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## Leon County

### Board of County Commissioners

### Human Resources Policies and Procedures

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## ***Appendices***

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

- A.....Requisition Form
- B.....Leon County BCC Application Form
- C.....Applicant Referral Form
- D.....Sample Interview Questions
- E.....Telephone Reference Check Form
- F.....Personnel Action Form
- G..... Job Description Questionnaire
- H1.....Official Bi-Weekly Timesheet
- H2.....Official Monthly Timesheet
- H3.....Official Leave/Compensation Request Form
- I.....Course Approval Form
- J.....Tuition Reimbursement Form
- K.....AOE Nomination Form  
Nomination Criteria
- L.....Notice of Injury Form
- M.....Employee Performance Standards and Appraisal Form
- N.....Employee Disciplinary Report
- O.....Employee Grievance Report

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