Board of County Commissioners
Leon County, Florida

Policy No. 03-3

Title:	Internal Operations and Protocols, Commission Office
Date Adopted:	~~October 14, 2008~~ October 13, 2009
Effective Date:	~~October 14, 2008~~ October 13, 2009
Reference:	*See Subsections Below*
Policy Superseded:	Policy No. 97-10, "Internal Operations and Protocols, Commission Office," adopted 8/26/97; Policy No. 98.5, "Internal Operations and Protocols, Commission Office," adopted 10/13/98; Policy No. 02-01, "Internal Operations and Protocols, Commission Office," adopted 2/12/02; Policy No. 02-03, "Internal Operations and Protocols, Commission Office," adopted May 28, 2002; Policy No. 03-03, "Internal Operations and Protocols, Commission Office," adopted January 14, 2003; Policy No. 03-3, "Internal Operations and Protocols, Commission Office", revised October 14, 2008

Policy No. 03-3, adopted by the Board of County Commissioners on January 14, 2003, and revised October 14, 2008, is hereby superseded and a revised policy in its place, to wit:

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that the following policies and procedures are internal policies for the conduct of the Office of the Commission.

Section I: Standard Operating Procedures

The Chairman's aides shall function in the Commission office as the "lead" aide for the Board. He or she shall coordinate the writing and periodic updating of standard operating procedures for the internal operation of the Commission Office. Such standard operating procedures shall be maintained by the Chairman's aide.

Section II: Budget, Commission Office
Reference: Personnel Policies and Procedures, Section I

Commencing October 1, 1997, each County Commissioner may hire one full-time aide who shall serve at the pleasure of the Commissioner, and each Commissioner shall have exclusive hire/fire rights and responsibility for his/her aide, except as provided in Section V. Effective February 12, 2002, each Commissioner is responsible for completing an annual performance evaluation for his/her aide. Evaluations are to be completed and submitted to the Human Resource Division by October 1st of each year. Effective May 28, 2002, Commissioners may negotiate their aide's starting salaries at a maximum of $45,463 per year (rate to be adjusted annually using the percentage rate increase authorized by the Leon County Board of County Commissioners. This rate will be maintained by the Human Resources Division.

Prior to salary negotiations, the Human Resources Division should be contacted to determine the current salary maximum. Subsequent annual pay adjustments shall be at the same percentage rate of increase authorized for Senior Management employees. Commission aides shall receive Senior Management benefits. The Board of County Commissioners shall approve an annual budget for operation of its office. The budget shall consist of a "Personal Services" (salary and benefit) budget for commissioners and aides, "Operating Expense" line item for the Commission office, and an "Operating Expense" line-item budget for each Commissioner.

In general, each Commissioner shall make a determination as to the appropriate expenditure of funds within his or her "Operating Expense" line item, so long as such expenditures are directly related County Commission operating functions. The Chairman or designee(s) shall authorize expenditures from the Commissioners' "Operating Expense" Office Account.

Each Commissioner shall be responsible for monitoring expenditures within his or her budget, or he or she may delegate this responsibility. The Chairman's aide shall coordinate with commission aides to ascertain the amount of funding to be budgeted on each line item. The Chairman's aide shall also act as liaison with County Administration and the Office of Management and Budget during annual budget preparation.

Section III: Orientation of Newly Elected Commissioners

The Chairman and the Chairman's aide shall be responsible for meeting with and welcoming all newly-elected Commissioners. The Chairman's aide shall provide an office orientation (not to be redundant with the County Administrator's orientation) for newly-elected Commissioners, including introductions to the commission office staff, aide assignments, explanation of office procedures and policies, protocols and ceremonial functions, including the swearing-in ceremony for newly elected Commissioners. The Chairman's aide shall coordinate all activities with the newly elected Commissioners prior to the swearing-in ceremony.

Section IV: Assignment of Offices

Reference County Policy No. 93-9, "Work Areas in the County Courthouse"

To the extent possible, the office occupied by an out-going district or at large Commissioner shall be occupied by the new Commissioner elected in his or her place. In the event a Commissioner moves from one office to another, a Commissioner may move County-owned personal computers and software. All other County-owned furnishings are to remain in the office being vacated. Commissioners may decorate their offices in accordance with Leon County Policy No. 93-9, "Work Areas in the County Courthouse."

Section V: Commission Appointment of Aides Under Special Circumstances

Upon majority vote of the Commission, the Board of County Commissioners shall assume all rights and responsibilities for the hiring, firing and supervision of a Commissioner's aide as provided herein. This section shall apply only when said Commissioner is accused of official misconduct under Chapter 112, Florida Statutes, and upon a probable cause finding by the Florida Commission on Ethics. At no time will a Commissioner be denied appropriate administrative support under this section.

Pursuant to this section, the Board shall assign a Commissioner among their membership to carry out all rights and responsibilities for the hiring, firing and supervision of a Commissioner's aide on behalf of the Board.

The Board of County Commissioner may reinstate a Commissioners rights and responsibilities for the hiring and firing of a Commissioner's aide upon majority vote of the Board.