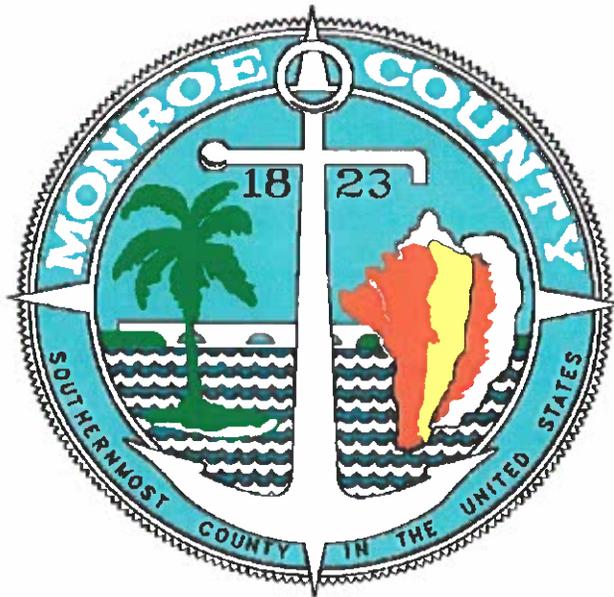


Monroe County BOCC
EQUAL EMPLOYMENT OPPORTUNITY PLAN



FY 2022-2024

(Information 9-1-19 thru 8-31-21)

TABLE OF CONTENTS

	<u>Page</u>
Introduction	2
Applicable Grants	2
Personnel Management/Operations Overview	4
Purpose	4
Equal Opportunity Policy	5
Job Classification Table	11
Disciplinary Actions	18
Number of individuals applying for employment	31
The number of employees by race, sex, and national origin who were terminated 10/1/19 thru 9/30/21	32
The number of employees by race, sex and national origin who were hired 10/1/19 thru 9/30/21	33
Monroe County employment practices and policies	37
ADA Request for Accommodation Instruction	43
Community and area labor statistics	52

INTRODUCTION

Monroe County, Florida is the southernmost county in Florida and the United States. It is made up of the Florida Keys and portions of the Everglades National Park and Big Cypress National Reserve. These parks are mostly uninhabited mainland areas. Most known are the Florida Keys which is a string of Islands interconnected by U.S. Highway 1, which ends in Key West, 150 miles southwest of Miami.

Monroe County, Florida has an estimated population of 82,874. It is divided into five electoral districts and the five elected County Commissioners govern Monroe County, Florida. The Commissioners rely on the County Administrator to facilitate the daily operations of county government. Monroe County, Florida has approximately 605 active employees. 45.2% of its workforce is Female, 26.7% is Hispanic and 6.7% is Black. The US Census Quick Facts for July 1, 2021 states that Monroe County, Florida's population is 48.2% Female, 25.3% Hispanic, and 7.1% Black

Monroe County, Florida's seat is located at the historical Gato Building, 1100 Simonton Street Key West, Florida 33040.

APPLICABLE GRANTS FOR WHICH MONROE COUNTY IS GRANTEE OR SUBGRANTEE

The Florida Department of Law Enforcement, Office of Criminal Justice Grants manages federal grant monies from the Department of Justice. Specific grants are:

The Edward Byrne Memorial Justice Grant (JAG);

Residential Substance Abuse Treatment for Prisoners (RSAT)

The Edward Byrne Memorial Justice Assistance (JAG) Grant is the primary provider of federal criminal justice funding to state and local jurisdictions. It is named in honor of Edward Byrne a New York Police Department Officer who was killed in the line of duty February 26, 1988. He was shot in the head five times. Officer Byrne was 22 years old at the time of his death.

JAG funds can be used for any of the following purpose areas:

1. law enforcement programs
2. prosecution and court programs
3. prevention and education programs

4. corrections and community protection programs
5. drug treatment programs
6. planning evaluation and technology improvement
7. crime victim and witness programs

The Residential Substance Abuse Treatment (RSAT) Grant is to assist local governments in developing and implementing residential substance abuse treatment programs in detention facilities.

PERSONNEL MANAGEMENT/OPERATIONS OVERVIEW

The Monroe County Office of Employee Services provides quality support services and benefits administration to employees of the Board of County Commissioners. Programs and services include Human Resources, Workers Compensation, Employee Benefits, and Safety.

Operations of County government are under a Board of County Commissioners, County Attorney's Office and a County Administrator.

Note: The Sheriff is a separate elected official with its own personnel office and does not fall under the jurisdiction of the County Administrator.

Monroe County's Constitutional Offices are Clerk of Court, Property Appraiser, Supervisor of Elections, Tax Collector, Court Administrator and Land Authority. These offices do not fall under the jurisdiction of the County Administrator.

PURPOSE

An Equal Employment Opportunity Plan or EEOP is a workforce report that some local governments must complete to receive grant funding from the United States Department of Justice pursuant to the Omnibus Crime Control and Safe Streets Act. The purpose of the EEOP is to ensure that recipients are providing equal employment opportunities.

Section 42.304(USC) provides in part: "...Each recipient's equal employment opportunity program shall be in writing and shall include:

- (a) A job classification table or chart
- (b) The number of disciplinary actions taken against employees by race, sex, national origin.
- (c) The number of individuals by race, sex and national origin (if available applying for employment.
- (d) The number of employees in each job category by race sex, and national origin.
- (e) The number of employees by race sex, and national origin who were terminated
- (f) Available community and area labor characteristics
- (g) Detailed narrative statement citing the employer's employment practices and policies

On July 26, 1982, the Board of County Commissioners approved Resolution No. 197-1982 which provided the County's Affirmative Action Plan. The Plan was later amended by Resolution No. 500-1987 and again by Resolution No. 043-1988.

EQUAL OPPORTUNITY POLICY

Resolution No. 230-1994 declares that Monroe County promotes a work environment that is devoid of illegal job discrimination in employment policies and practices. In addition, Monroe County Code of Ordinance Chapter 14, Article II and Article III prohibits discrimination.

The County is firmly committed to equal employment opportunity and does not discriminate in any employment-related decisions on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability or other similar factors that are not job-related.

The County's policy of equality of opportunity applies to all organizational levels of the County and to all job classifications. It is the responsibility of each elected or appointed public official, Assistant County Administrator, Department Head and Supervisor to give the County's non-discrimination policy full support through leadership, and by personal example. In addition, it is the duty of each public official and each employee to help maintain a work environment which is conducive to, and which reflects, the County's commitment to equal employment opportunity.

All personnel actions shall be based solely on ability and fitness of the individual.

The Human Resources office shall see that information about job opportunities is readily available to all employees and citizens of the County, and a continuing program shall be conducted to make the Equal Employment policies known to all citizens of the County.

In this capacity, the Human Resources office will be responsible for anticipating problems, formulating solutions, presenting complete analysis of alternatives and recommended corrective actions and coordinating the recommended actions with public officials, Assistant County Administrator, Department Heads and employees.

In the implementation of this policy, the County will aggressively seek personnel for all job levels within the organization through upgrading and recruitment from minority group members and women.

This policy is specifically included and will be a continuing and essential component of the Personnel Policies and Procedures.

Harassment of any kind is prohibited and will not be tolerated. A violation of this policy will subject an employee to disciplinary action, up to and including termination of employment. Any violation which cannot be remedied through the disciplinary process set forth in these policies and procedures may be considered by the Board of County Commissioners for any other avenues legally available, such as, but not limited to, contractual remedies, no trespass

orders, injunctive relief, removal of workplace accommodations which have been abused, or through federal or state laws protecting workers in the workplace.

Harassment is defined as verbal or physical conduct which:

Denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, national origin, age, veteran status, marital status, familial status, sexual orientation, gender identity or expression, pregnancy, or disability/handicap, or that of his or her relatives, friends or associates.

Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
Has the purpose or effect of unreasonably interfering with an individual's work performance or otherwise adversely affects an individual's employment opportunities.

Prohibited harassing conduct includes, but is not limited to, epithets, slurs, jokes, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, age, national origin, veteran status, marital status, familial status, sexual orientation, gender identity or expression, pregnancy, or disability/handicap. Prohibited harassing conduct includes written or graphic material that is placed on walls, bulletin boards or elsewhere on the premises or that is circulated in the workplace.

The above policy includes, but is not limited to, sexual harassment. Sexual harassment is defined as:

Unwelcome sexual advances;

Requests for sexual favors;

Verbal or physical conduct of a sexual or otherwise offensive nature, particularly where:

submission to such conduct is made, explicitly or implicitly, a term or condition of employment;

submission to or rejection of such conduct is used as a basis for decisions affecting an individual's employment; or

such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Sexually offensive jokes, innuendoes, and other sexually oriented statements or behavior.

If an individual experiences or observes any form of harassment of an employee by any person (regardless of the offender's identity or position), he/she is required to promptly report the incident to an Assistant County Administrator, Department Head, the Human Resources Administrator or the County Administrator. Assistant County Administrators and Department Heads are responsible for promptly reporting the allegations or concerns to the Human Resources Administrator or the County Administrator. (It is encouraged that the individual put such a complaint in writing). If the complaint is about the County Administrator or any other person whose official or political position leads an employee to believe that the complaint may

be ignored or handled improperly, the individual who experiences or sees any prohibited form of harassment which he/she is required to report may report the conduct to a county commissioner, who shall see that it is properly processed by staff in an objective manner. The complaint will be immediately investigated and kept confidential to the extent possible. Individuals who make complaints have an obligation to assist and cooperate with the County's investigation.

If the County determines that an employee (including public officials, Assistant County Administrator, Department Head, or supervisor) or third-party has harassed another individual, appropriate remedial action will be taken against the offender, up to and including termination. If the harassment involves a third party such as a contractor, vendor, supplier, or other visitors to County buildings or the workplace, that person may be barred from the premises.

The County prohibits any form of retaliation or coercion (including intimidation, interference or discrimination for lodging a bona fide complaint under this policy or for assisting in the investigation of a claim of harassment. If an individual experiences or observes any form of retaliation by any person, employee or non-employee (regardless of the offender's identity or position) he/she is required to promptly report the incident to an Assistant County Administrator, Department Head, the Human Resources Administrator or the County Administrator. Assistant County Administrators and Department Heads are responsible for promptly reporting the allegations or concerns to the Human Resources Administrator or the County Administrator. It is encouraged that the individual put such a complaint in writing. The complaint will be immediately investigated and kept confidential to the extent possible. Individuals who make complaints have an obligation to assist and cooperate with the County's investigation. If the complaint is about the County Administrator or any other person whose official or political position leads an employee to believe that the complaint may be ignored or handled improperly, the individual who experiences or sees any prohibited form of harassment which he/she is required to report may report the conduct to a county commissioner, who shall see that it is properly processed by staff in an objective manner. The county will protect individuals who make a complaint to the extent legally possible. Any bona fide complaint will in no way be used or held against an employee (or non-employee) nor will it leave an adverse impact on the complaining employee's employment.

Individuals shall not assume that the County is aware of a harassment problem and are required to adhere to this policy and make a report so that the problem can be resolved. Any questions concerning this policy should be addressed to Human Resources.

If one believes that the County has violated the equal opportunity policy, as stated in this section, he/she should submit a written complaint to the EEO Coordinator. The EEO Coordinator shall investigate the complaint and respond to the complaint.

Prepared by:

Alana Thurston
Sr. Coordinator/EEO Officer, Human Resources

Roman Gastesi
County Administrator

Date

GRANT	AMOUNT	DATE OF AWARD
The Edward Byrne Memorial Justice Assistance (JAG) Grant		
Guidance/Care Center - Women's Jail Incarceration Drug Abuse Treatment Program 2021-JAGC-MONR-2-3B-149	\$27,121.66	10/1/2021 - 9/30/2022
Guidance/Care Center - Women's Jail Incarceration Drug Abuse Treatment Program 2020-JAGC-MONR-2-Y5-115	\$44,326.87	10/1/2019 - 9/30/2020
Florida Keys Outreach Coalition/Substance Abuse Education & Relapse Prevention 2020-JAGC-MONR-1-Y5-098	\$7,962.77	10/1/2019 - 9/30/2020
Guidance/Care Center - Assisted Living Prevents Recidivism 2020-JAGC-MONR-3-Y5-113	\$20,403.55	1/1/2020 - 09/30/2020
Guidance/Care Center - Women's Jail Incarceration Drug Abuse Treatment Program 2019-JAGC-MONR2-N2-110	\$43,380.00	1/1/2019 - 9/30/2019
Guidance/Care Center - Assisted Living Prevents Recidivism 2019-JAGC-MONR-1-N2-089	\$28,587.00	1/1/2019 - 6/30/2019
Guidance/Care Center - Women's Jail Incarceration Drug Abuse Treatment Program 2017--JAGC-MONR-1-F9-075	\$37,000.00	10/1/2016 - 12/31/2017
Guidance/Care Center - Assisted Living Prevents Recidivism 2017-JAGC-MONR-2-F9-122	\$39,979.00	10/1/2016 - 12/31/2017

The Residential Substance Abuse Treatment (RSAT) Grant

Guidance/Care Center - Men's Jail Housed Drug Abuse Treatment 2022-RSAT-MONR-1-6R-003	Prime: \$130,000 Match: \$43,334	4/1/2022 - 3/31/2022 <i>(Note: Continuation of 2021-RSAT- MONR-1-H7-004)</i>
Guidance/Care Center - Men's Jail Housed Drug Abuse Treatment 2021-RSAT-MONR-1-H7-004	Prime: \$100,000 Match: \$33,334	1/1/2021 - 6/30/2022 <i>(Extension approved due to Covid related delays in the program)</i>
Guidance/Care Center - Men's Jail Housed Drug Abuse Treatment 2020-RSAT-MONR-1-D2-002	Prime: \$100,000 Match: \$33,334	7/1/2019 - 12/31/2020
Guidance/Care Center - Men's Jail Housed Drug Abuse Treatment 2018-RSAT-MONR-1-U4-004	Prime: \$50,000 Match: \$16,667	01/01/2018 - 12/31/2018
Guidance/Care Center - Men's Jail Housed Drug Abuse Treatment 2017-RSAT-MONR-1-X5-003	Prime: \$50,000 Match: \$16,667	10/1/2016 - 12/31/2017
GRANT	AMOUNT	DATE OF AWARD

BJA Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

DOJ/Monroe County Probation Services Case Management Technology 15PBJA-22-GG-02843-JAGX	\$15,028.00	10/1/2021 - 9/30/2023
DOJ/Monroe County Probation Services Case Management Technology 15PBJA-21-GG-01311-JAGX	\$14,691.00	10/1/2020 - 9/30/2022

DOJ/Monroe County Drug Court Medical Director Initiative 2020-DJ-BX-0560	\$12,149.00	10/1/2019 - 9/30/2022
DOJ/Monroe County Drug Court Medical Director Initiative 2019-DJ-BX-0665	\$13,800.00	10/1/2018 - 9/30/2022
DOJ/Monroe County Drug Court Medical Director Initiative 2018-DJ-BX-0492	\$13,982.00	10/1/2017 - 9/30/2022
DOJ/Monroe County Drug Court Medical Director Initiative 2017-DJ-BX-0796	\$14,641.00	10/1/2016 - 9/30/2021
U.S. Department of Justice		
DOJ/Emergency Supplies in Preventing, Preparing for, and Responding to the Coronavirus - 2020-VD- BX-1268	\$44,463.00	1/20/2020 - 1/31/2022

Grant Contact Information:

Oksana Christow
Office of Management & Budget
1100 Simonton Street, Room 2-213
Key West, FL 33040
Phone No.: (305) 292-4474
Email: Christow-Oksana@monroecounty-fl.gov

Job Classification Table

Class Title	Pay Grade	Minimum	Midpoint	Maximum
Maintenance Worker 1 - Facilities Maintenance	301	\$36,452.56	\$ 46,477.00	\$56,501.46
Maintenance Worker 1 - Parks & Beaches	301	\$36,452.56	\$ 46,477.00	\$56,501.46
Maintenance Worker 1 Union - Corrections Facilities	301	\$36,452.56	\$ 46,477.00	\$56,501.46
On Call Personal Care Worker/Homemaker	301	\$36,452.56	\$ 46,477.00	\$56,501.46
Library Assistant 1	302	\$38,275.18	\$48,800.85	\$59,326.52
Nutrition Program Site Assistant	302	\$38,275.18	\$48,800.85	\$59,326.52
Maintenance Worker 2 Non-Union - Parks & Beaches	303	\$40,188.94	\$51,240.90	\$62,292.85
Maintenance Worker 2 Union - Facilities Maintenance	303	\$40,188.94	\$51,240.90	\$62,292.85
Maintenance Worker 2 Union - Parks & Beaches	303	\$40,188.94	\$51,240.90	\$62,292.85
Office Assistant	303	\$40,188.94	\$51,240.90	\$62,292.85
Reservationist/Scheduler/Dispatcher	303	\$40,188.94	\$51,240.90	\$62,292.85
Transfer Station Operator, Solid Waste Management'	303	\$40,188.94	\$51,240.90	\$62,292.85
Transportation Driver - Veterans Affairs	303	\$40,188.94	\$51,240.90	\$62,292.85
Administrative Assistant - Social Services	304	\$42,198.38	\$56,493.09	\$65,407.50
Administrative Assistant 3 - Building	304	\$42,198.38	\$56,493.09	\$65,407.50
Administrative Assistant 3 - Code Compliance	304	\$42,198.38	\$56,493.09	\$65,407.50
Administrative Assistant 3 - Guardian Ad Litem	304	\$42,198.38	\$56,493.09	\$65,407.50
Fire Prevention Administrative Assistant	304	\$42,198.38	\$56,493.09	\$65,407.50
Library Cataloging Specialist	304	\$42,198.38	\$56,493.09	\$65,407.50
Maintenance Worker 3 Union - Facilities Maintenance	304	\$42,198.38	\$56,493.09	\$65,407.50
Maintenance Worker 3 Union - Parks & Beaches	304	\$42,198.38	\$56,493.09	\$65,407.50
Staff Assistant	304	\$42,198.38	\$56,493.09	\$65,407.50
Technician Pollution Control	304	\$42,198.38	\$56,493.09	\$65,407.50
Cataloging Manager	305	\$44,308.30	\$56,493.09	\$68,677.88
Certified Nursing Assistant	305	\$44,308.30	\$56,493.09	\$68,677.88
Coordinator Licensing	305	\$44,308.30	\$56,493.09	\$68,677.88
Library Assistant 3	305	\$44,308.30	\$56,493.09	\$68,677.88
Maintenance Worker 1 - Janitorial Team Leader	305	\$44,308.30	\$56,493.09	\$68,677.88
Maintenance Worker 4 - Corrections Facilities	305	\$44,308.30	\$56,493.09	\$68,677.88
Maintenance Worker 4 - Facilities Maintenance	305	\$44,308.30	\$56,493.09	\$68,677.88
Specialist Environmental - Non-Union	305	\$44,308.30	\$56,493.09	\$68,677.88
Coordinator Extension Services	306	\$46,523.72	\$59,317.74	\$72,111.77
Customer Service Representative I	306	\$46,523.72	\$59,317.74	\$72,111.77
Roads Technician 3	306	\$46,523.72	\$59,317.74	\$72,111.77
Transportation Driver Union - Social Services	306	\$46,523.72	\$59,317.74	\$72,111.77
Customer Service Representative II	307	\$48,849.91	\$62,283.63	\$75,717.35
Equipment Operator	307	\$48,849.91	\$62,283.63	\$75,717.35

Job Classification Table

Executive Assistant - BOCC	307	\$48,849.91	\$62,283.63	\$75,717.35
Executive Assistant - Code Compliance	307	\$48,849.91	\$62,283.63	\$75,717.35
Executive Assistant - Engineering Services / Roads & Bridges	307	\$48,849.91	\$62,283.63	\$75,717.35
Executive Assistant - Facilities Maintenance	307	\$48,849.91	\$62,283.63	\$75,717.35
Executive Assistant - Parks & Beaches	307	\$48,849.91	\$62,283.63	\$75,717.35
Executive Assistant - Planning & Environmental Resources	307	\$48,849.91	\$62,283.63	\$75,717.35
Executive Assistant - Solid Waste Management	307	\$48,849.91	\$62,283.63	\$75,717.35
Executive Assistant - Veterans Affairs	307	\$48,849.91	\$62,283.63	\$75,717.35
Executive Assistant, Lower Keys Facilities	307	\$48,849.91	\$62,283.63	\$75,717.35
Logistics Assistant, Fire Rescue	307	\$48,849.91	\$62,283.63	\$75,717.35
Maintenance Worker 5 Team Leader - Corrections Facilities	307	\$48,849.91	\$62,283.63	\$75,717.35
Maintenance Worker 5 Team Leader - Facilities Maintenance	307	\$48,849.91	\$62,283.63	\$75,717.35
Maintenance Worker 5, Locksmith	307	\$48,849.91	\$62,283.63	\$75,717.35
Recreation Team Leader	307	\$48,849.91	\$62,283.63	\$75,717.35
Roads Technician 4	307	\$48,849.91	\$62,283.63	\$75,717.35
Senior Library Assistant	307	\$48,849.91	\$62,283.63	\$75,717.35
Assistant Coordinator, Airport Maintenance	308	\$51,292.40	\$65,397.81	\$79,503.23
Coordinator Corrections	308	\$51,292.40	\$65,397.81	\$79,503.23
Coordinator Employee Benefits	308	\$51,292.40	\$65,397.81	\$79,503.23
Library Associate	308	\$51,292.40	\$65,397.81	\$79,503.23
Operator, Heavy Equipment	308	\$51,292.40	\$65,397.81	\$79,503.23
Senior Specialist, Environmental	308	\$51,292.40	\$65,397.81	\$79,503.23
Talent Acquisition Coordinator	308	\$51,292.40	\$65,397.81	\$79,503.23
Technician, Sign Installer	308	\$51,292.40	\$65,397.81	\$79,503.23
Construction Inspector	309	\$53,857.03	\$68,667.70	\$83,478.38
Contract Monitor - Parks and Beaches	309	\$53,857.03	\$68,667.70	\$83,478.38
Coordinator Airport Maintenance	309	\$53,857.03	\$68,667.70	\$83,478.38
Coordinator, Planning Commission	309	\$53,857.03	\$68,667.70	\$83,478.38
Heavy Equipment Operator/Coordinator	309	\$53,857.03	\$68,667.70	\$83,478.38
Inspector Code Compliance	309	\$53,857.03	\$68,667.70	\$83,478.38
Investigator Unlicensed Contractor Code	309	\$53,857.03	\$68,667.70	\$83,478.38
Monitor, Contracts	309	\$53,857.03	\$68,667.70	\$83,478.38
Planning Technician / Vacation Rental Coordinator	309	\$53,857.03	\$68,667.70	\$83,478.38
Senior Coordinator IT	309	\$53,857.03	\$68,667.70	\$83,478.38
Senior Coordinator/EEO Officer Human Resources	309	\$53,857.03	\$68,667.70	\$83,478.38
Senior Library Associate	309	\$53,857.03	\$68,667.70	\$83,478.38
Superintendent Corrections Maintenance	309	\$53,857.03	\$68,667.70	\$83,478.38
Analyst I Systems	310	\$57,088.45	\$74,214.98	\$91,341.51
Assistant Supervisor, Roads/Bridges	310	\$57,088.45	\$74,214.98	\$91,341.51
Biologist	310	\$57,088.45	\$74,214.98	\$91,341.51
Business Manager	310	\$57,088.45	\$74,214.98	\$91,341.51
Environmental Planner	310	\$57,088.45	\$74,214.98	\$91,341.51

Job Classification Table

Facilities Maintenance, Senior Team Leader	310	\$57,088.45	\$74,214.98	\$91,341.51
Foreman, Roads & Bridges	310	\$57,088.45	\$74,214.98	\$91,341.51
Land Steward Assistant	310	\$57,088.45	\$74,214.98	\$91,341.51
Librarian	310	\$57,088.45	\$74,214.98	\$91,341.51
Parks and Beaches, Team Leader	310	\$57,088.45	\$74,214.98	\$91,341.51
Planner	310	\$57,088.45	\$74,214.98	\$91,341.51
Project Manager I	310	\$57,088.45	\$74,214.98	\$91,341.51
Senior Coordinator Corrections	310	\$57,088.45	\$74,214.98	\$91,341.51
Senior Coordinator Records	310	\$57,088.45	\$74,214.98	\$91,341.51
Senior Coordinator Special Projects	310	\$57,088.45	\$74,214.98	\$91,341.51
Sr. Coordinator, Fire Rescue	310	\$57,088.45	\$74,214.98	\$91,341.51
Supervisor Airport Maintenance & Facilities	310	\$57,088.45	\$74,214.98	\$91,341.51
Technician Multimedia	310	\$57,088.45	\$74,214.98	\$91,341.51
Veterans Service Officer	310	\$57,088.45	\$74,214.98	\$91,341.51
Budget Analyst	311	\$60,513.75	\$78,667.88	\$96,822.00
Cataloging Librarian	311	\$60,513.75	\$78,667.88	\$96,822.00
Executive Administrator - Airports	311	\$60,513.75	\$78,667.88	\$96,822.00
Executive Administrator - Building Department	311	\$60,513.75	\$78,667.88	\$96,822.00
Executive Administrator - County Administrator	311	\$60,513.75	\$78,667.88	\$96,822.00
Executive Administrator - Emergency Management	311	\$60,513.75	\$78,667.88	\$96,822.00
Executive Administrator - Employee Services	311	\$60,513.75	\$78,667.88	\$96,822.00
Executive Administrator - Fire-Rescue Services	311	\$60,513.75	\$78,667.88	\$96,822.00
Executive Administrator to Director of Airports	311	\$60,513.75	\$78,667.88	\$96,822.00
Generalist, Human Resources	311	\$60,513.75	\$78,667.88	\$96,822.00
Marine Biologist/Planner	311	\$60,513.75	\$78,667.88	\$96,822.00
Purchasing Analyst	311	\$60,513.75	\$78,667.88	\$96,822.00
Senior Archivist	311	\$60,513.75	\$78,667.88	\$96,822.00
Senior Coordinator Code Compliance	311	\$60,513.75	\$78,667.88	\$96,822.00
Senior Coordinator Contractors Examining Board	311	\$60,513.75	\$78,667.88	\$96,822.00
Senior Coordinator Permitting	311	\$60,513.75	\$78,667.88	\$96,822.00
Senior Coordinator Planning Commission	311	\$60,513.75	\$78,667.88	\$96,822.00
Senior Coordinator Solid Waste Management	311	\$60,513.75	\$78,667.88	\$96,822.00
Senior Inspector Code Compliance	311	\$60,513.75	\$78,667.88	\$96,822.00
Senior Planner	311	\$60,513.75	\$78,667.88	\$96,822.00
Assistant Manager, Airfield & Terminal Systems	312	\$64,144.57	\$83,387.95	\$102,631.32
Assistant Manager, Airport Facilities and Operations	312	\$64,144.57	\$83,387.95	\$102,631.32
Assistant Manager, Airport Operations and Security	312	\$64,144.57	\$83,387.95	\$102,631.32
Branch Manager, Library	312	\$64,144.57	\$83,387.95	\$102,631.32
Business Manager County Administration	312	\$64,144.57	\$83,387.95	\$102,631.32
Community Affairs Manager	312	\$64,144.57	\$83,387.95	\$102,631.32

Job Classification Table

Engineer Infrastructure Network And Fiber Optic Cabling	312	\$64,144.57	\$83,387.95	\$102,631.32
Logistics Supervisor	312	\$64,144.57	\$83,387.95	\$102,631.32
Manager, Guardian Ad Litem	312	\$64,144.57	\$83,387.95	\$102,631.32
Senior Biologist	312	\$64,144.57	\$83,387.95	\$102,631.32
Senior Coordinator Floodplain	312	\$64,144.57	\$83,387.95	\$102,631.32
Senior Engineering Technician/wastewater	312	\$64,144.57	\$83,387.95	\$102,631.32
Supervisor Engineering Services / Roads & Bridges	312	\$64,144.57	\$83,387.95	\$102,631.32
Supervisor Solid Waste Management	312	\$64,144.57	\$83,387.95	\$102,631.32
Systems Analyst II	312	\$64,144.57	\$83,387.95	\$102,631.32
Administrator Permitting	313	\$67,993.25	\$88,391.22	\$108,789.20
Administrator, Social Services	313	\$67,993.25	\$88,391.22	\$108,789.20
Associate Project Manager	313	\$67,993.25	\$88,391.22	\$108,789.20
Budget Contract Administrator	313	\$67,993.25	\$88,391.22	\$108,789.20
Budget/Contract Administrator Project Management	313	\$67,993.25	\$88,391.22	\$108,789.20
Collections Facilitator Code Compliance	313	\$67,993.25	\$88,391.22	\$108,789.20
Emergency Management Senior Planner I	313	\$67,993.25	\$88,391.22	\$108,789.20
Grants Coordinator	313	\$67,993.25	\$88,391.22	\$108,789.20
Inspector II/plans Examiner Building & Permitting	313	\$67,993.25	\$88,391.22	\$108,789.20
Inspector/plans Examiner Building & Permitting	313	\$67,993.25	\$88,391.22	\$108,789.20
Inspector/Plans Examiner, Electrical	313	\$67,993.25	\$88,391.22	\$108,789.20
Project Manager 2 - Social Services	313	\$67,993.25	\$88,391.22	\$108,789.20
Senior Branch Manager, Libraries	313	\$67,993.25	\$88,391.22	\$108,789.20
Senior Coordinator, Grants	313	\$67,993.25	\$88,391.22	\$108,789.20
Senior Environmental Planner	313	\$67,993.25	\$88,391.22	\$108,789.20
Senior Planner Special Needs	313	\$67,993.25	\$88,391.22	\$108,789.20
Administrator Veterans Affairs	314	\$72,072.85	\$93,694.70	\$115,316.55
Administrator, Development	314	\$72,072.85	\$93,694.70	\$115,316.55
Analyst, Airport Finance	314	\$72,072.85	\$93,694.70	\$115,316.55
Biological Plan Review Supervisor	314	\$72,072.85	\$93,694.70	\$115,316.55
Fire Rescue Fleet Mechanic - FLMGR	314	\$72,072.85	\$93,694.70	\$115,316.55
Fleet Mechanic Generator Technician	314	\$72,072.85	\$93,694.70	\$115,316.55
Manager Terminal Operations	314	\$72,072.85	\$93,694.70	\$115,316.55
Manager, Airport Airfield And Landside Operations	314	\$72,072.85	\$93,694.70	\$115,316.55
Manager, Airport Security	314	\$72,072.85	\$93,694.70	\$115,316.55
Mechanic Generator Technician	314	\$72,072.85	\$93,694.70	\$115,316.55
Planner, Transportation	314	\$72,072.85	\$93,694.70	\$115,316.55
Planning Commission Supervisor	314	\$72,072.85	\$93,694.70	\$115,316.55
Plans Examiner	314	\$72,072.85	\$93,694.70	\$115,316.55
Principal Biologist - Permit Referral Process	314	\$72,072.85	\$93,694.70	\$115,316.55
Principal Environmental Planner	314	\$72,072.85	\$93,694.70	\$115,316.55
Principal Planner	314	\$72,072.85	\$93,694.70	\$115,316.55
Project Manager IT	314	\$72,072.85	\$93,694.70	\$115,316.55
Senior Performance Analyst	314	\$72,072.85	\$93,694.70	\$115,316.55
Administrator Business Fleet Management	315	\$76,397.22	\$99,316.38	\$122,235.55

Job Classification Table

Administrator Code Compliance Research	315	\$76,397.22	\$99,316.38	\$122,235.55
Administrator Radiological Emergency Preparedness	315	\$76,397.22	\$99,316.38	\$122,235.55
Administrator, Airport Grants & Finance	315	\$76,397.22	\$99,316.38	\$122,235.55
Budget/Contract Administrator, Manager Card Sound Toll	315	\$76,397.22	\$99,316.38	\$122,235.55
Building Administrator - Facilities Maintenance	315	\$76,397.22	\$99,316.38	\$122,235.55
Building Administrator - Facilities Maintenance	315	\$76,397.22	\$99,316.38	\$122,235.55
Manager Service Desk	315	\$76,397.22	\$99,316.38	\$122,235.55
Manager TV Multimedia	315	\$76,397.22	\$99,316.38	\$122,235.55
Master Mechanic Fire Rescue - FLM	315	\$76,397.22	\$99,316.38	\$122,235.55
Parks and Beaches Manager	315	\$76,397.22	\$99,316.38	\$122,235.55
Project Manager 2 - Engineering Services / Roads & Bridges	315	\$76,397.22	\$99,316.38	\$122,235.55
Project Manager 2 - Project Management	315	\$76,397.22	\$99,316.38	\$122,235.55
Project Manager 2 Construction	315	\$76,397.22	\$99,316.38	\$122,235.55
Quality Control And Safety Project Manager 2	315	\$76,397.22	\$99,316.38	\$122,235.55
Senior Administrator Marine Resources	315	\$76,397.22	\$99,316.38	\$122,235.55
Senior Administrator, Social Services	315	\$76,397.22	\$99,316.38	\$122,235.55
Senior Coordinator Public Works And Grants Finance	315	\$76,397.22	\$99,316.38	\$122,235.55
Senior Planner Emergency Management	315	\$76,397.22	\$99,316.38	\$122,235.55
Senior Project Administrator - Fleet Management	315	\$76,397.22	\$99,316.38	\$122,235.55
Supervisory Lead Generator Mechanic	315	\$76,397.22	\$99,316.38	\$122,235.55
Administrator, Budget	316	\$80,981.05	\$105,275.36	\$129,569.68
Administrator, Business Services	316	\$80,981.05	\$105,275.36	\$129,569.68
Administrator, Purchasing and Contract Services	316	\$80,981.05	\$105,275.36	\$129,569.68
Administrator/Budget, Facilities Maintenance	316	\$80,981.05	\$105,275.36	\$129,569.68
Business Manager, Airport	316	\$80,981.05	\$105,275.36	\$129,569.68
Deputy Director - Veterans Affairs	316	\$80,981.05	\$105,275.36	\$129,569.68
Lead Historian, Florida Keys History Center	316	\$80,981.05	\$105,275.36	\$129,569.68
Manager Fleet Operations	316	\$80,981.05	\$105,275.36	\$129,569.68
Manager, Airport Facilities	316	\$80,981.05	\$105,275.36	\$129,569.68
Public Information Officer	316	\$80,981.05	\$105,275.36	\$129,569.68
Senior Administrator Operations	316	\$80,981.05	\$105,275.36	\$129,569.68
Senior Administrator Special Projects	316	\$80,981.05	\$105,275.36	\$129,569.68
Senior Administrator, Transportation and Fiscal Services	316	\$80,981.05	\$105,275.36	\$129,569.68
Senior Project Manager 3	316	\$80,981.05	\$105,275.36	\$129,569.68
Special Projects Administrator - Environmental Resources	316	\$80,981.05	\$105,275.36	\$129,569.68
Architect Network	317	\$85,839.92	\$111,591.88	\$137,343.86
Assistant Director - Public Services, Libraries	317	\$85,839.92	\$111,591.88	\$137,343.86

Job Classification Table

Assistant Director - Support Services, Libraries	317	\$85,839.92	\$111,591.88	\$137,343.86
Chief Of Building Operations	317	\$85,839.92	\$111,591.88	\$137,343.86
HRIS Manager	317	\$85,839.92	\$111,591.88	\$137,343.86
Manager Infrastructure	317	\$85,839.92	\$111,591.88	\$137,343.86
Planning & Development Review Manager	317	\$85,839.92	\$111,591.88	\$137,343.86
Planning And Development Permit Services Manager	317	\$85,839.92	\$111,591.88	\$137,343.86
Senior Administrator Benefits HIPAA Privacy Officer	317	\$85,839.92	\$111,591.88	\$137,343.86
Senior Administrator Floodplain	317	\$85,839.92	\$111,591.88	\$137,343.86
Senior Administrator Human Resources	317	\$85,839.92	\$111,591.88	\$137,343.86
Senior Administrator Safety And Security	317	\$85,839.92	\$111,591.88	\$137,343.86
Senior Administrator, Fiscal and Program Compliance	317	\$85,839.92	\$111,591.88	\$137,343.86
Senior Administrator, GIS	317	\$85,839.92	\$111,591.88	\$137,343.86
Senior Application Administrator	317	\$85,839.92	\$111,591.88	\$137,343.86
Senior Project Administrator - Engineering	317	\$85,839.92	\$111,591.88	\$137,343.86
Sr. Project and Budget Manager, Administration, Parks and Beaches	317	\$85,839.92	\$111,591.88	\$137,343.86
Deputy Director - Airports	318	\$90,990.31	\$118,287.40	\$145,584.90
Deputy Director Airport Finance And Administration	318	\$90,990.31	\$118,287.40	\$145,584.90
Deputy Director Fleet	318	\$90,990.31	\$118,287.40	\$145,584.90
Facilities Mechanical Manager	318	\$90,990.31	\$118,287.40	\$145,584.90
Manager, Marathon Airport	318	\$90,990.31	\$118,287.40	\$145,584.90
Assistant Building & Permitting Official	319	\$96,449.73	\$125,384.64	\$154,319.56
Assistant Director Of Environmental Resources	319	\$96,449.73	\$125,384.64	\$154,319.56
Assistant Director, Purchasing	319	\$96,449.73	\$125,384.64	\$154,319.56
Director Veterans Affairs	319	\$96,449.73	\$125,384.64	\$154,319.56
Division Chief, Fire Rescue Services	319	\$96,449.73	\$125,384.64	\$154,319.56
Senior Director Code Compliance	319	\$96,449.73	\$125,384.64	\$154,319.56
Administrative Director	320	\$102,236.71	\$132,907.72	\$163,578.73
Assistant Director Of Airports	320	\$102,236.71	\$132,907.72	\$163,578.73
Assistant Planning Director	320	\$102,236.71	\$132,907.72	\$163,578.73
Director Facilities Maintenance	320	\$102,236.71	\$132,907.72	\$163,578.73
Director Fleet Management	320	\$102,236.71	\$132,907.72	\$163,578.73
Director Intergovernmental / Legislative Affairs And Grants Acquisition	320	\$102,236.71	\$132,907.72	\$163,578.73
Director Of Solid Waste	320	\$102,236.71	\$132,907.72	\$163,578.73
Director Sustainability And Special Projects	320	\$102,236.71	\$132,907.72	\$163,578.73
Senior Director Building Official	320	\$102,236.71	\$132,907.72	\$163,578.73
Senior Director Strategic Planning and Libraries	320	\$102,236.71	\$132,907.72	\$163,578.73
Sr Director Social Services	320	\$102,236.71	\$132,907.72	\$163,578.73
Deputy Chief Fire Rescue - DC	321	\$108,370.92	\$140,882.18	\$173,393.46
Director Emergency Management	321	\$108,370.92	\$140,882.18	\$173,393.46
Director Information Technology	321	\$108,370.92	\$140,882.18	\$173,393.46
Director Parks and Beaches	321	\$108,370.92	\$140,882.18	\$173,393.46
Director Project Manager	321	\$108,370.92	\$140,882.18	\$173,393.46

Job Classification Table

Director, Engineering Services & Roads	321	\$108,370.92	\$140,882.18	\$173,393.46
Director Employee Services	322	\$114,873.17	\$149,335.12	\$183,797.07
Fire Chief/Director Emergency Services	323	\$122,914.29	\$162,861.43	\$202,808.57
Senior Director Of Budget & Finance	323	\$122,914.29	\$162,861.43	\$202,808.57
Senior Director, Planning & Environmental Resources	323	\$122,914.29	\$162,861.43	\$202,808.57
Executive Director - Monroe County Transit	324	\$131,518.29	\$174,261.73	\$217,005.17
Executive Director of Airports	325	\$140,724.57	\$186,460.05	\$232,195.53
Assistant County Administrator	326	\$150,575.29	\$199,512.25	\$248,449.23
Firefighter Emt - FFEMT	400	\$50,499.50	\$65,649.35	\$80,199.45
ARFF Lieutenant EMT, Fire Rescue	401	\$56,431.77	\$73,361.30	\$89,510.40
Deputy Fire Marshal - DFM	401	\$56,431.77	\$73,361.30	\$89,510.40
Fire Lieutenant EMT	401	\$56,431.77	\$73,361.30	\$89,510.40
Firefighter Charge Paramedic - FFCPM	401	\$56,431.77	\$73,361.30	\$89,510.40
Captain Fire Rescue - EMT	402	\$62,074.95	\$80,697.44	\$98,461.44
Fire Lieutenant Paramedic	402	\$62,074.95	\$80,697.44	\$98,461.44
Captain Fire Rescue - Paramedic	403	\$68,282.44	\$88,767.17	\$108,307.59
Fire Rescue Battalion Chief	404	\$75,110.69	\$97,643.89	\$119,138.35
Flight Nurse - Union - FN	405	\$67,537.60	\$87,798.88	\$85,633.60
County Administrator	Contract			
Fire Rescue Ems Billing Specialist	Contract			
Fire Rescue Ems Billing Supervisor	Contract			
County Attorney	Contract			

Disciplinary Actions Taken Against Employees by Race, Sex, and National Origin 9/1/2019-8/31/2022

EFFECTIVE DATE	EEO	Department	ALLEGATION	ACTION TAKEN
9/16/2019	AA	Solid Waste Management	1.05 - Code of Ethics: Item F.	Employee Notice
9/30/2019	AC	Upper Keys Public Works, Roads & Bridges	9.03 - K & P	Employee Notice
10/17/2019	AA	Fire Rescue	MCPPPP 7.03 Sick Leave; Medical Justification	Employee Notice
10/21/2019	BA	Fire Rescue	403.04 - Backing apparatus and use of spotters; IV Policy; E	Employee Notice
10/22/2019	BA	Social Services/Bayshore Manor	9.03 P - Incompetence or inefficiency	Employee Notice
10/24/2019	BA	Social Services	9.03 C & P	Employee Notice
11/5/2019	BB	Social Services	9.03 B & P	Employee Notice
11/6/2019	BC	Social Services/Transportation	9.03 B & P	Employee Notice
11/6/2019	AB	Fleet Management, PK Garage	9.03 Standards of Employment: C	Employee Notice
12/5/2019	AA	Fire Rescue	9.03 Safety Violations. MCFR SOP 403.03 VI A & B Ordinary Travel Procedures. PPP section 5	Employee Notice
12/5/2019	AA	Solid Waste	9.03 Misconduct	Employee Notice
12/12/2019	AC	Fire Rescue	FAA 135.87	Employee Notice
12/16/2019	AC	Fire Rescue	9.03 SOP 110.08 L; 100.06, 2.	Employee Notice
1/13/2020	BA	Social Services/Bayshore Manor	9.03 P - Incompetence or inefficiency	Employee Notice
1/16/2020	BA	Social Services/Bayshore Manor	9.03 P - Incompetence or inefficiency	Employee Notice
1/17/2020	BA	Social Services/Bayshore Manor	9.03 P - Incompetence or inefficiency	Employee Notice
1/31/2020	BA	Fire Rescue	9.03 - 100.16 State Licenses & Certs. 200.09 VII F. Email Accountability	Employee Notice
3/2/2020	AC	Fire Rescue	9.03: 102.07	Employee Notice
3/10/2020	BS	Social Services/Transportation	9.03: H & I - Absenteeism and Tardiness	Employee Notice
5/13/2020	BA	Social Services/Bayshore Manor	9.03: P - Incompetence/inefficiency	Employee Notice
6/4/2020	AA	Fire Rescue	9.03: "Other", SOP 703.06 sections E-1 and I.	Employee Notice
6/4/2020	AC	Fire Rescue	9.03: "Other", SOP 703.06 sections E-1 and I.	Employee Notice
6/4/2020	AA	Fire Rescue	9.03: "Other", SOP 703.06 sections E-1 and I.	Employee Notice
6/4/2020	BC	Fire Rescue	9.03: "Other", SOP 703.06 sections E-1 and I.	Employee Notice
6/4/2020	AC	Fire Rescue	9.03: "Other", SOP 703.06 sections E-1 and I.	Employee Notice
6/4/2020	AC	Fire Rescue	9.03: "Other", SOP 703.06 sections E-1 and I.	Employee Notice
6/4/2020	AC	Fire Rescue	9.03: "Other", SOP 703.06 sections E-1 and I.	Employee Notice
6/5/2020	AC	Fire Rescue	9.03: "Other", SOP 703.06 sections E-1 and I.	Employee Notice

6/12/2020	AA	Fire Rescue	9.03: "Other", SOP 703.06 sections E-1 and I.	Employee Notice
6/12/2020	AA	Fire Rescue	9.03: "Other", SOP 703.06 sections E-1 and I.	Employee Notice
7/15/2020	AA	Fire Rescue	9.03 Other: G. O. 2020 006 COVID-19 Operational Directive	Employee Notice
7/15/2020	AA	Fire Rescue	SOP 403.03 Emergency Driver Standards	Employee Notice
7/15/2020	BA	Fire Rescue	Emergency Driver Standards	Employee Notice
7/15/2020	AA	Fire Rescue	9.03: SOP 102.02 (1. F. 1.)	Employee Notice
7/16/2020	AA	Fire Rescue	SOP 100.16 MCFR (1-3)	Employee Notice
7/20/2020	AC	Fire Rescue	000.04 Job Descriptions. B-Key Responsibilities (3). Other 9.03 (M)	Employee Notice
7/20/2020	AC	Fire Rescue	9.03: Other - SOP 102.02 Uniforms Section 3-a. SOP 703.06 Controlled Substances Sections V. F. & 1.	Employee Notice
7/21/2020	AA	Roads & Bridges	9.03: M & O	Employee Notice
7/24/2020	AA	Fire Rescue	000.04 Job Descriptions. B-Key Responsibilities (3). Other 9.03 (M)	Employee Notice
8/6/2020	AA	Fire Rescue	9.03 Other: G. O. 2020 006 COVID-19 Operational Directive	Employee Notice
8/6/2020	AA	Fire Rescue	9.03 Other: G. O. 2020 006 COVID-19 Operational Directive	Employee Notice
8/11/2020	AA	Fire Rescue	SOP 102.02; I: Class of uniform. C: Class "C" uniform.	Employee Notice
8/11/2020	AC	Fire Rescue	SOP 403.03 Backing Apparatus and use of spotters. H (1-2)	Employee Notice
8/20/2020	AC	Fire Rescue	9.03 Other. SOP 203.05 Time Cards (2,E)	Employee Notice
9/16/2020	AA	Fire Rescue	SOP 710.10 Patient Care Reports: 2, A.	Employee Notice
9/16/2020	AC	Fire Rescue	SOP 710.10 Patient Care Reports: 2, A.	Employee Notice
9/21/2020	AA	Fire Rescue	SOP 710.10 Patient Care Reports: 2, A.	Employee Notice
9/21/2020	AA	Fire Rescue	SOP 710.10 Patient Care Reports: 2, A.	Employee Notice
9/21/2020	AA	Fire Rescue	403.03 Emergency Vehicle Operating Guidelines (I, B)	Employee Notice
9/23/2020	AC	Fire Rescue	SOP 710.10 Patient Care Reports: 2, A.	Employee Notice
10/6/2020	BA	Library	9.03 A,B,C, & F (Violation, insubordination, Misconduct, Absenteeism)	Employee Notice
10/16/2020	AC	Fire Rescue	SOP 203.05 (2, E)	Employee Notice
11/20/2020	AA	Building	9.03 Misconduct	Employee Notice
11/30/2020	AA	Fire Rescue	SOP 403.03	Employee Notice

12/17/2020	AC	Roads & Bridges	8.02 (D, 1)	Employee Notice	
2/11/2021	AC	Fire Rescue	9.03: H - Absenteeism or abuse of sick leave	Resigned. Placed in file for records/documentation.	
2/11/2021	AA	Social Services	9.03: B - Insubordination: Refusal to respond to authority's reasonable request for information. 9.03: P - Incompetence or Inefficiency - Inability or failure to perform work of an acceptable standard after a reasonable trial and training period.	Oral warning	
3/15/2021	AA	Fire Rescue	000.50 Chain of command: It is important to utilize the proper chain of command in the management of day-to-day operations. Breaking chain of command creates miscommunication, which results in additional follow-up and other management issues. MCFR personnel are directed to utilize the chain of command in all applicable situations. 9.03: (P) Standards of Employment: Incompetence or Inefficiency - Inability or failure to perform work of an acceptable standard after a reasonable trial and training period.	Employee Notice	
4/9/2021	AA	Fire Rescue	9.03: (I) Tardiness - Failure to report to assigned work station on or before the scheduled starting time.	Oral warning	

			<p>SOP 403.03 Emergency Vehicle Operating Guidelines. (A) Monroe County Fire Rescue places a great deal of responsibility on the drivers of emergency vehicles and apparatus. Not only must they provide prompt conveyance of the apparatus, equipment, and personnel to provide service to those in need; but most importantly, they must accomplish this task in the safest and most prudent manner possible.</p>		
4/9/2021	AC	Fire Rescue		Employee Notice	
			<p>SOP 403.03 Emergency Vehicle Operating Guidelines. (A) Monroe County Fire Rescue places a great deal of responsibility on the drivers of emergency vehicles and apparatus. Not only must they provide prompt conveyance of the apparatus, equipment, and personnel to provide service to those in need; but most importantly, they must accomplish this task in the safest and most prudent manner possible.</p>		
4/9/2021	AC	Fire Rescue		Oral warning	
			<p>SOP 100.08 - Professional Conduct and Responsibility (L) Insubordination - Failure or deliberate refusal or any member to obey a reasonable request or lawful order given by a superior officer shall be insubordination.</p>		
4/6/2021	AC	Fire Rescue		Written Reprimand Issued	

			<p>Subject: GO # COVID-19 Operational Directive No.2020-006a effective 11/12/2020 All personnel shall follow social distancing recommendations whenever possible. If you are within 6-ft of another individual while at work, you MUST wear a mask or cloth barrier device. This includes routine activities, such as congregating in common areas. Personnel shall wear an approved safety shoes anytime while outside the living quarters.</p>	
4/29/2021	AC	Fire Rescue		Oral warning
			<p>Rules and Regulation. Professional Conduct & Responsibilities: SOP 100.08 (F) Performance of Duty - All employees shall perform their duties as required or directed by county and Departmental Policies. 9.03 Standards of Employment (C) Misconduct - Behavior not conforming to prevailing standards. Misconduct may include, but is not limited to the following: Rudeness or acts of disrespect to members of the public, superiors, or other employees; on or off duty.</p>	
4/29/2021	AC	Fire Rescue		Employee Notice
5/6/2021	AA	Social Services/In-Home Services	<p>P: Incompetence or inefficiency - Inability or failure to perform work of an acceptable standard after a reasonable trial and training period</p>	Employee Notice
5/18/2021	AC	Building	9.03: (C) Misconduct	Employee Notice

			<p>Monroe County Fire Rescue Standard Operating Procedure: County Policies. L: Abuse of County Policies and Procedures - Misuse or Abuse of established County policies such as vacation, leave of absence, excused absence, sick leave or any rule, regulation, policy or procedure.</p>		
5/26/2021	AC	Fire Rescue		Employee Notice	
6/10/2021	AC	Fire Rescue	<p>9.03: 200.05 APPARATUS READINESS - III. Apparatus - Minimal Readiness Acceptability Standards: A) The on-duty crew shall ensure the apparatus's readiness at the beginning of each shift, after each call, and upon receiving a different apparatus during the shift.</p> <p>102.07 STATION RESPONSIBILITIES AND DUTIES - H) Sleeping 1. Department members may not retire to quarters prior to 2000 hours without the prior approval of the battalion chief.</p>	Employee Notice	
6/16/2021	BA	Fire Rescue	<p>9.03: 200.05 APPARATUS READINESS - III. Apparatus - Minimal Readiness Acceptability Standards: A) The on-duty crew shall ensure the apparatus's readiness at the beginning of each shift, after each call, and upon receiving a different apparatus during the shift.</p>	Employee Notice	

			<p>Monroe County Fire Rescue Standard Operating Procedure: Sick Leave SOP 100.13, section III, part(s) A, B, C, & D. Monroe County Policy Section 9, Part L Disciplinary Actions. I.) Abuse of County Policies and Procedures - Misuse or Abuse of established County policies such as vacation, leave of absence, excused absence, sick leave or any rule, regulation, policy or procedure.</p>		
6/16/2021	AC	Fire Rescue		Employee Notice	
			<p>400 OCCUPATIONAL SAFETY AND HEALTH - I) Introduction - II) B. Emergency drivers have a high standard of care to provide the general motoring public and must make every attempt possible to provide due regard for the safety of others. Drivers must constantly monitor and reduce the amount of risk and exposure to potential losses during each and every response. Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers. In order to accomplish this enormous task, all emergency drivers shall become familiar with and constantly abide by these policies and procedures.</p>		
7/12/2021	AA	Fire Rescue		Employee Notice	

			<p>103.07 PROFESSIONAL EXPECTATIONS - III. General Expectations B.2. Standing Monroe County Fire Rescue General Orders, Standard Operating Procedures, and Medical Treatment Protocols. F. Follow County and Department Chain of Command 710.10 PATIENT CARE REPORTS (REQUIREMENTS FOR COMPLETION) II. Requirements for Reporting A. In accordance with the EMSTARS standard, MCFR defines an EMS event as "Any time that emergency medical service is requested, and personel are dispatched to respond." Therefore, an ePCR shall be completed and submitted any time an EMS event occurs;</p>		
7/28/2021	AC	Fire Rescue		Employee Notice	
8/9/2021	BC	Fire Rescue	<p>103.07 PROFESSIONAL EXPECTATIONS - III. General Expectations B.2. Standing Monroe County Fire Rescue General Orders, Standard Operating Procedures, and Medical Treatment Protocols. F. Follow County and Department Chain of Command 710.10 PATIENT CARE REPORTS (REQUIREMENTS FOR COMPLETION) II. Requirements for Reporting A. In accordance with the EMSTARS standard, MCFR defines an EMS event as "Any time that emergency medical</p>	Employee Notice	
8/13/2021	AA	Fire Rescue	<p>SOP 200.09 Telecommunications Policy III. Policy A.</p>	Employee Notice	

			<p>SOP 200.09 Telecommunications Policy III. Policy A. County computers, network, telephones, and facimlle are to be used for official business only. With the exception of emergencies, personnel shall not use County telephones to conduct personal business. At no time shall County equipment or services be used for part-time or other outside work activities. VI. Computers b. Personnel shall not use County Intranet/Internet to conduct personal business, part-time or outside work activities, games, personal or recreational browsing.</p>	Employee Notice	
8/13/2021	AC	Fire Rescue			
			<p>SOP 102.02 UNIFORMS Section E III. Wearing the Uniform E. Only department issued shirts and shorts shall be worn on duty, non-issued clothing shall not be worn at any time. K. Any member found in violation of this uniform policy and not complying as directed shall be disciplined accordingly.</p>	Employee Notice	
8/31/2021	AA	Fire Rescue			
			<p>Monroe County Fire Rescue Standard Operating Procedures: County Policies S.O.P 100.08 G. Conduct toward an Officer (Members shall treat superior officers with respect). L. Insubordination (Failure or refusal to accept and or obey an order of a superior officer).</p>	Employee Notice	
9/9/2021	AC	Fire Rescue			
			<p>9.03: I. Tardiness - Failure to report to assigned work station on or before the scheduled starting time.</p>	Employee Notice	
10/6/2021	BC	Social Services/Transportation			

11/17/2021	AA	MCFR	S.O.P. 102.07 Station Responsibilities and Duties III. General H. Sleeping 1. Department members may not retire to quarters prior to 2000 hours without the prior approval of the battalion chief.	Employee Notice
11/24/2021	AC	MCFR	9.03: SOP 000.50 Chain of Command *Other - It is important to utilize the proper chain of command in the management of day-to-day operations. Breaking the chain of command creates miscommunication, which results in additional follow-up and other management issues. MCFE personnel are directed to utilize the chain of command in all applicable situations.	Employee Notice
1/28/2022	BC	SS/Transportation	9.03: P - Incompetence or Inefficiency - Inability or failure to perform work of an acceptable standard after a reasonable trial and training period.	Oral warning
1/28/2022	BC	SS/Transportation	9.03: P - Incompetence or Inefficiency - Inability or failure to perform work of an acceptable standard after a reasonable trial and training period.	Oral warning
2/9/2022	AA	PW/Corrections Facilities	9.03 C. - Misconduct	First offense. Employee Notice
2/11/2022	AA	Project Management	9.03 G. Fraud or Dishonesty	First offense. Employee Notice

			9.03: C. Misconduct - Behavior not conforming to prevailing standards - Misconduct may include, but is not limited to the following... Rudeness or acts of disrespect to members of the public, supervisors, or other employees; on duty or off duty.	
2/11/2022	AA	Social Services		Employee Notice
3/2/2022	BC	SS/Transportation	9.03: P - Incompetence or	Employee Notice
			MCFR S.O.P's: 102.07 Station Responsibilities and Duties. IV. A. 1., All personnel shall be in uniform. 103.07 Professional Expectations., III General Expectations., P. Maintaining personal and professional appearance. Uniform and grooming that reflects department standards and of a highly skilled public fire service provider.	
3/7/2022	AC	MCFR		Employee Notice
3/31/2022	AA	Roads & Bridges	9.03: H., I., L.	Employee Notice
			SOP 102.13, Standards of Employment 9.03: I	
4/13/2022	AC	MCFR		Employee Notice
			9.03 P.: Incompetence or Inefficiency - Inability or failure to perform work of an acceptable standard after a reasonable trial and training period.	
5/9/2022	AA	SS/In-Home Services		Employee Notice
			9.03 B Insubordination - Refusal to respond to authority's reasonable request(s) or instruction.	
6/14/2022	AA	Social Services		Employee Notice

7/6/2022	AC	MCFR	SOP 403.03 Emergency Operator Vehicle Guidelines 1B: Emergency drivers have a high standard of care to provide to the general motoring public and must make every attempt possible to provide due regard for the safety of others	Employee Notice
7/13/2022	BA	Library (Islamorada)	9.03: M. Safety Violations	Employee Notice
R.Gastesi did not date this	BA	Code Compliance	9.03: B - Insubordination: fails to respond to requests requiring action in a timely manner, fails to carry out assigned tasks, and/or work as a team. 9.03 C- Misconduct: displays rudeness and disrespect to Department Head	Employee Notice
R.Gastesi did not date this	AC	Code Compliance	9.03 B- Insubordination: 1) Claimed discriminatory behavior by his department head due to being of Hispanic origin; and 2) Threatened to expose the alleged discriminatory behavior to immediate supervisor.	Employee Notice

			<p>SOP 403.03 Emergency Vehicle Operating Guidelines; 1B: Emergency drivers have a high standard of care to provide to the general motoring public and must make every attempt possible to provide due regard for the safety of others.</p> <p>SOP 403.04; IV Policy: Spotters should be located at as many corners as possible, with at least one primary spotter positioned on the driver's side rear corner of the apparatus. Where only a single spotter is available, the spotter shall first survey the passenger's side and the rear area for obstacles that would damage the unit, including overhead obstructions.</p>		
7/28/2022	AA	Fire Rescue		Employee Notice	
8/4/2022	AA	Roads & Bridges	9.03 - H & L. Nothing further provided in employee notice	Employee Notice	

The number of individuals applying for employment by Race, Sex, and National Origin
(Includes New Applicants, Promotional Opportunities, and Resubmittals)

9/1/19 – 8/31/21

RACE/SEX/NATIONAL ORIGIN	NUMBER OF APPLICANTS
White Male, Non-Hispanic	1,003
Black Male, Non-Hispanic	113
White Male, Hispanic	438
Black Male, Hispanic	0
Asian or Pacific Islander, Male	19
American Indian, Male	0
White Female, Non-Hispanic	735
Black Female, Non-Hispanic	75
White Female - Hispanic	228
Black Female - Hispanic	22
American Indian - Female	3
Other	849

The number of employees by Race, Sex, and National Origin who were terminated.

9/1/19 – 8/31/21

RACE/SEX/NATIONAL ORIGIN	NUMBER OF TERMINATIONS
White Male, Non-Hispanic	14
Black Male, Non-Hispanic	1
White Male, Hispanic	3
Black Male, Hispanic	0
Asian or Pacific Islander, Male	0
American Indian, Male	0
White Female, Non-Hispanic	8
Black Female, Non-Hispanic	1
White Female - Hispanic	5
Black Female - Hispanic	0
American Indian - Female	0
Other	0

The number of employees by Race, Sex, and National Origin who were newly HIRED.

9/1/19 – 8/31/21

OFFICIALS & MANAGERS

NUMBER OF EMPLOYEES	RACE/SEX/NATIONAL ORIGIN
1	White Male, Non-Hispanic
	Black Male, Non-Hispanic
	White Male, Hispanic
	Black Male, Hispanic
	Asian or Pacific Islander, Male
	American Indian, Male
6	White Female, Non-Hispanic
	Black Female, Non-Hispanic
	White Female, Hispanic
	Black Female, Hispanic
	Asian or Pacific Islander, Female
	American Indian, Female

PROFESSIONALS

NUMBER OF EMPLOYEES	RACE/SEX/NATIONAL ORIGIN
1	White Male, Non-Hispanic
1	Black Male, Non-Hispanic
	White Male, Hispanic
	Black Male, Hispanic
	Asian or Pacific Islander, Male
	American Indian, Male
17	White Female, Non-Hispanic
	Black Female, Non-Hispanic
3	White Female, Hispanic
	Black Female, Hispanic
1	Asian or Pacific Islander, Female
	American Indian, Female

TECHNICIAN

NUMBER OF EMPLOYEES	RACE/SEX/NATIONAL ORIGIN
8	White Male, Non-Hispanic
	Black Male, Non-Hispanic
	White Male, Hispanic
	Black Male, Hispanic
	Asian or Pacific Islander, Male
	American Indian, Male
14	White Female, Non-Hispanic
	Black Female, Non-Hispanic
	White Female, Hispanic
	Black Female, Hispanic
	Asian or Pacific, Female
	American Indian, Female

CRAFT WORKERS

NUMBER OF EMPLOYEES	RACE/SEX/NATIONAL ORIGIN
11	White Male, Non-Hispanic
3	Black Male, Non-Hispanic
15	White Male, Hispanic
	Black Male, Hispanic
	Asian or Pacific Islander, Male
	American Indian, Male
	White Female, Non-Hispanic
	Black Female – Non-Hispanic
	White Female, Hispanic
	Black Female, Hispanic
	Asian or Pacific, Female
	American Indian, Female

SERVICE WORKER

NUMBER OF EMPLOYEES	RACE/SEX/NATIONAL ORIGIN
15	White Male, Non-Hispanic
1	Black Male, Non-Hispanic
22	White Male, Hispanic
	Black Male, Hispanic
	Asian or Pacific Islander, Male
	American Indian, Male
12	White Female, Non-Hispanic
	Black Female, Non-Hispanic
3	White Female, Hispanic
	Black Female, Hispanic
	Asian or Pacific Islander, Female
	American Indian, Female

OPERATIVES

NUMBER OF EMPLOYEES	RACE/SEX/NATIONAL ORIGIN
5	White Male, Non-Hispanic
2	Black Male, Non-Hispanic
9	White Male, Hispanic
	Black Male, Hispanic
	Asian or Pacific Islander, Male
	American Indian, Male
1	White Female, Non-Hispanic
1	Black Hispanic, Non-Hispanic
	White Female, Hispanic
	Black Female, Hispanic
	Asian or Pacific Islander, Female
	American Indian, Female

LABORERS & HELPERS

NUMBER OF EMPLOYEES	RACE/SEX/NATIONAL ORIGIN
7	White Male, Non-Hispanic
11	Black Male, Non-Hispanic
9	White Male, Hispanic
	Black Male, Hispanic
	Asian or Pacific Islander, Male
	American Indian, Male
	White Female, Non-Hispanic
	Black Female, Non-Hispanic
6	White Female, Hispanic
	Black Female, Hispanic
	Asian or Pacific Islander, Female
	American Indian, Female

Monroe County's employment practices and policies

Performance Evaluations

POLICY

All Departments shall evaluate the performance of all employees on an impartial basis using standard evaluation forms and the Employee Performance Appraisal Handbook provided in Administrative Instruction 4003.

PURPOSE

Employee performance evaluations shall be used for, but not limited to, the following purposes:

- A. To inform the employee of strong and weak points in his performance, as well as training needs and improvements expected.
- B. To recognize the employee's potential for promotion.
- C. To determine the employee's eligibility for merit salary advancements.
- D. To provide a record of past performance.
- E. To assist in determining the order of layoffs and reinstatements.

PROCEDURES

- A. Each employee shall have his performance evaluated on a periodic basis as outlined in the Performance Appraisal Handbook.
 1. All performance evaluations shall be made by the employee's immediate Supervisor (with input from anyone deemed appropriate by the Supervisor) and reviewed by a higher-level Supervisor whenever possible. The immediate Supervisor's final evaluation shall not be changed by higher level Supervisors; however, reviewing Supervisors shall certify that they reviewed the rating and may attach any written comment they deem appropriate concerning the evaluation.
 2. Department head may authorize an evaluation at any time he or she deems appropriate.
 3. The original, completed evaluation form, as well as any written material from the Supervisor, the Department Head, or the employee, shall be placed in the employee's official Personnel file.

B. If an employee receives a below satisfactory rating in any category, the immediate Supervisor shall work with the employee in an effort to assist him/her in improving job performance. Such employees, if retained by the department, shall have their performance re- evaluated in the category(s) which do not meet performance standards.

Exit Interviews

It is the desire of the County to determine why good employees leave the County Service. An exit interview program has been established for the purpose of determining the causes and possible solutions of turnover among County personnel.

If an employee wishes, he or she may request an exit interview with Employee Services by contacting the Human Resources office. The Employee Services Director or County Administrator may also request an interview with an employee who has made known his or her intention to leave the County Service. The information obtained during the interview will be used solely for the purpose of identifying or solving problem areas and will not become part of the employee's personnel record unless authorized in writing by the employee.

Grievance Procedure

In the event an employee believes that the rules contained in this manual have been misapplied/violated, he/ she must utilize the following procedure, except in the cases of suspension, reduction in pay, demotion or termination - See 10.01 F. Claims of harassment, retaliation, or discrimination as described in Section 2.14 will be handled in accordance with the procedure outlined in that Section and are not considered grievable under the Employee Complaint/Grievance Procedure. Failure of the grieving employee to follow the time limits will automatically result in a final and binding denial of the grievance. If the County does not follow the time limits, the appropriate County official will be deemed to have denied the grievance and it may proceed to the next step.

A. Step 1: The aggrieved employee shall present his/her grievance in writing to his or her Supervisor within fifteen (15) working days of the incident to be grieved. The immediate Supervisor will meet with the employee, reach a decision, and communicate that decision in writing to the aggrieved employee within ten (10) working days from the date the grievance was presented to him or her. Supervisors are not empowered to make policy decisions.

B. Step 2: If the grievance is not resolved in Step 1, the employee shall, sign it, and present it to the Department Head within ten (10) working days from receipt of the Immediate Supervisor's written decision. The Department Head shall attempt to resolve the issue(s) concerning the alleged grievance within ten (10) working days of the receipt of the written grievance. The Department Head shall confer with the immediate Supervisor, and they shall attempt to obtain the facts concerning the alleged grievance, and within ten (10) working days of receipt of the written grievance, answer the employee in writing or schedule a meeting with the employee. If a meeting is held, the Department Head shall notify the aggrieved employee in writing of his or her decision, no later than ten (10) working days after the meeting. The meeting may be rescheduled by the Department Head for a valid reason.

C. Step 3: If the response from the Department Head is not satisfactory, within ten (10) working days from receipt of the Department Head's decision, the employee may present the grievance form to the Assistant County Administrator, who may confer with anyone he/she deems appropriate to obtain the facts concerning the alleged grievance, and may schedule a meeting with the employee, to be held within ten (10) working days of receipt of the grievance. If the employee does not report to an Assistant County Administrator and reports directly to the County Administrator, Step 3 is to be skipped and the employee may proceed to Step 4. If a meeting is held, the Assistant County Administrator shall notify the aggrieved employee in writing of his/her, decision no later than ten (10) working days after the meeting.

D. Step 4: If the response from the Assistant County Administrator is not satisfactory, within ten (10) working days from receipt of the Assistant County Administrator's decision, the employee may bring the grievance form to the Human Resources office, for review before the Employee Grievance Council. This Council will provide an additional avenue for the employee to pursue in the processing of appropriate complaints or grievances. By the establishment of the Employee Grievance Council, the employee whose problem is not resolved by the Assistant County Administrator, may have the opportunity to appear before this Council of peers and present his/her case. The Employee Grievance Council is empowered to call all necessary witnesses before them and to subsequently make their recommendations concerning disposition to the County Administrator. The decision of the Council is not binding; final determination will be made by the County Administrator. (Please refer to Monroe County Administrative Instruction 4714 for rules and procedures governing the Council.) The County Administrator shall furnish a copy of his decision to the aggrieved employee within fifteen (15) working days of the Council's recommendation(s).

E. Any complaint/grievance involving matters that pertain to the Personnel Policies and Procedures may be addressed in writing to the Employee Grievance Council, (via the Human Resources office) who will forward to the Council to determine whether the matter is appropriate to be considered by the Council. If deemed appropriate by a majority of Council members, the Human Resources office will schedule the airing of the Grievance at the earliest convenience. The Council is empowered to call all necessary witnesses and make a recommendation concerning disposition to the County Administrator whose decision is final.

F. This Procedure does not apply to an individual who has been suspended, discharged, received a reduction in pay or demoted. Such individuals shall appeal in accordance to Section 9.15 hereof.

G. If an employee does not answer to a Department Head and/or an Assistant County Administrator, the Human Resources office will assist the employee in moving through the appropriate steps of this grievance procedure.

H. The by-laws governing the establishment and operation of the Employee Grievance Council may be reviewed in Administrative Instruction 4714.

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 - 1. All performance evaluations shall be made by the employee's immediate Supervisor (with input from anyone deemed appropriate by the Supervisor) and reviewed by a higher-level Supervisor whenever possible. The immediate Supervisor's final evaluation shall not be changed by higher level Supervisors; however, reviewing Supervisors shall certify that they reviewed the rating and may attach any written comment they deem appropriate concerning the evaluation.
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F. This Procedure does not apply to an individual who has been suspended, discharged, received a reduction in pay or demoted. Such individuals shall appeal in accordance to Section 9.15 hereof.

G. If an employee does not answer to a Department Head and/or an Assistant County Administrator, the Human Resources office will assist the employee in moving through the appropriate steps of this grievance procedure.

H. The by-laws governing the establishment and operation of the Employee Grievance Council may be reviewed in Administrative Instruction 4714.



Office of the County Administrator
Key West, Florida

MONROE COUNTY ADMINISTRATIVE INSTRUCTION 4719.4

Date: September 30, 2021

Subject: Americans with Disabilities Act
Request for Accommodation

Reference: Monroe County Personnel Policies and Procedures
Code of Federal Regulations
Americans with Disabilities Act Title II

Enclosure: (1) Accommodation Request Form (3 pages)

Effective Date: Immediately

- (1) **Background:** The Americans with Disabilities Act states that a public entity, regardless of the number of employees, must provide reasonable accommodations to qualified persons with disabilities in order that they might fully participate in activities, programs, benefits or services when requested.
- (2) **Purpose:** The purpose of this instruction is to comply and carry out responsibilities under the American with Disabilities Act.
- (3) **Cancellation:** Instruction is to remain continuously in effect unless specifically revised or canceled.
- (4) **Instruction:** Enclosure (1) is to be utilized for those requesting an accommodation for services, activities, programs or benefits by Monroe County BOCC. Employees with disabilities who need a reasonable accommodation to be able to perform the essential functions of their jobs should contact the County's ADA Coordinator, Alana Thurston.

(5) Action:

This Request for Accommodation procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (“ADA”). Monroe County will make reasonable modifications in policies, practices, and procedures; furnish auxiliary aids and services, and afford program accessibility through the provision of accessible facilities, the relocation of services or programs, or the provision of services at alternative sites, as appropriate and necessary.

Examples of auxiliary aids or services that Monroe County may provide for qualified individuals with disabilities include:

- Assistive listening devices
- Qualified ASL (American Sign Language) or other types of interpreters for persons with hearing loss
- Communication access real-time translation/Real-time transcription services
- Accessible formats such as large print, Braille, electronic document, or audio tapes
- Qualified readers

Examples of aids or services which Monroe County may not be able to provide as an accommodation under Title II of the Americans with Disabilities Act include:

- Transportation to and from county buildings
- Personal devices such as wheelchairs, hearing aids, or prescription eyeglasses
- Personal services such as medical or attendant care
- Readers for personal use or study

The Americans with Disabilities Act (ADA) does not require the County to take any action that would fundamentally alter the nature of the County’s programs, services, or activities, or that would impose an undue financial or administrative burden on the County.

The request should be in writing and contain information about the request such as the requestor’s name, contact information and a description of the accommodation. Alternative means of filing a request, such as personal interviews or a tape recording of the request, will be made available for persons with disabilities upon request.

The request should be submitted by the requestor and/or his/her designee as soon possible but no later than **five calendar days prior** if the request pertains to a scheduled meeting to:

Lindsey Ballard
Monroe County Board of County Commissioners
Gato Building- 1100 Simonton St.
Office of the County Administrator
Key West, Florida 33040
(305) 292-4441 between the hours of 8:30 a.m. – 5:00 p.m.
Hearing or voice impaired, call 1-800-955-8770, or for TTY 1-800-955-8771.

***Family members and companions of deaf persons will not be asked to serve as sign language interpreters.**

If an individual has a disability that is not obvious, or when it is not readily apparent how a requested accommodation relates to an individual's impairment, it may be necessary for Monroe County to require the individual to provide documentation from a qualified health care provider in order for the court to fully and fairly evaluate the accommodation request. These information requests will be limited to documentation that (a) establishes the existence of a disability; (b) identifies the individual's functional limitations; and (c) describes how the requested accommodation addresses those limitations. Any cost to obtain such documentation is the obligation of the person requesting the accommodation.



Kevin G. Wilson
Assistant County Administrator

Distribution: VI
Originator: DHR
Review: September 30, 2023

**AMERICANS WITH DISABILITIES ACT (ADA)
ACCOMMODATION REQUEST FORM**

Complete and send to:
County Administrator's Office
1100 Simonton Street, Suite 205
Key West, FL 33040
Ph: (305) 292-4441 Fax: (305) 292-4544

Contacts:
Lindsey Ballard, Aide to County Administrator
ballard-lindsey@monroecounty-fl.gov

ADA Coordinator Contact:
Alana Thurston
1100 Simonton Street, Suite 268
Key West, FL 33040
thurston-alana@monroecounty-fl.gov
Ph: (305) 292-4461 Fax: (305) 292-4454

REQUESTOR INFORMATION

Name _____ Date _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

EMAIL: _____

HOME PHONE (include area code) _____ Business Phone (include area code) _____

PERSON MAKING THE REQUEST (if other than individual needing the accommodation):

Name _____

ADDRESS: _____

CITY _____ STATE _____ ZIP _____

EMAIL: _____

HOME PHONE (include area code) _____ Business Phone (include area code) _____

OTHER CONTACT INFORMATION: _____

INFORMATION ON ACCOMMODATION

DATE AND TIME ACCOMMODATION NEEDED: _____

LOCATION ACCOMMODATION NEEDED: _____

DURATION FOR WHICH THE ACCOMMODATION NEEDED: _____

NATURE OF DISABILITY THAT NECESSITATES ACCOMMODATION (attach additional information or documentation if necessary)

ACCOMMODATIONS REQUESTED (please check one of the following six options):

Assistive listening device (Assistive listening systems work by increasing the loudness of sounds, minimizing background noise, reducing the effect of distance, and overriding poor acoustics. The listener uses a receiver with headphones or a neckloop to hear the speaker.)

Communication access real-time translation/real-time transcription services (CART is a word-for-word speech-to-text interpreting service for people who need communication access. A rendering of everything said in a meeting will appear on a computer screen. CART is not an official transcript of a proceeding.)

Sign Language Interpreter (Please specify American Sign Language, oral interpreter, signed English, or other type of signing system used by persons with hearing loss.): _____

Assignment to a meeting room that is accessible to a person using a mobility device (Please specify wheelchair, scooter, walker, or other mobility device that is used.): _____

Provision of County documents in an alternative format (Please specify Braille, large print, accessible electronic document, or other accessible format used by persons who are blind or have low vision.): _____

Other accommodation (please specify): _____

It is best practice to give consideration to the accommodation sought as required under title II of the ADA; however, alternative methods that achieve effective communication are permissible. The County may comply with the requirements of this section through such means as redesign of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities. The County is not required to make structural changes in existing facilities where other methods are effective in achieving compliance with this section. The County, in making alterations to existing buildings, shall meet the accessibility requirements of Regulation 35.151. In choosing among available methods for meeting the requirements of this section, the County shall give priority to those methods that offer services, programs, and activities to qualified individuals with disabilities in the most integrated setting appropriate. Auxiliary aid requests will be provided at no charge.

Signature: _____ Date: _____

THE FOLLOWING SECTION IS TO BE COMPLETED BY COUNTY PERSONNEL ONLY

Date request was received: _____

Name and title of individual responding to this request: _____

Additional oral or written information requested? Yes No

If so, describe information: _____

Accommodation granted? Yes No

Describe the accommodation(s) granted by the County if an alternative means to provide access to program or service is offered: _____

Indicate the duration the accommodation will be provided: _____

If an accommodation is denied, indicate reason(s) for denial (If the request is denied, granted only in part, or if an alternative accommodation is granted, a written response must be provided to the individual with a disability. Transmittal of a copy of this section of the accommodation request form by email or by U.S. Mail delivery is one means of providing the written response required. If an accommodation is denied due to a finding of undue burden or fundamental alteration, that such determination must be made in writing by the County Administrator).

Request is denied. Written response provided to requestor and a copy is attached to this document for the record.

TITLE VI, EOE & ADA

Title VI of Civil Rights Act of 1964 Notice to Public

Monroe County, Florida Board of County Commissioners operates all of its Programs and Services without regard to race, color, or national origin.

Various departments and programs within Monroe County receive federal financial assistance in the form of contracts, grants, and loans. As a condition of receipt of federal funds, Monroe County is required to have in place a formal policy of nondiscrimination in the delivery of all programs and activities receiving federal financial assistance, to assure compliance with Title VI of the Civil Rights Act of 1964.

- [Utilization Analysis of Monroe County Workforce](#)
- [Title VI Nondiscrimination Policy and Grievance Form](#)
- [Equal Employment Opportunity Commission](#)
 - [Equal Employment Opportunity Plan](#)

Monroe County Title VI and Nondiscrimination Policies and Forms

- [Notifying the Public of Rights \(English\)](#)
 - [Spanish](#)
 - [Creole](#)
- [Plan \(English\)](#)
 - [Spanish](#)
 - [Creole](#)
- [Complaint Form \(English\)](#)
 - [Spanish](#)
 - [Creole](#)

Florida Department of Transportation Policies and Forms

- [English Title VI Nondiscrimination Program](#)
- [English Title VI Notice of Policy](#)
- [Spanish Title VI Nondiscrimination Program](#)
- [Spanish Title VI Notice of Policy](#)
- [Creole Title VI Nondiscrimination Program](#)
- [Creole Title VI Notice of Policy](#)

Americans with Disabilities Act (ADA) Links

- [U.S. Dept. of Justice Americans with Disabilities Act \(ADA\)](#)
- [Federal Communications Commission \(FCC\)](#)
- [Florida Blind Services](#)

ADA Assistance

If you are a person with a disability who needs special accommodations in order to participate in meeting proceedings, please contact the County Administrator's Office, by phoning 305-292-4441, between the hours of 8:30 a.m. and 5 p.m., no later than five (5) calendar days prior to the scheduled meeting; if you are hearing or voice impaired, call "711."

- [Accommodation Request Form](#)
- [ADA Accommodation Procedure](#)

ADA Grievance Procedure

A Grievance Procedure was established to meet the requirements of the Americans with Disabilities Act (ADA) of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Monroe County Board of County Commissioners. The County's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but not later than 60 calendar days after the alleged violation to:

Alana Thurston, Human Resources Coordinator
Employee Services Division
1100 Simonton Street, Suite 268
Key West, FL 33040

- [Complete ADA Grievance Procedure](#)
- [ADA Grievance Form](#)

CONTACT US

Alana Thurston
Senior Coordinator/EEO Officer

Email: Alana Thurston

Phone: 305-292-4461

Human Resources

Email: Human Resources

Physical Address

1100 Simonton St.

Suite 268

Key West, FL 33040

Phone: : 305-292-4459

Fax: : 305-292-4564

Directory



MONROE COUNTY
FLORIDA

Contact Us

1100 Simonton Street
Key West, FL 33040

Main Number: 305-294-
4641

County Staff Directory
Email Us

Helpful Links

Building and Permitting

Emergency Services

Fire Rescue

Constitutional Offices

Outlook Webpage

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Home

Site Map

Contact Us

Calendar

Accessibility

Copyright Notices

2014-2018 EEO Tables

(ACS 5-Year Data)

SELECT NEW TABLE

Table: EEO-ALL06W - State/Local Government Job Groups By Sex And Race/Ethnicity For Worksite Geography

Universe: Civilian Employed At Work 16 Years And Over

Geography: Monroe County, Florida

State/Local Government Job Groups: 8

[** Open Quick Guide to Using Table Tools **](#)

Quick Search:

State/Local Government Job G...

SELECT STATE/LOCAL GOVERNMENT JOB GROUPS

DOWNLOAD

SHOW MOE

Display

All

Rows

HIDE MOE

Not Hispanic or Latino, One Race

	Total All Groups	Hispanic or Latino	White alone	Black or African American alone	American Indian /Alaska Native alone	Asian alone	Native Hawaiian /Pacific Islander alone	Balance of not Hispanic or Latino
Officials/Administrators								
Total	5,370	865	4,235	135	10	70	0	55
Male	3,275	480	2,620	70	10	40	0	50
Female	2,095	385	1,610	65	0	25	0	10
Percent Total	100.0%	16.1%	78.9%	2.5%	0.2%	1.3%	0.0%	1.0%
Percent Male	61.0%	8.9%	48.8%	1.3%	0.2%	0.7%	0.0%	0.9%
Percent Female	39.0%	7.2%	30.0%	1.2%	0.0%	0.5%	0.0%	0.2%
Professionals								
Total	6,100	1,175	4,270	360	15	90	25	160
Male	2,325	455	1,690	65	15	20	0	75
Female	3,775	720	2,575	295	0	70	25	90
Percent Total	100.0%	19.3%	70.0%	5.9%	0.2%	1.5%	0.4%	2.6%
Percent Male	38.1%	7.5%	27.7%	1.1%	0.2%	0.3%	0.0%	1.2%
Percent Female	61.9%	11.8%	42.2%	4.8%	0.0%	1.1%	0.4%	1.5%

Technicians								
Total	2,255	310	1,655	220	0	45	0	20
Male	1,300	155	1,010	125	0	4	0	0
Female	955	155	645	90	0	40	0	20
Percent Total	100.0%	13.7%	73.4%	9.8%	0.0%	2.0%	0.0%	0.9%
Percent Male	57.6%	6.9%	44.8%	5.5%	0.0%	0.2%	0.0%	0.0%
Percent Female	42.4%	6.9%	28.6%	4.0%	0.0%	1.8%	0.0%	0.9%
Protective service: Sworn								
Total	1,355	500	780	75	0	0	0	4
Male	1,115	490	580	35	0	0	0	4
Female	245	4	200	40	0	0	0	0
Percent Total	100.0%	36.9%	57.6%	5.5%	0.0%	0.0%	0.0%	0.3%
Percent Male	82.3%	36.2%	42.8%	2.6%	0.0%	0.0%	0.0%	0.3%
Percent Female	18.1%	0.3%	14.8%	3.0%	0.0%	0.0%	0.0%	0.0%
Protective service: Non-sworn								
Total	210	85	70	60	0	0	0	0
Male	120	70	50	0	0	0	0	0
Female	90	10	20	60	0	0	0	0
Percent Total	100.0%	40.5%	33.3%	28.6%	0.0%	0.0%	0.0%	0.0%
Percent Male	57.1%	33.3%	23.8%	0.0%	0.0%	0.0%	0.0%	0.0%
Percent Female	42.9%	4.8%	9.5%	28.6%	0.0%	0.0%	0.0%	0.0%
Administrative support								
Total	10,100	2,470	6,415	670	25	330	0	195
Male	3,445	830	2,260	120	15	120	0	100
Female	6,655	1,640	4,155	550	10	205	0	95
Percent Total	100.0%	24.5%	63.5%	6.6%	0.2%	3.3%	0.0%	1.9%
Percent Male	34.1%	8.2%	22.4%	1.2%	0.1%	1.2%	0.0%	1.0%
Percent Female	65.9%	16.2%	41.1%	5.4%	0.1%	2.0%	0.0%	0.9%
Skilled craft								
Total	4,360	1,530	2,435	375	0	15	0	4
Male	4,155	1,460	2,300	375	0	15	0	4
Female	210	70	135	0	0	0	0	0
Percent Total	100.0%	35.1%	55.8%	8.6%	0.0%	0.3%	0.0%	0.1%
Percent Male	95.3%	33.5%	52.8%	8.6%	0.0%	0.3%	0.0%	0.1%
Percent Female	4.8%	1.6%	3.1%	0.0%	0.0%	0.0%	0.0%	0.0%

Service/Maintenance								
Total	13,580	4,435	6,670	2,230	0	185	0	60
Male	8,485	2,845	4,100	1,445	0	60	0	35
Female	5,095	1,590	2,570	785	0	125	0	25
Percent Total	100.0%	32.7%	49.1%	16.4%	0.0%	1.4%	0.0%	0.4%
Percent Male	62.5%	20.9%	30.2%	10.6%	0.0%	0.4%	0.0%	0.3%
Percent Female	37.5%	11.7%	18.9%	5.8%	0.0%	0.9%	0.0%	0.2%

Explanation of Symbols

An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution, or the margin of error associated with a median was larger than the median itself.

An "(X)" means that the estimate is not applicable or not available.

An "***" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.

An "****" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.

An "*****" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.

An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.

An "-" following a median estimate means the median falls in the lowest interval of an open-ended distribution.

An "+" following a median estimate means the median falls in the upper interval of an open-ended distribution.