

PERSONNEL RULES

GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS



Revised: February 2, 2010

TABLE OF CONTENTS

Section I	General Provisions	Page 3
Section II	Employee Conduct	Page 11
Section III	Classification Plan	Page 19
Section IV	Pay Plan	Page 26
Section V	Recruitment, Eligibility Determination & Selection	Page 36
Section VI	Appointments, Status, Transfers and Separations	Page 45
Section VII	Attendance and Leave	Page 53
Section VIII	Disciplinary Actions, Grievance And Appeals	Page 65
Section IX	Employee Performance Evaluation	Page 81
Section X	Employee Award and Recognition Program	Page 85
Section XI	Personnel Programs, Records and Reports	Page 91
Section XII	Fringe Benefits	Page 94

Section I
GENERAL PROVISIONS

1.01	Purpose
1.02	Administration
1.03	Board and County Administrator's Authority
1.04	Department Procedures
1.05	Travel Policy
1.61	Advanced Travel Pay/Reimbursement
1.62	Advance Travel
1.63	Reimbursement
1.64	Day Meetings and Workshops
1.65	Requirements to Drive County Vehicles
1.66	Reporting Procedures
1.67	Assignment and Use of Vehicles

1.01 PURPOSE

The purpose of the Personnel Rules and Regulations is to establish procedures and guidelines for the Board of County Commissioners Personnel (hereafter referred to as the Board) on all issues that relate to employment. These rules indicate the customary and the most reasonable methods whereby the aims of the personnel program can be carried out and cover all employees under the administration of the Board.

The Personnel policies described herein are not intended to establish a contractual relationship between employer and employee and may change to meet the needs of the County. If there are any conflicts between these rules and state and federal law, applicable state and federal law will prevail.

1.02 ADMINISTRATION

1. The County Administrator shall be responsible for the interpretation, administration and the enactment of the Personnel rules and Regulations.
2. Any amendment or revisions which do not have adverse budgetary impact shall be approved by the County Administrator.
3. The County Administrator may delegate any responsibility or authority designated herein to any department director or employee, as deemed necessary by his/her office.
4. These rules shall be periodically revised or amended for legality and applicability to state or federal employment regulations.

1.03 BOARD AND COUNTY ADMINISTRATOR'S AUTHORITY

1. The Board employs the County Administrator, negotiates his/her salary and benefits.
 - (a) The County Administrator serves at the pleasure of the Board and is entitled to the same fringe benefits as all other Board employees.

2. The County Administrator employs Department Directors and determines their salaries. Directors serve at the pleasure of the County Administrator and are entitled to the same fringe benefits as all other Board employees.
3. The County Attorney is employed by the Board and serves at the pleasure of the Board. He/she is not entitled to any benefits unless designated by the Board in a contractual agreement.

1.04 DEPARTMENT PROCEDURES

1. Department Directors are responsible for the proper and effective administration of these rules and regulations within their respective departments. Routine matters pertaining to enforcement may be delegated.
2. Department policies and procedures shall be reduced to writing and approved by the County Administrator and Human Resource Director for conformance to the County Personnel Rules and shall serve as a supplement to these rules. In the event of a conflict, the County Personnel Rules and Regulations shall prevail.
3. Department Directors must seek approval from the County Manager, Assistant County Administrator and Budget Director to fill budgeted positions within their departments.

1.05 TRAVEL POLICY

The travel policy of the County shall be divided into two parts: (1) that which shall govern travel by employees and authorized persons; (2) that which shall govern travel by members of the County Commission.

1. Employee Travel and Authorized Persons: The County Administrator or his designee shall have the authority and responsibility for approving or denying travel requests for employees or authorized persons directly or indirectly under the County Administrator's supervision.

Prior to approving a travel request, the County Administrator or his designee must confirm that sufficient funds are available in the budget of the department to which the employee or authorized person is assigned, to cover the cost of the travel. If funds are sufficient, the County Administrator may deny the travel request or approve a written request from the department for a budget amendment to cover the cost of the travel.

The County Administrator shall not approve his or her own travel request. The County Administrator must obtain advance approval for travel from the Chairman, or Vice-Chairman when the Chairman is unavailable, when the County Administrator will incur out of town, overnight travel expenses.

2. Travel Request: Travel requests from employees and authorized persons must contain the following information, additional information may be required: (To be included on or attached to the Travel Approval and Request for Advance Travel Form.)

- a. Dates of Travel and a travel Itinerary;
 - b. Mode of Travel;
 - c. Specific Purpose or Reason for Travel;
 - d. Anticipated Travel Costs;
 - e. Description of the benefit that will be derived from the travel..
3. Travel Costs: With respect to the cost of travel on county business for any purpose, the following guidelines should apply:
- a. Day trip, depending on the time of day travel begins and ends, reimbursement will be limited to meals and mileage.
 - b. Mileage will be reimbursed only when privately owned vehicles are used for travel.
 - c. When privately owned vehicles are used for travel, mileage will be paid at the rate of 58.5 cents per mile or most current IRS rate. Mileage must be recorded to the nearest whole mile.
 - d. When County vehicles are used, the actual costs of gasoline, oil, other fluids, and required maintenance while traveling shall be reimbursed. When County vehicles are supplied with gasoline, oil, and other fluids expressly for the trip, those costs shall be charges to that trip and paid from the appropriate Department budget.
 - e. Meal expenditures will be reimbursed according to the most current federal government General Services Administration (GSA) per diem meal rates. The GSA provides for differential rates depending upon the location of travel. This approach recognizes cost differential between various cities. The following times shall be used to determine when meal reimbursements may be claimed:
 - 1. Breakfast: when travel begins prior to 6:00 a.m. and extends beyond 8:00 a.m.
 - 2. Lunch: when travel begins prior to noon and extends beyond 2:00 p.m.
 - 3. Dinner: when travel begins prior to 6:00 p.m. and extends beyond 8:00 p.m.
 - 4. For cities not included in the GSA list, the standard rate applies. Meals shall be charged at a rate of \$10.00 for breakfast, \$15.00 for lunch, and \$25.00 for dinner. The total for meals cannot extend beyond \$50.00 for one full day's travel.
 - f. Employees and authorized persons traveling on county business, conventions and conferences included, shall have the option of traveling at a per diem rate not to exceed \$100.00 per day, \$25.00 per quarter of a day, or traveling at

actual cost. Examples of quarters are: 12:01 a.m. to 6:00 a.m., 6:01 a.m. to 12:00 noon, 12:01 p.m. to 6:00 p.m. and 6:01 p.m. to 12:00 midnight. Any variation thereof that constitutes a six 96) hour block or portion thereof shall constitute a quarter of a day.

- g. To claim per diem, the travel by the employee or authorized person must include an overnight stay.
 - h. Receipts are not required to be submitted when an employee or authorized person claims travel reimbursement on per diem. However, in advance of the travel the employee must submit a travel request that contains the information required under section (2) of this policy.
 - i. Employees or authorized persons traveling under the actual cost option, with no per diem, shall be afforded meals at the rates shown in section (3)(f) of this policy. To be reimbursed for lodging the employee must submit receipts for lodging.
 - j. With any option, if employees or authorized persons use County vehicles, buses, trains, airplanes, or other transportation, to be reimbursed for costs the employee or authorized person must provide receipts. Employees or authorized persons who use County vehicles, buses, trains, airplanes, or other transportation are not entitled to mileage reimbursement.
4. County Commissioners Travel: County Commissioners shall abide by the same travel policies, regulations, and restrictions, provided in the employee and authorized person section of this policy, along with the following provisions:
- a. Commissioners shall have an established budget for travel. The Chairman shall approve the travel of each Commissioner, and the Vice-Chairman shall approve the Chairman's travel.
 - b. Commissioners are limited to per diem or actual cost requirements as described in this policy.
 - c. Commissioners must submit completed requests for travel forms prior to authorized travel and must submit completed forms for reimbursement following the authorized travel.
 - d. When Commissioners' travel budget is depleted, no travel may be authorized unless additional funds are allocated through a budget amendment submitted by the County Administrator.

1.61 ADVANCED TRAVEL PAY/REIMBURSEMENT

To claim Advance Travel Pay or Reimbursement of authorized travel, the following procedures shall be followed:

1.62 ADVANCE TRAVEL PAY

To claim Advanced Travel Pay for authorized travel, the following procedures shall be followed:

1. *Travel Approval and Request for Advanced Travel Form* shall be completed, approved and submitted to the Department of Management Services seven (7) days prior to travel.
2. The following supporting information must be attached: copy of program or agenda with provided meals noted; copy of hotel information; per diem or meals information; registration information; and any other expenses noted..

1.63 REIMBURSEMENT

To claim reimbursement of authorized travel, the following procedures shall be followed:

1. A Voucher for Reimbursement of Travel Expenses must be prepared and signed by the traveler as well as the County Administrator or his designee for County employees or the Commission for Commissioners as appropriate. The required supporting receipts must be attached and submitted to the Finance Department.
2. Supporting receipts include: receipts of incidental expenses (taxi fare), tolls, storage, or parking fees, communication expenses, copy of program or agenda and a copy of the hotel bill.
3. Employees who fail to submit a Voucher for Reimbursement of Travel Expenses, along with the required documentation, within seven (7) days following the conclusion of travel, is subject to having the amount of the advanced travel funds withheld from their next pay check.
4. A Reimbursement check will be issued within ten (10) days from the date the Finance Department received a signed claim and required receipts.
5. Employees and/or elected officials that fail to attend seminars and trainings, that may or may not require out of town travel, which is paid with County funds, will be required to reimburse the County of such funds within 14 days following the terminus of the seminar, training, and/or travel. Reimbursement would include but is not limited to all costs associated with such event such as registration fees, cost of books/materials, lodging, rental car fees, gas and meals. The only exception would be in the event of an unforeseen emergency occurring after registration fees have been paid, but before completion of the seminar, conference, or training that may or may not be job related or related to the employee's duties (e.g. death, accident, illness, etc.), which will be considered on a case by case basis by the County Administrator or Board as appropriate.

1.64 MEETINGS AND WORKSHOPS WITH NO OVERNIGHT STAY

Department Directors may authorize the necessary travel expenses for employees to attend meetings and workshops, not involving over-night accommodations, to improve their efficiency, if considered in the best interest of the county, and the money is in the budget.

To claim reimbursement for travel not involving over-night accommodations traveler shall follow guidelines established in Section 1.63.

1.65 REQUIREMENTS TO DRIVE COUNTY VEHICLES

Employees authorized to drive County licensed vehicles are require to have:

- A valid Florida Driver's License or valid Florida Driver's License required by the employer's classification or the operation of the vehicle.
- A driving record acceptable to County Insurance Carrier.
- A driving record acceptable to the County Administrator.
- A review of the employee's driving record for the previous three (3) years of employees authorized to drive county vehicles, shall be conducted on October 1st of each year or upon the directive of the County Administrator.

1.66 REPORTING REQUIREMENTS

- All traffic citations received by employees while on-duty or during work hours must be reported immediately to the Department Director or to the Supervisor, in their absence the Department Director.

All traffic citations received by employees while off-duty must be reported to the Department Director as soon as practicable or upon their return to work.

- Upon the disposition of any traffic violation, the employee must notify the Department Director or Supervisor upon their return to work.
- Employees who fail to comply with the reporting requirements will be subject to disciplinary action.
- In case of an accident, a complete report of damages must be submitted to the County Administrator within 48 hours of the accident. Repairs not reimbursed by insurance will be billed to the Assignee's department budget.

1.67 ASSIGNMENT AND USE OF VEHICLES

1. Purpose: To establish a procedure for assignment, use and maintenance of county provided vehicles.

2. Assignment: County vehicles are assigned by the County Administrator or designee to employees determined by the County Administrator to be appropriated for the assignment or use of a county vehicle.
3. Operation and Maintenance of Vehicles:
 - a. General – Maintenance and the overall management of County vehicles is the responsibility of the assignee.
 - b. Condition of Operation – Vehicles shall operate under the following guidelines:
 - Assignee shall possess a valid Florida Drivers License.
 - Fuel, lubrication, maintenance insurance and repair cost will be paid by the County.
 - Each County vehicle shall be equipped with the following:
 1. First-Aide Kit
 2. Fire Extinguisher
 3. Flares
 4. Flashlight
 5. Litter Bag
 - Individuals on vacation or extended travel, or extended leave shall park return their assigned vehicle to their Department during that period. The County Administrator may authorize the use of the vehicle while the individual is on vacation, extended travel, or extended leave.
 - Individuals with poor driving records, driving records not acceptable by the County insurance carrier, or a driving recorded deemed unacceptable by the County Administrator, will not be allowed to operate County vehicles unless special accommodations are negotiated with the County's Insurance carrier.

Employees who fail to obtain or fail to maintain authorization for the use of a County vehicle from the County Administrator, including Emergency medical Services employees, may be reclassified or demoted to a non-driving position, if a position is available. If the employee is demoted the lower pay grade non-driving position, the employee's pay may be reduced in accordance with the lower pay grade.
4. Personnel Not Assigned a Vehicle: When transportation is necessary for County assignments, County Personnel may use a County vehicle. Authorization must be granted by the individual and Department responsible for the vehicle. Fuel, oil and other maintenance costs will be charged to the department using the vehicle.

5. Daily Fee for Personnel Provided County Vehicle: Individuals assigned County vehicles will be charged according to the Internal Revenue Service rules for Personnel use of vehicles. The amount is subject to the change according to Internal Revenue Service rulings.

A daily fee will be charged for day(s) or any part of a day worked.

6. Also reference vehicle usage policy No. 97.02.

***NOTE: Revisions to the travel policy were made and approved through resolution on November 18, 2014.

SECTION II
EMPLOYEE CONDUCT

2.01	Equal Employment Opportunity
2.11	Procedure: Equal Employment Opportunity
2.02	Sexual Harassment
2.21	Procedure: Sexual Harassment Claims
2.03	Safety
2.04	Political Activities
2.05	Nepotism
2.06	Outside Employment
2.61	Procedure: Outside Employment
2.07	Smoking
2.08	Solicitation
2.09	Access to County Property
2.10	Conflict of Interest
2.11	Substance Abuse
2.12	County Standards

2.01 Equal Employment Opportunity

It has been the policy of the Gadsden County Board of County Commissioners to subscribe to the principle of Equal Employment Opportunity. This policy reaffirms the commitment and is implemented to ensure that:

All recruitment, hiring, training and promotion of persons employed by Gadsden County in all positions is accomplished without regard to race, color, religion, sex, national origin, age or disabled status.

Employment decisions are made consistent with the principle of Equal Employment Opportunity.

Units of Gadsden County Government comply with all federal, state, and other applicable laws prohibiting discrimination in employment based on race, color, religion, sex, national origin, age or disabled status.

All appointed official, managerial and supervisory employees are responsible for supporting this policy and for the furtherance of the principle of Equal Employment Opportunity in all Human Resources matters. Goals and objectives for the furtherance of the principle of Equal Employment Opportunity have been developed. These goals and objectives are periodically monitored.

The principle of Equal Employment Opportunity is applied to all Human Resources activities including compensation, benefits, transfers, reassignments, promotions, demotions, layoffs, separations and disciplinary actions, as well as to education, training, social and recreational programs sponsored by Gadsden County Government.

The Americans with Disabilities Act protects any "qualified" individuals with a disability from employment discrimination on the basis of a disability.

Hiring of the Disabled: The following guidelines are followed by all departments of Gadsden County Government:

Physical standards for employment shall be fair, reasonable, and adapted to the realistic requirements of the job. These standards must reflect actual work conditions, hazards and essential physical requirement of the job. Such standards shall not be used to eliminate Disabled persons from consideration. Reasonable accommodations will be made for the Disabled.

2.11 Procedures: Equal Employment Opportunity

All discrimination claims reported to a supervisor or any other management member shall be submitted to the Human Resources Director. The Human Resources Director will work with line management to investigate all the facts of the situation.

An analysis of the facts shall be completed by the Human Resource Director with the results going to the Human Resources Director, the Department/Division Director and County Administrator. Should a recommendation(s) for corrective action be included, with approval of the County Administrator, the Human Resources Director will work with the Department/Division Director in implementing changes, when appropriate disciplinary measures will be taken.

In all cases a final summary of findings will be provided to all involved parties.

Claims of Discrimination may be filed directly with the Human Resource Director.

2.02 Sexual Harassment

The County is opposed to and will not tolerate sexual harassment. All accusations of sexual harassment will be fully examined and appropriate disciplinary action will be taken should they be warranted. The County is equally opposed to bad faith claims of sexual harassment which have no rational basis in fact. This behavior will also be subject to disciplinary action.

2.21 Procedure: Sexual Harassment Claims

All sexual harassment claims reported to a supervisor of any other management member shall be submitted to the Human Resource Director. The Human Resource Director will work with line management to investigate all the facts of the situation.

2.03 Safety

Gadsden County is interested in the safety and well-being of its employees and continuously monitors working conditions and equipment for compliance with safety requirements.

Safety equipment and devices are provided to protect employees in potentially hazardous jobs. All employees are required to act in a safe manner.

2.04 Political Activities

Every employee will have the right to express his or her views as a citizen, to cast his or her vote as he or she chooses, to hold membership in and to support a political party, or maintain political

neutrality. Employees may also attend political meetings and take an active part in political campaigns during off duty hours. However, every employee is prohibited from:

1. Using his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for offices.
2. Directly or indirectly coercing, attempting to coerce, commanding, or advising a County employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes.
3. Participating in political activities during scheduled work time.
4. Participating as a candidate for public elective office in a partisan primary, general or special election will prohibit a person from being principally employed in a federally funded program. An employee must seek approval of the Board to seek political office.

2.05 Nepotism

For purposes of this policy, “relative” means an individual who is related to an employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.

There shall be the following restrictions on the employment of employee relatives with the County: a relative of any County employee with supervisory responsibility shall not be eligible for employment in or advancement to any position which reports directly to the supervisory employee. Likewise, a County employee shall not be eligible for advancement to any position with direct supervisory responsibility over a position in which a relative is employed.

2.06 Outside Employment

Employees shall not engage in any employment activity or enterprise which has been or may be determined to be inconsistent, incompatible, or in conflict with the duties, functions, or responsibilities of the County employment.

2.61 Procedure: Outside Employment

Employees who desire to accept outside employment in addition to their regular County position shall inform their respective Department/Division Director in writing of the nature and extent of such outside employment. The Department/Division Director shall thereupon determine whether or not such employment conflicts with the duties and responsibilities of said County employee. If the Department/Division Director does determine there is a conflict with the duties and responsibilities of the County employee and the outside employment they are seeking, the Department/Division Director shall then submit that determination to the County employee in writing within two week of submittal.

2.07 Smoking

At not time are lighted tobacco products allowed in a Gadsden County facility.

2.08 Solicitation

No employee or other person may solicit or be solicited during working hours or in work areas.

No employee may distribute literature in his/her work area or during working hours.

No person may distribute literature to an employee in that employee's work area or during that employee's working hours.

No group insurer or provider of County Benefits may be permitted access to employee work sites except with prior permission from the County Administrator or designee. Such access, if granted, shall be limited to communication and implementation of new plans and/or administration of existing group policies and shall not be used for the purpose of unapproved solicitation.

Exception – Charitable solicitations may be permitted upon approval of the County Administrator and subject to the following:

- Solicitation may take place only for charitable purposes and not for private gain, and only on behalf of generally recognized and reputable charitable organizations.
- The specific activities to be utilized in the charitable solicitation must be communicated to and approved by the County Administrator prior to any activity taking place.

2.09 Access to County Property

Employees shall have access to County property and facilities during their normally scheduled hours of work, and outside their normal hours of work when on County business. However, when not engaged in County business, access shall be limited to public areas.

Employees or other persons, not specifically authorized, shall not be permitted to post materials on bulletin boards which are intended for official County business.

Employees shall not be permitted to use County facilities, meeting rooms, or conference rooms, or County equipment for other than County business, unless such facilities or equipment are available in accordance with established policy on a regular basis to the general public in which instance the use of such shall be on the same conditions as for the general public.

2.10 Conflict of Interest

The County's policy in regard to conflict of interest shall be in accordance with the regulations specified in Sections 112.311-43, Florida Statutes. The intent of this law is to prohibit any public official or employee from having interest, from engaging in business activities, and from incurring any obligation "which is in substantial conflict with the proper discharge of his or her duties in the public interest".

The law prohibits the following:

1. The solicitation or acceptance by any County employee of any gift, loan, favor, reward, or service that would cause a reasonably prudent person to be influenced in the

discharge of official duties, or that is based upon any understanding that the action and/or judgment of the official or employee “would be influenced thereby”.

2. A County employee from transacting business on behalf of the County with any agency in which either the employee or a member of the employee’s immediate family has a “material interest”.
3. A County employee from accepting compensation to influence any action in his/her official capacity with the County.
4. A County employee from using his/her position to secure a special privilege, benefit, or exemption for him/her or others.
5. A County employee from holding any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, Gadsden County Government.
6. A County employee from disclosing or using information not available to general public for his/her personal gain of any other person or business entity.

All contractors and suppliers engaging in business transactions with Gadsden County Government shall be hereby advised of these prohibitions. This policy shall not be interpreted to prevent an employee from engaging in a bona fide business transaction for goods and services from a firm doing business with the County when no special privilege or benefit is granted or sought by the employee because of his or her status as a County employee.

This law also requires that any County employee who is “an officer, director, partner, proprietor, associates, or general agent” of or who has a material interest in any business entity regulated by the County or doing business with the County, must file a disclosure of such with the Clerk of the Circuit Court.

Other employees may be required to file disclosure statements at the request of the County Administrator.

2.11 Substance Abuse – Cross Reference County Drug Policy

1. Use, sale, dispensing or possession of illegal drugs, narcotics, and alcoholic beverages are prohibited on County premises.
2. Appropriate disciplinary action will be taken against employees who are in possession of or under the influence of alcohol or illegal drugs while on County premises.

2.12 County Standards

All County employees shall adhere to the County standards listed below. These rules of conduct are intended as a guide and are not all inclusive. In general, employees are expected to conduct themselves in a manner which is professionally and ethically acceptable for the situation. Any action or behavior which is contrary to these County standards or which is considered to be

counterproductive, disruptive, or inappropriate may subject the employee to disciplinary action in accordance with the County's standards for disciplinary action.

1. Employees are to perform work assignments in an acceptable and satisfactory manner in order that the County's objectives are realized. When appropriate and practical, employees will be advised of the reason(s) for particular assignments.
2. Employees shall follow reasonable orders and direct instructions.
3. Employees are to utilize work time productivity and in the conduct of County business. Each employee is expected to produce work products which are accurate and usable, and which reflect favorably upon the County and work unit.
4. Employees are expected to conduct themselves in a manner which will reflect favorably upon the County and themselves. What employees do on their own time is exclusive on the employee/employer relationship, unless such conduct during off-duty hours subjects the County to criticism or causes the employee to be unable to appear at work or perform work in the proper or usual manner.
5. Work procedures and processes are established to enhance the work effort, safeguard the interests of taxpayers, clients and the County; and facilitate employee safety. Employees shall adhere to or follow all written or established rules, regulations, policies, procedures and practices.
6. Employees shall notify their immediate supervisor of their supervisor's designee in writing of any anticipated absences from work and shall receive expressed or written approval prior to such absences. Notification of absences due to illness, injury, or exposure to a contagious disease must be given to the appropriate supervisor by the employee or the employee's designee as soon as reasonably possible immediately after the beginning of the work shift.
7. Employees are expected to report to work and at the designated reporting time. Excessive absenteeism or tardiness (see section 8) decreases productivity, inconveniences co-workers, and often impacts adversely on the delivery of services. Therefore, employees shall keep their absences and late arrivals to a minimum.
8. Employees are expected to be at work during their regularly scheduled hours and to observe the time limitations for rest and meal periods. Non-observance may result in the loss of flex time privileges.
9. Employees shall always furnish accurate and correct information. Employees shall not knowingly omit information or give inaccurate or false information (verbal or written) on County records, reports or documents, or in relation to any other aspects or employment. This includes, but is not limited to, attendance and leave records, job application records, and work products.
10. It is incumbent upon each employee, through this or his/her immediate supervisor, to determine who is the official custodian of the record; which records are open, privileged or confidential; and what information may be communicated by the employee or is to be communicated by the custodian or the custodian's designee.

Employees are prohibited from transmitting or releasing information without appropriate authorization.

11. Personal business shall not be conducted during on-duty hours except in emergency situations. This includes telephone calls, visitations, etc. Employees shall use County equipment, materials, supplies, and property for their intended use only. No employee shall use such equipment, materials, supplies and/or property for personal reasons.
12. Employees are prohibited from soliciting funds for services, selling tickets or products and distributing petitions or literature for any purpose other than official business during work hours. Officially endorsed and authorized fund drives are excluded from this provision. Employees are permitted to solicit funds, distribute literature and sell products during their work breaks and lunch hours, provided such solicitation is not in work areas, does not involve other employees who are working, and does not constitute dual employment or a conflict of interest.
13. Reporting to work under the influence of alcoholic beverages or narcotic or hallucinogenic drugs is prohibited. Trading and trafficking of such drugs is also prohibited.
14. Employees shall use professionally acceptable language in the presence of supervisors, co-workers, and/or the public. The use of threatening, profane, abusive or inappropriate language directed at or in the presence of supervisors, co-workers, or other persons is prohibited.
15. Employees shall conduct County business in a manner conducive to equal opportunity without regard for age, race, color, sex, religious creed, national origin, political opinions or affiliations, marital status, or disability. Discrimination and sexual harassment is prohibited.
16. Every employee has the responsibility to protect and safeguard property, equipment, or materials of the County and fellow employees. No employee shall be in unauthorized possession of any County property, its employees or clients, regardless of value. No employee shall attempt to remove County property or the property of others from the premises without prior authorization from the appropriate authority.
17. Employees shall exercise proper care and consideration in their treatment of County equipment, property, buildings, and grounds. The misuse, destruction, or defacing of District grounds, buildings, property, or equipment is prohibited.
18. Conviction of a crime which adversely impacts upon the County or the employee's capability to perform duties or responsibilities will not be tolerated. Failure to appear for work as a result of incarceration due to a conviction of a crime shall be unauthorized leave.
19. Gambling of any kind is prohibited.
20. Bribery, unlawfully obtaining compensation, or unlawfully accepting gifts is prohibited.

21. Public employees are prohibited from participating in strikes, work stoppages, or other concerted activities as defined in Chapter 447, Florida Statutes.
22. While sufficient latitude is allowed for employees to keep current styles and trends, employees are to maintain dress and grooming standards appropriate for the type of work performed in association with the public and fellow workers.

An employee on County premises is subject to County rules whether or not he or she is on duty. Also, an employee representing the County at a location other than his/her normal place of work is accountable for compliance with these rules.

**SECTION III
CLASSIFICATION PLAN**

3.01	Scope and Purpose
3.02	Statements of Policy
3.03	Definitions
3.04	Administration of a Plan
3.05	Class Specifications
3.06	Position Descriptions
3.07	Exercise of Classification Authority and Procedures
3.08	Assignment of Supervisor, Coordinator, or Lead Worker Duties

3.01 Scope and Purpose

This chapter sets forth the rules for the establishment, maintenance, and administration of the uniform Classification Plan applicable to all positions in the Regular Service.

3.02 Statements of Policy

2. The Human Resource Director shall establish and maintain a uniform Classification Plan applicable to all positions in the Regular Service, and shall be responsible for the overall coordination, review, and maintenance of the Classification Plan.
3. Each class shall be defined by a class specification, included in Position description, assigned to an appropriate pay grade, class code, and class title.
4. Official class titles and class codes (where applicable) shall be used on all personnel and payroll records and in the preparation of legislative and operating budgets.
5. Positions shall not be allocated to a class which has not been approved as part of the Classification Plan.
6. No action shall be taken to fill any position until it has been classified in accordance with the Classification Plan.
7. A position numbering system that will identify each individual position shall be prescribed and maintained by the Human Resource Director.
8. All classes shall be designated as excluded or included, referred to as exempt or non-exempt in the Fair Labor Standards Act (FLSA), in accordance with Chapter (4). If any position that has been allocated to a class designated as excluded is found not to meet the FLSA requirements for exemption, that position shall be reallocated to a class that is designated as included.

3.03 Definitions

These definitions are defined only for the purpose of this chapter. For the purpose of administering these rules, the following definitions shall apply:

1. Department – The Department of Management Services.

2. Classification – The action to establish an authorized position.
3. Class Concept – All allocation factors contained in a class specification.
4. Classification Action – The action taken to initially classify an authorized position, to reclassify an established position, or any other action taken that affects the classification of a position.
5. Reclassification – An action taken to change an established position in one class in a series to a higher or lower class in the same series or to a class in a different series which is the result of a gradual change in the duties and responsibilities of the position.
6. Class Title Change – A classification action taken by the department to change the class title of a position.
7. Class of Positions – All positions which are sufficiently similar as to kind or subject matter of work, level or difficulty or responsibility, and qualification requirements to warrant the same treatment as to title, pay range, and other personnel transactions.
8. Position Description – The document prepared by the employing agency which describes the officially assigned duties and responsibilities and other pertinent information relative to a position.
9. Class Specification – Statements included within the position description which describes class title, allocation factor(s), examples of work, knowledge, skills and abilities, minimum qualifications, effective date, as well as other information determined appropriate by the department.
 - a. Class Title – The official name assigned by the department to a specific class of positions.
 - b. Allocation Factor(s) – A statement describing the basic element(s) of either duty or responsibility which, when applied to a given position, indicate kind and level of work being performed.
 - c. Knowledge, Skills and Abilities – Statements describing the minimum proficiencies, aptitudes and knowledge that a candidate needs to satisfactorily perform the essential job tasks.
 - d. Minimum Qualifications – A specification of experience, training, education, test and/or licensure or certification that provides appropriate job related evidence that an applicant can perform the essential tasks or duties of a job.
 - e. Established Date – The date the class is initially established and can be utilized for the classification of positions.
 - f. Effective Date – The current date of the Position Description.

10. Add and Delete – A budgetary action involving the abolishment of an authorized and/or established position, and the addition of an authorized position in lieu thereof. These actions result from circumstances which may include, but are not limited to, and abrupt change in the duties and responsibilities assigned a position; changes which affect the position in the organizational unit in which the position is located; changes in supervisory responsibilities, not the result of a gradual change in duties; or the deletion of one or more positions and the addition of one or more positions to accommodate new duties and responsibilities in order that the total number of authorized positions or approved salary rate is not exceeded.
11. Authorized Position – A position included in an approved budget. In counting the number of authorized positions, part-time positions may be converted to full-time equivalents.
12. Established Position – An authorized position which has been classified in accordance with a classification and pay plan.
13. Position Abolishment – A budgetary action taken to eliminate an authorized position due to a shortage of funds or work, or material change in the duties or organization of an agency.
14. Classification Plan – A formal description of concepts, rules and class specifications used in the classification and reclassification of positions in the Regular Service. The classification Plan shall consist of, but not be limited to, all approved classes of positions; and the rules governing the administration of the Classification Plan. Approved classes and amendments shall be listed in the Regular Service Pay Plan.
15. “FSLA” – The federal Fair Labor Standards Act.

3.04 Administration of the Plan

1. The primary responsibility for the day-to-day administration of the Classification Plan rests with the Department of Management Services.
2. The responsibilities of the Department of Management Services shall be:
 - a. The overall coordination, review and maintenance of the Classification Plan.
 - b. The establishment of new classes and the revision or abolishment of existing classes.
 - c. The determination of all designations for the classes in the Classification Plan.
 - d. The conducting of periodic studies and surveys to assure that the Classification Plan is maintained on a current basis.
 - e. The post audit of the action taken by an employing agency in classifying or reclassifying positions.
 - f. The development of model forms to be used by all agencies in describing essential functions of the position, assigned duties, supervisory relationships,

special skills required, and other information necessary to determine the proper classification of each position. The submission of forms or any other related information may be required by the department when deemed necessary for the maintenance of the Classification Plan.

3. All changes shall require the County Administrator's approval.

3.05 Class Specifications

1. Classes shall be established, revised or abolished by the department as necessary for the current maintenance of the Classification Plan, and such changes to the Classification Plan shall be reflected in the class specification.
2. Each class specification shall be contained within the position description; shall contain the allocation factors and class concept for positions that will be allocated to the class. While the exact duties and responsibilities of positions in a class may differ, all positions allocated to a class shall be sufficiently similar as to kind of work, level of difficulty or responsibility, and qualification requirements to warrant like treatment.
3. The following shall apply when establishing minimum qualifications:
 - a. Minimum qualifications shall not be recommended or determined by the level of pay that is desired for the class.
 - b. Minimum qualifications shall be structured, where possible, to facilitate the progression of employees from lower to higher or lateral levels or work without artificial barriers.
 - c. Minimum qualifications shall be the lowest qualification needed for eligibility for the class and may include a test as a part of the minimum qualifications. Formal education with no substitution of experience shall not be required unless it can be clearly demonstrated that such education is the only means of obtaining the knowledge, skills, and abilities necessary to perform the work of the class. Likewise, formal education will be allowed to substitute for experience unless experience is the only means of obtaining the knowledge, skills, and abilities necessary to perform the work of the class. Any qualifications required by law will be noted under the special note section in the position description. Additionally, the department may require any special license or credentials deemed necessary for an individual position.
 - d. Minimum qualifications shall not include age, sex, or physical requirements except when they are justifiable occupational qualifications essential for the work to be performed.
 - e. Minimum qualifications shall not include statements related to conduct or reputation of applicants except as required by law.
4. The following shall be determined by the department for each class of positions:
 - a. The established date.

- b. The effective date.
- c. The assigned pay grade.
- d. The designation for determining how overtime is administered.
- e. The Equal Employment opportunity (EEO) category.
- f. The training (probationary) period.

3.06 Position Descriptions

1. The Personnel office shall maintain a current position description for each established position authorized for the Board, prepared in accordance with this rule. The position description shall include an accurate description of the duties and responsibilities normally assigned the position, and the job related knowledge, skills and abilities required for the position. The current position description shall serve as the official record of the duties and responsibilities assigned the position and shall be used to officially classify the position.
2. When a position description is prepared, it shall be completed and signed by the appropriate authority as determined by the agency to certify that the duties described are accurate and reflect the responsibilities officially assigned the position. The incumbent of the position shall review and sign the position description to certify that the duties have been accurately described and have been defined by the supervisor. However, should the incumbent find that the position description does not accurately describe the assigned duties of the position, the incumbent shall sign the position description and this disagreement shall be noted in the appropriate portion of the position description.
3. Each position description and any attached information shall be maintained by the employing agency and a copy shall be furnished each incumbent of the position.

3.07 Exercise of Classification Authority and Procedures

1. The Human Resource Director shall have the authority and responsibility to classify positions authorized by the County Administrator, to classify positions that are added in lieu of positions deleted, to reclassify established positions; and to correct errors in classification.
2. Classification actions taken by the Department shall be in accordance with these rules.
3. Any classification action to be taken by an employing agency shall be initiated by preparation of a current position description.
 - a. If a budget approval is required to effect a classification action, the Personnel Office shall not effect the classification action until the required approval has been obtained.
 - b. If a new class or class revision is requested by an agency, the agency shall furnish to the department position descriptions, including a proposed class

specification and any other material which justifies the establishment of a new class or revision of an established class.

4. Classification actions of the employing agency shall be subject to post audit review by the department. If it is determined by the department that the duties and responsibilities officially assigned the position are not in accordance with the allocation factors contained in the class specification issued by the department, the action may be changed by the Human Resource Director.

3.08 Assignment of Supervisor, Coordinator, or Lead Worker Duties

1. A supervisory class:
 - a. Has as its primary purpose the responsibility for spending a majority of time communicating with, motivating, training and evaluating employees, and planning and directing work.
 - b. Includes as its duties the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or to effectively recommend such actions.
2. A coordinator position:
 - a. Spends the majority of time performing non-supervisory duties.
 - b. Is assigned to a class in a higher pay grade than the position being coordinated.
 - c. May include some or all of the duties defined as supervisory.
 - d. Has responsibilities that do not justify reclassifying the position to a supervisory class.
 - e. Cannot be utilized to create an intermediate level of supervision, or as a substitute for the establishment of a new supervisory class.
 - f. Shall be identified by an approved position description and processed in the same manner as a reclassification action.
 - g. Shall be paid in accordance with the provisions of Chapter (4).
3. A lead worker position:
 - a. Directs the work of positions in the same class or a different class with the same pay grade located in the same work unit.
 - b. Involves limited supervisory responsibilities. Lead worker duties may involve approving leave, distributing work, maintaining a balanced workload among employees, keeping records, defining work priorities but, do not include administering performance plans and reviews or administering disciplinary actions.

- c. Has responsibilities that do not justify reclassifying the position to a supervisory class.
- d. Cannot be utilized to create an intermediate level of full-line supervision, or as a substitute for the establishment of a new supervisory class.
- e. Shall be identified by an approved position description and processed in the same manner as a reclassification action.
- f. Shall be paid in accordance with the provisions of Chapter (4).

SECTION IV
PAY PLAN

4.01	Scope and Purpose
4.02	Authority
4.03	Statements of Policy
4.04	Definitions
4.05	Development and maintenance of Salary Ranges
4.06	Determining Salary Upon Appointment
4.07	Increases to Base Rate of Pay
4.08	Salary Additive
4.09	Reduction in Pay
4.10	Commutation of Hourly Rate
4.11	Pay for Less Than Full-Time Employment
4.12	Overtime
4.13	Assignment of Overtime
4.14	On-Call and Call-Out Pay
4.15	Reinstatement Pay
4.16	Payroll
4.17	Processing of Pay Changes
4.18	Budgetary Limitations
4.19	Effective Date of Salary Changes

4.01 Scope and Purpose

This chapter sets forth the policies for development and maintenance of a comprehensive and effective pay plan and establishes roles for the equitable administration of the plan. The pay plan shall be applicable to all classes of positions under the Board.

4.02 Authority

The department shall establish and maintain an equitable pay plan, shall adopt rules for the administration of the pay plan, and shall provide oversight and assistance in the administration of the pay plan.

4.03 Statements of Policy

1. The Human Resource Director shall develop and maintain a pay plan and schedule of salary ranges.
2. Individual employees shall be compensated within the Schedule of Salary Ranges, and may receive increases to the base rate of pay, salary additive or lump-sum bonus payments as provided for in this Chapter.
3. The department shall conduct and publish wage and salary surveys as necessary for the purpose of achieving the goal of an equitable and competitive, pay policy.
4. The minimum of each salary range shall be no less than the minimum wage required by the Fair Labor Standards Act (FLSA).

5. An employee shall not be paid in excess of the maximum of the salary range for a class, unless such payments are authorized by these rules or by the County Administrator.
6. All provisions of this chapter relating to payment of salaries must be in compliance with applicable law.
7. Any deviation from paying employees in accordance with these rules because of budgetary limitations or other special conditions must be approved by the Human Resource Director.

4.04 Definitions

For the purpose of administering this chapter, the following definitions shall apply:

1. Absences for “Other Than Personal Reasons” – Absences occasioned by the employer (excluding disciplinary actions) or by the operating requirements of the agency, and where the employee is ready, willing and able to work.
2. Absences for “Personal Reasons” – Absences occasioned by the employee including sickness or accident.
3. Base Rate of Pay – An employee’s salary excluding any salary additives as defined in Section 4.08.
4. Demotion – The changing of the classification of an employee to a class having a lower maximum salary; or the changing of the classification of an employee to a class having the same or a higher maximum salary but a lower level of responsibility as determined by the Department of Management Services.
5. Department – The Department of Management Services.
6. “FLSA” – The Federal Fair Labor Standards Act.
7. Overtime – For classes designated as non-exempt, overtime is defined as the hours of work, excluding holidays and leave with pay, required in excess of 40 hours during the workweek or in excess of the number of hours indicated in an extended work period, or other plan, approved by the Department of Management Services. For exempt classes, overtime is defined as the hours of work, excluding holidays and leave with pay, in excess of the number of hours in the work period (bi-weekly).
8. Pay Grade – A numerical designation denoting a specific salary range.
9. Pay Plan- A formal description of the philosophy, methods, procedures and Salary Schedule for competitively compensating employees for work performed.
10. Position – The work, consisting of duties and responsibilities, assigned to be performed by an employee.

11. Promotion – The changing of the classification of an employee to a class having a higher maximum salary; or the changing of the classification of an employee to a class having the same or a lower maximum salary but a higher level of responsibility as determined by the Department of Management Services.
12. Reassignment – Moving an employee from a position in one class to a different position in the same class or a different class having the same degree of responsibility. For purposes of this rule, same degree of responsibility shall be determined by the pay range assignment and/or the essential functions of the position.
13. Regular Rate of Pay – An employee’s base rate of pay plus any salary additives approved by the department.
14. Salary Additives – A specific salary amount approved by the department and paid in addition to an employee’s base rate of pay.
15. Salary Range – The minimum salary, the maximum salary, and intermediate rate which are payable for work in a specific class of positions.
16. Salary Range Minimum – The lowest point in the salary range.
17. Salary Range Maximum – The highest point in the salary range.
18. Salary Schedule – An official document which contains a complete list of classes and their assigned salary ranges.

4.05 Development and maintenance of Salary Ranges

The department shall develop and maintain salary ranges within the Salary Schedule and upon the following provisions, assign individual classes to the established pay grades.

1. Each salary range shall be comprised of a minimum and maximum amount.
2. The department shall establish salary range minimum and maximum amounts for each salary range based upon competitive market salary survey data and/or other factors as determined appropriate by the department.

4.06 Determining Salary Upon Appointment

1. Original or Promotional Appointment – An employee who is given an original or promotional appointment in accordance with the provisions of Chapter 5 shall receive a base rate of pay at the minimum of the salary range for the class to which appointed, however:
 - a. An employee may be granted an original or promotional appointment at a base rate of pay up to the maximum of the salary range if it can be documented that the following conditions exist:

1. The individual's qualifications and/or the knowledge, skills, and abilities must substantially exceed the requirements for the position to which the individual is appointed. The agency must determine that the individual's qualifications or knowledge, skills, and abilities directly relate to the requirements of the position and will enhance the individual's ability to perform the duties and responsibilities assigned the position to which appointment is being made; or
2. The agency must have experienced difficulty in filling positions at the minimum of the salary range approved for the class. The agency must have actively recruited for vacancies in the class and have demonstrated inability to fill positions after such recruitment has been completed.
 - b. An employee, who is given trainee status upon original or promotional appointment, shall be paid during the training period, in accordance with the individual training schedule approved by the department; provided, however no such approval shall be in violation of the provisions of the FLSA.
2. Reassignment – An employee who reassigned may have the base rate of pay adjusted in accordance with the provisions of Section 4.07(1) (d).
3. Transfer – An employee who is transferred may have the base rate of pay adjusted in accordance with the provisions of Section 4.407(1) (e).
4. Demotion Appointment – An employee who is given a demotion appointment in accordance with the rules, may be demoted with or without a reduction in base rate of pay subject to the following provisions:
 - a. An employee's base rate of pay may exceed the maximum of the salary range for the class to which the employee is demoted for a period of five years.
 - b. An employee who is given a demotion appointment shall not be granted an increase in base rate of pay as a result of being demoted.
5. Leave of Absence Without Pay – An employee who returns from an authorized leave of absence without pay shall be paid at the same base rate of pay being paid at the time leave was granted except that, upon return from leave, the employee shall be granted any adjustments made in the salary range for the class to which the employee is assigned or any mandatory salary adjustments or increases granted during such absences. In determining the amount of adjustment which the employee shall be granted, the same implementation instructions which applied to all employees in that class shall be followed.

4.07 Increase to Base Rate of Pay

1. When an agency recommends an increase to an employee' base rate of pay between the minimum and maximum of the pay range at any given time, it shall be based upon one or more of the following pay adjustment categories. Employees may receive only one increase per category in any 12 month period. In order for any increase to be

awarded, an employee must be performing at a satisfactory level. An increase is not to exceed the maximum of the pay grade unless approved by the County Administrator.

- a. Superior Proficiency – An increase based upon documented, superior performance.
- b. Added Duties and Responsibilities – An increase based upon the addition of duties and responsibilities not warranting reclassification or assuming duties of a vacant or deleted position(s). The added duties and responsibilities shall be documented on the official position description.
- c. Education and Training – An increase based upon the satisfactory completion of an approved, documented, job related class or program having a continuing benefit to the agency.
- d. Reassignment – An increase based upon documentation of recruitment difficulties to fill the position(s) or specific need identified by the agency. Must be approved prior to reassignment and must be less than 50 miles.
- e. Transfer – An increase based upon documentation of recruitment difficulties to fill the position(s) or specific needs identified by the agency. Must be approved prior to transfer.
- f. Competitive Job Offer – An increase may be granted when an employee receives a documented bonifide job offer.
- g. Internal Pay Relations – An increase when it can be documented that labor market conditions necessitate hiring new employees at a higher rate than current employees in the same class. Agencies may increase salaries of current employees to provide equity.

2. Upward Pay Grade Adjustments

When the department has reassigned a class to a pay grade having a higher minimum salary, each employee's base rate of pay in the class shall be adjusted in an amount equal to the amount by which the minimum salary for the class is adjusted, provided the pay adjustment does not place the employee's base rate of pay above the new maximum of the pay grade for the class. In such cases the employee's base rate of pay shall be adjusted to the new maximum of the pay grade. This procedure for granting pay adjustments shall apply unless a different method of implementation is required by the department. The County Administrator may approve other increases of the base rate of pay as determined appropriate.

4.08 Salary Additives

1. The department shall, where appropriate, approve additional salary additives in accordance with these rules and shall modify or discontinue existing salary additives in response to a change in the circumstances which justified their establishment. The employing agency must use such pay additive, as are appropriate, within these rules

and shall advise the department in writing of the plan for implementing such pay additives prior to the implementation date.

2. Employees filling positions for which a salary additive has been approved shall receive the amount of the salary additive as specified in this chapter, or as approved by the department. If the conditions upon which the salary additive was granted change, the salary additive shall be removed or adjusted.
3. Salary additives for specific classes shall be approved by the department. Salary additives include the following:
 - a. Competitive Area Differential Additive – An additive for a class based on geographical, localized recruitment, turnover or competitive pay problems. A Competitive Area Differential additive shall be applicable to all positions in the approved class within the geographical area for which the additive is approved by the department.
 - b. Shift Differential Additive – An additive for a class when justified by competitive labor practices in accordance with guidelines established by the department.
 - c. On-Call Additive – Agencies may approve positions to be placed on-call. Agencies may assign individual positions on On-Call additive when:
 1. The employee has been instructed by the appropriate management to remain available to work during on off duty period;
 2. The employee must leave word where the employee may be reached by phone or electronic signaling device;
 3. The employee is available to return to the work location on short notice to perform assigned duties; and
 4. Employees placed on-call shall be compensated in accordance with the collective bargaining unit agreement to which they are assigned. If not covered by a collective bargaining agreement, the employee shall be compensated as determined by the agency.
 - d. Lead Worker Additive – An agency may approve an increase for performing limited supervisory responsibilities that do not include administering performance plans and reviews, administering disciplinary actions, do not justify reclassification, and cannot be utilized to create an intermediate level of supervision. Duties must be reflected on the position description.
 - e. Coordinator Additive – An agency may approve an increase for performing duties and responsibilities in addition to normal duties. Duties may include some or all of the duties defined as supervisory but do not justify reclassification and cannot be used to create an intermediate level of supervision. Duties must be reflected on a position description.

- f. Temporary Special Duty Additive – An agency may approve a Temporary Special Duty additive when a position has been assigned temporary duties and responsibilities not customarily assigned to the position.
- g. Trainer Additive – An agency may approve an additive for a trainer when an employee is assigned the responsibility to provide on-the-job training to other employees as part of an agency approved formalized training program; provided that such training is not part of the customarily assigned duties of the class.
- h. Hazardous Duty Additive – An agency may approve a hazardous duty additive for specific positions within a class when it can be demonstrated that such positions are required to perform duties and responsibilities that are exceptionally hazardous or dangerous. Such duties and responsibilities shall not be customarily associated with all positions in class.

4.09 Reduction in Pay

1. A reduction in pay is defined as a discretionary action taken by an agency in reducing an employee's base rate of pay where such reduction is not required by the provisions of this chapter. Removal of salary additives such as lead worker, coordinator, competitive area differential, on-call pay, shift differential pay, other temporary or special pay additives in accordance with these rules, or other pay actions which are taken to correct and recover overpayments resulting from erroneous implementation or application of the Florida Statutes, legislative appropriation or Regular Service Rules shall not constitute a reduction in pay.
2. An employee who has attained regular status in any class shall have the right to appeal a reduction in pay to the County Administrator.

4.10 Computation of Hourly Rate

1. All pay is computed on the basis of 2080 work hours annually, regardless of whether an employee is paid bi-weekly or monthly.
2. In order to calculate hourly base rate of pay:

Biweekly Base Rate of Pay x 26 = Hourly Base Rate of Pay 2080

Monthly Base Rate of Pay x 12 = Hourly Base Rate of Pay 2080
3. If an employee is paid at different rates of pay during a pay period, the employee's hourly pay at each rate shall first be determined as stated above. Next, the number of hours worked at each hourly rate shall be multiplied by that hourly rate and the two amounts shall be added to obtain the total amount to be paid during that pay period. To determine the weighted average hourly rate of pay for the pay period, the total pay for that pay period is divided by the total hours worked during the pay period.

4.11 Pay for Less than Full-Time Employment

1. Hours worked in the work week are defined as hours actually worked, time off with approved leave with pay, or time off due to a holiday falling within the period the employee is on the payroll.
2. In applying the criteria set forth in (1) above, the following shall apply:
 - a. All new employees in Regular Service – The number of hours worked shall be the number of hours on duty plus any holiday falling after the employee's first day of work.
 - b. Part-Time Employees – The number of hours worked shall be the number of hours on duty plus any leave with pay and prorated number of hours for any holiday falling during the pay period after the first day of work.
 - c. Employees Moving from One Agency to Another Agency – The number of hours worked in the agency the employee is leaving shall be the number of hours on duty in that agency plus any leave with pay and any holiday falling prior to the employee's last day as an employee of that agency. The number of hours worked in the agency to which the employee is moving shall be the number of hours on duty in that agency plus any leave with pay and any holiday falling after the employee's last day as an employee of the other agency.
 - d. Employees Separating from County Service – The number of hours worked shall be the number of hours on duty plus any leave with pay and any holiday falling prior to the employee's last day on the payroll.

4.12 Overtime

The established work week is forty (40) hours within a seven (7) day period, Tuesday through Monday. Overtime is calculated at 1 ½ times an hour on hours worked over the established workweek. All overtime work must have prior authorization by Department/Division Director or designee. Not securing this authorization may result in disciplinary action.

Leave time earned and used is recorded daily on the official time card and weekly on the official Time/Attendance Form.

Compensation for overtime shall be administered by the following guidelines.

Employees in exempt positions, according to FLSA, shall not be eligible for overtime compensation. However, if overtime is worked, compensatory leave credits equal to the overtime hours worked shall be granted. The maximum accumulation is 80 hours. Additional accumulation can only be extended with the approval of the County Administrator.

Regular Service employees in non-exempt positions, according to FLSA, who are authorized to work overtime, shall be granted either time off (compensatory leave) at the rate of one and one half (1 ½) hours for each overtime hour worked or cash payment for overtime worked at the rate of one and one half (1 ½) times that employee's regular hourly rate of pay.

Compensatory leave or cash compensation for overtime may only be granted when actual hours of work exceed forty (40) hours during the workweek. Holidays, however, shall be considered as hours worked for purposes of this section. NOTE: EMS employees are paid 8 hours regular pay for all holidays. Holiday hours do not count for overtime.

If overtime is authorized using compensatory leave only, employees must be notified before the overtime is worked. Every effort should be made to schedule such leave at the earliest possible date. Requests for compensatory leave shall be made on an Official leave/Compensation Request Form. Executive Service and Senior Management Service employees are not eligible for overtime.

4.13 Assignment of Overtime

Overtime assignments are made on a fair and equitable basis. Any scheduled work time is required duty. Failure to perform overtime, except in cases of personal emergency, or other appropriate reasons, is deemed to be insubordination. Exemptions shall be granted in cases of such emergency or other appropriately approved reason.

Procedure: Overtime

Leave time earned and used is recorded daily on the official time card and weekly on the official Time/Attendance form.

4.14 On-Call and Call-Out Pay

Employees in positions which provide emergency service on a recurring basis may be designated on-call during other than normal working hours. Employees in such on-call status are expected to be constantly available in order to respond immediately to the need for their services. However, such employees shall be allowed to engage in personal activities and shall only be paid for the time worked.

Should these employees' status move from on-call into call-out, or should any employee with no prior notice be called out, they are compensated from the time of the call and provided a minimum of two hours worked. Compensation differs between normal weekday (Monday thru Friday), weekend (Saturday & Sunday) and Holiday.

4.15 Reinstatement Pay

When an employee is reinstated to a position in the same class, or in a different class within or below the same skill level from which he/she was previously demoted, transferred, or reclassified with no reduction in pay, the rate of pay shall not change unless it is below the minimum class to which the employee is reinstated, in which case it will go to minimum.

4.16 Payroll

Each Department/Division is required to keep an accurate account of all hours worked and leave used by Regular Service employees on the official time sheet. All leave taken must be documented on a Request for Leave Form.

Pay checks are normally distributed on Thursday between 9:30 a.m. and 3:30 p.m. for the bi-weekly payroll.

4.17 Processing of Pay Changes

1. In processing pay changes made in accordance with the provisions of this chapter, all computations should be rounded to the nearest cent. If the third decimal place is four, or less, round down to the next lower cent.
2. In processing pay changes, all salary additives shall be removed prior to calculating any changes to any employee's base rate of pay.
3. If any changes are made to an employee's pay, the employee shall be notified, in writing, of the changes.

4.18 Budgetary limitations

1. All provisions of this chapter relating to payment of salaries are contingent upon funds being available in the agencies' approved budget and in compliance with applicable law.
2. Any deviation from paying employees in accordance with these rules because of budgetary limitations must be approved by the County Administrator.

4.19 Effective Date of Salary Changes

The effective date of salary changes provided for in this chapter shall be:

1. The effective date specified by Board action; or
2. If no effective date is specified by Board action, the effective date specified by the Personnel Department; or
3. If no effective date is specified by the department or Board action, the date the salary action is taken by the agency. An agency shall not establish a retroactive effective date for any salary action.
4. Salary Increase Upon Promotion – A promotional increase to be granted in accordance with these rules shall be effective on the date of the promotion. If an employee is promoted and adequate funds are not available due to budgetary limitations at the time of promotion to grant a promotional increase, a promotional increase may be granted when funds subsequently become available, provided the increase is granted within 12 months following the date of promotion. In no case can the promotional salary be made effective back to the date of promotion.

SECTION V
RECRUITMENT, ELIGIBILITY DETERMINATION AND SELECTION

5.01	Purpose
5.02	Definitions
5.03	Statements of Policy
5.04	Recruitment
5.05	Job Opportunity Announcements
5.06	Accepting Employment Applications
5.07	Selection
5.08	Eligibility Determination
5.09	Documentation
5.10	Eligibility Verification

5.01 Purpose

This chapter sets forth the rules for eligibility determination and conducting recruitment and selection activities in the Regular Career County Service.

5.02 Definitions

1. Affirmative Action Plan – The written plan by which the County conducts a reasonable self-analysis and if it concludes that action is appropriate, sets forth the specific actions, goals and timetables by which the County will overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity.
2. Announced Position – An authorized Regular Service position for which an employing Department is recruiting after the following have been considered: demotions and reassignments directed by management, laid-off employees, requests for reassignment and promotion on file with the agency.
3. Department – The Department of Management Services
4. Eligibility Determination – The final process of ascertaining whether the applicant recommended possesses the minimum qualifications for the class and any required entry level knowledge, skills, and abilities and any certification and licensure required for the position.
5. Employing Agency – The Agency or Department within County Government in which a position to be filled is located.
6. Employment Application – A form developed by the Department on which applicants describe the type and duration of their training and experience, level of education, and knowledge, skills and abilities.
7. Entry Level KSA's – Essential knowledge, skills, and abilities an employee must bring to the position.
8. Hart-To-Fill Position – A position in a class for which the agency has documented recruitment difficulty or high turnover.

9. Job Analysis – A review of the job tasks assigned to a position to identify the significant knowledge, skills, and abilities required for successful performance of the job.
10. Job Opportunity Announcement – A document used by the Department to notify interested parties of employment opportunities in County Government.
11. Knowledge, Skills, Abilities (KSA's)
 - a. Knowledge – The organized body of information, facts, or principles that an individual must possess for successful job performance.
 - b. Skill – Proficiency in the manual, verbal, or mental manipulation of data or things that an individual must possess for successful job performance.
 - c. Ability – The capacity to perform an observable behavior or produce a product.
12. Minimum Qualifications – A specification of experience, training, education, test and/or licensure or certification that provides appropriate job-related evidence that an applicant can perform the essential tasks or duties needed for entry to a job.
13. Recruitment – Activities undertaken to attract qualified applicants for positions according to agency needs.
14. Recruitment Source List – A list maintained by the department that contains names and addresses of organizations that serve as recruitment sources and receive job opportunity announcements.
15. Selection Procedure – The process including established steps, forms, and/or selection techniques used by an employing agency to determine the applicant to be selected for a position.
16. Selection Technique – A method used to assess the essential knowledge, skills, abilities, minimum qualifications, and other job-related requirements possessed by an applicant.
17. Supplemental Application – A form completed by applicants on which they include education, work, or life experiences related to the identified essential knowledge, skills and abilities or tasks of the position.
18. Turnover – The ratio of the number of employees vacating positions in a class by separation to the number of positions in the class in an employing agency for a specified time period.
19. Veterans' Preferences – The provision of preferential employment consideration to certain veterans and spouses of veterans as prescribed by Chapter 295, Florida Statutes, and Chapter 44A-7, F.A.C.

5.03 Statements of Policy

The department shall be responsible for:

1. Providing training and technical assistance to the employing agencies in carrying out these rules.
2. Informing the public of procedures pertaining to County employment and assisting applicants in locating announced positions.
3. Providing Board of County Commissioners Employment Applications.
4. Assisting employing agencies in fulfilling affirmative action goals, when applicable.
5. Reviewing employing agencies' activities in carrying out these rules.
6. Maintaining the Recruitment Source List.
7. Publishing recruitment literature promoting the county as an employer.

5.04 Recruitment

The Human Resource Office shall be responsible for:

1. Conducting recruitment programs for individual positions or groupings of positions within their agencies in accordance with Florida Statutes and applicable rules.
2. Announcing positions, distributing employment applications, and accepting employment applications for positions in accordance with applicable rules.
3. Selecting individuals for specific positions in accordance with applicable rules.
4. Determining applicant eligibility in accordance with applicable rules.
5. Documenting recruitment, eligibility determination, and selection activities in accordance with applicable rules.
6. Giving preference in employment consideration to eligible veterans and spouses of veterans in accordance with Chapter 295, Florida Statutes, and Chapter 55A-7, F.A.C.
7. Informing applicants of the employment process and distributing employment applications and other recruitment information.
8. Responding to general applicant inquiries and referring applicants to appropriate agencies and resources.

5.05 Job Opportunity Announcements

1. All positions which a department intends to fill shall be announced except those filled by the following:
 - a. Demotions or reassignments directed by management.
 - b. Laid-off employees.
 - c. Requests on file from employees for reassignment or promotion.
 - d. Reclassification, class title changes, or add/deletes with a qualified incumbent.
 - e. Appointments with substitute status, at the discretion of the County Administrator or designee.
 - f. Appointments with emergency status.
 - g. Appointments under the Veteran's Reemployment Rights law.
2. When approved by the County Administrator the agency may consider applicants from a previous job announcement without advertising. The selection must, however, be made within six months of the closing date of the previous job announcement; and the position beginning filled must be the same position as previously advertised, or be a different position in the same class in the same geographical work area and requiring the same minimum qualification and any required entry-level knowledge, skills, and abilities as the previously advertised position.
3. At the discretion of the County Administrator, a position with an incumbent may be moved from the Management Service (Department/Division Directors) into the Regular Service without advertising.
4. Job opportunity announcements shall be issued as:
 - a. Internal Agency Opportunity: When applications are accepted from only those Regular Service employees currently employed in the County, and those who have requests on file for promotion in accordance with a collective bargaining agreement. The position shall be announced for a minimum of (7) calendar days.
 - b. Open Competitive Opportunity: When applications are accepted from all applicants.
5. A job opportunity announcement for an open competitive opportunity shall be issued for a minimum of 14 calendar days. If the department determines there is an insufficient applicant pool, a position may be re-announced for 10 calendar days.

6. Job opportunity announcements shall include the following:
 - a. Official class title.
 - b. Position number, when available.
 - c. Job location.
 - d. Salary range.
 - e. Minimum qualifications for the class, if any, and any required entry-level knowledge, skills and abilities for the position provided they are documented on the position.
 - f. Deadline for application acceptance.
 - g. A statement indicating where the application is to be submitted.
 - h. The statement, "Preference will be given to certain veterans and spouses of veterans as required by the Florida Statutes".
 - i. The statement, "An Equal Opportunity Employer/Affirmative Action Employer".
 - j. The statement, "We hire only U.S. citizens and lawfully authorized alien workers".
 - k. A statement, on internal agency announcements, that an agency shall consider only current county employees.
 - l. The statement, "If you need an accommodation because of a disability in order to participate in the application/selection process, please notify the hiring authority in advance".
 - m. Other information deemed pertinent by the Department to assist applicants in determining whether they should apply for the position.
7. Job opportunity announcements shall be distributed to:
 - a. Job Services of Florida
 - b. Other recruitment sources as determined by the Human Resource Office.

5.06 Accepting Employment Applications

1. Application for employment in County Government shall be made on the Gadsden County Board of County Commissioners Employment Application; Revised January 1995, which is hereby adopted by reference.
2. The Human Resource Office shall accept employment applications for announced positions only except:

- a. The Human Resource Office may accept employment applications continuously for hard-to-fill classes.
 - b. The Human Resource Office may accept employment applications continuously for the purpose of fulfilling the agency's affirmative action goals.
 - c. The Human Resource Office may accept employment applications to meet agency needs.
3. Employment applications received for announced positions after the close of business on the announced deadline shall not be included for employment consideration for that position, except that an applicant who expresses interest in an announced position by written letter or resume before the close of business on the announced deadline date shall be considered in the employing agency's selection procedures if the applicant submits a Gadsden County Board of County Commissioners Employment Application prior to the Human Resource Office's comparing the applications to the minimum qualifications and the entry-level knowledge, skills, and abilities.

5.07 Selection

1. Selection of applicants for employment shall be based on a job analysis of the position being filled that identifies the specific knowledge, skills, and abilities necessary for the successful performance of the duties of the position.
2. For any announced position, there shall be an evaluation of the applicant's knowledge, skills, and abilities as reflected in education, experience, licensure or certification as outlined on the employment application as compared to the required minimum qualifications and any required entry-level knowledge, skills, and abilities of the position. A combination of the employment application form and a supplemental application may be used for the initial eligibility screen provided all applicants are given the opportunity to complete the supplemental application prior to the initial screening. Only applicants who appear to possess the required minimum qualifications and any required entry-level knowledge, skills, and abilities shall be given further consideration.
3. All applicants who appear, after the initial screening, to possess the required minimum qualifications and any required entry-level KSAs shall be evaluated according to uniform and consistently applied selection techniques established by the employing agency. Selection techniques shall be designed to provide maximum validity, reliability, and objectivity and result in selection from among the applicants who are most qualified for the position.
4. The Human Resource Office shall ensure that its selection practices meet federal and state laws and regulations.
5. Selection shall be made in accordance with applicable rules.
6. An eligibility determination as defined in Section 5.09, and a reference check are required and must be conducted prior to the filling of any position. In cases where

reference checks are unattainable, documentation of unsuccessful reference check attempts is required. An oral interview or another acceptable selection technique is also required. Additional selection techniques may be used as appropriate.

7. Examples of acceptable selection techniques include:
 - a. Application Analysis: A comparison of the applicants' qualification as reflected on the application to the essential knowledge, skills, and abilities of the position. Application Analysis is an aide in ranking applicants and helps in determining which applicants shall be interviewed or otherwise further assessed in the selection process.
 - b. Reference Check: The gathering and use, at one or more stages of the selection process, of job related information about applicants from people who have knowledge of their work experience or educational background.
 - c. Oral Interview: A series of job-related questions that are consistently asked of all applicants chosen to be interviewed for a particular position with responses being noted and evaluated in order to identify applicants' relative qualifications for the position.
 - d. Supplemental Application: A form completed by applicants on which they include educational, work, or life experiences related to the identified essential knowledge, skills, and abilities or tasks of the position.
 - e. Willingness Questionnaire: A survey form containing questions which address the applicants' willingness to perform certain aspects of a position.
 - f. Work Sample: A task that is representative of work actually done on the job, assigned to applicants to identify those who already possess the ability to perform that task.
 - g. Test: A written and/or proficiency assessment of an applicant's knowledge, skills, and abilities.
8. The Human Resources Office shall notify each applicant of the selection decisions concerning the applicant. Such notification shall be completed within 45 calendar days of the decision to select the successful applicant.

5.08 Eligibility Determinations

1. The Human Resource Director, or persons designated by the Human Resource Director, shall make an eligibility determination of the applicant recommended for a position.
2. To be determined eligible for a position, an applicant must have the education, experience and other requirements specified in the minimum qualifications for the class and must possess any required entry-level knowledge, skills, and abilities, and any certification or licensure required for the position.

3. Eligibility determination shall be made in accordance with applicable rules.
4. if after carrying out its selection procedures, an employing agency determines that no applicant meeting the minimum qualifications for the class is considered to be among the most qualified for the position, the employing agency may approve equivalent qualifications for an applicant who is among the most qualified. Such equivalencies shall be supported by documented KSA's included on the position description and any other supporting information which substantiates that:
 - a. The total quality of the applicant's training and experience equals or exceeds the total quantity of training and experience established for the class.
 - b. The quality and type of the applicant's training and experience is equivalent to the quality and type of training experience established for the class.
 - c. The applicant's training experience is directly related to the knowledge, skills, and abilities necessary performance of the duties of the position.

5.09 Documentation

1. Each employing agency shall ensure that records are maintained which document the selection process and justify the selection decision.
2. Records shall consist of the following documents for each appointment made:
 - a. Details of the job analysis and identification of the knowledge, skills and abilities.
 - b. Demographic data of applicants including but not limited to race, sex, age, veteran status .
 - c. List of applicants' names and ratings or rankings (if applicable) for each selection technique.
 - d. Description of the selections process.
 - e. Copies of selection technique used.
 - f. The current position description.
 - g. The names and titles of all persons administering the selection process or participating in making selection decisions.
 - h. The job opportunity announcement.
 - i. Other information related to paragraphs (a) through (h) which affected the selection decisions.

3. Documentation records shall be retained for two year from the date of the making of the record or personnel action, whichever occurs later.

5.10 Eligibility Verification

1. The employing agency shall verify that the applicant selected for employment possesses the minimum qualifications and any required entry-level knowledge, skills, and abilities, certification and licensure as revealed on the County Employment Application and any supplemental application. Knowledge, skills and abilities confirmed through selection techniques on which the selection decision was based do not need further verification.
2. If this eligibility verification was not conducted at the time of reference check required by Section 5.07(6) it shall be completed at the time the eligibility determination is made but no later than 120 days following the employment date.

**SECTION VI
APPOINTMENT, STATUS, TRANSFERS, AND SEPARATIONS**

6.01	Statements of Policy
6.02	Definitions
6.03	Original Appointments
6.04	Appointments of Disables Veterans
6.05	Shared Employment Appointments
6.06	Regular Status
6.07	Promotion Appointments
6.08	Demotion Appointments
6.09	Reassignment Appointments
6.091	Reinstatement Appointments
6.10	Transfers
6.11	Separations

This chapter sets forth the rules for separations and transfers from positions in the Regular Service and appointments in the County's Regular Service.

6.01 Statements of Policy

1. Department shall first consider any Regular Service employee who has been laid off before an original appointment can be made to that class.
2. Appointments shall be made only to positions that have been established in accordance with the provisions of these rules.
3. An established position shall be filled with one of the following types of appointments and the employee paid in accordance with the provisions of Chapter 4 of these rules.
 - a. Original
 - b. Promotion
 - c. Demotion
 - d. Reassignment
 - e. Reinstatement
4. Upon appointment to an established position, an employee shall be given one of the following types of status as indicated in section 6.03(3):
5. When a position receives a class title change as a result of a classification action taken, the incumbent employee shall retain the same status as held under the old class title.

6. An employee shall not attain regular status in a class until appointed in accordance with the provisions of this chapter and the employee has completed the probationary period designated for the class. Regular status shall be attained by an employee in accordance with the provisions of these policies. Regular Service status shall be retained throughout the period of continuous employment in the Regular Service.
7. Applicants with qualifying disabilities as defined by the American with Disabilities Act (ADA) shall not be denied employment solely because of the existence of a qualifying disability, unless the disability is of the nature that prohibit the applicant from performing the essential functions of the position with reasonable accommodation.
8. No person shall be appointed to, or separated from, a position because of age, race, color, sex, religion, creed, national origin, disability, or political affiliation except when such a requirement constitutes a bona fide occupations qualification necessary to perform the tasks associated with the position.
9. Any person appointed to a position in the Regular Service must meet the minimum qualifications established for the class and any required entry-level knowledge, skills, and abilities for the position to which appointed, unless:
 - a. The employee is given an appointment with emergency status in accordance with Section 6.03(3)(d).
 - b. The applicant's qualifications are determined to be equivalent to the required minimum qualifications.
10. Employees on military leave are considered to be on an authorized leave of absence and are treated for purposes of seniority, status, pay, and other benefits as if they had been continuously employed.
11. For appeals by employees to any of the actions reflected in this chapter, refer to Section 8, Disciplinary Action, Grievances, and Appeals.

6.02 Definitions

These definitions are defined only for the purpose of this chapter. For the purpose of administering these rules, the following definitions shall apply:

1. Appointment – The act of placing an employee in an established position.
2. Regular Service Status – Successful completion of the required probationary period and attainment of regular status in any class.
3. Higher Class – A class having a greater degree of responsibility than the class in which the employee is serving. For purpose of this rule, higher class shall also be determined by pay range assignment and/or the essential functions of this position.

4. Lower Class – A class having a lesser degree of responsibility than the class in which the employee is serving. For purposes of this rule, higher class shall also be determined by pay range assignment and/or the essential functions of the lower class.
5. Promotion – The changing of the classification of an employee to a class having a higher maximum salary; or the changing of the classification of an employee to a class having the same or lower maximum salary but a higher level of responsibility as determined by the Department of Management Services.
6. Demotion: The changing of the classification of an employee to a class having a lower maximum salary; or the changing of the classification of an employee to a class having the same or higher maximum salary but a lower level of responsibility as determined by the Department of Management Services.
7. Reassignment – Moving an employee from a position in one class to a different position in the same class or a different class having the same degree of responsibility. For purposes of this rule, the same degree of responsibility shall be determined by pay range assignment and/or the essential functions of the position.
8. Dismissal – Disciplinary action taken by a department against an employee resulting in termination of employment for a violation of county standards or for cause.
9. Separation – The act of removing an employee from County employment.

6.03 Original Appointments

1. No original appointment shall be made by any department to a class until all Regular Service employees who have been laid off have been considered for reemployment.
2. Except for a promotion, demotion, or reassignment appointment made in accordance with the provisions of this chapter, all appointments to establish positions shall be considered original appointments.
3. Upon original appointment to a class, an employee shall be given status in that class in accordance with the following:
 - a. Probationary Status – An employee appointed to fill an established regular position shall be given probationary status for a period of six months. To be given probationary status, an employee must meet the minimum qualifications for the class and must possess any required entry level knowledge, skills, and abilities established for the position.
 - b. Substitute Status – An employee may be given substitute status when employed to fill an established position of an employee who has been granted a leave of absence without pay. The employee must possess the required entry-level knowledge, skills, and abilities established for the position and may be appointed in substitute status for up to one year. Extensions may be granted with department approval except for employees on military leave or worker's compensation, where department approval is not required. The

requirements regarding announcing positions is optional when filling a position with substitute status. Employees appointed with substitute status shall not thereafter be appointed with probationary status without competing for the position in accordance with these rules.

- c. Temporary Status – An employee appointed to fill an established position on a full-time basis shall be given temporary status when the appointment is to a position requiring seasonal or intermittent work to exceed six months during any 12 month period.
- d. Emergency Status – An employee may be appointed in emergency status to fill an established position when an emergency exists and a position must be filled immediately. Emergency appointments may be full-time or part-time and shall not exceed 12 calendar weeks during any 12 month period. Emergency status should be used only in situations where positions which, if not filled immediately, will result in an undue hardship which will hinder the normal operations of the department as determined by the department head or when the department head determines there is danger or potential danger to life, physical or mental health or well-being of employees, the public, clients, or other recipients or services required to be provided by the department. Appointments with emergency status may be made without regard to the requirements, regarding announcing positions and shall be justified in writing and approved by the County Administrator. Employees appointed with emergency status shall not be appointed with probationary status without competing for the position in accordance with the recruitment rules.

Appointment of Disabled Veterans

An honorably discharged veteran with a service-connected disability rating of 30 percent or more may be appointed to a position in accordance with Sections 295.08 and 295.085, Florida Statutes. Appointment shall be for a probationary period of one year, regardless of the probationary period designated for the class. At the time of application, the disabled veteran must furnish a County Employment Application and the following documentation:

1. A document from the Department of Defense, commonly known as Form DD-214 or military discharge papers, or equivalent certification from the Veterans' Administration, listing military status, dates of service and discharge type.
2. Certification from the Veterans' Administration or Armed Services that the applicant has a service-connected disability of 30 percent or more.
3. Proof of residence in this state.
4. Possession of the minimum qualifications and any required entry level knowledge, skills, and abilities established for the position as indicated on the position description.

6.05 Shared Employment Appointments

1. The County Administrator may designate up to five full-time Regular Service positions as shared employment positions.
 - a. A shared employment position shall be identified as a single position and will retain its unity for purposes of classification, assignment to a pay grade, and other personnel transactions that apply to the position.
 - b. Once a position is designated as a shared position, the position cannot be designated as full time unless it becomes vacant, the incumbent is given a minimum of six months notice, or the incumbent agrees to the action in writing.
2. Employees filling shared employment positions are part-time employees and will be subject to the provisions of the personnel rules governing part-time employees.

6.06 Regular Status

1. An employee who has been appointed in accordance with this chapter and granted probationary status shall attain regular status in a class upon successful completion of the designated six month probationary period . An employee on military leave, however, can attain regular status while on such leave.
2. An employee appointed with probationary status shall be required to serve the probationary period designated ; however, this period may be extended up to 60 calendar days by the department head provided there is written justification from the supervisor. Military leave shall not be used as justification for extending a probationary period.
3. An employee shall not attain regular status in a class while serving with substitute, temporary or emergency status.
4. When an employee who has not attained regular status in the class is granted a leave of absence with or without pay in excess of five workdays during a month, the time spent on such leave shall not count toward completion of the employee's probationary period for that class. The time spent on military leave, however, shall count toward completion of the employee's probationary period.
5. All successful performance in the next higher-level class in the same series shall be counted toward the completion of the probationary period for the class from which the employee was promoted. In order to use any time toward completion of the probationary period for the lower class, the employee's satisfactory performance in the higher class must be documented in writing.
6. Part-time employees and employees filling shared employment positions shall attain regular status in the same manner as full-time employees.
7. A disabled veteran applicant appointed pursuant to these rules, shall be appointed for a probationary period of one year, notwithstanding the probationary period designated for the class.

6.07 Promotion Appointments

1. An employee shall be given a promotion appointment when the employee is moved from one class to another class having a higher maximum salary or the same or lower maximum salary but a higher level of responsibility as determined by the Department of Management Services.
2. Upon promotion, an employee shall be given probationary, substitute, temporary, emergency, or trainee status.
3. An employee shall not attain regular status in a class while serving with substitute, temporary, or emergency.
4. An employee who is promoted shall be required to serve the probationary period designated for the class.
 - a. The probationary period may be extended for up to a total of 60 calendar days by the department head provided there is written justification for extending a probationary period.
 - b. The probationary period shall also be extended if the employee has been granted a leave of absence in accordance with the personnel rules.

6.08 Demotion Appointments

1. An employee shall be given a demotion appointment when the employee is moved from one class to another class having a lower maximum salary or having the same or a higher maximum salary but a lower level of responsibility as determined by the Department of Management Services.
2. Upon demotion, an employee shall be given probationary, substitute, temporary, or emergency. However, if the employee previously held regular status in the class to which demoted or has completed the probationary period for the lower class, the demotion shall be with regular status upon review and at the discretion of the Human Resources Director.
3. An employee who is demoted and who has not previously attained regular status in the lower class shall be required to serve the probationary period designated for the class.

6.09 Reassignment Appointments

1. An employee shall be given a reassignment appointment when moved from a position of one class to a different position in the same class or a different class having the same degree of responsibility. For the purpose of this rule, the same degree of responsibility shall be determined by pay range assignment and/or the essential functions of the position.

2. If an employee who has not attained regular status in the current class is given a reassignment appointment to a different position in the same class or a different class having the same degree of responsibility, shall be required to service the probationary period designated for the class. For the purpose of this rule, the same degree of responsibility shall be determined by pay range assignment and/or the essential functions of the position.
3. An employee with regular status in the current class who is given a reassignment appointment to a different position in the same class shall retain regular status upon appointment to the new position.
4. An employee with Regular Service status who is given a reassignment appointment to a different position in a different class shall be given probationary status and be required to serve the probationary period designated for the class, provided the employee meets the minimum qualifications for the class and possesses the entry level knowledge, skills, and abilities established for the position. The probationary period may be extended for up to a total of 60 calendar days by the department head provided there is written justification from the supervisor. The probationary period may be extended for a longer period of time if the employee has been granted a leave of absence which resulted in an extension of the probationary period. If, however, the employee previously held regular status in the class to which reassigned, the reassignment shall be with regular status, and if an employee is on military leave he can attain regular status while on such leave.

6.091 Reinstatement Appointment

Employees reinstated within 90 days of separation are eligible to receive their accrued sick or annual leave that was not paid out at the time of separation. Reinstated employees shall be considered new employees regarding pension benefits, salary increases and physical examinations and other benefits offered by the County.

6.10 Separations

1. Resignations – An employee who resigns should present the reasons for their resignation in writing to the department. Written resignations shall be accepted by the employee's immediate supervisor or higher level employee as designated by the department. Verbal resignations shall be made to the immediate supervisor and a witness, if possible, and a letter confirming the resignation shall be sent by the appropriate County official confirming the verbal resignation.
2. Abandonment of Position – "Abandonment of Position" is defined as an employee's voluntary absence from the job without approved leave for a period of three consecutive days. It is deemed to be an unwritten resignation.
3. Unauthorized Seeking or Holding of Public and Local Public Office
 - a. An employee who seeks or holds office contrary to or without prior approval of the Board shall be presumed to have become ineligible for continuation of employment and shall be deemed to have resigned from the Regular Service.

- b. An employee who becomes ineligible for continued employment pursuant to sub-section (3)(a) above, shall be entitled to review by the Board. If the office is a local public office, the employee shall be notified in writing by certified mail, return receipt requested, and such notification shall include a statement as to the employee's right to review.

4. Dismissals

- a. A dismissal defined as the action taken by a department against an employee to separate the employee from the Regular Service.
- b. A department head may recommend dismissal of any employee for just cause. Just cause shall include, but not be limited to, negligence, incompetence or inefficiency in the performance of assigned duties; repeated and/or gross substandard performance of assigned duties; insubordination; violation of rules, regulations, and policies; conduct unbecoming a public employee; unauthorized use, possession, or under the influence of alcohol or drugs while on duty; or conviction of a crime. The "Guidelines for Disciplinary Standards" contained in Article 8 provide additional examples of employee conduct which authorize dismissal for just cause, and the number of occurrences for each offense that warrant dismissal.
- c. A dismissal action taken against an employee for job related alcohol abuse shall be in accordance with the State Policy on Alcoholism as adopted by the Administration Commission.
- d. Termination during probationary period of an employee without Regular Service status, may be terminated at any time during the probationary period. An employee who has Regular Service status shall have the right to appeal a dismissal in accordance with the County's Appeal procedures. Prior to dismissing an employee who has attained Regular Service status, the employing department shall conduct a predetermination hearing.

**SECTION VII
ATTENDANCE AND LEAVE**

7.01	Hours of Operation
7.02	Attendance & Leave Records
7.03	Attendance Standards
7.04	Notification Requirement
7.05	Holidays
7.06	Family and Medical Leave Act
7.07	Annual Leave Accrual
7.08	Request for Annual Leave
7.09	Treatment of leave for Less Than One Day
7.10	Duration of Leave
7.11	Payment for Unused Annual Leave
7.12	Sick Leave Accrual
7.13	Uses of Sick Leave
7.14	When Earned Sick Leave is Exhausted
7.15	Transfer Credits
7.16	Payment of Unused Sick Leave
7.17	Military Leave
7.18	Administrative Leave
7.19	Parental Leave
7.20	Procedure: Parental Leave
7.21	Approved Leave of Absence Without Pay
7.22	Unauthorized Absence
7.23	Workers' Compensation Leave
7.24	Reporting an Accident
7.25	Procedure: Extending Salary During Workers' Compensation Leave

7.01 Hours of Operation

The hours of operation for each Department/Division shall be determined by the County Administrator and Department/Division management in accordance with the needs of the County. Work schedules may vary according to the needs of the individual organization, subject to the approval of the Division Director.

7.02 Attendance and Leave Record

The Finance Office shall maintain complete and accurate attendance and leave records. The Department/Division Directors shall be responsible for forwarding all associated documentation of attendance and leave to the Finance office by noon Tuesday following the end of the pay period.

7.03 Attendance Standards

In order to ensure the efficiency and productivity of County operations, regular attendance and arriving at work on time are requirements of continued employment. As a general guideline, over a period of not less than six (6) months, an average of over eight (8) hours a month is excessive time missed from work for whatever reason (except as noted below), regardless of whether the absences are excused, unexcused, paid or unpaid. Absences due to Disability Leave, Parental Leave, Compensatory Leave, Administrative Leave or Annual Leave, all of which have been

scheduled and approved in advance shall not be counted against this standard. Lengthy periods of well documented illness, as well as other unusual circumstances, will be considered in the context of the overall attendance and employment record in applying this standard. This section applies to employees who work scheduled shift work.

7.04 Notification Requirement

If an absence is unavoidable, employees are required to notify their immediate supervisor of such absence no later than the beginning of their work shift. Excessive absenteeism, tardiness, and failure to notify supervision of an absence are grounds for disciplinary procedures.

Three (3) successive work days missed without notifying a supervisor shall be considered abandonment of one's position and shall be grounds for automatic termination.

7.05 Holidays

Holidays shall be designated by the Board of County Commissioners. A Regular Service/Regular employee normally scheduled to work on the designated holiday shall be paid for the number of hours normally worked that day at his or her rate of pay. When the actual holiday falls on a Regular Service employee's scheduled work day, the holiday may be observed on the actual holiday instead of the designated holiday. Should the designated holiday not fall on a normal workday of a fulltime Regular Service employee, the employee shall be paid for an additional eight (8) hours at his or her rate of pay for the holiday, except EMS employees. When work schedules are adjusted by mutual agreement between employee and County Administrator, Holiday Pay will be based on a 40 hours workweek. An employee who is not on approved paid leave, and fails to report on the scheduled workday before or after a holiday, shall not be paid for the holiday in proportion to their hours regularly worked during the week. If a holiday falls on Saturday the preceding Friday shall be observed. If a holiday falls on a Sunday, the following Monday shall be observed.

7.06 Family and Medical Leave Act

In accordance with the Family and Medical Leave Act of 1993, eligible County employees are entitled to extended leave without pay under specified conditions. Depending upon the reason, employees may elect to substitute their accrued annual, compensatory, or sick leave for any part of the 12 weeks of leave granted under the Act.

Employees must request coverage through immediate supervisors and the Human Resources Division. Human Resources will interpret provision of the Act not state below. In general, the Act provides for the following:

Entitlement

Eligible employees are entitled to a total of 12 workweeks of leave during any 12 month period when leave is taken for one or more of the following circumstances:

1. The birth of a son or daughter of an employee and to care for the child.
2. The placement of a son or daughter with an employee for adoption or foster care.

3. To care for the spouse, son, daughter, or parent of an employee, if the family member has a serious health condition.
4. An employee is unable to perform the functions of the position because of the employee' own serious health condition.

Eligible Employees

To be eligible for coverage, an employee must:

1. Be a Regular Service or senior management employee, full or part-time.
2. Have been working for the County for at least 12 months before the leave request.
3. Have worked at least 1,250 hours during that time.

Notice Requirement

Eligible employees are under a general duty to give 30 days notice of their intent to take leave for foreseeable events, such as the expected birth of a child or planned medical treatments. Thirty days notice is not required in all cases, but the employee must give as much notice as is possible.

Certification

Certification issued by a health care provider must be submitted to the Human Resources Division which includes a statement of:

1. The date the condition began.
2. Its probable duration.
3. Appropriate medical facts.
4. An assertion that the employee is unable to perform the employee's job function, or that the employee is needed to care for a sick family member for a specified time.

An employee may be required to provide certification of their ability to return to work.

Restoration

Eligible employees returning from family and medical leave have the right to be returned to the job position that they held when they went on leave, or they may be placed in an equivalent position with equivalent benefits, pay and other terms and conditions of employment.

Benefits

Eligible employees retain all accrued benefits while on leave. However, leave does not accrue while on family and medical leave.

Health plan coverage is maintained by the County while an employee is on family and medical leave. Provisions for collection of employee contributions to health plan coverage shall be made on an individual basis.

Periodic Reporting

Employees, in consultation with their supervisor, are required to report periodically on their status and plans to return to work.

7.07 Annual Leave Accrual

1. All full-time employees who are filling established positions shall earn annual leave as shown in the following table:

Credible Service	Bi-Weekly
Up to 5 years (through 60 months)	4 hours
5 to 10 years (61 months – 120 months)	5 hours
Over 10 years (over 120 months)	6 hours

Department and Division Directors' credits for annual leave shall be allowed on the following basis:

- Five hours per bi-weekly pay period upon employment.
 - Six hours per bi-weekly pay period after completion of five years service.
 - Seven hours per bi-weekly pay period after completion of ten years of service.
1. In applying the above table, it shall be determined that the employee has both continuous and creditable service before the higher annual leave credits are granted.
 2. Part-time employees who work a fixed percentage of the pay period shall earn annual leave credits for the hours worked during that pay period proportionate to the time worked.
 3. Employees who work less than a full pay period due to initial employment or separation during a pay period, transfer between departments, leave of absence without pay, shall earn annual leave credits for the hours worked during that pay period in accordance with the appropriate table:

Bi-Weekly Pay Period

Number of Hours Actually Worked	0-5 years	5-10 years	Over 10 years
Less than 17	0	0	0
17 through 32	1	1.250	1.500
33 through 47	2	2.500	3
48 through 64	3	3.750	4.500
65 or more	4	5	6

4. Each department head should make every effort to insure that earned annual leave is used on a current yearly basis in order to provide employees with vacation and proper rest and relaxation. By following this practice, employees will not normally accrue annual leave in excess of that earned each year. In unusual circumstances, however, a department head may be unable to allow an employee to use annual leave on a current basis and in such cases, an employee may accrue annual leave credits in excess of the maximum of 240 hours.

- Conversion of excess annual leave credits:

Annual leave balances in excess of 240 hours at the close of business on December 31 of each calendar year shall be transferred to sick leave on an hour-for-hour basis. If approved by the County Administrator, an employee will be allowed to carry in excess of 240 hours of annual leave under certain special conditions as described in 7.07(f).

5. Under certain conditions and when requested by the department head, the County Administrator may grant approval to an employee or a group of employees to earn and retain annual leave credits in excess of 240 hours for a period not to exceed one additional calendar year. The circumstances under which such approval may be granted are those involving natural disasters or other emergencies that may require a department to cancel all approved leaves of absence and to disapprove any requests for leave during an extended period of time which would prevent employees from losing their accrued annual leave. When such an emergency exists and the department head cancels all approved leave, the County Administrator shall be notified immediately. Approval may be granted to retain excess annual leave because of a shortage of staff and approval of such leave use would impose an undue hardship upon the day operations of the work unit.
6. Annual leave earned during any pay period shall be credited to the employee on the last day of that pay period or, in the case of separation, on the last day the employee is on the payroll.
7. During leaves of absence with pay, an employee shall continue to earn annual leave credits. The employee shall not earn annual leave credits during a leave of absence without pay.

7.08 Request for Annual Leave

A request for annual leave shall be submitted to the employee's immediate supervisor on the official Leave Form. Annual leave for four (4) days or more should be requested as soon as possible, but not less than two (2) weeks in advance. Leave may be taken only after approval of supervisor. Approval or disapproval of request for three (3) days or less will be given within the same day. Requests for four (4) or more annual leave days should be given within two (2) working days.

7.09 Treatment of Leave for Less Than One Day

Senior Management Services (Department Heads Only)

It is not required that a member of the Senior Management Service complete a Leave Form for time less than one full day of absence.

Leave forms must be completed by member of Regular Service for all times of absence from work.

7.10 Duration of Leave

Annual leave shall be limited to twenty-three (23) consecutive calendar days unless approved in advance by the Department Director.

7.11 Payment for Unused Annual Leave

1. The only condition under which an employee can be paid for unused annual leave is upon termination.
2. An employee who separates from County employment for any reason shall be paid for all unused annual leave not to exceed 240 hours. The employee shall not be carried on the department payroll beyond the last official day of employment.
3. No employee shall receive payment for accrued annual leave in excess of 240 hours; however, in case of death of an employee, payment for all unused annual leave at the time of death shall be made to the employee's beneficiary, estate, or as provided by law.
4. Payments due employees for unused annual leave shall be made in a lump sum and computed as follows:
 - a. Determine the current hourly regular rate.
 - b. Multiply the number of unused annual leave hours (not exceeding 240 hours) times the current hourly regular rate to determine the payment which shall be made.

7.12 Sick Leave Accrual

All regular employees shall be entitled to accrue sick leave. Employees who work less than full-time shall accrue sick leave in proportion to their hours worked.

Sick leave is credited at the rate of four (4) hours per bi-weekly pay period with not limit to accumulation. Part-time credits are prorated.

7.13 Uses of Sick Leave

Illness, debilitating injury, pregnancy, childbirth, adoption, medical or dental appointments and care for employee's immediate family (spouse, son, daughter or parents) are valid uses of sick leave. An employee on annual leave is allowed to convert such leave to sick leave when the employee becomes ill or injured and proper documentation is submitted to Human Resources.

When requesting sick leave for immediate family illness, the person who is ill or injured, as well as the general nature of the illness or injury, must be identified.

An employee who is to be absent from work and wish to request sick leave shall submit an official Leave Form in advance, when possible. Otherwise, the employee shall notify his or her supervisor at the usual reporting time, and then upon returning to work, the employee shall immediately submit to the supervisor an official Leave Form. Failure to do so may result in a loss of pay for the absence.

A Supervisor may require a medical statement from a physician for use of sick leave when a pattern of abuse is indicated. Human Resources attendance records are monitored by supervisors and the Human Resources Division for compliance with established attendance standards (see Attendance Standards in this section).

Use of sick leave under false pretenses, or non-compliance with attendance standards, may be grounds for disciplinary actions up to and including termination.

7.14 When Earned Sick Leave is Exhausted

No sick leave in excess of the leave accumulated to the employee's credit may be granted. In instances where the illness of an employee extends beyond the employee's sick leave credits, resources through the Sick Leave Transfer Policy may be explored. Annual leave may be approved for sick leave use by the Department Director in special cases. Days lost due to illness that are not credited to sick or annual leave may be charged as leave of absence without pay when approved by the supervisor.

Annual and sick leave shall be credited on the last day of the pay period. If an employee has insufficient leave credits to cover a period of absence, he or she shall be placed on leave without pay. In such cases, appropriate payroll adjustments shall be made for the period during which the absence occurred.

No leave shall be granted for less than one quarter (1/4) hours.

7.15 Transfer Credits

Regular employees hired from the state government or a local government (only eligible service under Florida Retirement System) may transfer up to thirty (30) days (240 hours) of accumulated sick leave to their sick leave account with the County, if the break in service prior to County employment does not exceed thirty (30) working days.

7.16 Payment for Unused Sick Leave

Upon separation from County employment an employee shall be compensated for one-fourth (1/4) of his/her accumulated unused sick leave. Employee must be employed by the County consecutively for three years to be eligible for payment of sick leave.

7.17 Military Leave

Long term leave is extended to an employee who is drafted or who volunteers for active military service. This leave begins the day of induction and ends ninety (90) days after the date of

separation from service or from hospitalization continuing after discharge. Active military service includes active duty with any branch of the Armed Services.

When an employee is granted military leave for active military service, the employee's position may be filled by another employee. Upon separation from the military service, not more than five (5) years from date of induction, the employee shall be eligible to return to the position held. However, the employee may be placed in another class with duties the employee is able to perform. Application for reinstatement following extended leave must be made within ninety (90) days after completion of military service and within thirty-one (31) days after completion of initial active duty for training for not less than three (3) months.

An employee who is a member of the United States Armed Forces Reserve, including the National Guard, shall upon presentation of a copy of the employee's official orders be granted leave with pay for periods during which the employee is ordered to active duty for training. Whether continuous or intermittent, such leave with pay shall not exceed seventeen (17) working days in any one annual period.

An employee who is a member of the United States Armed Forces Reserve, including the National Guard, and is ordered to active duty (not active Training) shall upon presentation of a copy of the employee's official orders, be granted military leave. The first thirty (30) calendar days of such leave shall be with pay, and the remainder without pay. Leave payment of this type shall be made upon receipt of evidence from the appropriate military authority that thirty (30) days of active military service has been completed.

7.18 Administrative Leave

Administrative Leave may be authorized for the following reasons:

1. Court – An employee who is summoned as a member of a jury panel or is subpoenaed as a witness, not involving personal litigation, shall be granted leave with pay. Employees shall not be reimbursed by the County for meals, lodging, or travel expenses incurred while serving as a juror or witness. The employee shall be required to submit a copy of the summons or subpoena when requesting this type of administrative leave.
2. Donating Blood – An employee may be granted up to two (2) hours of leave with pay for the purpose of donating blood.
3. Death in Immediate Family – An employee shall, upon request, be granted three (3) days of administrative leave with pay on the death of the employee's spouse, parents, the grandparents, brothers, sisters, children and grandchildren of both the employee and the spouse. Sick leave may also be used for death in the immediate family.

Employees must notify the supervisor of the deceased relative's name and relationship to the employee. Proof of the death may be requested by the supervisor.

4. Natural Disasters – The County Administrator or designee shall have the authority to close County offices due to natural disasters such as hurricanes, tornadoes, or floods. All employees affected shall be granted leave with pay, and any employees who are

required to work to provide essential services shall receive compensatory leave credits. This should be coordinated by Human Resources.

5. Other Reasons – Administrative Leave may be granted by the Board or by the County Administrator for education and other job related purposes not paid for or provided by the County policy, when such leave is deemed of benefit to the operations of the County government. The County Administrator may grant leave when the work environment is not conducive or is deemed unsafe for employees and the general public.

Leave shall be authorized in writing and documented on the official Leave Request Form and on the official time card.

Leave credit shall be accrued during such periods of paid leave.

If an employee does not use administrative leave as authorized in this section, the employee shall not accrue or be paid for such unused leave.

7.19 Parental Leave

Disabilities and recovery from pregnancy, miscarriage, abortion, childbirth, shall be considered temporary disabilities, and the sick leave policy shall be applied to such disability on the same terms and conditions as applied to other temporary disabilities.

Parental leave shall be granted to any regular full-time employee, for a period beyond the period of disability for the purpose of infant care, recuperation, etc. Parental leave shall also be granted on the same terms for purposes of child adoption. An employee shall be permitted to utilize accumulated sick or annual leave during the parental leave period for purposes of receiving pay during that period.

Parental leave granted for pregnancy, maternity, spouse's maternity and adoption purposes may be without pay.

At the expiration of parental leave, the employee shall be entitled to return to the position temporarily vacated.

Credit toward annual or sick leave shall not be earned during the unpaid portion of parental leave. For the portion of parental leave during which pay was received, leave credits shall be calculated on a prorated basis based upon hours paid.

Prior to taking leave the employee shall notify the Department/Division Director in writing 30 days prior to the date the absence is expected to begin along with the official leave forms, and whether or not insurance coverage is desired during the leave period. The employee shall be covered by insurance benefits for the duration of the leave, provided the employee continues appropriate payment of insurance costs.

Parental leave shall not constitute a break in service.

Failure on the part of the employee to report promptly at the expiration of parental leave may be cause for termination.

An employee whose annual performance review date occurs during parental leave shall have a Performance Evaluation within thirty (30) days of the date the employee returns to work. Any merit or general increases missed by virtue of being on leave shall then be retroactive to date of return.

An employee may continue to work as long as the condition of pregnancy does not impair work performance.

Parental leave shall not exceed ninety (90) calendar days after the date of delivery unless the employee presents a medical statement from a licensed practicing physician stating the employee is medically unable to return to work, or unless other compelling documented reasons are approved by the Department/Division Director allowing additional leave time up to one year.

Requests for Parental Leave beyond the period mentioned will be treated in the same manner as employee requests for approved leave of absence for other purposes.

An employee shall be returned to active status by submitting a Status Change Form to the Human Resources Division.

7.20 Procedure: Parental Leave

Upon receipt of the written request for Parental Leave, the Department/Division Director must request a Personnel Action form spelling out the anticipated period of leave and forward it to the Human Resources Division along with a copy of the written request.

7.21 Approved Leave of Absence Without Pay

Department/Division Directors may grant an employee approved leave of absence without pay on a full or part-time basis for a period not to exceed ninety (90) days, or up to one (1) year with approval by the County Administrator subject to the following conditions:

Leave without pay should be granted only when it is in the interest of the County to do so. Such leave must be justified and not be detrimental to the operations of the department. Funds expended for substitute staff and related operating expenses may not exceed the amount that would be expended if the employee had remained on the job.

1. Leave without pay may be granted for an employee to attend a college, university, or other accredited education institution, for the purpose of receiving training and education, subject to the following guidelines:
 - The education to be received must be directly related to the employee's current job, or related to a job function the employee may reasonably be expected to perform, and is of apparent benefit to the department.
 - The employee must have over two (2) years of service with the County, and must have met overall performance expectations for the most recent two (2) years of employment (no less than an overall satisfactory performance rating).

- Upon completion of such leave, the employee will be expected to return to full-time employment with the County for a minimum length of time equal to the time spent on leave.
2. Family Leave – Leave without pay may be granted for personal disability of the employee or disability of a member of the employee's immediate family requiring care by the employee. Caring for elderly parents is covered under this policy.
 3. Other compelling reasons.

At the expiration of a leave of up to ninety (90) days without pay, the employee shall be returned to the position temporarily vacated.

Credit toward annual or sick leave shall not be earned during full-time leave without pay. Employees on a partial leave of absence without pay shall be paid for holidays and accrue leave benefits in proportion to their hours regularly worked during the week.

Prior to taking leave without pay in excess of twenty (20) hours a week, the employee shall notify the Department/Division Director in writing whether or not insurance coverage is desired during the leave period. The employee shall be covered by insurance benefits for thirty (30) days from the commencement of leave, provided the employee continues to pay any employee portion of insurance costs. After thirty (30) days, the employee pays the full cost of the insurance premiums.

Approved leave without pay shall not constitute a break in service except that creditable service for purposes of determining the employee's annual leave accrual rate shall not be earned during periods of full-time leave without pay in excess of thirty (30) days.

Request for such approved leave shall be made on the official leave request form.

Failure on the part of the employee to report promptly at the expiration of approved leave without pay may be cause for termination.

7.22 Unauthorized Absence

An absence of an employee from duty, including any absence for a single day or part of a day, that is not authorized by a specific grant of leave of absence under the provisions of these regulations shall be deemed an unauthorized absence. Any such absence shall be without pay and may subject the employee to disciplinary action.

7.23 Workers' Compensation Leave

An employee who sustains a job-related disability that is compensable under the Workers' Compensation Law shall be carried in full pay status for a period not to exceed seven (7) calendar days without being required to use accrued leave credits. Such pay will be contingent upon written confirmation of inability to work from the attending physician treating the employee. If the employee receives Workers' Compensation benefits for this period of leave with pay, the employee shall reimburse the County the amount of benefits. Such reimbursement shall not include payments for medical, surgical, hospital, nursing, or related expenses, or lump-sum or scheduled payments of disability losses.

If the employee is unable to resume work at the end of the seven (7) calendar day period:

The employee may elect to use accrued sick, compensatory, or annual leave in an amount necessary to receive salary payment that will supplement the Workers' Compensation payments to the total salary being received prior to the occurrence of the disability. If the employee elects to use accrued leave to supplement worker's compensation benefits, the employees' compensation shall revert to standard Workers' Compensation benefits when accrued leave is exhausted. In no case shall the employee's combined salary and Worker's Compensation benefits exceed the amount of the employee's regular salary payments; or if the employee elects not to use accrued leave, the employee shall receive normal Workers' Compensation benefits.

7.24 Reporting An Accident

At the time that an accident occurs, there is an assessment of the severity of injury sustained by the employee by the supervisor.

1. If the injury is life threatening or is of a very serious nature, the supervisor is responsible for getting the employee immediately to a hospital. Should such an accident occur away from the office, the supervisor is responsible for communicating with the office and for filing the Notice of Injury form with Human Resources within twenty-four (24) hours after the accident.
2. If the injury requires medical treatment, but is not life threatening or of a very serious nature, the supervisor is responsible for getting the employee immediate medical care. Should such an accident occur away from the office, the supervisor is responsible for communicating with the office and for filing the Notice of Injury form with Human Resources within twenty-four (24) hours after the accident.
3. If the injury requires no medical treatment the Notice of Injury form is completed by the employee immediately and the supervisor is responsible for filing the form in Human Resources within twenty-four (24) hours after the accident.

Accidents are investigated by the supervisor with results forwarded back to the Department/Division. Identified unsafe acts by employees may be subject to disciplinary actions.

7.25 Procedure: Extending Salary During Workers' Compensation Leave

In those cases where the employee has elected to use accrued leave credits, has exhausted all accrued sick leave credits, and is still unable to return to work, the Board may approve a request for an extension of disability leave with pay. In such cases, the Division Director must submit to the County Administrator, along with the request for authority to carry the employee in pay status, a medical report which gives a current diagnosis of the employee's physical conditions and a prognosis regarding his or her recovery and ability to return to work. The request from the Division Director shall specify the period for which the extension of disability leave with pay is requested and shall state the reasons why the extensions recommended by the department and any other pertinent information so as to why such an action is in the best interest of the County.

**SECTION VIII
DISCIPLINARY ACTIONS, GRIEVANCES, AND APPEALS**

8.01	Scope and Purpose
8.02	Definitions
8.03	Disciplinary Actions
8.04	Grievance Procedures

8.01 Scope and Purpose

This chapter sets forth the rule for disciplinary actions, grievances, and appeals for employees in County Government. Each department director shall insure that all employees of the County are completely familiar with the County's established procedures on disciplinary actions and grievances.

8.02 Definitions

These definitions are defined only for the purpose of this chapter. For the purpose of administering these rules, the following definitions shall apply:

1. Dismissal – A dismissal defined as the action taken by the County Administrator against an employee to separate the employee from regular service.
2. Suspension – A disciplinary action taken by the County Administrator against an employee to temporarily relieve him of his duties and place him on leave without pay for violation of County standards.
3. Written Reprimand – This is a disciplinary action taken by a Department Director whereby the employee is notified in writing of unsatisfactory conduct or performance. The employee shall receive a copy of the written warning and the original shall be forwarded to the Human Resource Office for inclusion in the employee's personnel file. This action is grievable.
4. Oral Reprimand – This is a disciplinary action taken by a Department Director and is the least severe disciplinary action. It should serve as an "alert mechanism" to establish more satisfactory performance or behavior. A written account including the date and nature of the oral warning shall be made for the department's reference. An employee shall be advised when an oral warning is being made.
5. Demotion – This action involves moving an employee from a position in one class to a different position in another class having a lesser degree of responsibility and a lower pay range. Proposed action must be approved by the Division Director and is generally performance based. This action is grievable. This action may be taken after consultation with the Human Resource Director and is approved only by the County Administrator.

8.03 Disciplinary Actions

1. Each department director shall establish rules and procedures which will insure timely and equitable disposition of actions determined to be necessary in dealing effectively with employee deficiencies and breaches of good conduct.
2. In order to have an effective program for handling disciplinary problems, the County shall make available to all employees clearly defined objectives and standards of conduct.
3. The County's program for handling disciplinary problems shall include standard ranges of discipline for various types of work deficiencies and conduct offenses, as well as, review procedures which will insure that all supervisors are being reasonably consistent in taking disciplinary actions against employees involved in similar situations.
4. Types of Disciplinary Actions:
 - a. Oral Reprimand
 - b. Written Reprimand
 - c. Demotion
 - d. Suspension
 - e. Dismissal

GUIDELINES FOR DISCIPLINARY PROCEDURES

Included below are standards for the administration of disciplinary actions for various types of offenses. The list is not meant to be all inclusive. The disciplinary actions for the listed offenses have been provided to inform employees of the prohibited conduct and the range of discipline that may be imposed. It also recognizes that managers and employees in different departments operate under different conditions and work environments. Within each level of offense, a range has been provided to allow the Department Directors flexibility in selecting appropriate discipline for their work unit. All disciplinary actions must be recommended by the Department Director and reviewed by the Human Resource Director prior to its administration.

A. Inattention to Failure to Perform Assigned Duties

This includes actions which disrupt or have the effect of disrupting the work of participants or other employees. It includes, but not limited to, idleness, inattention to duties, spending excessive amount of time away from the work station, engaging in non-productive activities, or conducting personal business while on time.

1 st Occurrence	Oral Reprimand to Written Reprimand
2 nd Occurrence	Written Reprimand to 3-Day Suspension
3 rd Occurrence	5 – Day Suspension to Dismissal
4 th Occurrence	Dismissal

B. Insubordination

A deliberate inexcusable refusal to obey a reasonable order or specific instruction which relates to an employee's job function. Includes an expressed refusal to obey a reasonable order, a failure to carry out an order, or refusal to follow specific instruction, and a demonstration or an expressed lack of respect for supervisory authority when it relates to an employee's job functions.

1 st Occurrence	5-Day Suspension to Dismissal
2 nd Occurrence	Dismissal

C. Violation of Rules, Regulations, and Policies

This includes negligent or willful disregard for County and Departmental established procedures, written rules, regulations, directives and/or interpretations.

1 st Occurrence	Oral Reprimand to 5-Day Suspension
2 nd Occurrence	Written Reprimand to 10-Day Suspension
3 rd occurrence	Dismissal

D. Violation of Safety Practices

This is failure to follow established County and Departmental safety practices. This includes, but is not limited to, the performance of unsafe acts, or failure to wear protective or safety garb or use protective or safety equipment.

1 st Occurrence	Oral Reprimand to 3-Day Suspension
2 nd Occurrence	Written Reprimand to Dismissal
3 rd Occurrence	10-Day Suspension to Dismissal
4 th Occurrence	Dismissal

E. Excessive Tardiness

The failure to follow established work schedules. This includes reporting late at the beginning of the work schedule or returning late from lunch or rest breaks without approval.

1 st Occurrence	Oral Reprimand
2 nd Occurrence	Written Reprimand
3 rd Occurrence	Up to Five Day Suspension
Occurrence	Dismissal

F. Excessive Absence

An attendance record of recurring absences. This also includes a pattern of absences by an employee, such as consistent absences on the day preceding or following the employee's regular days off or absence on the same day of each week or month.

1 st Occurrence	Oral Reprimand
2 nd Occurrence	Written Reprimand
3 rd Occurrence	5-Day Suspension to Dismissal
4 th Occurrence	Dismissal

G. Absence Without Authorized Leave

This includes: (1) Failure to obtain approval prior to any absence from work, except in the case of a proven emergency where the employee must be absent prior to receiving approval from the proper authority for the absence; (2) Failure to notify or call in on the day of an absence; (3) Obtaining leave based upon a misrepresentation or falsification; (4) Leaving the assigned work station without authorization.

1 st Occurrence	Written Reprimand to 3-Day Suspension
2 nd Occurrence	3-Day Suspension to Dismissal
3 rd Occurrence	Dismissal

H. Falsification of Records

Includes misrepresentation, falsification, or omission of any information or fact, whether verbal or written, on such records as, but not limited to, attendance and leave, employment status, employment application, travel vouchers, work logs, or work products. The action taken depends upon the severity of the act.

1 st Occurrence	Written Reprimand to Dismissal
2 nd Occurrence	10-Day Suspension to Dismissal
3 rd Occurrence	Dismissal

I. Revealing Confidential/Privileged Information

This includes, but is not limited to, the improper release of information due to a failure to follow established procedures, releasing information to unauthorized persons, or the improper handling of sensitive or privileged information.

1 st Occurrence	Written Reprimand to Dismissal
2 nd Occurrence	Dismissal

J. Unauthorized Use of County Property, Equipment, or Personnel

The use of County property, equipment, materials or personnel for any purpose other than official business. The action taken depends upon the severity of the act.

1 st Occurrence	Oral Reprimand to Dismissal
2 nd Occurrence	Dismissal

K. Unauthorized Solicitation or Sales

The unwarranted and repetitive solicitation by an employee of another employee who has stated their intent of refusal of the distribution of material, for any purpose not specifically authorized by the County while either employee is on duty.

1 st Occurrence	Oral Reprimand to 3-Day Suspension
2 nd Occurrence	Written Reprimand to Dismissal
3 rd Occurrence	5-Day Suspension to Dismissal
4 th Occurrence	Dismissal

L. Unauthorized Use, Possession, or Under the Influence of Intoxicants or Drugs While on Duty

This includes, but is not limited to, alcohol and contraband drugs which are not specifically prescribed or authorized by proper authority.

1 st Occurrence	Written Reprimand
2 nd Occurrence	5-Day Suspension to Dismissal
3 rd Occurrence	Dismissal

The County policy on alcoholism provides that when drinking by an employee affects the employee's work performance, the employee is a problem drinker. The problem drinker, once identified, will be counseled and encouraged to secure appropriate medical or other professional help. The problem drinker shall not be disciplined until after he/she has had an opportunity to seek treatment. If the problem drinker (1) refuses to recognize his/her condition and fails to seek help, (2) fails to complete the program of treatment, or (3) treatment is unsuccessful, discipline shall be administered. However, if public relations or working conditions are obviously and adversely affected by the problem drinker's behavior, the employee's removal from the job shall be accomplished by placing the employee on compulsory disability leave in accordance with the County's leave policy.

M. Sale, Solicitation for Sale, Distribution, or Possession for the Purpose of Sale or Distribution of Alcoholic Beverages or Non-prescribed Drugs

This includes the trafficking or trafficking of non-prescribed contraband drugs or alcoholic beverages on County property, while on duty, or while representing the County.

1 st Occurrence	Dismissal
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N. Threatening and/or Abusive Language

The use of language which is threatening or abusive to a supervisor, a fellow employee, and/or a member of the public. Includes any offensive language, whether or not directed toward anyone in particular, regardless of intent.

1 st Occurrence	Oral Reprimand
2 nd Occurrence	Written Reprimand to Dismissal
3 rd Occurrence	5-Day Suspension to Dismissal
4 th Occurrence	Dismissal

O. Violent Behavior

This includes: (1) Physical assault, (2) fighting, (3) violence of any kind, and/or (4) the throwing of objects aimed at or involving other employees or the public while on duty, on County premises, or while representing the County.

1 st Occurrence	3-Day Suspension to Dismissal
2 nd Occurrence	5-Day Suspension to Dismissal

P. Discrimination

This includes discrimination in any employment activity with regard to race, sex, color, religious creed, national origin, political opinions or affiliations, marital status, or disability.

1 st Occurrence	Oral Reprimand to Dismissal
2 nd Occurrence	14-Day Suspension to Dismissal
3 rd Occurrence	Dismissal

Q. Harassment

Harassment on the basis of sex or behavior unwarranted is a violation of the law. Any unwelcomed behavior, requests for sexual favors, and other verbal or physical conduct of a sexual or inappropriate nature constitutes harassment when such conduct is made a term or condition of employment. (Refer to County's Harassment Policy)

1 st Occurrence	Written Reprimand to Dismissal
2 nd Occurrence	14-Day Suspension to Dismissal
3 rd Occurrence	Dismissal

R. Theft or Unauthorized Possession for the Purpose of Theft

This includes the unauthorized taking of any property or money of the County or other employees.

1 st Occurrence	Oral Reprimand to Dismissal
2 nd Occurrence	Dismissal

S. Destruction or Abuse of County Property or Equipment

This includes improper and/or careless use of County property or equipment. It also includes defacing property or equipment, speeding in a County automobile, or rendering equipment inoperative due to a negligent act.

1 st Occurrence	Oral to Written
2 nd Occurrence	Written Reprimand to 3-Day Suspension
3 rd Occurrence	5-Day Suspension to Dismissal
4 th Occurrence	Dismissal

T. Sabotage

Participation in a willful act of destruction or attempted destruction of County property or equipment.

1 st Occurrence	Dismissal
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U. Possession or Threatening Use of Weapons With or Without Intent to Inflict Bodily Injury

This includes any object which would reasonably be construed as a weapon, whether on County premises or not, while in the conduct of County business, or while representing the County. This

is to include but not limited to the discharge of a firearm, threat while in possession of a weapon or blunt object, while on County Property or while on County Business.

1st Occurrence Dismissal

V. Conviction of Crime

The conviction of any employee for a crime where such conviction adversely affects the employee's ability to perform his/her job; which adversely affects the County's ability to carryout its mission; or which involves violence or dishonesty.

1st Occurrence Written Reprimand to Dismissal
2nd Occurrence 5-Day Suspension to Dismissal

W. Gambling

This includes playing cards, wagering/games of chance, betting, etc., while on County premises, while on duty, or while representing the County.

1st Occurrence Written Reprimand to 10 Day Suspension
2nd Occurrence Written Reprimand to Dismissal
3rd Occurrence Dismissal

X. Bribery/Unlawful Gifts or Compensation

This includes receiving money or gifts in exchange for favors related to employment responsibilities or exchange for services or influences which are based on an extension of status or position.

1st Occurrence Written Reprimand to Dismissal
2nd Occurrence Dismissal

Y. Strike or Concerted Activity

Instigating or supporting in any manner a strike. A strike is defined as: the concerted failure of employees to report for duty; the concerted absence of employees from their positions; the concerted stoppage of work by employees; the concerted submission of resignations by employees; the concerted abstinence in whole or in part by any group of employees from the full and faithful performance of the duties of employment with a public employer for the purpose of inducing, influencing, condoning, or coercing a change in the terms and conditions of employment or the rights, privileges, or obligations of public employment, or participating in a deliberate and concerted course of conduct which adversely affects the services of the public employer; the concerted failure of employees to report for work after the expiration of a collective bargaining agreement; and picketing in furtherance of a work stoppage. The term "strike" shall also mean any overt preparation, including, but not limited to, the establishment of strike funds with regard to the above listed activities.

1st Occurrence Dismissal

Z. Improper Dress or Grooming

This includes reporting to work improperly dressed or groomed. Improper in this regard is defined as dress or grooming which reflects unfavorably on the employee, work unit, or County and is indecent or objectional.

1 st Occurrence	Oral Reprimand to Written Reprimand
2 nd Occurrence	Written Reprimand to 3 Day Suspension
3 rd Occurrence	5-Day Suspension to Dismissal
4 th Occurrence	Dismissal

AA. Continued Inefficiency, Inability to Perform Assigned Duties, Substandard Performance of Assigned Duties

The failure to satisfactorily meet the minimum performance standards that specifically relate to the employee’s duties and responsibilities. The normal adverse actions associated with the handling of failures to perform at acceptable levels are demotion and dismissal.

1 st Occurrence	Written Reprimand to Dismissal
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BB. Negligence

The failure to exercise due care and reasonable diligence in the performance of job duties.

1 st Occurrence	Oral Reprimand – 3 Day Suspension
2 nd Occurrence	5 Day Suspension - Dismissal
3 rd Occurrence	Dismissal

CC. Repeated and/or Gross Substandard performance of Assigned Duties

An employee’s continued willful and grossly failure to perform assigned duties after prior warning(s) or documented corrective action(s) is considered repeated substandard performance and is a substantial disregard of the employer’s interest(s).

1 st Occurrence	3 Day Suspension to 5 Day Suspension
2 nd Occurrence	5 Day Suspension - Dismissal
3 rd Occurrence	Dismissal

DD. Conduct Unbecoming a Public Employee

The failure of an employee to conduct themselves, on and of the job, in a manner that will not bring discredit or embarrassment to the County. Article 2.12 contains “County Standards” which County employees shall adhere to. Failure to follow these “County Standards”, or to bring discredit or embarrassment to the County shall be a violation of this offense. The action taken depends on the severity of the act.

1 st Occurrence	Written Reprimand - Dismissal
2 nd Occurrence	5 Day Suspension - Dismissal
3 rd Occurrence	Dismissal

8.04 Grievance Procedures

This chapter is intended to provide Regular, fulltime employees a method for their complaints to be heard and acted upon by the appropriate authority in a timely and fair manner in the hope that the prompt resolution of complaints will prevent serious problems or misunderstandings from occurring. This policy does not apply to Department Heads, the County Administrator and the County Attorney.

Definition of Grievance

1. A grievance is a complaint, a view or opinion pertaining to employment conditions, to relationships between employees and supervisors or to relationships with other employees.
2. Disciplinary action, dismissal, demotion, suspension, and reduction in pay may be subject to review as grievances.
3. Only full-time, regular employees are eligible to file grievances under this procedure.

Statement of Policy

It is the policy of the Gadsden County Board of County Commissioners that all employees shall be treated fairly and consistently in all matters related to their employment. When an employee feels that he/she has not been so treated, he/she shall have the right to present a grievance or appeal free from interference, restraint coercion, discrimination or reprisal. The employee shall be entitled to such time off from his regular duties as may be necessary and reasonable for the presentation and processing of a grievance or appeal without loss of pay, vacation, or other credits.

General

Grievances may include, but not necessarily limited to, dismissal, suspension, involuntary transfer, promotion, and demotion. Compensation and benefits are not issues that can be grieved.

Grievance Committee

The County Administrator shall confirm appointments to the committee which is composed of nine (9) members of employee peers to be known as the grievance committee. The committee shall be appointed so that it will produce a cross section of County employees. The committee members shall serve terms of office of two (2) years except three (3) of the members initially appointed, who shall serve for one year only.

Positions which become vacant should be filled on an interim basis with an employee from the same department for the remainder of the unexpired term. Whenever a grievance comes before the committee initiated by or involving an employee of a department of which a committee member also is an employee, such member shall be recused from participating in the hearing and an alternate will be appointed.

The Committee shall select a chairperson from among its own members. The Chairperson shall serve as the presiding officer at all meetings unless he/she designates another committee

member to act in his/her absence. A quorum shall consist of seven (7) members and no hearing shall be held without a quorum. All decisions by the Grievance Committee will require a simple majority vote. There must be seven (7) members present to hear a grievance.

The Chairperson will have control of the proceedings and shall take whatever action is necessary to insure an equitable, orderly, and expeditious hearing. Parties shall abide by his/her decision, except when a committee member objects to a decision to accept evidence, in which case the majority vote of the committee will govern. The committee shall have the authority to call for files, records, and papers, pertinent to any investigation; to determine the order of the testimony and the appearance of witnesses; to call additional witnesses; and to secure the services of a recording secretary. The aggrieved employee is entitled to be assisted only by a county employee of his/her choice. A representative from the Human Resources department will be present to record and offer advise at all hearings.

Employee Grievance Procedure

All grievances, appeals and decisions must be in writing and issued within the prescribed time limits. All grievances must utilize the Gadsden County Employee Grievance Form.

Step 1

This step is initiated by the aggrieved employee executing Step 1, of the Gadsden County Employee Grievance Form, Notice of Initiating Grievance. The aggrieved employee shall within five (5) working days of the incident execute Step 1 of the Gadsden County Employee Grievance Form and submit the form to the employee's immediate supervisor. A meeting will be held with the Department Director within five (5) days of execution on the Notice of Initiating Grievance. The Department Director may call lower level supervisors into the discussion, in an effort to achieve a prompt resolution of the grievance. Other than completion of Step 1 of the Gadsden County Employee Grievance Form, this phase shall be conducted orally in an attempt to promptly resolve the issue.

Step 2

The aggrieved employee, if not satisfied with the Department Director's decision in Step 1 may request in writing, no later than five (5) working days after the meeting held in Step 1, a second meeting with the Department Director to allow the employee to formally present the grievance and all documents and other information relevant to the grievance. This meeting shall be held within five (5) days of the oral and informal meeting in Step 1. If the matter is not resolved at this meeting the Department Director shall give the grievant a written answer writing five (5) working days after the scheduled meeting and submit a copy to the Human Resource Director. Step 2 of the Gadsden County Grievance Form shall be used to document this phase of the grievance.

Step 3

The aggrieved employee, if not satisfied with the Department Director's written decision in Step 2 may present, no later than five (5) working days after receipt of that decision a request in writing to the Human Resource Director to review the findings of the Department Director. The Human Resource Director shall have three (3) days after receiving the request for a Step 3 grievance to review all material presented and the decision of the Department Director, and render a written decision. Step 3 of the Gadsden County Grievance Form shall be used to document this phase of the grievance.

Step 4

The aggrieved employee, if not satisfied with the Human Resource Director's written decision in Step 3 may present, not later than five (5) working days after receipt of that decision, a request in writing to the Human Resource Director to have an informal hearing before the Employee Grievance Committee. Step 4 of the Gadsden County Grievance Form shall be used to request a hearing before the Employee Grievance Committee.

The aggrieved employee shall be entitled to present such evidence as deemed necessary to substantiate the grievance, including witness testimony, and shall bear the burden of proof. A transcript of the proceedings shall be made.

The Grievance Committee shall meet and render a decision within three (3) days of the informal hearing, which shall be forwarded to the aggrieved employee and the Human Resources Director. The Grievance Committee's recommendation must be within the provisions of the applicable laws, rules, and budget restraints. The Grievance Committee's recommendation shall also be sent to the County Administrator..

Step 5 – (Follow Up Action)

The County Administrator shall review the Grievance Committee's recommendation, and all relevant information, and shall render a final decision on the grievance. The employee shall have no further recourse with the County..

Definition of Time Limits

Any time limits designated herein shall exclude the length of time an employee or designated supervisor or official from who a response or action is required is out of town on official business or on approved leave. Further, the time limits at any phase of the grievance procedures may be extended by mutual consent of the affected parties. In this regard, reasonable accommodations will be made to insure handicapped employees access to these procedures in order to provide due process. An employee's failure to observe the time limits herein, unless excused or extended as provided herein, shall constitute withdrawal from and shall terminate the grievance process.

GADSDEN COUNTY EMPLOYEE GRIEVANCE

STEP 1

NOTICE OF INITIATING EMPLOYEE GRIEVANCE

TO: _____
Department Head

Department Head's Title

FROM: _____
Employee

Employee's Title

I hereby submit a formal grievance in accordance with the provisions of Section 8.04 of the Gadsden County Personnel Rules. *

Signature of Employee

Date

I discussed this grievance with _____ on _____.

Department Head's Signature

The grievance has has not been resolved to my satisfaction.

(If the grievance has been resolved, the grievance process will end. If the grievance has not been resolved it will continue on to Step 2.)

Signature of Employee

Date

GADSDEN COUNTY EMPLOYEE GRIEVANCE FORM

STEP 2

EMPLOYEE'S STATEMENT OF GRIEVANCE

(Attach additional sheet if necessary and attach copies of all documents submitted.)

Department Head's Comments

The Step 2 grievance was received by the undersigned on _____.
I met with the aggrieved employee on _____,
with the following results:

Department Head's Signature

Date

The grievance has / has not been resolved to my satisfaction.

Employee's Signature

Date

GADSDEN COUNTY EMPLOYEE GRIEVANCE FORM

STEP 3

I hereby request the attached Step 2 decision of _____, including all materials presented, be reviewed by the Human Resource Director in accordance with the provision of Section 8.04 of the Gadsden County Personnel Rules.

Date Forwarded

Signature of Employee
Date _____

HUMAN RESOURCE DIRECTOR'S DECISION

The Step 3 grievance was received by the undersigned on _____. I have reviewed the Step 2 grievance, all materials presented by the aggrieved employee, and the Department head's decision, and find as follows:

Human Resource Director's Signature

Date

The grievance has has not been resolved to my satisfaction.

Employee's Signature

Date

GADSDEN COUNTY EMPLOYEE GRIEVANCE FORM

STEP 5

COUNTY ADMINISTRATOR'S FINAL DECISION

The Step 5 grievance was received by the undersigned on _____. I have reviewed the Employee Grievance Committee's recommendation, all materials presented by the aggrieved employee at the informal hearing, and find as follows:

County Administrator's Signature

Date

**SECTION IX
EMPLOYEE PERFORMANCE EVALUATION**

9.01	Purpose
9.02	Types of Evaluations
9.03	Responsibility for Evaluations
9.04	Procedure: Preparation of the Evaluation Form
9.05	Procedure: completion of the Evaluation form
9.06	Formal Performance Evaluation Review with Employee
9.07	Procedure: Review of the Evaluation Form
9.08	Employee Disagreement with Evaluation
9.09	Timing of Evaluation Sessions
9.10	Performance Levels

9.01 Purpose

This section established procedures for completing an Employee Performance Evaluation form, conducting a performance evaluation review and processing the evaluation.

9.02 Types of Evaluations

The following are specific types of performance evaluations and when they are to be completed.

1. Probationary – End of probation
2. Extension of Probation Period – At time of request for extension.
3. Annual – One year from date of last review.
4. Special – Beginning and end of special probation or when performance substantially dropped during a review period.
5. Change in Classification – Promotion/demotion/transfer, etc.
6. Separation – Separation from County service, when it has been more than nine (9) months since the affected employee's performance has been evaluated.

9.03 Responsibility for Evaluation

The first week of each month Department/Division Directors shall be notified by the Human Resources Division of employee evaluations due to be completed by the end of the month. The Performance Evaluation shall be completed by the employee's immediate supervisor and be finally reviewed by the Department Director and returned to Human Resources.

9.04 Procedure: Preparation of the Evaluation Form

The supervisor must directly involved in the supervision of the employees should be the rater. If there is an employee between the supervisor and the employee being rated, efforts should be made to get input from the individual most knowledgeable of the performance of the employee being rated.

9.05 Procedure: Completion of the Evaluation Form

The performance evaluation form is to be prepared by the employee's immediate supervisor and subsequently reviewed by appropriate supervisors.

The following guidelines should be adhered to by the rater when completing a performance evaluation form:

1. Complete all applicable sections of the evaluation form. The employee needs to be present during the initial preparation of the evaluation. Follow the directions carefully.
2. Carefully evaluate each factor, one at a time. Consider only the factor being reviewed at the moment.
3. Base your judgment on the employee's actual job assignments and upon facts obtained through your own direct knowledge and observations, not on opinions or hearsay, for the entire period of time covered by the rating period.
4. Avoid the tendency to rate the employee the same in every factor. Each person has strong and weak points which should be recognized.
5. Be fair and impartial. Rate job performance only. Do not consider your likes or dislikes of an employee as an individual.
6. Place an "x" or check mark in the square beside the one general statement which best describes the employee's performance in the overall factor category. Minor changes to narrative description in a category are acceptable.
7. Adequate narrative justification and explanation must be provided for all major categories.
8. Where performance has been less than satisfactory, adequately explain and document in the narrative portion what appropriate action and steps the employee should take to bring performance up to an acceptable and/or fully satisfactory level. State when improvement is expected.

Note: When there are specific time frames identified for nothing improvement in performance, it shall be the responsibility of the rater to initiate a follow-up meeting concerning the Employee performance Evaluation review. The rater should outline the employee's progress, in writing, at that designated time.

9.06 Formal Performance Evaluation Review with Employee

The evaluator shall discuss each Performance Evaluation factor with the employee. At the conclusion a copy of the Employee Performance Evaluation form shall be furnished to the employee and the original shall be forwarded through line management to the Human Resources Division for inclusion in the employee's Human Resources file.

9.07 Procedure: Review of the Evaluation Form

1. The employee Performance Evaluation is reviewed by rater's supervisor prior to the performance evaluation review conducted by the rater with the employee.
2. If a rater's supervisor changes any item or narrative on the evaluation, he or she must initial that change.
3. If the rater does not agree with the change(s) made by any superseding authority, then the rater and the authority making the changes are both to be present during the employee's performance evaluation review in order to inform the employee of the rationale for the rating and any changes.

As a supervisor, it is necessary to have a clear understanding of the performance standards that an employee in a specific job classification is expected to execute and have responsibility for. The following guidelines should assist in conducting a constructive and meaningful review with the employee.

1. Job Knowledge – The supervisor and the employee should agree upon the performance standards of the job. The employee and the supervisor must know the duties and responsibilities and have the same clearly identified goals and objectives.
2. Performance Standards – Realistic standards must be established in terms of both quantity and quality of work. The supervisor and the employee should both understand what is considered satisfactory performance for the job. From this understanding the supervisor will have identifiable measures of performance. Caution: Do not use the performance of the worker to establish satisfactory standards.
3. Knowledge of Employee – To be effective, the supervisor must know their employee, know what might get a positive response, and what special abilities and/or limitations the employee may have which are job related.
4. Help the Employee to Be at Ease – Let the employee know of the scheduled evaluation review in advance. Choose a location which is private, with no opportunity for interruptions, and allow sufficient time. Encourage discussion by the employee.

9.08 Employee Disagreement with Evaluation

If an employee disagrees with any statement in an evaluation, he or she may attach a written rebuttal of performance evaluation factors to the Performance Evaluation in the County's Human Resource files. Performance Evaluations are not grievable.

9.09 Timing of Evaluation Sessions

Regular Service will be evaluated annually. In situations where an employee is promoted, demoted, reinstated, reclassified, or transferred within sixty (60) days prior to his or her annual Performance Review Date, the Department head may delay the performance appraisal for up to one hundred twenty (120) days to allow time for the supervisor to properly evaluate the employee in the new position. The Division Director must notify Human Resources of intent to delay and when the Performance Evaluation will be submitted. In such cases, merit increases, if scheduled

coincident with Annual Performance Review Date, will be granted retroactive to the Performance Review Date.

9.10 Levels of Performances

The rating of an employee is based upon the following performance levels:

1. Outstanding – Performance at this level consistently exceeds the performance standards of the position. This is the highest performance category and should only be used for excellent performance.
2. Very Good – Performance has been above the performance standards of the position for the majority of the review period. Performance at this level exceeds satisfactory but is slightly below outstanding.
3. Satisfactory – performance at this level meets the conditions stated in the performance Standards. This category should be used to recognize performance that is consistently acceptable and fully proficient.
4. Needs Improvement – Performance at this level falls slightly below an acceptable level. So improvement is needed to meet the job requirements.
5. Unsatisfactory – Performance at this level is consistently below the performance category and should be used to recognize performance standards for the position. This is the lowest performance category and should be used to recognize performance that is in need of coaching assistance and follow-up special appraisal actions.

**SECTION X
EMPLOYEE AWARD AND RECOGNITION PROGRAM**

10.1	Scope and Purpose
10.2	Definitions
10.3	Statement of Policy
10.4	Selection Committee
10.5	Innovative Ideas Component
10.6	Customer and Community Service Component
10.7	Service Award Component
10.8	Reporting Requirements

10.1 Scope and Purpose

The purpose of these guidelines is to establish a policy to recognize Board of County Commissioners employees through a program of awards, incentives and recognitions. The Employee Award and Recognition Program is designed to:

1. Encourage employees to participate in improving operations, eliminating or reducing county expenditures, increasing productivity, or generating additional revenue by submitting innovative ideas.
2. Recognize and award employees who by their higher accomplishments, make exceptional contribution to the efficiency, economy or other improvement in the operation of county government.
3. Recognize retiring employees whose service to the county has been satisfactory.
4. Recognize employees who have achieved increments of (5) five continuous years of service.

10.2 Definitions

The following definitions shall apply for this program:

1. Department – Department of Management Services.
2. Employee – Any permanent part-time or full-time employee, employed by the Board of County Commissioners.
3. Award – A certificate, letter, pin, plaque or other appropriate acknowledgment as set forth by the County Administrator.
4. Innovative Ideas – A written proposal that will result in a measurable increase in productivity, reduction in county expenditure, improvement in government operations, or generation of additional revenue while maintaining or improving the quality and delivery of services.

5. Superior Accomplishment – Exceptional contribution by employees to the efficiency, economy or other improvement in county government, which is not readily subject to measurement.
6. Employee Award and Recognition Program (EARP) – A written policy, procedure, rule or plan containing criterion to be used in determining awards submitted by the department for review and acceptance as being in compliance with this document prior to the presentation of any award.
7. Board of County Commissioners (BOCC) – Governing body for Gadsden County.
8. Value – The cost of each award or other item of recognition.
9. Ownership Period – One year from the date of notification of non-adoption of a suggestion, after which the suggestion must be submitted by the suggestor or renew ownership of the suggestion.
10. Selection Committee – Nine (9) volunteer employees confirmed by the County Administrator to implement the program.
11. Advisory Committee – Five employees volunteering to draft the document for the Board approval.

10.3 Statement of Policy

1. The Selection Committee shall oversee the program to provide guidance to the departments and establish criteria to foster uniformity and consistency.
 - a. Set policy procedures and promote a program of awards, incentives, and recognition to employees of the BOCC.
 - b. Provide technical assistance and training to departments in promoting, developing and implementing the Employee Award and Recognition Program.
2. Committee shall establish, operate and promote EARP to encourage and recognize innovations/suggestions, superior accomplishment and service.
3. The decision of whether or not to adopt and implement innovative suggestions or recognize a superior accomplishment shall be made by the County Administrator.
4. Items of recognition or promotion shall be paid for from the appropriations available to the committee.
5. The Department shall maintain an accurate database of awards bestowed in accordance of this document.

10.4 Selection Committee

1. The selection committee shall be comprised of (1) one or (2) two members from each department.

- a. Each selection committee group shall serve for one year.
- b. Time served on the Selection Committee shall be considered a normal part of assigned duties.
- c. Promote and actively seek support for the program among the department directors.
- d. The selection committee shall be comprised of a chairperson, co-chairperson, secretary and an assistant secretary.
- e. Ensure that employee suggestions and superior accomplishments are evaluated under the criterion established by this program.
- f. Confirm suggestor and suggestion eligibility and acknowledge receipt of each suggestion.
- g. Keep the suggestor and the department informed of the status of each suggestion throughout the evaluation period.
- h. Advise the department director of the committee's decision on the nomination/selection referred to the committee for evaluation within 90 days from receipt of the suggestion on a format prescribed by the committee.
- i. Advise the department of the committee's final decision on all superior accomplishments and service awards on a format prescribed by the committee.
- j. Encourage employees to participate in the Innovative Ideas Component by promoting and publicizing the Employees Award and Recognition Program.
- k. Encourage supervisors and managers to recognize employees through EARP.
- l. Promote and actively publicize the Innovative Ideas and Service Components of EARP.

10.5 Innovative Ideas Component

1. Participation – Eligible employees choosing to participate in the Ideas Components shall:
 - a. Print or type the suggestion on a format prescribed by the Committee.
 - b. Submit the suggestion to the selection committee, specifying to which department it has application.
2. Referral of Suggestion – The Selection Committee shall:
 - a. Analyze the suggestion to determine eligibility.

3. Department Directors shall:
 - a. Encourage employees to identify problems or current existing conditions.
 - b. Propose solutions or methods of change that will result in improved productivity or quality of service.
4. Criteria for awards shall be:
 - a. In the form of written suggestion(s) which when implemented by a department results in actual benefit to the County.
5. Eligibility of Suggestions – Suggestions that are not eligible:
 - a. Involve personal grievances or classification and pay of positions or classes.
 - b. Are too general or lack sufficient data to be evaluated.
 - c. Duplicate active suggestions or non-adopted suggestions within the ownership period.
 - d. Cannot be implemented under current statutory authority or are mandated by statute.
6. Time Limit on Awards Consideration – Suggestor may be eligibility for recognition if:
 - a. A department adopts and implements the suggestion within one year from the date of original notification of non-adoption.
 - b. In the case of a deceased employee the award may be made to the employee's estate.
7. Team Suggestion – Suggestion submitted by two or more employees acting as a team shall be determined on the same basis as if the suggestion had been submitted by one employee.
8. Review of suggestions not adopted.
 - a. If a department does not adopt a suggestion and later implements the suggestion within the ownership period, the suggest or may be eligible for an award.
 - b. A suggest or may request a re-evaluation of a suggestion by the evaluating department director within one year from the date of notification on non-adoption.

10.6 Customer and Community Service Component

1. Awards for higher standard of performance and conduct are to recognize individual employees or teams of employees within a department or sub-unit.
 - a. Distinguished, career-oriented achievements clearly beyond ordinary job expectations which reflect exceptional contributions to customer and community service.
 - b. Unequaled personal efforts in overcoming unusual difficulties or obstacles in the completion of a major project or task.
2. Specific categories for the county may include one or more of the following;
 - a. Exceptional Quality: Presented to a single employee or team of employees for performance of specific duties for a specific period of time that clearly demonstrates superior work and commitment to quality improvement.
 - b. Outstanding Service: Presented to a single employee or team of employees for a single act of service, for sustained superior achievement, and/or distinguished special achievement, contributing to the efficiency, economy or other improvement in the county's overall operation.
 - c. Heroism or Valor: Presented to an employee or team of employees who clearly and demonstratively effected saving a life or preventing serious injury in authorized working hours; risking personal safety to protect or save county property from natural or unnatural disaster; or any other acts appropriate whether related to employment or not.
 - d. Safety: Presented to an employee or team of employees performing outstanding service in the field of safety or making a significant contribution of unusual value in the promotion of accident loss prevention for the County.
 - e. Personal Initiative: Presented to an employee or team of employees who make an acknowledged exceptional contribution to the efficiency, economy or other improvement in the department's operations independent of supervisory guidance.
3. Nominations – Recommendations for awards must include:
 - a. A clear and concise description of the employee's achievements.
 - b. Detail which conclusively proves or measures the benefits to the County as a direct result of the efforts of the employee.
 - c. Data which clearly described the degree to which the employee unquestionable performed beyond normal job requirements and expectations.

10.7 Service Award Component

1. Participation in the Program – Employees or appointed members of the County is eligible to be recognized under this component, provided their service to the County has been satisfactory.
2. Awards for service shall be as follows:
 - a. Retirement: Suitable framed certificates, pins, and other tokens of recognition may be given to retiring County employees, provided the cost shall not exceed \$50.00 each plus applicable taxes.
 - b. Years of Service: Suitable framed certificates, pins or other tokens of recognition may be given to County employees who have achieved increments of five continuous years of satisfactory service. Employees serving for 20, 25, and 30 shall be given plaques and pins and shall have award if desired presented by the BOCC.

10.8 Reporting Requirements

Employee Award and Recognition Program shall provide summary information by October 15, of each year to the County Administrator. The report shall include, but not be limited to:

1. The number of proposals made in each category.
2. The number of awards made to employees for adopted innovative ideas.
3. The actual cost savings realized as a result of implementing employee proposals.
4. The total expenditures incurred by EARP for providing awards to employees for adopted proposals.
5. The number of employees recognized for customer and community services.
6. The number of employees recognized for service awards.

**SECTION XI
PERSONNEL PROGRAMS, RECORDS AND REPORTS**

11.1	Scope and Purpose
11.2	Statement of Policy
11.3	Employee Records
11.4	Position Classification Records
11.5	Exit Reviews
11.6	Personnel Reports
11.7	Technical Assistance; Oversight

11.1 Scope and Purpose

This chapter sets forth the rules for the establishment and maintenance of personnel records and reports and the responsibility for administering the personnel program relating to employees and positions in the Regular Service.

11.2 Statements of Policy

1. The Department of Management Services shall develop personnel rules, guidelines, records, and reports relating to employees and positions in the Regular Service.
2. These rules are adopted by the Board and are applicable to all employees and positions in the Regular Service.
3. The Department Director as used in these rules means the person, or persons, designated by the County Administrator as the director of a department. The department director is responsible for the proper administration of the personnel rules within the department.
4. The Director of Management Services shall serve as the County's Human Resource Director or representative who shall have the responsibility for administering all personnel programs of the Board.
5. The Director of Human Resources may issue interpretations to clarify the intent or application of any provision of these rules.

11.3 Employee Records

1. The records which are to be made a part of the employee's individual personnel file shall be reviewed and approved by the Human Resource Director or representative for entry into the personnel file. Employee personnel files shall be maintained in accordance with applicable Florida Statutes. Additionally, personnel files exempted from the provisions of Chapter 119, Florida Statutes, shall be confidentially maintained in accordance with this rule.
2. An individual personnel file shall be maintained for each employee which includes, but is not limited to, the following:
 - a. A copy of the employment application which is completed and filed.

- b. A copy of all disciplinary actions.
 - c. A record reflecting each change in pay, appointment, status and any other personnel transactions pertinent to the employee's employment record.
 - d. A copy of any official correspondence directly related to the employee's record excluding subjective comments from an anonymous source.
 - e. A notarized copy of the oath of Loyalty which is executed by the Personnel Office as a condition of employment and signed by the employee.
 - f. A copy of the employee's performance plans and reviews.
3. An employee, on request, shall have the right to review his or her personnel file. On written request of an employee, a person so designated by the employee, shall have the right to review the employee's personnel file.

11.4 Position Classification Records

1. A copy of each position description prepared shall be maintained on a current basis for each established position.
2. Summary and detailed organization charts shall be maintained by the Personnel Office. When changes in the classification of any position or in the structure of the organization occur, such changes shall be reflected on the organization chart.

11.5 Exit Reviews

1. Each department shall survey or interview each employee who separates from the Regular Service for the purpose of determining the exact reasons for such separation.
2. An exit survey or interview form or a written report on each exit review shall be used to reflect the specific reasons for the employee's separation including whether such action was voluntary or involuntary.
3. The Department Director shall be responsible for assuring that an exit review report is completed on each employee separating from the Regular Service, whenever possible.
4. Unless maintained in the employee's personnel file, a separate file shall be maintained on all exit review reports.

11.6 Personnel Reports

In addition to specific personnel reports which are required by other provisions of these rules, the department may require the submission of other reports deemed necessary.

11.7 Technical Assistance; Oversight

1. The Department of Management Services shall provide technical assistance to the employing departments in carrying out the requirements of these rules.
2. The department shall review and respond to inquiries from applicants concerning actions by employing departments in carrying out these rules issued by the department.
3. The department shall provide oversight of the employing departments' actions in carrying out the rules issued by the department.

**SECTION XII
FRINGE BENEFITS**

12.1	Life Insurance
12.2	Health Insurance
12.3	Elective Benefits
12.4	Retirement Plan
12.5	Deferred Compensation
12.6	Credit Union
12.7	Payroll Deduction
12.8	Flexible Benefit Plan
12.9	Employee Assistance Program
12.10	Employee Recognition Program

12.1 Life Insurance

After thirty (30) days of employment with the county, a regular full-time employee is eligible for the Group Life Insurance Plan. For the purposes of this policy, an employee refers to and includes a Commissioner. Employees are not covered until the first day of the month following thirty (30) calendar days of employment.

Employee Life Insurance benefits shall be determined annually by the Board.

Employee Accidental Death and Dismemberment Insurance amount is equal to the amount of the employee's life insurance.

The Employee Life Insurance premium is paid by the Board if budgeted.

12.2 Health Insurance

Health Insurance is a benefit offered to regular full-time employees and commissioners. Premiums are paid by the Board, if budgeted, for employees and commissioners who enroll in the County Health Insurance Plan.

Requirements

1. Regular full-time employee thirty (30) hours or more per week.
2. Must apply for Health Insurance within the first thirty (30) days of employment. After first thirty (30) days of employment cannot apply until Group Plan is re-opened.

Coverage

1. Employee may elect coverage for dependents by contacting the Personnel Department.
2. Premium deductions for dependents must be authorized by the employee.

3. Employee on a leave of absence shall be responsible for premium payments and is responsible for contacting the Personnel Department to make arrangements for continuous coverage.

Employees and eligible dependents have a right to choose continued coverage if a reduction in hours or termination (other than gross misconduct on part of employee) causes them to lose group health coverage according to Public law 99-272, COBRA. Employee and eligible dependents are responsible for working out details of health insurance with the Personnel Department.

12.3 Elective Benefits

Elective Benefits are services offered to regular full-time employees and commissioners. Premiums for these benefits are payroll deducted by-weekly from employee salaries.

Requirements

1. Regular full-time employees thirty (30) hours or more per week.
2. Can apply at any time after employment. In the event that these services are pre-taxed, an employee may not cancel or make changes to policy until the open enrollment period.

Coverage

1. Employee may elect coverage for dependents by contacting the Personnel Department.
2. Premium deductions for dependents must be authorized by the employee.
3. Employee on a leave of absence shall be responsible for premium payments and is responsible for contacting the Personnel Department to make arrangements for continuous coverage.

Current elective benefits include: American Dental, Cigna Dental, Colonial Life, American Life Assurance Company, Aetna, and Deferred Compensation.

12.4 Retirement Plan

Gadsden County participates in the State of Florida Retirement System by providing retirement income in addition to the usual Social Security Benefits. This program covers all regular full-time, regular part-time and temporary full-time employees, if temporary employment is six (6) consecutive months or longer. The cost of this program is paid for by the county and no deductions will be made from the employee's pay for retirement.

Enrollment into the Retirement System is effective the first date of employment and after ten (10) years of participation the employees have vested rights.

12.5 Deferred Compensation

Gadsden County offers the opportunity to purchase a Deferred Compensation Plan through payroll deduction. A deferred Compensation Plan provided the opportunity to participate in a long-range savings program which is designed to supplement retirement income. Booklets explaining these plans are available in Human Resources.

12.6 Credit Union

Gadsden County employees and their immediate families are eligible for membership in the North Florida Education Credit Union. Limited deposits and loan payments may be payroll deducted.

12.7 Payroll Deductions

Any changes regarding payroll deductions (credit union, insurance, tax exemption, etc.) shall be effective at the beginning of the first pay period after the Office of Management and Budget is notified.

12.8 Flexible Benefit Plan

A plan is available which allows employees to pay for premiums for employer provided health and welfare plans on a pre-tax basis.

12.9 Employee Assistance Program

A referral program for all employees in need of personal help is available through the group insurance program.

12.10 Employee Recognition Program

The Board encourages employees individually, and in groups to achieve superior work results. In support of this philosophy, the Employee Recognition Program is designated to attract, encourage, develop and retain motivated employees by appropriately recognizing and rewarding individual and group performances and contributions to improve Gadsden County, within the organization and the community.