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SECTION XII SEPARATION

12.01 Resignation

To resign in good standing, except in the case of an emergency, an employee should give at least two weeks (14 calendar days) notice in writing to his or her supervisor. In the case of an emergency, the reason should be fully documented in the notice. Employees who resign shall receive payment for all accrued annual leave credit, compensatory time credit and 1/4 of sick leave credit.

12.02 Termination

Prior to termination of any regular Career Service or EMS employee, the employing Department/Division Director shall give the employee written notice and an opportunity for conference.

12.02.1 9 Procedure: Notification of Termination

1. The employee shall be given written notice of the proposed action at least five (5) working days prior to the date the action is to be taken.
2. The termination notice shall be hand delivered to the employee in the presence of a witness, and when possible, signed for by the employee; or shall be mailed to the employee by certified mail, return receipt requested.
3. The termination notice shall be signed by the person authorized by the employing department to take or to recommend the action and shall include the following:
 - a. The effective date of the proposed action.
 - b. A statement advising the employee that he or she may, within three (3) working days of receipt of the notice, submit a request in writing to make an oral or a written statement, or both, to the department to refute or explain the charges made against the employee.
 - c. The name, address, and telephone number of the person to whom the request shall be directed
 - d. The employee shall be notified that the conference will be held within

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two (2) working days after the request is made or upon a mutually agreed upon time.

- e. The place is determined by the Department/Division Director.
- f. The conference shall be held during regular business hours and prior to the proposed effective date of the action.
- g. A statement to the employee which states that he or she may bring witnesses to the conference or may submit statements from witnesses in the form of affidavits.

12.02.2 Procedure: Conference

If the charges are initiated by the Division Director, the conference must be conducted by the Division Director. Otherwise, a representative for the Division Director may be appointed to conduct the conference, provided such representative is either:

An officer or employee who is higher in the chain of command than the supervisor bringing the charges; or

An individual within the employing Division who occupies a staff relationship to the Division Director to make the final decision.

The conference shall be informal and held as an evidentiary hearing. The employee may bring an attorney or a witness to the incident to assist or advise.

The employee shall be permitted to submit any relevant information he/she desires, oral or written. If the employee chooses to make no response, the employing Department will proceed on the basis of the best information it can obtain.

12.02.3 Procedure: Notice of Final Action

If the employing Department determines after the conference that it will proceed with the termination, the employee shall be promptly notified by certified mail, return receipt requested. Such notice shall include explanation of the employee's right of appeal.

12.03 Appeals Process

The employee has five (5) working days after receipt of final notice to notify the County

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Administrator in writing of desire to appeal.

The appeal must be in writing and must contain the following:

1. The specific action or actions giving rise to the appeal.
2. The specific issues to be addressed by the employee.
3. Who will be in attendance at the appeal. (An employee may be represented by an attorney. Attorney fees are the responsibility of the employee.)
4. Any specific rules and/or regulations alleged to have been violated.

The County Administrator or a designee will meet with the employee and others affected within five (5) working days of the filing of the appeal. The County Administrator or the designee shall render a decision in writing within fourteen (14) days following the meeting. The decision shall be final.

12.03.1 Timing in the Appeal Procedure

Any time limit designated herein shall exclude the length of time an employee or designated supervisor or official from whom a response or action is required is out of town on official business or on approved leave. Further, the time limit at any phase of the appeal procedure may be extended by the mutual consent of the affected parties. In the absence of an extension, an employee's failure to observe the time limits herein shall constitute withdrawal from the appeals process. The supervisor's failure to observe the time limits shall be noted in their performance assessment.

12.04 Reduction In Work Force

Leon County is a performance based organization and strives to provide a stable employment environment for employees. However, reductions in work force and/or elimination of positions, programs and services may be necessary from time to time for various governmental reasons. The County is committed to a policy of Equal Employment Opportunity, which manifests the right of all persons to advance on the basis of merit, ability and potential. Any such reductions shall not be made on the basis of or because of an employee's age, race, creed, sex, color, ethnic background, religion, national origin or disability.

The provisions of this policy are guidelines for reductions in work force. The County reserves the right to alter this policy, and may choose another process in order to meet the governmental and organizational needs of the County with minimal impacts as possible to employees.

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A reduction in work force may occur due to specific circumstances which may include but are not limited to the following:

- a. Unfunded legislative mandates;
- b. Budget reduction, constraints, lack of or shortage of funds;
- c. Changes in organizational structure;
- d. Lack of work, reduction in services, program discontinuation, outsourcing of functions, changes in technology;
- e. Material changes in a job;
- f. Any condition of serious distress or disaster that may be determined or declared by the Board of County Commissioners.

12.04.1 Procedure: General Provisions

The County Administrator shall determine the organizational unit(s), in which the reduction may best be accomplished based on whether services are mandatory, non-mandatory or support. In addition, reductions in levels of service may be recommended in mandatory, non-mandatory and support functions by the Office of Management and Budget. Every effort will be made to place impacted employees in other vacant positions for which they are qualified. However, placement cannot be guaranteed and will be based on the number and type of vacant positions available, as well as the qualifications of the employee. All recommendations will be coordinated and processed by the Office of Human Resources.

If it becomes necessary to reduce the work force of any Division; the Division Director, in consultation with the Department Director, will determine the number, positions and employees that will be affected by the reduction in force based on service requirements.

The Division Director, in consultation with the Department Director, will select program area(s) or services where reductions in positions will have the least amount of negative impact on the vital programs or functions of the area.

In the event of a reduction in work force, employees in OPS, Probationary, Regular part-time and full-time classifications may be separated from employment.

The factors in determining which positions are scheduled for the reduction in work force shall include, but are not limited to, whether services provided are Mandatory, Non-Mandatory, Support and/or essential services provided by particular employees in the classification of the department/division, group, operating unit, or other function affected.

Within the impacted program area or service, the separation of regular employees will be based primarily on the elimination or reduction of the program area or service. Other factors that will be considered may include:

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- a) Recent performance evaluation;
- b) Overall Conduct and corrective actions;
- c) Overall record on attendance (unexcused absence or abuse of leave);

Primary consideration for retention of employees, will be given to an employee's performance record, experience, training, education, professional credentials, knowledge, skills and abilities to perform the essential functions needed by the particular Division, Department or needs identified in other program areas, throughout Leon County.

Only in the event of similar job performance, knowledge, skills and abilities, preference in retention may be granted to employees with the longest service with the County; or to veterans who may qualify for Veterans Preference in accordance with Florida Law.

Division and Group Directors shall present a proposed list of affected program areas, services and corresponding positions to the Office of Management and Budget and to the Office of Human Resources. The Human Resources Director will provide the County Administrator a recommendation on which employees will be impacted by the reduction in force. Upon approval by the County Administrator, Human Resources, in collaboration with the Department and Division Director, will coordinate the communication process with the affected employees.

When a Division Director determines that an employee is essential to the efficient operation of the division because of special skills or abilities and needs to retain this employee in preference to an employee with a higher performance rating as provided above, the Division Director upon approval of the Department Director, will submit a written request to the Human Resources Director for permission to do so. This request must set forth in detail the specific skills and abilities possessed by the individual and the reasons why such an individual is essential to the effective operation of the department/division. If the Human Resources Director and the County Administrator approve the request, the employee may be retained.

The duties previously performed by a an employee affected by the reduction in work force may be reassigned to other employees already working in positions in similar job classification and/or pay grades.

12.04.2 NOTICE TO IMPACTED EMPLOYEES

Employees who will be separated from employment due to the reduction in work force shall be given written notification of the separation by Human Resources. Upon approval by the Board, employees may receive separation pay in the amount of one month of their regular base pay. Upon approval by the Board, the County may also pay for the cost of the health insurance premium for a period of 6 months just as long as the employee continues their health insurance coverage through COBRA. The separation pay and payment

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of health insurance premium is not mandatory and is based upon Board approval and funding availability.

Reduction in work force decisions are not grievable under Section XI of the Human Resources Policies and Procedure. However, employees may request an Appeal under Section 12.09.

Employees impacted by the reduction in work force shall be paid out for all accrued annual leave, compensatory leave, and one-fourth of accrued sick leave. Employees may continue medical, dental and vision insurance coverage through COBRA. Employees who will retire and receive a benefit from the FRS Pension Plan will be eligible to continue Health Insurance as a Retiree.

The Human Resources Director, with approval by the County Administrator, may provide assistance to employees in the form of career counseling, guidance, assistance with job searches, resume and job interview preparation.

12.04.3 RETENTION OF EMPLOYEES

Employees who are scheduled for a reduction in work force shall not have "bumping rights" to other positions in any division or department.

Employees scheduled for a reduction in work force may be considered for other vacant County positions for which they are qualified.

1. An employee with an acceptable record of employment may, at the discretion of the Department or Division Director, be offered a transfer to a vacant position of equal or lesser pay grade within the same Department or Division if the employee is qualified for the position. Employees in positions scheduled for a reduction in work force may also be transferred to another vacant position of equal or lesser pay grade outside of their Division or Department upon approval of the County Administrator. In some instances, training may be available.

2. The Department or Division Director of the vacant position, in consultation with, the Human Resources Director, shall determine the appropriate level of compensation to be offered to employees considering a move to a different position. The provisions of Section V Pay Plan shall apply.

3. An employee who does not accept transfer to another position that the County offers will not have a position with Leon County.

4.. An employee subject to a reduction in work force may apply for any posted position and compete with all other applicants for that position.

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12.04.4 REHIRE OF IMPACTED EMPLOYEES

1. Employees may be rehired following a reduction in work force if they had an acceptable work record, meet the minimum qualifications of the vacant position and successfully complete the background check and drug screening.
2. If an employee is rehired within 1 year of the reduction in work force, the employee will be credited with the remaining unpaid sick leave accrual balance. Also, the employee will be granted credible service for the accrual of annual leave based on their previous service with the County.

12.04.1 — Prior to Layoff

~~Employees with career status who are filling positions to be abolished may be transferred to vacant positions for which they are qualified. Employees must be notified in writing of the transfer. The letter will include notification to the employee of the reporting date, time, and place. Failure to report to the new position will constitute abandonment of position.~~

~~Employees with career status who are filling positions to be abolished shall be given priority consideration for vacant positions for which they qualify. No original appointment of a new employee may be made to fill a vacant position until all eligible and interested employees facing layoff have been considered. If the hiring authority does not wish to appoint an affected employee, justification for the action is to be provided to the Human Resources Director prior to advertising for recruitment to fill the position.~~

12.04.2 — Notice of Layoff

~~When it becomes necessary to abolish positions, specific steps must be taken as follows:~~

~~Employees who are to be laid off will be notified by the County Administrator or designee in writing. Notice shall be sent to the employee by certified mail, return receipt requested, and except for positions for which grant funding ends sooner, will be mailed at least fourteen (14) calendar days prior to layoff. In lieu of the fourteen (14) calendar day notice, the employee (except those in grant funded positions) may be paid two (2) weeks pay at the employee's current rate or a combination of days notice and pay.~~

~~The notice shall advise the employee of the action, the reason for the action, and the right of appeal to the County Administrator. An appeal must be based upon whether the layoff was conducted in accordance with defined procedure. The notice will also advise the employee that within five (5) working days after receiving notice of layoff, the employee will have the right to request transfer (or bump) within the County, in lieu of layoff, to a class in which the employee held permanent status; or the employee may request a transfer to a class within the same class series at a level below the class in which the employee held permanent status. Such transfer~~

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cannot be effected to a higher class.

A requested transfer by an employee being laid off will be granted except when the result would be to cause the layoff of another regular employee with more retention points than the employee who is requesting the transfer, or unless the employee is not qualified for the requested class.

If an employee fails to exercise the right to request transfer, such action will, in lieu of other options being available, result in the employee being laid off. Failure to submit a request for transfer within five (5) working days will result in the employee's loss of transfer right as described in this section.

12.04.3 — Procedure: Notice of Layoff

Except for positions funded by grants, the County Administrator, upon approval of the Board, shall advise the Human Resources Director and the appropriate Department Head(s) of the position(s) to be abolished, including effective date(s) at least twenty one (21) calendar days prior to the date they are to be abolished.

A regular employee who is bumped as a result of the transfer of another employee having greater retention points has the same right to request transfer provided in these rules.

12.04.4 — Order of Layoff

Within the affected class employees will be laid off in the following order:

1. ~~Emergency or temporary (O.P.S.) excluding grant funded employees.~~
2. ~~Employees in their initial probationary period.~~
3. ~~Regular employees.~~

An employee who is in probationary status in any class may be laid off without the provisions of this section applying.

No employee with regular status in any class may be bumped or laid off while an employee who does not hold regular status in the class is serving in that class. Employees serving a promotional trial period shall have retention rights in the class from which they were promoted.

Employees filling grant funded positions will have rights of transfer within the grant only, but shall be given priority consideration for vacant positions and priority consideration for reemployment.

Among regular employees the order of layoff within each class will be based on the total

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~~retention points earned each calendar month of service following evaluation at the Met or Exceeded Expectations level.~~

~~No credit may be granted for a month in which:~~

- ~~A. The employee's overall performance evaluation was at the "Did Not Meet Expectations" level.~~
- ~~B. The employee was on suspension any length of time during the month.~~
- ~~C. The employee was on unapproved leave of absence of one or more workdays.~~
- ~~D. The employee was on leave without pay or on layoff for a consecutive period of over thirty (30) days (except for Maternity or Disability Leave).~~

~~Retention points shall be earned only for the most recent term of continuous County service.~~

~~Other special conditions which apply for retention point earnings are:~~

- ~~A. Special performance evaluations initiated within three months of the layoff will not be used in the calculation of retention points.~~
- ~~B. An employee will be considered to have met expectations during the periods not covered by an evaluation.~~
- ~~C. The period since the last evaluation will be considered at the same performance level as the last evaluation.~~

~~Employees who work less than full-time will have their retention points computed in proportion to the percentage of time worked.~~

~~In extraordinary cases in which a Division Director deems it necessary to maintain essential County services to retain an individual in preference to one who has greater retention points, the Division Director shall submit a written request to the County Administrator, through the Human Resources Director. This request shall set forth in detail the specific skills and abilities possessed by the individual to be retained and the reasons why such individual is essential to the operation of the department. With the approval of the County Administrator, the individual may be retained.~~

12.04.5 Procedure: List Preparation of Layoff

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~~Layoff lists will be prepared by listing retention points for employees in the affected class, and by placing the employee with the highest total at the top of the list, and the employee with the lowest total at the bottom of the list. Layoff shall be in inverse order, beginning at the bottom of the list. Non permanent employees in an affected class will not appear on a layoff list for that class.~~

~~Should two or more employees have the same retention points, the order of layoff will be determined by preference for retention in the following sequence:~~

- ~~1. The employee with the highest overall rating on his or her most recent performance evaluation.~~
- ~~2. The employee with the longest service in the class.~~
- ~~3. The employee who is entitled to veterans' preference.~~

~~If no preference is determined by the above, the County Administrator will make the final determination.~~

12.05 Call Back

~~Within a period of one year, when a vacancy occurs, or a new position is established, in a class from which an employee was adversely affected, preference for reinstatement will be given to employees in order of their retention points. This policy will be applied in the following order:~~

- ~~A. Employees who voluntarily transferred to vacant positions in a different class.~~
- ~~B. Employees who were "bumped".~~
- ~~C. Employees who were laid off.~~

~~Reinstatement of such employees may be with permanent status at the discretion of the hiring authority. An employee who refuses such offer of reinstatement forfeits any priority rights to subsequent placement offers.~~

~~No original appointment of a new employee may be made until all qualified adversely affected employees and former employees on the register have been considered.~~

~~An employee who accepts a voluntary transfer or is bumped to a lower skill level in lieu of layoff, and who is subsequently reinstated to the class from which he or she transferred, may be reinstated with permanent status at the discretion of the hiring~~

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~~authority. The provisions of Section V (Pay Plan) will apply with respect to pay.~~

~~12.05.1 — Procedure: Call Back~~

~~The name, current mailing address, classification, and current application, if available, for all employees adversely affected or laid off will be forwarded to the Human Resources Director by the department head.~~

~~The employees' name will be placed on a register to be distributed to all departments. Names will remain on the register for period of one year unless the employee submits a written request to have his or her name removed. The names of non permanent employees who are laid off will not be placed on the register.~~

~~12.06 — Treatment of Benefits at Layoff~~

~~— 12.06.1 — Break in Service~~

~~Except as provided by contractual retirement plan provisions, employees who are separated because of layoff, and who have permanent status in any class at the time of layoff, are not considered to have had a break in service if reemployed within a period of one (1) year from the time of layoff. However, time spent in a layoff status shall not be included when computing retention points.~~

~~— 12.06.2 — Leave Credits~~

~~Upon layoff, employees shall receive payment for all accrued annual leave, compensatory leave, and one fourth of accrued sick leave. If the employee is reemployed within a year of the layoff, the employee will be credited with the remaining unpaid sick leave.~~

~~— 12.06.3 — Insurance~~

~~Employees who are participating in the County health and life insurance programs at the time of layoff may convert their group coverage to a direct payment contract by contacting the insurance carrier within thirty (30) days from the commencement of the layoff.~~

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~~12.06.4~~ Pay Upon Reemployment

~~An employee who is reemployed in the same class within one (1) year following layoff shall be paid at the same rate being paid at the time of layoff, except that the employee shall be granted any general pay adjustment which occurred while the employee was laid off.~~

12.05 ~~12.06.5~~ Termination

Following consultation with the Human Resources Director, a hiring authority may terminate an employee whenever an employee's work habits, attitude, production, or personal conduct falls below acceptable standards for continued employment or whenever an employee has been found guilty of serious or repeated violations of rules, policies or procedures. Terminations may be appealed. (See appeal section.)

12.06.6 Retirement

An employee of the County may retire subject to the provisions of the Florida Retirement System. An employee planning to retire shall notify the Human Resources Office at least ninety (90) days prior to the planned date of retirement.

12.07 ~~12.06.7~~ Death While Employed

The official date of termination shall be the date of death. All compensation and benefits due to the employee as of the effective date of termination shall be paid to the beneficiary of record, surviving spouse, or to the estate of the employee as determined by law or by forms executed by the employee.

12.08 ~~12.06.8~~ Exit Interviews

Division Director shall make every reasonable effort to interview separating employees. A written summary of this exit interview or reason for not conducting an interview shall be forwarded to the Human Resources Division with the Personnel Action Form. Human Resources will conduct a sign out session with the employee when an exit interview has not been possible between departing employee and the Division Director.

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12.09 ~~12.06.9~~ Appeal Policy

In cases of ~~employee layoff~~ or a reduction in force or employee dismissal, the employee may file a notice of appeal in writing to the County Administrator. Such an appeal must be filed within five (5) working days of the termination.

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SECTION I
INTRODUCTION

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1.01 **Intent**

The Human Resources objectives of Leon County are:

- A. To recruit, select, and advance employees on the basis of their ability, knowledge, skill and demonstrated performance.
- B. To provide a pay plan and employee benefits which are fair and competitive.
- C. To train and develop employees to assure successful performance and to provide for personal growth.
- D. To retain and advance employees on the basis of their ability to successfully perform their jobs.
- E. To assure fair treatment of applicants and employees in all aspects of Human Resources administration without regard to race, color, national origin, sex, age, disability, religion or political affiliation; and with regard for their privacy and constitutional rights.
- F. To promote a grievance procedure which will provide prompt and appropriate settlement of employee grievances.

1.02 **Scope**

THESE POLICIES ARE NOT INTENDED TO CREATE AN EMPLOYMENT CONTRACT WITH THE PERSONS TO WHOM THEY MAY BE APPLICABLE.

These policies shall apply to employees under the jurisdiction of the Board of County Commissioners except for the following categories:

- A. Members of the Board.
- B. Board appointees.
- C. Persons employed on a contractual basis.

1.03 Definitions

For purposes of administering these policies, the following definitions shall apply:

The Board

The Leon County Board of County Commissioners.

Affirmative Action

Any activity initiated by the County which contributes toward the greater utilization of minorities, females, the elderly, and the disabled.

Bumping Right

~~The right of an employee to claim entitlement of a position at time of layoff based on experience in the position and the accumulation of retention points.~~

Call Back

~~Reinstatement to active job status after a lay-off.~~

Career Service Position

A position in which the employee has the right of grievance and appeal. The employee must have completed the probationary period. The position may be full-time or part-time. Human Resources will maintain a list of current titles as part of the pay plan.

Classification Plan

A systematic arrangement and inventory of positions. The plan shall group similar positions into classes which shall be ordered, according to their degree of difficulty and responsibility, into different skill levels for purposes of establishing pay relationships. The Classification Plan shall be based on a thorough job analysis and shall be maintained on a current basis by Human Resources.

Demotion

An action which occurs when the employee has violated policy or performance standards. An employee is moved from a position in one classification to a position in a lower

classification assigned to a lower pay grade.

E-Mail

Electronic Mail; i.e. messages typed into a terminal and sent, as by telephone line, to a receiving terminal, such as documents, memoranda, notes, letters, statements or communications of any kind produced by county employees for the purpose of transacting county business.

Emergency Medical Services (EMS) Position

Those employees who work in the division of the Leon County Board of County Commissioners that provide and/or support first response, basic and advanced life support medical services, support and transport. Employees in these position have the right of grievance and appeal. **Human Resources will maintain a list of current titles as part of the pay plan.**

Employee

Any person occupying a position with Leon County Board of County Commissioners.

Equal Employment Opportunity

The provision of an environment which manifests the right of all persons to work and to advance on the basis of merit, ability and potential.

Executive Service Position

Members of management team whose primary duty is to manage the County or to manage a County Department. This is not a designation of FLSA status. Employees who do not meet this definition of "executive service", for example, may be considered exempt executives for FLSA purposes. **Human Resources will maintain a list of current titles as part of the pay plan.**

Executive Support Service Position

Employees who serve "at will" in functions supporting the offices of the County Administrator or the County Attorney. **Human Resources will maintain a list of current titles as part of the pay plan.**

Exempt Employees

Those employees in administrative, executive, and professional positions as defined under the Fair Labor Standards Act, who are not subject to the overtime compensation provisions of the Act.

APPROVED BY: _____
DATE: 11.17.07

FLSA

The Fair Labor Standards Act. Federal legislation which sets minimum wage, overtime pay, equal pay, record keeping, and child labor standards for covered employment.

Grant Appointment

Positions created and funded by a grant. These positions may be either O.P.S. or regular status, depending upon the nature of the work, the duration of the grant, the likelihood for continuation, recruitment consideration, and budget provisions in the grant. The classification, rate of pay, and type of appointment of grant positions shall be approved by the Human Resources Director.

Hiring Authority

County Administrator or designee, department director, division director, or supervisory employees (designated by department division) with authority to appoint or remove an employee from the County.

Immediate Family

Spouse, the grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse.

Intern\Work Study Position

Positions provided for students participating in an accredited educational or vocational program to perform services on a temporary basis.

Layoff Reduction in Force

Termination of employment due to abolishment of positions necessitated by a shortage of funds, or work, or a material change in the duties or organization of the County. A **layoff reduction in force** shall be effected only upon prior approval of the County Administrator and of the Board. ~~and shall not be used as a means of eliminating unsatisfactory employees.~~ The provisions of this section do not apply to employees serving in positions defined as Executive Service.

Non-exempt Employees

Those employees in positions subject to the overtime compensation provisions of the FLSA.

Overtime

The hours worked in excess of 40 hours during the established workweek. These hours must be at the direction of the department head or other designated supervisory staff, and must not include leave with pay.

Pay Range

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The range of permissible pay from the "minimum" rate to the "maximum" rate. Such range is established to administer pay for positions in each skill level.

PRN

A position in EMS, that works on an "as needed" basis, without a set schedule, for an indefinite period of time, and is not benefits eligible.

Position Class

All positions which are sufficiently similar as to kind or subject matter of work, level of difficulty or responsibility, and qualification requirements, to warrant the same treatment as to title, pay range, and other Human Resources transactions.

Promotion

An action which moves an employee from a position in one classification to another position in a different classification and to a higher pay grade.

Protected Class

As defined by Title VII of the Civil Rights Act of 1964, those groups who have borne, in the eyes of Congress and the courts, the brunt of discriminatory employment practices in the past, namely women and minorities.

Public Area

Those areas to which the general public has unrestricted access.

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 natural change in the duties and responsibilities of the person.

Red Circled

Marked to acknowledge that the incumbent's salary has reached the ceiling of a salary range.

Reinstatement

Job changes in which an employee is moved to a position in the same class, or a different class within or below the same skill level, from which he or she was previously demoted, transferred or reclassified.

Separation

The severing of employment with Leon County.

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Separation Pay

Earned leave pay, severance pay and any other pay entitlements due at the time of departure from Leon County.

Skill Level

Level of difficulty and responsibility of a position as determined by job analysis and evaluation. Classes of comparable difficulty and responsibility are assigned to the same skill level and have the same pay range.

Senior Management Service Position

Members of management team whose primary duties are to manage a division or planning and administering a County program activity or major capital improvement project. They have authority to use discretion and judgement in administering program(s). They may act on behalf of the Department or Division Director; may have the responsibility to hire and fire; and/or may execute special assignments of a sensitive nature. Human Resources will maintain a list of current titles as part of the pay plan.

Temporary (O.P.S.) Position

Positions of specific duration not to exceed two years. The positions may be full-time or part-time.

Transfer

The assignment of an employee from one position to another within the same classification or the assignment of an employee to a lower classification when requested by the employee.

Work Area

Areas where work of employees is performed.

Working Hours

An employee's normally scheduled hours of work (excluding lunch breaks and rest breaks).

1.04 Department Directors

- ~~Community Services Director~~
- ~~Director of Growth & Environmental Management~~
- ~~Management Services Director~~
- ~~Policy & Administration Director~~

Introduction

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Public Works Director

1.05 Division Directors

Director of Administrative Services

Director of Animal Control

Director of Building Review & Inspection

Director of Cooperative Extension

Director of Development Review & Inspection

Director of Emergency Management

Director of Engineering Services

Director of Environmental Compliance

Director of Facilities Management

Director of Fleet Management

Director of Housing/Human Services

Director of Human Resources/Risk Management

Director of Library

Director of Management & Budget

Director of Management Information Systems

Director of Mosquito Control/Stormwater

Director of Operations

Director of Parks & Recreation

Director of Probation

Director of Purchasing

Director of Solid Waste

Director of Staff & Organizational Development

Veterans Services Coordinator

EMS Chief

EMS Medical Director

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~~1-06—Positions (This is not a designation of FLSA exempt or non-exempt status)~~

~~1-06-1 Executive Service Positions~~

- ~~County Administrator ^{xx}~~
- ~~County Attorney ^{xx}~~
- ~~Community Services Director~~
- ~~Director of Growth & Environmental Management~~
- ~~Executive Director of Tourist Development~~
- ~~Management Services Director~~
- ~~Policy & Administration Director~~
- ~~Public Works Director~~
- ~~Senior Assistant County Attorney~~

~~Positions are not within the Executive Service category, however they receive like benefits ^{xx}~~

~~1-06-2 Senior Management Service Positions (not including Division Directors)~~

- ~~Administrative Operations Coordinator~~
- ~~Administrative Supervisor~~
- ~~Affordable Housing Coordinator~~
- ~~Agenda Coordinator~~
- ~~Assistant County Attorney~~
- ~~Assistant Management Information Systems Director~~
- ~~Assistant to the Community Services Director~~
- ~~Assistant to the Management Services Director~~
- ~~Assistant to the Public Works Director~~
- ~~Chief of Construction Management~~
- ~~Chief of Engineering Design~~
- ~~Chief of Right of Way & Surveys~~
- ~~Chief of Stormwater Engineering~~
- ~~Commission Aide ^{xx}~~

Compensation Administrator	
Construction Manager	
Criminal Justice Information System Coordinator	
Data Center Manager	
Development Review Administrator	
Drainage Facilities Superintendent Assistant Director of Operations	
E-911 Systems Manager	
Emergency Management Coordinator	
Employee Relations Analyst	
Employee Relations Coordinator	
Environmental Inspection Supervisor	
Environmental Review Supervisor	
Financial Analyst II	
Geographic Information Systems Coordinator	
Grants Program Coordinator	_____
Hazardous Waste Coordinator	_____
Human Services Analyst	
Library Projects Supervisor	
Library Services Director	
Library Services Supervisor	
Management & Budget Analyst I	
Management & Budget Analyst II	
Minority Business Enterprise Coordinator	
Mosquito Control Superintendent	
Pre-Trial Supervisor	
Probation Supervisor	
Program Services Coordinator	
Public Affairs Coordinator xx	

- ~~Right-of-Way Management Superintendent~~
- ~~Roadway Superintendent~~
- ~~Safety & Loss Control Specialist~~
- ~~Senior Design Engineer~~
- ~~Senior Environmental Engineer~~
- ~~Senior Management & Budget Analyst~~
- ~~Solid Waste Superintendent~~
- ~~Special Projects Coordinator~~
- ~~Stormwater Superintendent~~
- ~~Support Services Manager~~
- ~~Transportation Systems Coordinator~~
- ~~Volunteer Services Coordinator~~
- ~~EMS Deputy Chief~~
- ~~EMS Operations Supervisor~~
- ~~EMS Training and Quality Manager~~

~~Positions are not within the Senior Management category, however they receive like benefits xx~~

~~1-06-3 Executive Support Service Positions~~

- ~~Administrative Associate IV~~
- ~~Administrative Associate VI~~
- ~~Legal Administrator~~
- ~~Legal Secretary I~~
- ~~Legal Secretary II~~
- ~~Management & Budget Technician~~
- ~~Paralegal~~
- ~~Receptionist—County Commission & Administration~~
- ~~Secretary to the County Administrator~~

~~1-06-4 Career Service Positions~~

- ~~Addressing Graphics Coordinator~~
- ~~Addressing Technician~~
- ~~Administrative Associate I~~
- ~~Administrative Associate II~~
- ~~Administrative Associate III~~
- ~~Administrative Associate IV~~
- ~~Administrative Associate V~~
- ~~Administrative Associate VI~~
- ~~Animal Control Officer~~
- ~~Application Development Analyst~~
- ~~Asset Coordinator~~
- ~~Automotive Parts Specialist~~
- ~~Branch Manager~~
- ~~Building Inspection Supervisor~~
- ~~Building Inspector~~
- ~~Building Maintenance Mechanic I~~
- ~~Building Maintenance Mechanic II~~
- ~~Building Maintenance Mechanic III~~
- ~~Building Maintenance Supervisor~~
- ~~Client/Server Manager~~
- ~~Code Compliance Inspector~~
- ~~Communications Specialist I~~
- ~~Communications Specialist II~~
- ~~Community Services Coordinator~~
- ~~Community Organizing Coordinator~~
- ~~Computer Aided Drafting System Technician~~
- ~~Computer Aided Drafting Technician Coordinator~~

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Computer-Assisted Facilities Analyst
County Forester
Data Entry Clerk
Database Administrator
Deputy Building Official
Development Management Analyst
Development Review Coordinator
Development Review Inspector
Development Review Specialist
Dispatcher II
Distributed Computer Analyst
Distributed Computer Specialist
Domestic Mosquito Control Worker
Electrical Supervisor
Electrician
Engineer
Engineering Inspector
Enterprise Database Administrator
Environmental Inspector
Environmental Research Assistant
Environmental Review Specialist
Environmental Specialist
Environmental Tank Inspector
Equipment Mechanic II
Equipment Mechanic III
Equipment Operator I
Equipment Operator II
Equipment Operator III

Equipment Operator IV	
Fleet Technician	
Foreman	
Geographic Information Systems Quality Assurance Database Administrator	
Geographic Information Systems Specialist	
Geographic Information Systems System Management Analyst	
Graphic Artist	
Ground Maintenance Supervisor	
Hazardous Materials Technician	
Help Center Analyst	
Help Center Specialist	
Horticultural Assistant	
Housing Rehabilitation Specialist	
Human Resources Generalist	
In-Mate Supervisor	
Information Desk Coordinator	
Intake Process Supervisor	
Internship Program Coordinator	
Landfill Attendant	
Landfill Spotter	
Librarian I	
Library Clerk	
Library Page	
Library Specialist	
Mail Clerk I	
Mail Clerk II	
Maintenance Worker I	
Maintenance Worker II	

Maintenance Worker III
 Master Street & Address Specialist
 Mechanical Supervisor
 Media Specialist
 Microcomputer Specialist
 Mosquito Abatement Worker
 Mosquito Control Worker
 Network Administrator
 Open Systems Manager
 Park Attendant
 Parking Generalist
 Parking Garage Supervisor
 Parks Supervisor
 Permit Processor
 Plans Examiner
 Pre-Trial Officer
 Pre-Trial Release Case Worker
 Probation Officer I
 Probation Officer II
 Probation Officer III
 Property Control Supervisor
 Purchasing Agent II
 Receptionist
 Records Manager
 Records Specialist
 Recreation Coordinator
 Revealing Assistant
 Right-of-Way Coordinator

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Roadside Maintenance Supervisor
Roadway Maintenance Supervisor
Rural Waste Collection Supervisor
Senior Communications Analyst
Senior Computer Aided Dialing System Technician
Senior Engineer Inspector
Senior Environmental Tank Inspector
Senior Mosquito Control Worker
Senior Park Attendant
Senior Programmer Analyst
Shop Supervisor
Solid Waste Facility Supervisor
Solid Waste Operator I
Solid Waste Operator II
Stormwater Construction Supervisor
Stormwater Dredging Supervisor
Stormwater Maintenance Supervisor
Stormwater Supervisor
Survey Aide II
Survey Technician I
Survey Technician II
Systems Analyst II
Systems Operations Supervisor
Systems Operator I
Systems Operator II
Tradesman I
Tradesman II
Tradesman III

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Traffic Maintenance Technician
Traffic Services Supervisor
User Services Administrator
Veterans Services Specialist
Warehouse Clerk
Warehouse Supervisor
Webmaster
Welder Mechanic
Work Control Technician
EMS Staff Assistant
EMS Billing Coordinator

106-5 EMS Positions

System Controller
Paramedic
Emergency Medical Technician (EMT)
Supply Technician