Leave may continue group health insurance coverages during the leave by paying the employee's normal share of the cost of such coverages, if any, during the leave on or before the date when payroll deductions for such costs would normally be made. (Failure to pay the employee's share of the

premium when due will result in elimination of coverage after thirty [30] days).

An employee who fails to return from FMLA Leave may be required to reimburse the Eleventh Judicial Circuit's cost of maintaining group health insurance coverages for the employee and/or the employee's dependents while on FMLA Leave, unless the employee's failure to return to work is due to reasons beyond the employee's control, such as the continuation, recurrence or onset of a serious health condition of the employee or the employee's spouse, parent or child.

K. *Use of Available Paid Time Off while on FMLA Leave*

An employee must notify the AOC Human Resources Division if he/she wishes to use accrued paid time off during the absence or take the leave without pay.

L. *Crediting of Benefits While on FMLA Leave*

Benefits such as sick leave, vacation, and annual leave do not continue to be credited to employees who are out on unpaid leave.

M. *Reinstatement following FMLA Leave*

Request for Reinstatement - An employee returning from FMLA Leave for his/her own serious health condition should notify his/her supervisor of availability to return to work immediately upon being released to return to work by the employee's health care provider. The employee should also provide the Eleventh Judicial Circuit with a certification from the health care provider confirming the employee's fitness to return to his/her normal duties if requested by the Eleventh Judicial Circuit. Failure to provide a requested fitness-for-duty

certification may result in denial of reinstatement until this certification is provided. An employee desiring to return from FMLA Leave, other than Serious Personal Illness Leave, prior to the date the leave was due to expire should give written notice to his or her the employee's supervisor or the AOC Human Resources Division of the desire to return to work at least fourteen (14) days, but no later than two (2) working days, prior to the desired return date.

Reinstatement - An employee returning from FMLA Leave will normally be reinstated to the position held by the employee at the time the leave commenced or to an equivalent position. **An employee, however, returning from FMLA Leave will have no greater right to employment or employment in a specific position than he/she would have had in the absence of the leave.**

N. *Benefits at Reinstatement*

An employee returning from FMLA Leave will have his or her benefits reinstated to the same levels as they enjoyed at the time the leave commenced, except for any paid leave benefits used during the leave and changes in benefits which took place during the leave at the employee's election due to annual enrollment or family status change. Changes in benefits which would have occurred had the employee not taken the leave will also apply. An employee's pay rate will also be adjusted to reflect any unconditional or across-the-board pay adjustments implemented or announced during the period of the leave.

GENERAL CONDUCT POLICIES

Disciplinary Procedures

The policies and procedures outlined in this Handbook reflect the Eleventh Judicial Circuit's general philosophy. Each situation involving potential discipline, up to and including termination, presents its own unique circumstances and considerations; therefore, each situation may be reviewed and decided at the discretion of the Chief Judge or his/her designee.

Because the positions held by employees of the Eleventh Judicial Circuit are funded or authorized by different sources, the specific policies and procedures manual issued by the employee's respective funding source may also be consulted for a detailed description of the disciplinary procedures provided by the respective funding source.

Employees whose positions are funded by a source other than Miami-Dade County or the State of Florida will be subject to the disciplinary procedures applicable to employees in like positions. In the event there is no such like position, the appropriate disciplinary protocol will be determined by the Chief Judge or his/her designee.

Drug and Alcohol Non-Tolerance Policy

The illegal sale, purchase, use, or possession of, or the reporting to work under the influence of intoxicating substances, non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed controlled substances on the Eleventh Judicial Circuit's property or during working time is strictly prohibited. In addition, all employees of the Eleventh Judicial Circuit, as defined herein, are prohibited from using alcohol during normal working hours and are prohibited from reporting to work under the influence of alcohol.

Non-Smoking Policy

The Eleventh Judicial Circuit has adopted a Non-Smoking policy to comply with Florida law and to provide a safe and healthy environment for all of the employees, as defined herein, members of the public, and persons associated with the Eleventh Judicial Circuit. Under this policy, smoking is not allowed in any indoor area of any of the court facilities. Smoking is permitted outdoors. Violation of this non-smoking policy will subject the offending employee to appropriate counseling and discipline.

Workplace Violence Policy

Purpose

The Eleventh Judicial Circuit recognizes that a safe environment is fundamental to a productive and positive workplace. The purpose of this policy is to promote the safety of every employee in the workplace and to stress that everyone must share in the responsibility for preventing and responding to threats of violence and actual violence in the workplace.

Prohibited Conduct

Violence, threats, harassment, intimidation, and other disruptive behavior in the workplace will not be tolerated. All reports of incidents will be taken seriously and will be dealt with appropriately. Such disruptive behavior may include, but is not limited to, oral or written statements, gestures, expressions, use or possession of weapons, destruction of property, assault, battery, or other physical actions or comments that communicate a direct or indirect threat of physical harm or intimidation. Employees who commit such acts may be removed from the workplace and may be subject to disciplinary action, up to and including termination, criminal arrest and/or prosecution.

Reporting Procedures

Any employee, who feels that he/she has been subjected to or witnessed an act or threat of workplace violence, is directed to report it to his or her supervisor. If the employee does not feel comfortable making a report to the supervisor, he/she may report the incident to the AOC Human Resources Division. A report of workplace violence may also be reported anonymously, if the employee is not comfortable with using either of the above-described reporting procedures. This can be done by submitting a written complaint to the Court Administrator, Office of the General Counsel, or AOC Human Resources Division.

Any employee reporting such an act or threat is advised that knowingly making false complaints will be grounds for disciplinary action, up to and including termination. Employees are further advised that exact information such as names, dates, time, location, details of the incident, etc. are extremely helpful and often essential in an investigation. Employees should provide as much information as possible.

Persons accused of workplace violence are instructed not to retaliate against anyone reporting these complaints. Acts of retaliation will be thoroughly investigated. Acts of retaliation will result in disciplinary action, up to and including termination.

Employees must refer any questions regarding any rights or obligations under this policy to their immediate supervisor or to the AOC Human Resources Division.

Emergency Situations

In all situations, if violence appears imminent, employees should first take the precautions necessary to assure their own safety and the safety of others, for example, by calling 911 for emergencies and requesting assistance.

Confidential and Non-Public Information Policy

Employees of the Eleventh Judicial Circuit shall never disclose any confidential and/or non-public information received in the course of official duties, except as required in the performance of such duties, nor shall any employee of the Eleventh Judicial Circuit use such information for personal gain.

Every employee of the Eleventh Judicial Circuit who receives information regarding a violation of this policy or has actual knowledge that there is a substantial likelihood that another employee of the Eleventh Judicial Circuit has violated this policy shall promptly report this information to his/her supervisor or to the AOC Human Resources Division. No employee of the Eleventh Judicial Circuit shall be disciplined for reporting such a violation to his/her supervisor or to the AOC Human Resources Division.

The unauthorized disclosure of confidential and/or non-public information will result in discipline, up to and including termination. If you have any questions as to whether particular information is confidential and/or non-public, please discuss this with your supervisor or with the AOC Human Resources Division.

Confidential information includes, but is not limited to, information on pending cases that is not already a matter of public record and information concerning the work product of any judge, law clerk, staff attorney, or other employee including, but not limited to, notes, papers, discussions, and memoranda.

Non-public information may include but is not limited to: information that is sealed by statute or court order, impounded or communicated in camera, and information offered in grand jury proceedings, pre-sentencing reports, dependency cases, or psychiatric reports. For specifics regarding public records that are exempt from disclosure, refer to the Public Records Act,

Chapter 119 of the Florida Statutes, Rule 2.051 of the Florida Rules of Judicial Administration, and to applicable case law. All such matters should be referred to the Office of the General Counsel.

E-mail and Internet/Intranet Use Policy

This policy applies to all employees of the Eleventh Judicial Circuit and all other authorized users of the electronic mail infrastructure made available by the Eleventh Judicial Circuit, including the Internet and Intranet.

Procedures

- A. The Internet/Intranet is to be used as a business tool for reasons that are necessary for the accomplishment of an employee's job assignments.
 1. Files downloaded from the Internet must be thoroughly scanned by anti-viral software maintained by CITEs. Users are strictly prohibited from disabling this anti-viral software.
 2. In accordance with the Eleventh Judicial Circuit's policy, executable files/software can only be downloaded by individuals whose job descriptions include the testing of software.
 3. Accessing, sending, storing, or displaying sensitive materials including, but not limited to, gambling or other illegal activities, sexually explicit materials, or materials that include profane, obscene, or discriminatory content is strictly prohibited.
 4. Data and files on the Internet must be considered copyrighted material and may not be distributed or published in any form without the written permission of the originator.

5. In addition to work-related access, employees and other authorized users may briefly visit non-sensitive Internet sites during **non-work time**, such as break, lunch, or before or after work hours. Examples of acceptable sites are those dealing with health matters, weather, news, business and judicial topics, community activities, career advancement, and personal enrichment. It is imperative that common sense be used in viewing non-work related sites and they must not result in any additional cost to the Eleventh Judicial Circuit.

- a. Due to its prohibitive costs, the usage of bandwidth is subject to future limitations or elimination.
- b. "Bandwidth" includes, but is not limited to, on-line streaming of radio stations, videos, etc.

B. E-mail is to be used for official business which includes communications with other state departments, governmental entities, circuits, and private sector entities. Although the Eleventh Judicial Circuit does not prohibit all personal use of e-mail, a common sense approach should be applied. **Further, global e-mails (for example, e-mails addressed to "All Judges, Judicial Assistants, and Court Staff") should only be sent for official business functions.** E-mail generated through the Eleventh Judicial Circuit's communications system is not private between the user and the recipient as the public may access. The public may access such e-mails as provided for in Fla. R. Jud. Admin. 2.051. Therefore, do not send e-mails which you would not want to see printed or broadcasted through the media or by other means.

1. Acceptable personal use of e-mail is where the communication is brief, does not interfere with work, does not subject the Eleventh Judicial Circuit to any

additional cost or indignity, and is consistent with the requirements contained in this policy.

- a. Contents of e-mails shall be professional and courteous;
- b. As part of the e-mail message, the sender shall include: his or her position/title; place of employment or affiliation; and telephone number.

2. Prohibited uses of e-mail include, but are not limited to:

- a. Sending non-Circuit sponsored solicitations, including, but not limited to such things as advertising the sale of property or other commercial activities;
- b. Sending copies of documents in violation of copyright laws or licensing agreements;
- c. Sending messages prohibited or restricted by government security laws or regulations or any other communication which may adversely affect the Eleventh Judicial Circuit's ability to carry out its mission. Messages which may reflect unfavorably on the Eleventh Judicial Circuit, or which may be perceived as representing the Eleventh Judicial Circuit's official position on any matter when authority to disseminate such information has not been expressly granted are also prohibited;
- d. Sending confidential or proprietary information or data to persons not authorized to receive it, either within or outside the Eleventh Judicial Circuit;
- e. Sending content that may constitute sexual harassment or be considered discriminatory, obscene, derogatory, or excessively personal,

whether intended to be serious or humorous;

- f. Sending communications reflecting or containing chain letters; illegal activity; harassment; sensitive information including but not limited to gambling, or materials that include profane, obscene, or inappropriate language, or racial, ethnic or other discriminatory content;
 - g. Sending communications promoting political positions or actions;
 - h. Sending communications in a manner inconsistent with guiding ethical statements and accepted community standards or which violate laws, regulations, court rules, or codes of professional conduct applicable to particular users.
3. Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by Eleventh Judicial Circuit management, employees are prohibited from engaging in, or attempting to engage in:
- a. Monitoring or intercepting the files or electronic communications of other employees or third parties;
 - b. Hacking or obtaining access to systems or accounts they are not authorized to use;
 - c. Using other people's log-ins or passwords; and
 - d. Breaching, testing, or monitoring computer or network security measures.
4. No e-mail or other electronic communications can be sent that attempts to hide the identity of the sender or represent the sender as someone else.

- 5. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
 - 6. Anyone obtaining electronic access to other individuals' materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.
 - 7. The Eleventh Judicial Circuit does not intend to routinely monitor the contents of e-mail messages. Nonetheless, users should expect that electronic mail messages may be accessed by authorized supervisors or System Administrators with or without the permission of the employee.
 - 8. Any requests for access to the contents of e-mail to respond to a legal process, such as subpoenas and public records law requests, or for purposes involving litigation, investigation or claim must be immediately brought to the attention of the Office of the General Counsel.
 - 9. Individual users are responsible for keeping and archiving their own business-related e-mail. Retention of these files is subject to Fla. R. Jud. Admin. 2.051.
 - 10. E-mail transmissions of a personal, non-official nature are not deemed public judicial records and as such a record of such transmissions need not be maintained.
 - 11. Participation in online forums is strictly prohibited and requires advance supervisory permission.
- C. All e-mail accounts must be established, terminated or transferred through CITEs after notification from the AOC Human Resources Division.

- D. All e-mails shall contain the following confidentiality clause as applicable:

Attention: The information contained in this E-mail message may be privileged and confidential under Fla. R. Jud. Admin. 2.051 information intended only for the use of the individual(s) named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copy of this communication is strictly prohibited. If you received this communication in error, please contact the sender by reply E-mail and destroy all copies of the original message. Thank you.

- E. Violations of this policy may result in disciplinary actions which may include, but are not limited to:
1. oral reprimand;
 2. written reprimand;
 3. suspension from employment;
 4. termination from employment; and/or
 5. referral to the Judicial Qualifications Committee for investigations and/or disciplinary action (as applicable).

Computer And Telecommunications Use Policy

Within this policy, you will find a description of the policies and guidelines for use of the computer and telecommunications resources of the Eleventh Judicial Circuit. All users of such systems employed by the Eleventh Judicial Circuit have the responsibility to use these resources in a professional, ethical, and lawful manner. The computers and computer accounts provided to employees by the Eleventh Judicial Circuit are to assist such employees in the performance of their jobs. The computer and telecommunications systems belong to the

Eleventh Judicial Circuit and may only be used for authorized judicial purposes.

To better serve our constituency, the Eleventh Judicial Circuit provides its employees with the best tools to effectively and efficiently perform their jobs. As such, the Eleventh Judicial Circuit provides its workforce with access to one or more forms of electronic media, media services, or tools/materials, including, but not limited to, computers, e-mail, copiers, telephones, televisions, VCRs, DVD players, voicemail, facsimile machines, an intranet, wire services, online services, Internet, and the World Wide Web.

The Eleventh Judicial Circuit encourages the use of these media and associated services as they can make communication more efficient and effective and because they are valuable information sources. All employees and everyone connected with this organization, however, should remember that electronic media, media services, or tools/materials provided by the Eleventh Judicial Circuit are the property of the Eleventh Judicial Circuit and their purpose is to facilitate and support official judicial business. *All users of the computer and telecommunications systems of the Eleventh Judicial Circuit are responsible for ensuring that these resources are used in a professional, ethical, and lawful manner.*

A. *Waiver of Privacy*

Employees of the Eleventh Judicial Circuit waive their right of privacy in anything they create, store, send, or receive on the Eleventh Judicial Circuit's computer and telecommunications system. Employees consent to management or supervisory personnel of the Eleventh Judicial Circuit accessing and reviewing all material employees create, store, send, or receive on the computer or telecommunications system. Employees further understand that anything they create, store, send, or receive on the Eleventh Judicial Circuit's computer and

telecommunications system may constitute a judicial record per Fla. R. App. P. 2.051 to which the public may have access.

B. *Prohibited Use*

Use of the Eleventh Judicial Circuit's computer or telecommunications system for any of the following activities is strictly prohibited:

1. Sending, receiving, displaying, printing, or otherwise disseminating material that is fraudulent, harassing, embarrassing, sexually explicit, obscene, intimidating, or defamatory;
2. Sending, receiving, displaying, printing, or otherwise disseminating confidential, proprietary judicial information in violation of company policy or proprietary agreements;
3. Transmitting, storing, or otherwise disseminating commercial or personal advertisements, solicitations, promotions, destructive programs (e.g., viruses or self-replicating code), or political material;
4. Violating any state, federal, or international law governing intellectual property (e.g., copyright, trademark, and patent laws) and online activities; and
5. Violating any license governing the use of software.

C. *Personal Use*

The computers, electronic media and services, electronic tools/materials, and telecommunications systems provided by the Eleventh Judicial Circuit are primarily for official judicial use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of the computers, electronic media and services, electronic tools/materials, and telecommunications

systems for personal, non-business or non-judicial business purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their official business purposes. Employees, however, are expected to demonstrate a sense of responsibility and not abuse this privilege.

D. *Software and Hardware Peripherals*

To prevent computer viruses from being transmitted through the Eleventh Judicial Circuit's computer system, unauthorized downloading or uploading of any unauthorized software is strictly prohibited without advance approval from the employee's supervisor. Unauthorized software is any software that was not installed or approved by CITEs on the computer harddrive when it was first delivered to the end user. Only CITEs staff may install or attach software or peripherals after proper approval has been sought and obtained. Employees are further restricted from attaching unauthorized peripheral hardware to their assigned computers. Employees must contact CITEs for assistance with software and peripherals.

E. *Violations*

Violations of this policy may result in disciplinary action which may include, but are not limited to:

1. oral reprimand;
2. written reprimand;
3. suspension from employment;
4. termination from employment;
5. referral to the Judicial Qualifications Committee for investigations and/or disciplinary action (as applicable);

6. legal action; and/or
7. criminal liability.

Personal Conduct

All employees of the Eleventh Judicial Circuit shall personally observe high standards of conduct so that the integrity and independence of the Eleventh Judicial Circuit are preserved. All employees of the Eleventh Judicial Circuit shall maintain and observe the highest standards of integrity, honesty, and truthfulness in their professional and personal dealings. The fundamental attitudes and work habits of individual employees of the Eleventh Judicial Circuit reflect on the integrity and independence of the Eleventh Judicial Circuit and are of vital importance in maintaining the confidence of the public. Honesty and truthfulness are paramount.

What Employees Should Expect of the Eleventh Judicial Circuit

All employees of the Eleventh Judicial Circuit can expect the following:

- To be treated with respect and courtesy in all matters.
- To be free from harassment or discrimination of any kind, from any employee or any member of the Eleventh Judicial Circuit.
- To be treated fairly in the event of any Eleventh Judicial Circuit-related dispute, and to express personal points of view without fear of retaliation.
- To be given adequate time and training to learn the details of a new position.
- To receive all the Eleventh Judicial Circuit's benefits for which one is eligible, as outlined in this Handbook and in other Eleventh Judicial Circuit's documents.

What the Eleventh Judicial Circuit Expects of Employees

The Eleventh Judicial Circuit expects its employees to:

- Observe proper office decorum, adhering to dress codes and professional courtesies and respect in all dealings with fellow employees, members of the public, and other persons associated with Eleventh Judicial Circuit.
- Be responsible for individual work areas, keeping them neat, presentable to the Eleventh Judicial Circuit and protective of confidentiality, if applicable (for example, you should not leave confidential documents in a place in which others might be able to read or obtain copies).
- Adhere to the commonly accepted ethical standards for the community.
- Avoid abusing the Eleventh Judicial Circuit's benefits and allowances.
- Be punctual and be devoted to work during the time each day that one is in the office.
- Adhere to all Eleventh Judicial Circuit's policies and procedures.
- Ask questions if one is unsure of the Eleventh Judicial Circuit's policy or procedure in any situation, no matter how trivial it may seem.
- Avoid conflicts of interest in the performance of their professional duties. Employees shall not use or attempt to use, their official positions or any property or resource of the Eleventh Judicial Circuit which may be within their trust to secure a special privilege, benefit, or exemption for themselves, their relatives, or others.

Dress Standards

The Eleventh Judicial Circuit prides itself on its professionalism, including the appearance of employees. Professionalism includes appearance. All personnel are expected to dress in business attire that is appropriate in our offices and presents a professional appearance to fellow employees, members of the public, and persons associated with Eleventh Judicial Circuit.

Arrest Policy

Because the standards of conduct of the employees of the Eleventh Judicial Circuit reflect on the integrity and independence of the Eleventh Judicial Circuit, all employees have a continuing obligation to disclose any arrest, without delay, upon his/her return to work. When complying with this policy, the employee must contact the AOC Human Resources Division. As a general rule, an employee will be suspended without pay upon arrest.

Outside Employment

Employment outside the Eleventh Judicial Circuit is allowed to the extent that the outside employment does not pose a conflict with employment by the Eleventh Judicial Circuit. Conflicts may be of interest, of time, or of confidentiality, and cannot be tolerated, since any conflict would be detrimental to the Eleventh Judicial Circuit as a whole. Outside employment is strictly prohibited whenever it conflicts with the operations and interests of the Eleventh Judicial Circuit or raises the appearance of, or potential for, any conflict of interest or impropriety. Outside employment must be fully disclosed to and discussed with the AOC Human Resources Division. Questions regarding outside employment should be directed to the AOC Human Resources Division. Any employee who wishes to engage in outside employment is required to complete a "Request for Outside Employment" form and present it to his/her supervisor for approval prior to engaging in the outside employment and notification given to the AOC Human Resources Division to document the employee's file to reflect such authorization. Also, upon terminating such outside employment, the employee must notify the AOC Human Resources Division, in writing, so that the employee's file may be updated.

Because the positions held by employees of the Eleventh Judicial Circuit are funded or authorized by different sources, the specific policies and procedures manual issued by the employee's

respective funding source should be consulted for a detailed description of the outside employment policy provided by the respective funding source.

Work Habits

The Eleventh Judicial Circuit takes pride in the reputation of its employees as competent, ethical, and responsible persons. For the benefit of the Eleventh Judicial Circuit and all its employees, instances of excessive absenteeism, tardiness, and insubordination will not be tolerated. These conditions are difficult to define, and will be considered on an individual basis. Such offenses may be subject to disciplinary action, up to and including termination. Questions regarding the Eleventh Judicial Circuit's policies on work habits should be directed to the AOC Human Resources Division.

Abuse of the Eleventh Judicial Circuit's policies regarding vacation, sick, and personal time, including but not limited to absences beyond those allowed by policy, may be regarded as excessive absenteeism. Every employee is an important part of the daily operation of the Eleventh Judicial Circuit, and excessive absences damage efficiency. While extenuating circumstances may sometimes occur, employees are expected to report to work according to the terms and conditions of employment. Instances of absenteeism will be discussed with an employee by his/her supervisor, and a written account of events may be placed in the employee's employment record.

All employees of the Eleventh Judicial Circuit are expected to report for work promptly and punctually according to work schedules. If an employee is absent from work, even for a day, he/she must call his/her supervisor or the Eleventh Judicial Circuit may consider the employee to have abandoned his/her job. Occasionally, unforeseen circumstances may prevent punctuality, but employees are expected to adjust and maintain work schedules. Instances of tardiness will be discussed with an

employee by his/her supervisor, and a written account of events may be placed in the employee's employment record.

Insubordination occurs when an employee refuses to perform tasks which are rightfully within the scope of his/her position. Outright refusal to do so, without proper justification, is considered insubordination. Insubordination may take other forms as well. For example, employees are expected to treat supervisors and the public with courtesy.

These policies and procedures are not intended as an exhaustive guide for the conduct of all employees of the Eleventh Judicial Circuit, as defined herein.

Use of Property Policy

Because the positions held by employees of the Eleventh Judicial Circuit are funded by different sources, the specific policies and procedures manual issued by the position's respective funding source should be consulted for a detailed description of the use of property policy.

Acceptance of Gifts Policy

The employees of the Eleventh Judicial Circuit shall not accept gifts, gratuities, favors, or loans from lawyers, vendors, organizations, or other third parties with whom they have official relationships concerning business of the Eleventh Judicial Circuit. This policy is not meant to prohibit the giving and/or receiving of gifts between and among employees and/or judges.

Non-Solicitation Policy

The policy of the Eleventh Judicial Circuit is that court employees' shall not solicit contributions for charities or civic projects during the course of a regular business day or while in court facilities or while representing the Eleventh Judicial

Circuit. Such prohibitions apply to the solicitation of in-kind donations as well as monetary contributions.

It shall be impermissible for a court employee to use his/her position within the court system to advance his/her private interests or the private interests of others. For this reason, court employees shall not use court resources (including the court's e-mail network) to solicit donations or publicize the civic-activities or fund raising campaigns of other organizations. Neither shall any employee use the name or prestige of the court in the solicitation of funds regardless of the purpose.

While on the job, court employees shall not solicit their court system co-workers to contribute to or participate in civic or charitable activities. At no time, shall court employees solicit contributions from lawyers or other persons likely to come before or do business with the court, since, by extension, it may violate the judicial code's prohibition against a judge's soliciting funds or permitting the use of the prestige of judicial office for that purpose. See Judicial Ethics Advisory Committee ("JEAC") Opinion Number 93-29.

Engaging in charitable activity after hours and away from the courthouse ordinarily does not create ethical problems for the court employee, so long as the employee does not use or "trade on" his/her position at the court in the activity or solicit contributions from frequent users of the court. The JEAC has cautioned that, to the extent permissible, all activities, such as fund raising, be conducted in a dignified and appropriate manner, without reference or contact with any individual judge, outside the courthouse and without any misuse of the prestige of the judicial office. Court employees of the Eleventh Judicial Circuit are further reminded that they remain subject to general provisions of the Florida Code of Ethics for Public Officers and employees regarding abuse of position, confidentiality, conflict of interest, political activity, and performance of duties. See e.g., Section 112.313, Florida Statutes

In general, court employees of the Eleventh Judicial Circuit shall observe high standards of conduct so that the integrity and independence of the judiciary is preserved. They should not engage in activities which unduly disrupt or interfere with conduct of official business. In assessing the advisability of all civic and charitable activities, court employees shall consider such factors as the likelihood that the organization's actual or apparent interests will come before the court, and whether the activity creates an appearance of bias or partiality. Thus, for example, if the activity took up too much time on the job, or if it was to benefit a frequent user of the court, it would be improper. Such restrictions are not intended to infringe upon the rights or liberties of court personnel, but to assist the court in (1) upholding the integrity and independence of the judiciary, and (2) avoiding impropriety by the personnel under the judge's direction and control.

Should you have any questions regarding these guidelines, please contact the Office of the General Counsel of the Eleventh Judicial Circuit.

Political Activities Policy

No employee of the Eleventh Judicial Circuit shall use his /her official position or any of the resources of the Eleventh Judicial Circuit in support of or against any political candidacy, or in support of or against any political position or political cause. This policy shall not be construed to prohibit any employee of the Eleventh Judicial Circuit from being involved in political activities during his/her personal time.

Because the positions held by employees of the Eleventh Judicial Circuit are funded by different sources, the specific policies and procedures manual issued by the position's respective funding source should be consulted for a detailed description of the political activities policy.

Acknowledgment of Receipt: Policies and Procedures Handbook for All Employees of the Eleventh Judicial Circuit

This Handbook is intended as a guide for policies, procedures, benefits, and general information to assist you, the employee, during your employment with the Eleventh Judicial Circuit - regardless of funding source. This Handbook may not be construed to, and does not create, any contract of employment for a definite or particular term or period of time. In addition, the Handbook and policies and procedures contained therein are subject to change at the discretion of the Chief Judge and as any applicable law changes.

* * * * *

I acknowledge that I have received a copy of the Policies and Procedures Handbook for All Employees of the Eleventh Judicial Circuit of Florida. I understand and agree that nothing contained in this Handbook may be construed to create, or creates, a contract of employment for a specific term or period of time.

I acknowledge that my employment with the Eleventh Judicial Circuit is, pursuant to §110.205(2)(c), Florida Statutes, an "at will" employment which is not covered under Career Service and that all employees of the Eleventh Judicial Circuit serve at the pleasure of the appointing authority and do not attain tenure rights.

I also understand that it is my responsibility to become familiar with all the information contained in this Handbook and to adhere to its provisions. I may ask my supervisor or the AOC Human Resources Division to clarify any information in this Handbook that I do not understand. I acknowledge that this Handbook, as presented to me, applies to all employees of the Eleventh Judicial Circuit - regardless of funding source. I also understand that I am responsible for obtaining, understanding

and following any other handbook, manual or policies applicable to the position I hold and that I must bring any actual or perceived conflict between those policies and this Handbook to the attention of my supervisor and the AOC Human Resources Division promptly.

Employee Signature

Date

Employee Name (Print)

Employee Social Security Number

HUMAN RESOURCES DIVISION

**Miami-Dade County
Office of the Inspector General**

Exhibit 2

**NRS Deferred Compensation Unforeseeable Emergency
Distribution Application and Submitted Supporting Documentation
Including Two Miami-Dade County Paychecks
(Redacted)
(9 pages)**

IG11-31



Deferred Compensation Unforeseeable Emergency Distribution Application

**Unforeseeable
 Emergency
 (continued)**

You must submit documentation to support your request for an Unforeseeable Emergency distribution. Please see the examples below for documentation that may be required.

Reason	Required Documentation
<input type="checkbox"/> Property Loss Due To Accident /Casualty	<input type="checkbox"/> Official Police Report (where applicable) <input type="checkbox"/> If the participant has insurance: a letter from the participant's insurance company indicating the amount covered by insurance and deductible amount owed, or reasons for no coverage. <input type="checkbox"/> If the participant does not have insurance: a signed statement from the participant indicating that they do not have insurance. <input type="checkbox"/> Detailed repair estimate from a licensed mechanic indicating the make and model of the vehicle in need of repairs (for auto repairs) <input type="checkbox"/> Detailed repair estimate from a licensed contractor indicating the specific causes of the damage to the participant's primary residence (for home repairs).
<input type="checkbox"/> Divorce/ Separation	<input type="checkbox"/> Copy of the divorce decree or separation agreement. <input type="checkbox"/> See "Involuntary Loss of Income", "Legal Fees", and "Moving Expenses" sections below for supporting documentation.
<input type="checkbox"/> Repair of Automobile	<input type="checkbox"/> See "Property Loss Due to Accident/Casualty" above.
<input type="checkbox"/> Imminent Foreclosure/ Eviction	<input type="checkbox"/> Letter from the mortgage company indicating a dollar amount needed to prevent imminent foreclosure or acceleration on the participant's primary residence. ○ Documentation showing the property address of the loan under the threat of foreclosure. <input type="checkbox"/> Letter from the landlord/leasing agency or court ordered eviction notice indicating the dollar amount needed to prevent imminent eviction from primary residence
<input type="checkbox"/> Car Repossession	<input type="checkbox"/> Letter from the auto loan company indicating a dollar amount needed to prevent repossession of your primary automobile
<input type="checkbox"/> Funeral	<input type="checkbox"/> Detailed invoice from a funeral home that itemizes the cost of the funeral expenses. <input type="checkbox"/> Documentation regarding whether or not the deceased had life insurance and the amount of those benefits
<input type="checkbox"/> Home Repair/ Modification	<input type="checkbox"/> See "Property Loss Due to Accident/Casualty"
<input type="checkbox"/> Medical/ Dental/ Prescription Expenses	<input type="checkbox"/> If the participant has insurance: Explanation of Benefits forms from the insurance company indicating insurance coverage (or reasons for no coverage), patient responsibility, and dates of service for all charges. <input type="checkbox"/> If the participant does not have insurance: Detailed bills indicating dates of service for all charges and a signed statement indicating that the participant does not have insurance. <input type="checkbox"/> If the procedure could be considered cosmetic, a letter from a medical doctor/dentist indicating the reasons why the procedure is medically necessary.
<input type="checkbox"/> Utility Disconnection	<input type="checkbox"/> Letter from the utility company indicating the dollar amount needed to prevent imminent disconnection of the gas, electric or water services at the participant's primary residence.
<input type="checkbox"/> Legal Fees	<input type="checkbox"/> Signed attorney retainer agreement, and/or <input type="checkbox"/> Detailed list of costs incurred from the attorney indicating dates of service for all charges

9 5/19/2011 12:48:10 AM [Central Daylight Time] OHLEWAPP0719 4329 8006794213 02-07 NWPROD



Deferred Compensation Unforeseeable Emergency Distribution Application

Unforeseeable Emergency (continued)	<input type="checkbox"/> Moving Expenses	<input type="checkbox"/> Rental/lease agreement <input type="checkbox"/> Copies of bills/receipts for moving expenses
	<input type="checkbox"/> Child Support	<input type="checkbox"/> Letter from the Child Support Enforcement Agency indicating amount of child support in arrears that is owed to the participant.
	<input checked="" type="checkbox"/> Involuntary Loss of Income	<input type="checkbox"/> Last full pay stub indicating regular full pay rate. <input type="checkbox"/> Letter from employer indicating dates of employment and UNPAID dates of work missed due to involuntary reasons. This must indicate any sick pay, vacation pay, worker's compensation, unemployment benefits or any other form of compensation received while out of work. <input type="checkbox"/> A two-year pay history must be documented with previous years W-2 forms. <input type="checkbox"/> Documentation from unemployment office, if applicable. Documentation should list date when benefits start and the dollar amount you are eligible to receive.

Items to keep in mind to prevent your request from being delayed or denied:

- ◆ If your unforeseeable emergency distribution is due to a legal dependent's situation, we will require a copy of the qualified dependent worksheet to show dependency
- ◆ Documentation being supplied from third parties must be on third party's letterhead
- ◆ The documentation provided must generally be dated within the previous 12 months
- ◆ Sign your application and the tax forms provided (if applicable)
- ◆ Please allow up to 10 days for receipt and review

All Documentation will be reviewed and does not guarantee approval of your request. Please note that additional documentation may be requested.

What dollar amount are you requesting? (Applications without a stated request amount cannot be approved.)

\$ 7,360.24

JORLLE HASPIL 11/1988

9058
63-216/631

Pay to the order of

VOID

Date

\$

Dollars



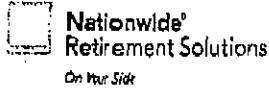
ACH RT 061000104

For

MP

Remember to complete the direct deposit & tax information, and sign on the following page





Deferred Compensation Unforeseeable Emergency Distribution Application

Delivery Options If approved, how would you like your funds to be delivered? (Please check all that are applicable)

Check - From date of issuance please allow 5-7 business days for receipt

Overnight - A \$25.00 fee will be deducted from your account pro rata

ACH - Please complete direct deposit information below

Please Note: If none of the above options are selected funds will be issued as a check and distributed via standard mail.

Direct Deposit Information Check only one option: Checking Account Savings Account

SunTrust BANK
Bank/Credit Union Name Account Number

ABA NUMBER (First nine digits only) | / | / |

Your ABA number appears at the bottom of your checks, between the markings indicated above.
Bank or Credit Union Telephone Number: { _____ }

Note: Direct Deposit is only offered through members of the Automatic Clearing House (ACH).
Is this account associated with a brokerage firm or other investment firm? Yes No
If yes, have you confirmed that the ABA and account numbers are correct? Yes No

Please note: You must include a voided check if your distribution is being sent to your checking account.

Tax Information All distributions are subject to federal, applicable state and local taxes. Federal Income Tax will be withheld from your payment as required by the Internal Revenue Code. Payments will be reported on a 1099-R form.

10% default tax withholding: Use the default rate of 10% for Federal Taxes (all unforeseeable emergency withdrawals will use a default rate of 10% for Federal Taxes)

Use 10% default tax withholding and increase distribution: Use the default rate of 10% for Federal taxes and increase the distribution to pay for the 10% tax withholding.

No Taxes withheld: Do not withhold Federal Taxes from my withdrawal. I will be liable for all Federal Taxes that may result from this withdrawal.

Other percentage withholding: I would like to have _____ % Federal Taxes withheld from my distribution. (Please enter whole percentages above 10% only. By default, 10% is the minimum Federal Tax withholding amount.)

Signature & Authorization I verify that all information provided on this application is current, complete, and accurate. I verify that my event may not be relieved using funds available from my checking, savings, stocks, mutual funds, securities, insurance, other assets or by ceasing my deferrals.

I understand it is my responsibility to and I agree to maintain the documentation supporting this unforeseeable emergency request.

I understand that these funds may not be rolled over into an IRA, 401, 403(b), or another 457 plan.

I understand that if I am still deferring to the Plan, my request for unforeseeable emergency withdrawal may be denied.

Participant's Signature 	Date MAY 16, 2011
--	----------------------

Thank you for your participation in the deferred compensation program. If you have any questions, please call us at 1-877-677-3678.

Nationwide Retirement Solutions
PO Box 182797
Columbus, Ohio 43218-2797
(hereinafter called Nationwide)

AUTOMATIC DEPOSIT AUTHORIZATION

Please Read

I hereby authorize my plan provider, hereinafter called Nationwide, to initiate credit entries to my account indicated below in the financial institution named below. I specifically agree to hold harmless and not seek recovery against Nationwide, its officers, directors, employees and agents for any loss which I may sustain due to the actions or inactions of my designated financial institution or the information contained in this form. The credit entries will represent payments due me under the Deferred Compensation Program. This program will begin within 45-60 days after receipt of this notification completed and in good order, after which all payments will be made to my account within **3 business days** following the withdrawal. By signing this form, I agree to direct my executors, administrators, or assignees to refund any payments which are made for any period following my death so they may be redistributed to my beneficiary if applicable.

Participant Information	Name	Social Security Number	SUMX
	Joëlle Haspil		
	Employer	Employer Code	
	Miami Dade County		
Home Phone Number	Work Phone Number		
	(305) 349-7334		

Bank Information

NOTE: Your financial institution must be a member of the Automatic Clearing House (ACH). Call your financial institution if you are unsure.

Financial Institution Name		
SUNTRUST BANK		
Financial Institution Address		
1 Southeast 3 rd Avenue # 150		
City	State	Zip Code
Miami	FL	33131-1710
Phone Number		
(305) 789-7289		
For deposits to your <u>CHECKING ACCOUNT</u> - attach a voided check which includes your financial institution's ACH automatic deposit routing number and complete the following. Do not attach a deposit slip.		
Checking Account Number		
For deposits to your <u>SAVINGS ACCOUNT</u> - attach your deposit slip or contact your financial institution for the information below:		
Savings Account Number		
Financial Institution Routing Transit Number		
I understand that this authorization will remain in full force and effect during my lifetime, until Nationwide has received written notification from me of its termination, allowing ample time for Nationwide and my financial institution to act on it.		
Signature of Participant or Client		Date
		May 16, 2011



JOELLE H HASPIL

Please review your statement carefully. Corrections may not be accepted more than 45 days after the closing date of the statement.

Acct#: January 1, 2011 - March 31, 2011

Quarterly Retirement Report
Questions? Contact Us!

CUSTOMER SERVICE: (866)986-4264
(ESPAÑOL): (800)649-9494
TDD: (800)848-0833
Website: www.miamidade457.com
Write us at: NATIONWIDE RETIREMENT SOLUTIONS
PO BOX 182797
COLUMBUS OH 43218-2797

Nationwide Investment Services Corporation, member FINRA, in Michigan Only.
Nationwide Investment Svcs. Corporation

I Will... Simplify My Life

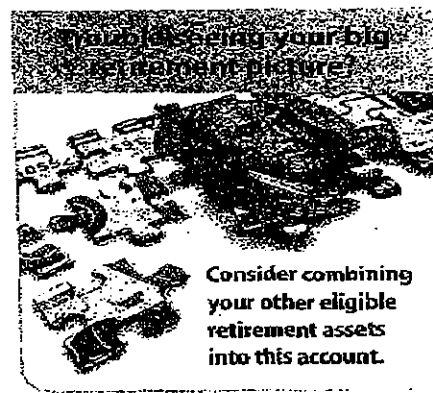
Consider combining your IRA, 401(k), 403(b) and other 457 plan assets into this Plan account.

- One account makes it easier to manage investments.
- One statement means less paperwork.
- One set of fees, which may reduce costs.
- One point of contact means faster access to information.
- One source for managing retirement distributions.

To combine your retirement accounts, contact your Plan representative. Or call (866)986-4264.

*Assets rolled from other qualified plan account(s) may be subject to surrender charges, other fees and/or a 10% tax penalty if withdrawn before age 59½.
Information from Plan representatives is for educational purposes only and is not intended as investment advice.*

© 2010 NATIONWIDE INVESTMENT SERVICES CORPORATION



00240012681013

Quarterly Activity at a Glance

	<u>457(b) Plan</u>
Balance as of 01-01-11	\$7,110.35
Contributions/Transfers In*	\$0.00
Gain(Loss)/Interest/Dividends	\$249.89
Withdrawals/Transfers Out	\$0.00
Charges/Fees	\$0.00
Balance as of 03-31-11	\$7,360.24

* Includes employee and employer contributions, and transfers into the plan.



Acct#:

January 1, 2011 - March 31, 2011

Quarterly Retirement Report
 Questions? Contact Us!

JOELLE H HASPIL

CUSTOMER SERVICE: (866)986-4264
 (ESPAÑOL): (800)848-9484
 TDD: (800)848-0833
 Website: www.miamidade457.com
 Write us at: NATIONWIDE RETIREMENT SOLUTIONS
 PO BOX 182797
 COLUMBUS OH 43216-2797

Please review your statement carefully. Corrections may not be accepted more than 45 days after the closing date of the statement.

Nationwide Investment Services Corporation, member FINRA, in Michigan Only.
 Nationwide Investment Svcs. Corporation

00240012681013

I Will... Simplify My Life

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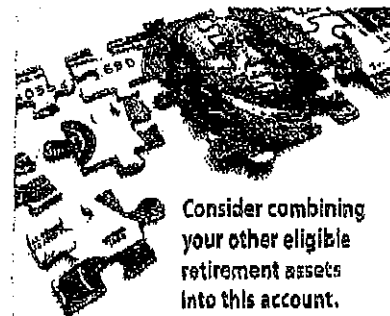
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 Information from Plan representatives is for educational purposes only and is not intended as investment advice.*

NRO 03040 (04/2011)

Trouble seeing your big retirement picture?



Consider combining your other eligible retirement assets into this account.

Quarterly Activity at a Glance

	<u>457(b) Plan</u>
Balance as of 01-01-11	\$7,110.35
Contributions/Transfers In*	\$0.00
Gain(Loss)/Interest/Dividends	\$249.89
Withdrawals/Transfers Out	\$0.00
Charges/Fees	\$0.00
Balance as of 03-31-11	\$7,360.24

* Includes employee and employer contributions, and transfers into the plan.

Historical Performance

Plan Type	Plan Entry Date	Total Gain/(Loss) Since Joining
457(b) Plan	8/19/1998	\$4,466.10

If applicable, "Total Gain/(Loss) Since Joining" includes asset fees charged against core accounts and/or asset fees associated with Self-Directed Option (SDO). For information about asset fees, contact your customer service center.

Inside Your Statement

Achieving Your Goals.....2
 About Your Money.....3
 Statement Details and Performance Results.....4
 Plan Updates.....8

9 5/19/2011 12:48:10 AM [Central Daylight Time] OHLEWAPP0719 4329 8006794213 02-07 NWPROD

**Miami-Dade County
Office of the Inspector General**

Exhibit 3

**Email Correspondence Between AOC HR Manager
and GSA/BAU Supervisor Inquiring How Account Funds Can be Accessed
(3 pages)**

IG11-31

Muñoz, Ileana

From: Muñoz, Ileana
Sent: Monday, May 16, 2011 10:56 AM
To: 'Gonzales, Dan (GSA)'
Subject: RE: NACo "Deminimus Rule" for Domant NACo Account

Thanks a million! She was calling the local #. Thanks!

Ileana Muñoz

Human Resources Manager
Eleventh Judicial Circuit, Administrative Office of the Courts
Human Resources Division
L.E.T. Courthouse Center
175 NW 1st Avenue, Suite 2702
Miami FL 33128
305-349-7351
305 349 7355 (Fax)
E-mail: imunoz@jud11.flcourts.org

From: Gonzales, Dan (GSA) [<mailto:dyg@miamidade.gov>]
Sent: Monday, May 16, 2011 10:45 AM
To: Muñoz, Ileana
Subject: RE: NACo "Deminimus Rule" for Domant NACo Account

Ileana

The unforeseeable emergency is the only option. Has she been calling the toll free number in Ohio or calling the in house rep here? I've pasted the criteria from our web page below.

You may be able to withdraw money from your account while you are still working if you have an unforeseeable emergency. An unforeseeable emergency is a severe financial hardship to the participant resulting from a sudden and unexpected illness or accident of the participant or of a dependent of the participant, loss of the participant's property due to casualty, or other similar extraordinary circumstances arising as a result of events beyond the control of the participant. The amount of money you could receive is limited to the amount necessary to relieve the hardship.

From: Muñoz, Ileana [<mailto:IMunoz@jud11.flcourts.org>]
Sent: Monday, May 16, 2011 10:26 AM
To: Gonzales, Dan (GSA)
Cc: Haspil, Joelle
Subject: RE: NACo "Deminimus Rule" for Domant NACo Account
Importance: High

Hi Dan, Happy Monday! Joelle has been trying to reach the people from NACo and they don't return her calls. I know they must be swamped, so this is why I'm coming back to you.

Joelle Haspil is currently on a reduced work schedule working 10 hours each pay period. She has not made any contributions to deferred comp for several years, but her balance is around \$7,500. Is there any other way she can access those funds? I know about the loans but I think it only gives her access up to 50% of the balance and she is in need of all the funds. What are her options?

Ileana Muñoz

Human Resources Manager
Eleventh Judicial Circuit, Administrative Office of the Courts
Human Resources Division
I. E. T. Courthouse Center
175 NW 1st Avenue, Suite 2702
Miami, FL 33128
305-349-7351
305-349-7355 (Fax)
Email: imunoz@jud11.flcourts.org

From: Gonzales, Dan (GSA) [<mailto:dyg@miamidade.gov>]
Sent: Friday, May 13, 2011 9:04 AM
To: Muñoz, Ileana
Subject: Re: NACo "Durmient" Account

Ileana

It's called the Deminimus Rule and the employee's balance must be under \$5,000 and inactive (dormant) for 2 years.

Dan

Sent from my iPhone

On May 12, 2011, at 16:26, Muñoz wrote:

<image001.gif>

Hi Dan, thanks for all the information you gave us yesterday, as always we learn something new every day. Yesterday you spoke about county employees who had a "durmient" account for over 2 years could access their funds without having to have end employment. Please let me know the process to accomplish this. I have an employee who just ask about access to her NACo account. She has not had deductions for a while now and needs to access her retirement funds. It is not a qualified emergency withdrawal but she needs the money. What is the procedure to access those funds and what paperwork needs to be submitted. Your assistance will be greatly appreciated. Have a great day! ☺

Ileana Muñoz

Human Resources Manager
Eleventh Judicial Circuit, Administrative Office of the Courts

Human Resources Division

J. E. T. Courthouse Center

175 NW 1st Avenue, Suite 2702

Miami, FL 33128

305-349-7351

305-349-7355 (F-ax)

Email imunoz@jud11.flcourts.org

**Miami-Dade County
Office of the Inspector General**

Exhibit 4

**Email Correspondence from Joelle Haspil
to AOC HR Manager Stating the Request was Filed Under
“Loss of Income”
(2 pages)**

IG11-31

Muñoz, Ileana

From: Haspil, Joelle
Sent: Monday, May 16, 2011 12:30 PM
To: Muñoz, Ileana
Subject: RE: NACo "Deminimus Rule" for Domant NACo Account

Hi Ileana,

I already went across and returned the completed form for request under "loss of income". She says that they will be contacting the county to verify info. I'll keep you posted.

From: Muñoz, Ileana
Sent: Mon 5/16/2011 10:26 AM
To: Gonzales, Dan (GSA)
Cc: Haspil, Joelle
Subject: RE: NACo "Deminimus Rule" for Domant NACo Account

Hi Dan, Happy Monday! Joelle has been trying to reach the people from NACo and they don't return her calls. I know they must be swamped, so this is why I'm coming back to you.

Joelle Haspil is currently on a reduced work schedule working 10 hours each pay period. She has not made any contributions to deferred comp for several years, but her balance is around \$7,500. Is there any other way she can access those funds? I know about the loans but I think it only gives her access up to 50% of the balance and she is in need of all the funds. What are her options?

Ileana Muñoz

Human Resources Manager
Eleventh Judicial Circuit, Administrative Office of the Courts
Human Resources Division
L.E.T. Courthouse Center
175 NW 1st Avenue, Suite 2702
Miami, FL 33128
305-349-7351
305-349-7355 (Fax)
Email imunoz@jud11.flcourts.org

From: Gonzales, Dan (GSA) [<mailto:dvg@miamidade.gov>]
Sent: Friday, May 13, 2011 9:04 AM
To: Muñoz, Ileana
Subject: Re: NACo "Durmient" Account

Ileana

It's called the Deminimus Rule and the employee's balance must be under \$5,000 and inactive (dormant) for 2 years.

Dan

Sent from my iPhone

On May 12, 2011, at 16:26, Muñoz wrote:

<image001.gif>

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Ileana Muñoz

Human Resources Manager
Eleventh Judicial Circuit, Administrative Office of the Courts
Human Resources Division
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305-349-7351
305-349-7355 (Fax)
Email: imunoz@jud11.flcourts.org

**Miami-Dade County
Office of the Inspector General**

Exhibit 5

**Email Correspondence from AOC HR Manager to GSA/BAU Staff
Stating that Ms. Haspil had Withdrawn Request for
Emergency Distribution of Funds
(3 pages)**

IG11-31

Subadan-Henry, Sharon (GSA)

From: Muñoz, Ileana [IMunoz@jud11.flcourts.org]
Sent: Thursday, May 26, 2011 11:26 AM
To: Gonzales, Dan (GSA); Subadan-Henry, Sharon (GSA)
Cc: Garcia, Sandria; Haspil, Joelle
Subject: RE: Joelle Haspil Ee ID# 28486

Importance: High

Hi Dan and Sharon, I was contacted by Joelle and she was going to withdraw the request. Is there anything she needs to do to cancel the disbursement request?

Ileana Muñoz

Human Resources Manager
Eleventh Judicial Circuit, Administrative Office of the Courts
Human Resources Division
L.E.T. Courthouse Center
175 NW 1st Avenue, Suite 2702
Miami, FL 33128
305-349-7351
305-349-7355 (Fax)
Email: imunoz@jud11.flcourts.org

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From: Gonzales, Dan (GSA) [<mailto:dyg@miamidade.gov>]
Sent: Wednesday, May 25, 2011 5:06 PM
To: Muñoz, Ileana
Cc: Garcia, Sandria; Muñoz, Ileana
Subject: RE: Joelle Haspil Ee ID# 28486

Ileana

We are still waiting for a response to our inquiry so that we can notify NRS about Ms. Haspil and they can adjudicate her UE emergency application. As indicated below, we are trying to determine the reason for the reduction in hours.

Thank you

Dan

From: Subadan-Henry, Sharon (GSA)
Sent: Friday, May 20, 2011 4:11 PM
To: Muñoz, Ileana
Cc: Garcia, Sandria; Gonzales, Dan (GSA)
Subject: RE: Joelle Haspil Ee ID# 28486

Ileana:

You provided us with an approval for the reduced hours, however, it does not state the reason (required by Nationwide) for the approval. Why is Ms. Haspil approved for the reduced hours?

Her request to nationwide is pending the requested information. Thanks

Sharon M. Subadan, Sr. Employee Benefits Specialist
Miami-Dade County, General Services Administration
111 NW 1st Street, Suite 2340
Miami, FL 33128
305-375-3375 (Phone) 305-375-1368 (Fax)
www.miamidade.gov
"Delivering Excellence Every Day"

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.

From: Muñoz, Ileana [<mailto:IMunoz@jud11.flcourts.org>]
Sent: Friday, May 20, 2011 2:03 PM
To: Subadan-Henry, Sharon (GSA)
Cc: Garcia, Sandria; Gonzales, Dan (GSA)
Subject: Joelle Haspil Ee ID# 28486
Importance: High

Hi Sharon, Joelle Haspil was approved to work the reduced hours on May 31, 2010, please see attached.

Ileana Muñoz

Human Resources Manager
Eleventh Judicial Circuit, Administrative Office of the Courts
Human Resources Division
L.E.T. Courthouse Center
175 NW 1st Avenue, Suite 2702
Miami, FL 33128
305-349-7351
305-349-7355 (Fax)
Email: imunoz@jud11.flcourts.org

From: SHY@miamidade.gov
Sent: Thursday, May 19, 2011 4:12 PM
To: Muñoz, Ileana
Cc: Gonzales, Dan (GSA)
Subject: Joelle Haspil EId 28486

Ileana:

We have a request from Nationwide Retirement Solutions (NACO) for Loss of Income verification for Joelle Haspil. Please state the reason for her loss of income from pay period ending June 13, 2010 to present. She has been paid for ten hours only, each pay period since July 2010.

Thanks

Sharon M. Subadan, Sr. Employee Benefits Specialist

Miami-Dade County, General Services Administration

111 NW 1st Street, Suite 2340

Miami, FL 33128

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**Miami-Dade County
Office of the Inspector General**

Exhibit 6

**Letter of March 3, 2010 from Joelle Haspil to AOC Director of
Mediation/Arbitration Department Requesting Reduced Work Schedule
(1 page)**

IG11-31

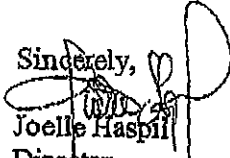
March 3, 2010

Ms. Vivian Perez-Pollo
Director
Mediation/Arbitration Department
Eleventh Judicial Circuit
73 W. Flagler Street, Room 1801
Miami, Fl. 33130

Dear Ms. Perez-Pollo:

I am respectfully requesting that I be permitted to work a reduced hour schedule of 20 hours per month commencing on June 1, 2010 through September 1, 2011.

Your consideration of this matter at your earliest convenience would be greatly appreciated.

Sincerely,

Joelle Haspil
Director
County Court Mediation
Eleventh Judicial Circuit
Dade County Courthouse
73 W. Flagler Street, Room 1701
Miami, Fl. 33130

**Miami-Dade County
Office of the Inspector General**

Exhibit 7

**Administrative Office of the Court
Issue Sheet
(2 pages)**

IG11-31


- Full time employees are eligible for health benefits regardless of the number of hours worked in a pay period. A reduced work schedule is not a qualifying event for canceling health benefits; therefore, Joelle will continue to be eligible for health benefits and will not be able to cancel the coverage until the annual open enrollment period (November 2010; effective January 2011)
- A full time employee who works a part time schedule forfeits the following:
 - Leave accruals – an employee must work a minimum of 40.25 hours per pay period to earn leave
 - Holidays – an employee must be in full (8 hours) pay status the day before and after a holiday. Therefore, holidays will be forfeited.
 - Holidays include: Official court, floating and birthday holidays


Other Requests: Over the years, other employees have requested and have been approved reduced work schedules.

- Gary Neuman – Date of hire: 8/1/1990
 - 11/4/1991 – Changed from part time to full time; worked 30 hours/week (reason unknown)
 - 11/3/1997 – Changed from full time to part time; worked 30 hours/week
 - 7/1/2004 - Article V Revision 7 transition to state employment; part time position budgeted at 30 hours/week
 - 9/2004 to 04/2005 – same part time position; worked 35 hours/month
 - 5/2006 to 10/2007 – same part time position; worked 16 hours/month
 - 10/31/2007 - resigned
- Alina Perez-Sheppe – Date of hire: 1/22/2003
 - 7/1/2004 to 6/30/2005 – approved a reduced schedule for education leave for doctoral internship; worked 10 hours/week.
 - 1/7/2008 - resigned
- Isabel Perez-Morina -- Date of hire: 6/18/2002
 - 9/1/2005 to 8/31/2006 – approved a reduced work schedule for education leave for doctoral internship; worked 20.5 hours/week
 - 9/1/2006 – 8/31/2007 – approved extension of education leave to complete clinical hours required for licensure.
 - 12/1/2006 – resigned
- Timothy Coffey – Date of hire: 10/11/2005
 - 4/23/2007 to 4/22/2008 – approved a reduced work schedule to assist Judge Steve Lelfman in his role as Special Advisor to the Chief Justice on Criminal Justice and Mental Health; worked 32 hours/week. Tim received compensation for his time from DCF.
 - 4/23/2008 to 8/1/2008 – approval extended.

Approval: The Chief Judge has the discretion to approve Ms. Haspil's reduced work schedule. Miami-Dade County requires written approval from the Chief Judge. The memorandum must include the approved schedule and the hours that shall be without pay.

Approval: Yes Denied


Sandra M. Lonergan
Trial Court Administrator


Date

Joel H. Brown
Chief Judge

Date

Issue: Joelle Haspil, Director of County Court Mediation, has requested a reduced work schedule from June 1, 2010 to September 1, 2011. Her work schedule would be reduced from 40 hours per week to 5 hours per week (80 hours biweekly to 10 hours biweekly).

Ms. Haspil has been an employee of the Eleventh Judicial Circuit for approximately 28.5 years (excluding short breaks in service). She will reach 30 years of service with the Florida Retirement System (FRS) in September 2011.

Ms. Haspil has been offered employment with the Federal Courts as a Court Interpreter; an opportunity she's been seeking for many years. The employment is scheduled to commence June 1, 2010.

Ms. Haspil has accepted the Federal Court's employment offer, but wishes to stay employed on a part time basis with the Eleventh Judicial Circuit. Her continued service with the State Courts for an additional 15 months will allow her to reach full retirement service with the FRS.

Work assignment: If approved to work a reduced schedule, Ms. Haspil's duties and responsibilities will include the following:

- Saturday mediations
- Coordination of volunteer mediators
- Coordination of work schedules and assignments for county funded part time mediators

Vivian Perez Pollo will assume direct supervisory responsibilities over Joelle's staff which includes part time mediators, contract mediators and administrative support staff.

Adjustment and Savings: If approved, Ms. Haspil's work schedule, leave accruals, and benefits would be adjusted accordingly. The reduction in work schedule would generate a significant savings to the court's county budget in FY 09/10 and FY 10/11.

- If Ms. Haspil works a full time schedule thru 5/30/2010, her leave balances will be as follows:
 - Annual 275.00 Sick 429.50

As long as Ms. Haspil remains in a full time budgeted position, she will be eligible to receive a payout equivalent to 100% of her annual and sick leave based on the hourly rate at the time of separation. (704.5 total hours x \$44.86 = \$31,604; excluding fringes)

➤

FY 09/10			
Judicial Support Administrator 3	Budgeted:	\$120,693.00	
October 1 through May 31, 2010 (FT)	Expense:	(\$83,557.00)	
June 1 through September 2010 (PT)	Expense:	(\$7,383.00)	
	Savings:	\$29,753.00	

➤

FY 10/11			
Judicial Support Administrator 3	Budgeted:	\$120,693.00	
October 1 through September 2011 (PT)	Expense:	(\$23,995.92)	
Leave Payout (Annual and Sick)	Expense:	(\$38,353.00)	
	Savings:	\$58,344.08	

All figures include fringes (FICA, MICA, Retirement, Life Insurance, and Health Insurance)

**Miami-Dade County
Office of the Inspector General**

Exhibit 8

Memorandum

**Joelle Haspil – Request to Work a Reduced Schedule
with Resulting Approvals**

(3 pages)

IG11-31

MEMORANDUM
ADMINISTRATIVE OFFICE OF THE COURTS
"An Office of Cooperation"

To: Ileana Mufioz
 Human Resources Manager

Date: March 22, 2010

From: Sandria Garcia *sg*

Subject: Joelle Haspil – Request to
 Work a Reduced Schedule

Ms. Joelle Haspil has requested permission to work a reduced schedule of twenty (20) hours per month commencing June 1, 2010 through September 1, 2010.

Ms. Haspil has been an employee of the Eleventh Judicial Circuit for approximately 28.5 years (excluding short breaks in service). She will reach 30 years of service with the Florida Retirement System (FRS) in September 2011.

Ms. Haspil has been offered employment with the Federal Courts as a Court Interpreter; an opportunity she's been seeking for many years. The employment is scheduled to commence June 1, 2010. Ms. Haspil has accepted the Federal Court's employment offer, but wishes to stay employed on a part time basis with the Eleventh Judicial Circuit. Her continued service with the State Courts for an additional 15 months will allow her to reach full retirement service with the FRS.

Work assignment: If approved to work a reduced schedule, Ms. Haspil's duties and responsibilities will include the following:

- Saturday mediations
- Coordination of volunteer mediators
- Coordination of work schedules and assignments for county funded part time mediators

Vivian Perez Pollo will assume direct supervisory responsibilities over Joelle's staff which includes part time mediators, contract mediators and administrative support staff.

Adjustments and Savings: If approved, Ms. Haspil's work schedule, leave accruals, and benefits would be adjusted accordingly. The reduction in work schedule would generate a significant savings to the court's county budget in FY 09/10 and FY 10/11.

- If Ms. Haspil works a full time schedule thru 5/30/2010, her leave balances will be as follows:
 - Annual 275.00
 - Sick 429.50

Sandria Garcia
 Chief Deputy Court Administrator

Administrative Office of the Courts
 175 NW 1st Avenue, 30th Floor
 Miami, Florida 33128

Phone (305) 349-7357
 FAX (305) 416-0921

VISIT OUR WEB SITE WWW.JUDLLFLCOURTS.ORG

Heana Muñoz
Page 2 of 3
March 22, 2010

As long as Ms. Haspil remains in a full time budgeted position, she will be eligible to receive a payout equivalent to 100% of her annual and sick leave based on the hourly rate at the time of separation. (704.5 total hours x \$44.86 = \$31,604; excluding fringes)

- Amy Negrin confirmed the savings calculations below are accurate assuming the employee's base pay does not change. Although the employee will be paid less biweekly based on the reduced schedule, maintaining the current base pay will ensure these savings will be realized and the position will continue to be budgeted at the full amount.

FY 09/10		
Judicial Support Administrator 3	Budgeted:	\$120,693.00
October 1 - May 31, 2010 (FT)	Expense:	(\$83,557.00)
June 1 - September 2010 (PT)	Expense:	(\$7,383.00)
	Savings:	\$29,753.00

FY 10/11		
Judicial Support Administrator 3	Budgeted:	\$120,693.00
October 1 - September 2011 (PT)	Expense:	(\$23,995.92)
Leave Payout (Annual and Sick)	Expense:	(\$38,353.00)
	Savings:	\$58,344.08

All figures include fringes (FICA, MICA, Retirement, Life Insurance, and Health Insurance)

- Full time employees are eligible for health benefits regardless of the number of hours worked in a pay period. A reduced work schedule is not a qualifying event for canceling health benefits; therefore, Joelle will continue to be eligible for health benefits and will not be able to cancel the coverage until the annual open enrollment period (November 2010; effective January 2011)
- A full time employee who works a part time schedule forfeits the following:
 - Leave accruals – an employee must work a minimum of 40.25 hours per pay period to earn leave

Sandria Garcia
 Chief Deputy Court Administrator

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- o Holidays – an employee must be in full (8 hours) pay status the day before and after a holiday. Therefore, holidays will be forfeited.
- o Holidays include: Official court, floating and birthday holidays

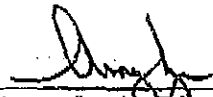
Ileana Muñoz
Page 3 of 3
March 22, 2010

Other Requests: Over the years, other employees have requested and have been approved reduced work schedules.

Approval: The Chief Judge has the discretion to approve Ms. Haspil's reduced work schedule. If approved, written approval from the Chief Judge must be forwarded to the county. The memorandum must include the approved schedule and the hours that shall be without pay.

This memo serves to document the written approval of the personnel action.

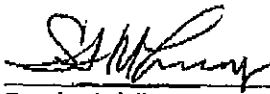
If you have any questions, please feel free to call me.

 4/6/10

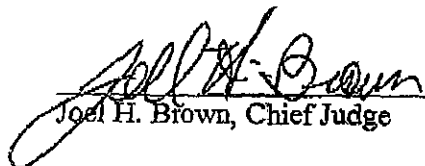
 Amy Negrin, Director
 Administrative Services Division

 4/6/10

 Sandra Garcia, Chief Deputy Court Administrator
 Human Resources Director

 4/7/10

 Sandra M. Lonergan, Trial Court Administrator

 4/7/2010

 Joel H. Brown, Chief Judge

Sandria Garcia
 Chief Deputy Court Administrator

Administrative Office of the Courts
 175 NW 1st Avenue, 30th Floor
 Miami, Florida 33128

Phone (305) 349-7357
 FAX (305) 416-0921

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**Miami-Dade County
Office of the Inspector General**

Exhibit 9

**Eleventh Judicial Circuit Outside Employment Form
Request for Approval or Notice of Discontinuation
(1 page)**

IG11-31

**ELEVENTH JUDICIAL CIRCUIT
OUTSIDE EMPLOYMENT FORM
REQUEST FOR APPROVAL OR NOTICE OF DISCONTINUATION**

Please check appropriate request type:

Request for Approval: (Please complete Part 1, 2 and 3)

Outside Employment Discontinued: (Please complete Part 1 and Part 3 only)

Employee Name: JOELLE WASPIL Title: DIRECTOR COUNTY COURT MEDIATION
 Immediate Supervisor: VIVIAN PEREZ-PAJLO Status: FIT P/T Division: MEDIATION @ Reduced Schedule
 Business Name: U.S. District Court So. District Work Location: 400 N. Miami Avenue, Miami, FL 33128

Please provide the following information for the proposed outside employment.

Name of Company/Organization: UNITED STATES DISTRICT COURT Southern District of Florida


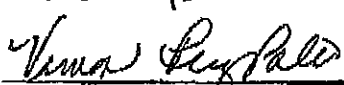
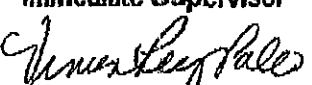
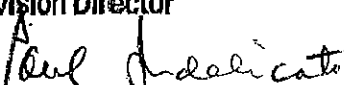

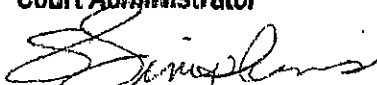
Job Title/Responsibilities: Court Interpreter

Address: 400 N. Miami Avenue, Miami, FL 33128 Telephone: (305) 573-5620

Start Date: 6/01/10 Work Schedule: 8:30 - 5:00

Total Hours per Week: 40 Will this employer release you if and when you are called for emergency service by the Court? Yes No

If outside employment is Discontinued, please sign and forward to the AOC Human Resources Division, no other signatures are required.

	<u>4/15/2010</u>	
Employee's Signature	Date	
	<u>4/15/2010</u>	Approved: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Immediate Supervisor	Date	
	<u>4/15/2010</u>	Approved: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Division Director	Date	
	<u>4-15-10</u>	Approved: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Department Director	Date	
	<u>4/15/10</u>	Approved: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Court Administrator	Date	
	<u>4/15/10</u>	
Reviewed in AOC Human Resources	Date	

Once Form is approved, a signed copy will be forwarded to employee via email.