

SECTION I
INTRODUCTION

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, political affiliation, ancestry, marital status, familial status, gender, gender identity or expression, or sexual orientation; 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.

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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.

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. A listing of titles can be found on the Leon County Intranet site.

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

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right of grievance and appeal. Human Resources will maintain a list of current titles as part of the pay plan. A listing of titles can be found on the Leon County Intranet site.

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. A listing of titles can be found on the Leon County Intranet site.

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. A listing of titles can be found on the Leon County Intranet site.

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.

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.

Gender

An individual's actual or perceived sex.

Gender Identity or Expression

Gender-related identity, appearance, expression, or behavior of an individual, regardless of an individual's assigned sex at birth.

Grant Appointment

Positions created and funded by a grant. These positions may be either O.P.S. or regular

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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, *Domestic Partner*, the grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse/*domestic partner*. *Also includes step and half relationships.*

Intern\Work Study Position

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

Marital Status

Marital status shall mean an individual's status of being married, separated, or unmarried including being single, divorced, or widowed.

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

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

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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.

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 reduction in force shall be effected only upon prior approval of the County Administrator and of the Board. The provisions of this section do not apply to employees serving in positions defined as Executive Service.

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.

Separation Pay

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

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Sexual Orientation

An individual's actual heterosexuality, homosexuality or bisexuality, or the perception that an individual is heterosexual, bisexual, or homosexual, or an individual's actual or perceived association with individuals who maintain such orientation.

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 judgment 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. A listing of titles can be found on the Leon County Intranet site.

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).