



Agenda Item Request Form

ITEM: Consideration to approve agreement with the 14th Judicial Circuit's Bay County Work Program to provide the option of the City to receive labor provided as a community service.

BACKGROUND INFORMATION: Agreement for City to be listed with the Bay County Work Program as a recipient of community service hours. This is at no cost to the City with the Bay County Work Program providing Worker's Compensation Insurance for the participants. The City will work with Bay County Work Program to develop parameters for positions and participants in the program.

DEPARTMENT HEAD RECOMMENDATION: Staff recommends approval of agreement.

Budget Impact

Budgeted? Yes: No: How Much budgeted

No cost impact

If more, where do you suggest funds come from?

Click here to enter text.

Cost Center Affected: Click here to enter text.

Personnel \$ Click here to enter text.

Operating \$ Click here to enter text.

Capital \$ Click here to enter text.

Revenue \$ Click here to enter text.

A handwritten signature in black ink, appearing to read "Cheryl Chen".

Requested By:

Date: 6/2/2021



BAY COUNTY WORK PROGRAM

Bay County Courthouse Second Floor
300 E. 4th St
Panama City, Florida 32401

INTERAGENCY AGREEMENT

Catherine S. Weherley
Director

Post Office Box 2269
Panama City, Florida 32402
850/747-5181 (TEL)
850/747-5193 (FAX)
weherleyc@jud14.flcourts.org

Thank you for your support of the Bay County Work Program and allowing our clients to complete their court ordered community service work hours at your place of business. This agreement is intended to outline some specific rules and procedures of the Bay County Work Program and to serve as a point of reference for commonly asked questions. The following is a list of requirements that the Bay County Work Program requires of all of our participants:

1. Each client will be required to sign in on the Bay County Work Program Work Logs each time that they work. A supervisor will then indicate how many hours that the client worked during the day and will verify, by signature, that the hours were completed.
2. While a client is completing his/her community service work hours, no outside contact shall be made with the client unless it pertains to the client completing his/her community service work hours.
3. Each client will sign a Bay County Work Program Agreement for Work Hours. The Agreement for Work Hours will simply specify what agency the client will work at and how many hours per week or month he or she will complete. Actual work schedules shall be determined by the specific agency that the client will be completing his or her work hours at.
4. The Bay County Work Program will only refer clients that qualify to perform community service work hours with the specific requirements of your agency.
5. If your agency has ANY behavioral problems with clients assigned to work community service work hours at your location, please contact the Director of the Bay County Work Program at the above listed number. The client will promptly be removed from your worksite.
6. The following actions should be taken if a client in the Work Program is injured at your work site while completing community service work hours:
 - In an extreme medical emergency, transport the injured client to the nearest medical facility or call 911;
 - Immediately notify the Work Program Director at (850) 747-5181 (after hours: (850) 691-8988);
 - If the injury requires non-emergency treatment, contact the Work Program Director for instructions PRIOR to obtaining medical treatment;
 - In either circumstances the worksite supervisor should prepare and submit an incident report to the Work Program Director detailing the incident that resulted in the client's injury

NOTE: Pursuant to Section 948.036, Florida Statutes, any client that is required by the court to participate in any work program will be considered an employee of the State for the purpose of chapter 440. If injured, the client's medical treatment will be covered under the State's Workers Compensation Program.

7. It is the policy of the Fourteenth Judicial Circuit to provide a workplace free from any and all forms of illegal discrimination and unlawful harassments, including sexual harassment. The Fourteenth Judicial Circuit's Sexual Harassment and Discrimination Policy and Procedures apply to work program clients when they are at worksites performing community service work hours through the Bay County Work Program. Worksite supervisors should ensure their anti-harassment measures are enforced, and immediately notify the Work Program Director at (850) 747-5181 (after hours: (850) 691-8988), of any acts of unlawful harassment which occurs between clients, or clients and employees.

The Bay County Work Program looks forward to positive and productive relationship with your agency. Together we can work to hold each client accountable for their actions and be sure that they are giving back to the community they victimized. If you have any further questions then please contact the Director of the Bay County Work Program at (850)-747-5181 or (850)-691-8988.

Bay County Work Program Director
Catherine S. Weherley

Worksite Representative
City of Panama City, Public Works

Date

Date