

Table of Contents

Leon County Board of County Commissioners Human Resources Policies and Procedures

Section I Introduction

1.01	Intent	I:1
1.02	Scope	I:1
1.03	Definitions	I:2

Section II Employee Conduct

2.01	Equal Employment Opportunity	II:1
2.01.1	Procedure: Equal Employment Opportunity.....	II:3
2.02	Workplace Harassment	II:3
2.03	Violence Prevention and Intervention (<i>Cross-reference County Policy #03-12</i>)...	II:6
2.04	Political Activities.....	II:8
2.05	Nepotism	II:8
2.06	Outside Employment	II:9
2.06.1	Procedure: Outside Employment	II:9
2.07	Smoking (<i>Cross-reference County Policy #05-4</i>).....	II:9
2.08	Solicitation (<i>Cross-reference County Policy #93-18</i>).....	II:9
2.09	Access to County Property (<i>Cross-reference County Policy #00-2</i>)	II:10
2.09.1	Telephone Use (<i>Cross-reference Personnel Policy 2.09 & 10.05 B</i>)	II:10
2.09.2	Public Access to E-Mail (<i>Cross-reference County Policy #96-4</i>)	II:10
2.09.3	Procedure: Public Access to E-Mail	II:10
2.09.4	Use of E-Mail and Internet	II:10
2.09.5	Use of Telephones, E-Mails and Internet by Employees who are Victims of Domestic Violence.....	II:11
2.10	Conflict of Interest	II:12
2.11	Substance Abuse	II:13
2.12	Dress Code	II:13
2.13	Safety	II:14
2.14	Employee Transitioning Sex or Gender.....	II:14
2.15	Social Media / Networking	II:15
2.16	Self-Reporting of Arrests / Investigations & Injunctions of Protection	II:16
2.16.1	Arrests / Investigations Guidelines	II:17

Section III Recruitment, Selection and Appointment

Personnel Policies and Procedures

3.01	Recruitment	III:1
3.02	Consideration of Applications	III:1
3.02.1	Procedure: Method of Rating and Selection	III:1
3.02.2	Procedure: Selection Committees	III:2
3.02.3	Procedure: Initial Placement	III:3
3.03	Medical Examinations	III:3
3.04	Probationary Period	III:4
3.04.1	Extension of Probationary Period	III:4
3.04.2	Procedure: Extension of Probationary Period	III:4
3.04.3	Procedure: Termination of Employment During Initial Probationary Period	III:4
3.04.4	Procedure: Probationary Period Report	III:4
3.05	Filling Temporary (O.P.S.) Positions	III:4
3.05.1	Procedure: Establishing Temporary (O.P.S.) Positions	III:4
3.06	Transitioning	III:5
3.06.1	Procedure: Transitioning	III:5
3.07	Emergency Appointment	III:5

Section IV Classification Plan

4.01	Contents	IV:1
4.02	Administration	IV:1
4.02.1	Procedure: New Positions	IV:1
4.02.2	Procedure: Establishment/Abolishment of Position Class	IV:1
4.03	Reclassification	IV:2
4.03.1	Procedure: Reclassification	IV:2
4.04	Retitling	IV:3
4.05	Maintenance	IV:3
4.05.1	Procedure: Job Audit	IV:3
4.06	Market Adjustments	IV:3
4.07	Critical Classifications	IV:4

Section V Pay Plan

5.01	Contents	V:1
5.02	Administration	V:1
5.03	Changes in Pay	V:1
5.03.1	Promotion	V:1
5.03.2	Demotion	V:2
5.03.3	Transfer to Lower Classification	V:2
5.04	Educational Incentive Program	V:2
5.04.1	Procedure: Educational Incentive	V:4
5.05	Performance Bonus	V:5
5.06	Annual Salary Adjustment	V:5

Personnel Policies and Procedures

5.07	Other Pay Adjustments	V:6
5.07.1	Retention Increase.....	V:6
5.07.2	Procedure: Retention Increase	V:7
5.08	Part-Time Career Service.....	V:8
5.09	Compensation for Temporary Work in Higher Classification.....	V:8
5.10	Temporary Work in Training Status	V:8
5.10.1	Procedure: Temporary Work in Training Status.....	V:8
5.11	Overtime	V:8
5.11.1	Assignment of Overtime	V:9
5.11.2	Procedure: Overtime	V:10
5.12	On-Call, Stand By, and Call-Out Pay	V:10
5.13	Shift Incentive Stipends for Emergency Medical Technicians and Paramedics.....	V:10
5.14	Emergency Guidelines for Compensation, Work Hours, and Work Assignments	V:11
5.15	Reinstatement Pay.....	V:15
5.16	Payroll	V:15

Section VI Benefits

6.00	Flexible Benefits Plan.....	VI:1
6.01	Group Insurance.....	VI:1
6.01.1	Medical Insurance Opt-Out Program.....	VI:1
6.01.2	Eligibility for Coverage for Registered Domestic Partners & Same-Sex Spouses.	VI:2
6.02	Retirement	VI:2
6.02.1	Retiree Health Insurance Contribution	VI:3
6.03	Deferred Compensation	VI:3
6.03.1	Cash Match Retirement Savings Plan.....	VI:3
6.04	Disability Salary Continuation.....	VI:4
6.05	Credit Union.....	VI:4
6.06	Tuition Assistance and Staff Training and Development.....	VI:4
6.06.1	Procedure: Tuition Reimbursement & Staff Training and Development	VI:5
6.07	EMT to Paramedic Trainee Program	VI:6
6.08	Parking	VI:7
6.09	Executive/Senior Management Service Severance Package	VI:7
6.10	Executive/Senior Management Service Relocation.....	VI:7
6.11	Executive/Senior Management Service Membership Professional Development..	VI:7
6.12	Employee Assistance Program	VI:7
6.13	Employee Awards Program (<i>Cross-reference County Policy No. 14-4</i>)	VI:7

Personnel Policies and Procedures

Section VII Attendance and Leave

7.01	Hours of Operation	VII:1
7.01.1	Alternative Work Arrangements.....	VII:1
7.01.2	Procedure: Flextime/Staggered Work Hours	VII:1
7.01.3	Types of Alternative Work Arrangements.....	VII:2
7.01.4	Teleworking	VII:2
7.02	Attendance and Leave Records.....	VII:5
7.03	Attendance Standards.....	VII:5
7.04	Notification Requirement.....	VII:6
7.05	Holidays	VII:6
7.06	Personal Days.....	VII:6
7.07	Leave of Absences - Statutory	VII:7
7.07.1	Family and Medical Leave Act.....	VII:7
7.07.2	Florida Domestic Violence Leave Act.....	VII:10
7.08	Annual Leave Accrual	VII:11
7.09	Request for Annual Leave	VII:13
7.10	Treatment of Leave for Less Than One Day	VII:13
7.11	Duration of Leave	VII:14
7.12	Sick Leave Accrual	VII:14
7.13	Uses of Sick Leave.....	VII:14
7.14	When Earned Sick Leave is Exhausted	VII:15
7.15	Method of Leave Accumulation	VII:15
7.16	Transfer Credits	VII:15
7.17	Credit for Unused Sick Leave.....	VII:16
7.18	Military Leave.....	VII:16
7.18.1	Disaster Leave.....	VII:17
7.19	Administrative Leave.....	VII:17
7.20	Parental Leave.....	VII:20
7.20.1	Procedure: Parental Leave	VII:22
7.21	Approved Leave of Absence Without Pay.....	VII:22
7.22	Unauthorized Absence	VII:24
7.23	Workers' Compensation Leave	VII:24
7.23.1	Procedure: Reporting an Accident.....	VII:25
7.23.2	Procedure: Extending Salary During Workers' Compensation Leave.....	VII:26
7.24	Sick Leave Pool	VII:26
7.24.1	Procedure: Administration of the Sick Leave Pool.....	VII:26
7.24.2	Procedure: Membership Requirements.....	VII:27
7.24.3	Procedure: Maintenance of the Sick Leave Pool	VII:28
7.25	Annual Leave Sell Back Program.....	VII:29

Personnel Policies and Procedures

Section VIII Changes in Positions

8.01	Promotions	VIII:1
8.02	Demotions	VIII:1
8.03	Transfers	VIII:1
8.03.1	Procedures: Inter-Departmental Transfers	VIII:2
8.04	Effects of Job Change on Annual Performance Review Date	VIII:2
8.05	Trial Periods	VIII:2
8.06	Trial Period Report	VIII:3
8.07	EMS Fluid Positions	VIII:3

Section IX Employee Performance Appraisal

9.01	Purpose	IX:1
9.02	Types of Appraisals	IX:1
9.03	Responsibility for Appraisals	IX:2
9.04	Completion of the Employee Appraisal System	IX:2
9.04.1	The Progress Review	IX:2
9.04.2	Procedure: The Employee Performance Appraisal System	IX:2
9.05	Annual Employee Appraisal for Performance Pay Increase	IX:5
9.06	Employee Disagreement with Appraisal	IX:5

Section X Discipline

10.01	Intent	X:1
10.02	Administration of Discipline	X:1
10.03	Types of Actions	X:1
10.03.1	Oral Warning	X:1
10.03.2	Procedure: Oral Warning	X:1
10.03.3	Written Warning	X:2
10.03.4	Procedure: Written Warning	X:2
10.03.5	Suspension	X:2
10.03.6	Procedure: Suspension	X:3
10.03.7	Demotion	X:4
10.03.8	Procedure: Demotion	X:4
10.03.9	Termination	X:4
10.03.10	Procedure: Termination	X:4
10.04	Application of Disciplinary Actions to Offenses	X:5
10.05	Guidelines for Disciplinary Action for First Offenses	X:5
10.06	County Standards	X:6
10.07	Division Work Rules	X:6
10.08	EMS Medical Control Authorization	X:7

Personnel Policies and Procedures

Section XI Grievance Process

11.01	Intent	XI:1
11.02	Grievance Process	XI:1
11.02.1	Procedure: Grievance Process.....	XI:1
11.03	Grievance Committee Make Up	XI:3
11.03.1	Procedure: Process for Appointment of Grievance Committee.....	XI:3

Section XII Separation

12.01	Resignation	XII:1
12.02	Termination	XII:1
12.02.1	Procedure: Notification of Termination.....	XII:1
12.02.2	Conference	XII:2
12.02.3	Notice of Final Action	XII:2
12.03	Appeals Process	XII:2
12.03.1	Timing in the Appeal Procedure	XII:3
12.03.2	Name-Clearing Hearing	XII:3
12.04	Reduction in Work Force.....	XII:4
12.04.1	Procedure: General Provisions.....	XII:5
12.04.2	Notice to Impacted Employees	XII:6
12.04.3	Retention of Employees	XII:7
12.04.4	Rehire of Impacted Employees	XII:8
12.05	Voluntary Separation Incentive Program.....	XII:8
12.06	Termination	XII:8
12.07	Retirement	XII:8
12.08	Death While Employed.....	XII:8
12.09	Exit Interviews	XII:9
12.10	Appeal Policy	XII:9

Appendices

[The following forms are located on the Leon County Intranet site:](#)

<u>Appendix</u>	<u>Name</u>	<u>Section #</u>
G	Job Description Questionnaire.....	4.05.1
L	Notice of Injury Form	7.23.1
M	Employee Performance Standards and Appraisal Form	9.03
O	Employee Grievance Report	11.02.1