

# 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 &amp; 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
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

# Personnel Policies and Procedures

---

## *Section III Recruitment, Selection and Appointment*

3.01	Recruitment .....	III:1
3.02	Consideration of Applications .....	III:1
3.02.1	Procedure: Method of Rating and Selection .....	III:1
3.02.2	Procedure: Selection Committees .....	III:2
3.02.3	Procedure: Initial Placement .....	III:3
3.03	Medical Examinations .....	III:3
3.04	Probationary Period .....	III:4
3.04.1	Extension of Probationary Period .....	III:4
3.04.2	Procedure: Extension of Probationary Period .....	III:4
3.04.3	Procedure: Termination of Employment During Initial Probationary Period .....	III:4
3.04.4	Procedure: Probationary Period Report .....	III:4
3.05	Filling Temporary (O.P.S.) Positions .....	III:4
3.05.1	Procedure: Establishing Temporary (O.P.S.) Positions .....	III:4
3.06	Transitioning .....	III:5
3.06.1	Procedure: Transitioning .....	III:5
3.07	Emergency Appointment .....	III:5

## *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:1
4.03	Reclassification .....	IV:2
4.03.1	Procedure: Reclassification .....	IV:2
4.04	Retitling .....	IV:3
4.05	Maintenance .....	IV:3
4.05.1	Procedure: Job Audit .....	IV:3
4.06	Market Adjustments .....	IV:3
4.07	Critical Classifications .....	IV:4

## *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 Incentive Program .....	V:2
5.04.1	Procedure: Educational Incentive .....	V:4

# Personnel Policies and Procedures

---

5.05	Performance Bonus .....	V:5
5.06	Annual Salary Adjustment.....	V:5
5.07	Other Pay Adjustments .....	V:6
5.07.1	Retention Increase.....	V:6
5.07.2	Procedure: Retention Increase .....	V:7
5.08	Part-Time Career Service.....	V:7
5.09	Compensation for Temporary Work in Higher Classification.....	V:8
5.10	Temporary Work in Training Status .....	V:8
5.10.1	Procedure: Temporary Work in Training Status.....	V:8
5.11	Overtime .....	V:8
5.11.1	Assignment of Overtime .....	V:9
5.11.2	Procedure: Overtime .....	V:10
5.12	On-Call, Stand By, and Call-Out Pay .....	V:10
5.13	Shift Incentive Stipends for Emergency Medical Technicians and Paramedics.....	V:10
5.14	Emergency Guidelines for Compensation, Work Hours, and Work Assignments	V:11
5.15	Reinstatement Pay.....	V:15
5.16	Payroll .....	V:15

## ***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:1
6.01.2	Eligibility for Coverage for Registered Domestic Partners & Same-Sex Spouses.	VI:2
6.02	Retirement .....	VI:2
6.02.1	Retiree Health Insurance Contribution .....	VI:3
6.03	Deferred Compensation .....	VI:3
6.03.1	Cash Match Retirement Savings Plan.....	VI:3
6.04	Disability Salary Continuation.....	VI:4
6.05	Credit Union.....	VI:4
6.06	Tuition Assistance and Staff Training and Development .....	VI:4
6.06.1	Procedure: Tuition Reimbursement & Staff Training and Development .....	VI:5
6.07	EMT to Paramedic Trainee Program .....	VI:6
6.08	Parking .....	VI:7
6.09	Executive/Senior Management Service Severance Package .....	VI:7
6.10	Executive/Senior Management Service Relocation.....	VI:7
6.11	Executive/Senior Management Service Membership Professional Development..	VI:7
6.12	Employee Assistance Program .....	VI:7
6.13	Employee Awards Program ( <i>Cross-reference County Policy No. 14-4</i> ).....	VI:7

## ***Section VII Attendance and Leave***

7.01	Hours of Operation .....	VII:1
7.01.1	Alternative Work Arrangements.....	VII:1

# Personnel Policies and Procedures

7.01.2	Procedure: Flextime/Staggered Work Hours .....	VII:1
7.01.3	Types of Alternative Work Arrangements.....	VII:2
7.01.4	Teleworking .....	VII:2
7.02	Attendance and Leave Records.....	VII:5
7.03	Attendance Standards.....	VII:5
7.04	Notification Requirement.....	VII:6
7.05	Holidays .....	VII:6
7.06	Personal Days.....	VII:6
7.07	Leave of Absences - Statutory .....	VII:7
7.07.1	Family and Medical Leave Act.....	VII:7
7.07.2	Florida Domestic Violence Leave Act.....	VII:10
7.08	Annual Leave Accrual .....	VII:10
7.09	Request for Annual Leave .....	VII:13
7.10	Treatment of Leave for Less Than One Day .....	VII:13
7.11	Duration of Leave .....	VII:13
7.12	Sick Leave Accrual.....	VII:14
7.13	Uses of Sick Leave.....	VII:14
7.14	When Earned Sick Leave is Exhausted .....	VII:15
7.15	Method of Leave Accumulation .....	VII:15
7.16	Transfer Credits .....	VII:15
7.17	Credit for Unused Sick Leave.....	VII:16
7.18	Military Leave.....	VII:16
7.18.1	Disaster Leave.....	VII:17
7.19	Administrative Leave.....	VII:17
7.20	Parental Leave.....	VII:20
7.20.1	Procedure: Parental Leave .....	VII:22
7.21	Approved Leave of Absence Without Pay.....	VII:22
7.22	Unauthorized Absence .....	VII:24
7.23	Workers' Compensation Leave .....	VII:24
7.23.1	Procedure: Reporting an Accident.....	VII:25
7.23.2	Procedure: Extending Salary During Workers' Compensation Leave.....	VII:25
7.24	Sick Leave Pool .....	VII:26
7.24.1	Procedure: Administration of the Sick Leave Pool.....	VII:26
7.24.2	Procedure: Membership Requirements.....	VII:27
7.24.3	Procedure: Maintenance of the Sick Leave Pool .....	VII:27
7.25	Annual Leave Sell Back Program.....	VII:29

## ***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

# Personnel Policies and Procedures

---

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	Completion of the Employee Appraisal System.....	IX:2
9.04.1	The Progress Review .....	IX:2
9.04.2	Procedure: The Employee Performance Appraisal System.....	IX:2
9.05	Annual Employee Appraisal for Performance Pay Increase.....	IX:5
9.06	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:7
10.07	Division Work Rules.....	X:7
10.08	EMS Medical Control Authorization.....	X:7

## ***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

# Personnel Policies and Procedures

---

## *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

## *Appendices*

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

<u>Appendix</u>	<u>Name</u>	<u>Section #</u>
G	Job Description Questionnaire.....	4.05.1
L	Notice of Injury Form .....	7.23.1
M	Employee Performance Standards and Appraisal Form .....	9.03
O	Employee Grievance Report.....	11.02.1