

Table of Contents

Leon County Board of County Commissioners Human Resources Policies and Procedures

Section I Introduction

1.01	Intent	I:1
1.02	Scope	I:1
1.03	Definitions	I:2

Section II Conduct

2.01	Equal Employment Opportunity	II:1
2.01.1	Procedure: Equal Employment Opportunity	II:3
2.02	Workplace Harassment	II:3
2.03	Violence Prevention and Intervention (<i>Cross-reference County Policy #03-12</i>)	II:6
2.04	Political Activities	II:8
2.05	Nepotism	II:8
2.06	Outside Employment	II:9
2.06.1	Procedure: Outside Employment	II:9
2.07	Smoking (<i>Cross-reference County Policy #93-17</i>)	II:9
2.08	Solicitation (<i>Cross-reference County Policy #93-18</i>)	II:9
2.09	Access to County Property (<i>Cross-reference County Policy #93-5</i>)	II:10
2.09.1	Telephone Use (<i>Cross-reference Personnel Policy 2.09 & 10.05 B</i>)	II:10
2.09.2	Public Access to E-Mail (<i>Cross-reference County Policy #96-4</i>)	II:10
2.09.3	Procedure: Public Access to E-Mail	II:10
2.09.4	Use of E-Mail and Internet	II:11
2.09.5	Use of Telephones, E-Mails and Internet by Employees who are Victims of Domestic Violence	II:12
2.10	Conflict of Interest	II:12
2.11	Substance Abuse	II:13
2.12	Dress Code	II:13

Personnel Policies and Procedures

2.13	Safety	II:14
2.14	Employee Transitioning Sex or Gender.....	II:14
2.15	Social Media / Networking	II:16
2.16	Self-Reporting of Arrests / Investigations & Injunctions of Protection	II:16
2.16.1	Arrests / Investigations Guidelines	II:18

Section III Recruitment, Selection and Appointment

3.01	Recruitment	III:1
3.01.1	Requisitioning a Position	III:1
3.01.2	Procedure: Posting of Position Opportunies	III:1
3.02	Filing of Job Applications.....	III:1
3.03	Consideration of Applications	III:1
3.03.1	Procedure: Method of Rating and Selection	III:2
3.03.2	Procedure: Selection Committees	III:2
3.03.3	Procedure: Initial Placement	III:4
3.04	Medical Examinations	III:5
3.05	Probationary Period	III:5
3.05.1	Extension of Probationary Period	III:5
3.05.2	Procedure: Extension of Probationary Period.....	III:5
3.05.3	Procedure: Termination of Employment During Initial Probationary Period	III:6
3.05.4	Procedure: Probationary Period Report	III:6
3.06	Filling Temporary (O.P.S.) Positions	III:6
3.06.1	Procedure: Establishing Temporary (O.P.S.) Positions.....	III:6
3.07	Transitioning	III:6
3.07.1	Procedure: Transitioning.....	III:7
3.08	Emergency Appointment	III:7

Section IV Classification Plan

4.01	Contents	IV:1
4.02	Administration	IV:1
4.02.1	Procedure: New Positions	IV:1
4.02.2	Procedure: Establishment/Abolishment of Position Class.....	IV:2
4.03	Reclassification	IV:2
4.03.1	Procedure: Reclassification.....	IV:3
4.04	Retitling	IV:3
4.05	Maintenance	IV:3
4.05.1	Procedure: Job Audit.....	IV:3
4.06	Market Adjustments.....	IV:4

Personnel Policies and Procedures

Section V Pay Plan

5.01	Contents	V:1
5.02	Administration	V:1
5.03	Changes in Pay.....	V:1
5.03.1	Promotion	V:1
5.03.2	Demotion	V:2
5.03.3	Transfer to Lower Classification	V:2
5.04	Educational Attainment Compensation	V:2
5.04.1	Procedure: Educational Attainment	V:3
5.05	Performance Bonus.....	V:4
5.06	Annual Salary Adjustment.....	V:4
5.07	Other Pay Adjustments	V:4
5.07.1	Retention Increase.....	V:5
5.07.2	Procedure: Retention Increase	V:6
5.08	Part Time Career Service	V:6
5.09	Compensation for Temporary Work in Higher Classification.....	V:7
5.10	Temporary Work in Training Status	V:7
5.10.1	Procedure: Temporary Work in Training Status.....	V:7
5.11	Overtime	V:7
5.11.1	Assignment of Overtime	V:8
5.11.2	Overtime	V:8
5.12	On-Call, Stand By, and Call-Out Pay	V:9
5.13	State of Emergency Pay	V:9
5.14	Reinstatement Pay.....	V:13
5.15	Payroll	V:13

Section VI Benefits

6.00	Flexible Benefits Plan	VI:1
6.01	Group Insurance.....	VI:1
6.01.1	Medical Insurance Opt-Out Program.....	VI:2
6.02	Retirement	VI:3
6.03	Deferred Compensation	VI:3
6.03.1	Cash Match Retirement Savings Plan.....	VI:3
6.04	Disability Salary Continuation.....	VI:3
6.05	Credit Union	VI:3
6.06	Tuition Assistance and Staff Training and Development.....	VI:4
6.06.1	Procedure: Tuition Reimbursement	VI:5
6.07	Parking	VI:6
6.08	Executive/Senior Management Severance.....	VI:6
6.09	Executive/Senior Management Service Relocation.....	VI:6
6.10	Executive/Senior Management Service Membership & Professional Development.....	VI:6
6.11	Employee Assistance Program	VI:6
6.12	Employee Awards Program (<i>Cross-reference County Policy #14-4</i>)	VI:6

Personnel Policies and Procedures

Section VII Attendance and Leave

7.01	Hours of Operation	VII:1
7.01.1	Flextime/Staggered Work Hours	VII:1
7.01.2	Procedure: Flextime/Staggered Work Hours	VII:1
7.01.3	Types of Alternative Work Arrangements.....	VII:2
7.02	Attendance and Leave Records.....	VII:2
7.03	Attendance Standards.....	VII:3
7.04	Notification Requirement.....	VII:3
7.05	Holidays	VII:3
7.06	Personal Days	VII:4
7.07	Leave of Absences - Statutory	VII:5
7.07.1	Family and Medical Leave Act.....	VII:5
7.07.2	Florida Domestic Violence Leave Act.....	VII:7
7.08	Annual Leave Accrual	VII:8
7.09	Request for Annual Leave	VII:11
7.10	Treatment of Leave for Less Than One Day	VII:11
7.11	Duration of Leave	VII:11
7.12	Sick Leave Accrual.....	VII:12
7.13	Uses of Sick Leave.....	VII:12
7.14	When Earned Sick Leave is Exhausted	VII:13
7.15	Method of Leave Accumulation	VII:13
7.16	Transfer Credits	VII:13
7.17	Credit for Unused Sick Leave.....	VII:14
7.18	Military Leave.....	VII:14
7.18.1	Disaster Leave.....	VII:15
7.19	Administrative Leave.....	VII:15
7.20	Parental Leave.....	VII:18
7.20.1	Procedure: Parental Leave	VII:19
7.21	Approved Leave of Absence Without Pay.....	VII:19
7.22	Unauthorized Absence	VII:20
7.23	Workers' Compensation Leave	VII:20
7.23.1	Procedure: Reporting an Accident.....	VII:22
7.23.2	Procedure: Extending Salary During Workers' Compensation Leave.....	VII:22
7.24	Sick Leave Pool	VII:23
7.24.1	Procedure: Establishing the Sick Leave Pool Committee.....	VII:23
7.24.2	Procedure: Administration of the Sick Leave Pool.....	VII:24
7.24.3	Procedure: Membership Requirements.....	VII:25
7.24.4	Procedure: Maintenance of the Sick Leave Pool	VII:25
7.25	Annual Leave Sell Back Program.....	VII:27

Personnel Policies and Procedures

Section VIII Changes in Positions

8.01	Promotions	VIII:1
8.02	Demotions	VIII:1
8.03	Transfers	VIII:2
8.03.1	Procedures: Inter-Departmental Transfers	VIII:2
8.04	Effects of Job Change on Annual Performance Review Date	VIII:2
8.05	Trial Periods	VIII:2
8.06	Trial Period Report	VIII:3
8.07	EMS Fluid Positions	VIII:3

Section IX Employee Performance Appraisal

9.01	Purpose	IX:1
9.02	Types of Appraisals	IX:1
9.03	Responsibility for Appraisals.....	IX:2
9.04	Procedure: Completion of the Appraisal System Form.....	IX:2
9.04.1	Performance Planning.....	IX:2
9.04.2	The Progress Review	IX:3
9.04.3	The Employee Performance Appraisal	IX:3
9.05	Employee Disagreement with Appraisal	IX:5

Section X Discipline

10.01	Intent	X:1
10.02	Administration of Discipline.....	X:1
10.03	Types of Actions	X:1
10.03.1	Oral Warning	X:1
10.03.2	Procedure: Oral Warning	X:1
10.03.3	Written Warning	X:2
10.03.4	Procedure: Written Warning.....	X:2
10.03.5	Suspension	X:3
10.03.6	Procedure: Suspension	X:3
10.03.7	Demotion	X:4
10.03.8	Procedure: Demotion	X:4
10.03.9	Termination	X:5
10.03.10	Procedure: Termination	X:5
10.04	Application of Disciplinary Actions to Offenses	X:5
10.05	Guidelines for Disciplinary Action for First Offenses	X:5
10.06	County Standards	X:6
10.07	Division Work Rules	X:7
10.08	EMS Medical Control Authorization	X:7

Personnel Policies and Procedures

Section XI Grievance Process

11.01	Intent	XI:1
11.02	Grievance Process	XI:1
11.02.1	Procedure: Grievance Process.....	XI:1
11.03	Grievance Committee Make Up	XI:3
11.03.1	Procedure: Process for Appointment of Grievance Committee.....	XI:3

Section XII Separation

12.01	Resignation	XII:1
12.02	Termination	XII:1
12.02.1	Procedure: Notification of Termination.....	XII:1
12.02.2	Conference	XII:2
12.02.3	Notice of Final Action	XII:2
12.03	Appeals Process	XII:3
12.03.1	Timing in the Appeal Procedure.....	XII:3
12.04	Reduction in Work Force.....	XII:3
12.04.1	Procedure: General Provisions.....	XII:4
12.04.2	Notice to Impacted Employees	XII:5
12.04.3	Retention of Employees	XII:6
12.04.4	Rehire of Impacted Employees.....	XII:7
12.05	Voluntary Separation Incentive Program	XII:7
12.06	Termination	XII:7
12.07	Retirement	XII:7
12.08	Death While Employed	XII:8
12.09	Exit Interviews	XII:8
12.10	Appeal Policy	XII:8

Personnel Policies and Procedures

Appendices

The following forms are located on the Leon County Intranet site:

<u>Appendix</u>	<u>Name</u>	<u>Section #</u>
A	Requisition Form	3.01.1
B	Leon County BCC Application Form.....	3.02
C	Applicant Referral Form.....	3.03.1
D	Sample Interview Questions	3.03.2
E	Telephone Reference Check Form.....	3.03.2
F	Personnel Action Form	3.03.2
G	Job Description Questionnaire.....	4.05.1
H1	Official Bi-Weekly Timesheet.....	5.11
H2	Official Monthly Timesheet.....	5.11
H3	Official Leave/Compensation Request Form.....	5.11
L	Notice of Injury Form	7.23.1
M	Employee Performance Standards and Appraisal Form	9.03
O	Employee Grievance Report.....	11.02.1