



St. Johns County Administrative Code Section: Personnel

Title: 404 Compensation	Issued: Apr 1992
Reference: Fair Labor Standards Act (FLSA) F.S. 121.021 & F.S. 215.425, F.S. 448.110	Revised: Aug 2007 June 2012

404.1 Purpose

The purpose of this policy is to provide for the implementation of a uniform compensation administration practice authorized by the County Administrator for non-bargaining unit employees.

404.2 Concept

It is the policy of the County to establish and administer a system of compensation based on external competitiveness, internal equity, relative complexity and responsibility between classifications, market economic conditions, County financial policies and appropriate federal, state and local laws pertaining to compensation. This system shall be utilized to contribute to an environment conducive to employee recruitment, retention, motivation and productivity.

It is the practice of the County to establish and utilize a Pay and Classification Plan, which provides a systematic arrangement and inventory of positions grouped into classes/pay ranges indicative of the range of duties, responsibilities, and level of work performed. The classifications standardize the meaning, allocation and usage of the plan throughout the County based upon the similarity of work and duties performed.

404.3 Content of the Plan

The Plan includes groupings of positions into pay ranges on the basis of approximately equal difficulty and responsibility which requires the same general qualifications and which can be equitably compensated within the same salary grade. Classification standardizes the meaning, allocation and usage of the job title throughout the County based on similarity of work and duties performed. It is indicative of the work of the classification and shall be used in all human resources, accounting, budget, and related official records.

Written job descriptions for each job title are established and updated as necessary. Job descriptions contain the nature of work and relative responsibilities of the classification, the necessary knowledge, skills, and abilities required for adequate performance of the work, and the desirable experience and training needed for recruiting into the classification.

404.4 Administration and Maintenance of the Classification Pay Plan

The Board of County Commissioners, through the annual budget process, approves all positions of employment with the County. The Personnel Services Director shall approve the addition of new job titles and new classifications, the deletion of existing classes or job titles, and the adjustment of salary ranges. The County Administrator, or designee, shall approve changes to the Pay and Classification Plan and reclassifications.

404.5 Responsibilities

The Personnel Services Department is responsible for the following:

- Recommending compensation systems, policies and procedures to the County Administrator and, as appropriate, the Board and ensuring adherence to those implemented.



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- Developing, maintaining and revising job descriptions as a component for compensation decisions.
- Providing compensation administration reports and data needed for program review and control.
- Reviewing and providing recommendations for revising base pay rates, pay structures and pay practices at least annually to ensure effective recruitment, retention, motivation and productivity.
- Ensuring compliance with wage and hour laws and regulations.
- Consulting with employees, supervisors and management on compensation administration issues.
- Maintaining the pay plan schedule of pay grades for each classification consisting of hourly or annual rates for the pay ranges.

Department Directors, Operating Managers and Supervisors have responsibility for the following:

- Ensuring that approved budgets can support all of the actual and anticipated compensation needs in their respective departments for each fiscal year.
- Ensuring that approved compensation administration policies, programs and procedures are consistently followed in all divisions, departments and sections of the County.
- Reviewing job descriptions and ensuring the Personnel Services Director is informed of all new and changed jobs in order for the Personnel Services Department to analyze, audit and establish appropriate classifications.
- Recommending revisions to compensation administration policies, procedures and practices to the Personnel Services Director when necessary.

404.6 Components

Pay ranges shall be established as a part of the Pay and Classification Plan. Pay ranges will include a salary grade and the minimum and maximum for each pay grade and are arranged in steps. Administrative guidelines will be developed and implemented based on local, state and federal law, effective management principles and best market practices.

404.7 Amendments

Revised pay ranges will be considered by the Personnel Services Director in conjunction with studies indicating that revisions to the Pay and Classification Plan are necessary because of adjustments in internal equity or external competitiveness. Recommendations for amendments may be made by the Personnel Services Director to the County Administrator after full review by the Office of Management and Budget.

404.8 Pay Administration Guidelines

All non-contract persons employed under the Board of County Commissioners shall be paid in accordance with the rates of pay set forth in the Pay Plan for the position to which they are hired. No employee shall be paid at a salary rate greater than the maximum or less than the minimum established for the position. Positions that require exception to this policy must have funding available and be approved by the County Administrator. Departments are responsible for managing their authorized funding for compensation and may not seek Board action for shortfalls.

404.9 New Hires

All newly hired employees below pay grade 125 shall not be paid at a level that exceeds step one (1) of the pay grade established for the position. The Personnel Services Director must approve all salaries to ensure budgeted funding is available. Salaries at pay grades 125 and above may be approved by the County Administrator at any step as long as the budgeted funding is available and the request has been recommended by both the Personnel



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Services Director and the Office of Management and Budget. The County Administrator reserves the right to review and make exceptions as necessary.

404.10 Special Pay Adjustments

A Special Pay Adjustment may be utilized if there are available funds in the department budget to compensate employees when exceptional or unusual conditions exist within an employee's job classification. Special Pay is a temporary adjustment based on the employee's base hourly wage and may not exceed 10% of midpoint of the pay range (step 10). This type of pay is not made part of the base salary and may only be granted after the elimination of an FTE in the department making the request. At no time shall a Special Pay Adjustment be granted to an employee without a current FTE being eliminated. The savings from the elimination of the FTE must be greater than the Special Pay Adjustment made to the employee. The County Administrator must authorize the request for the Personnel Services Director to approve.

- Special Pay Adjustments shall not result in an employee receiving total compensation that exceeds the maximum salary established for the employee's current job classification.
- No employee shall be granted a Special Pay Adjustment more than once per fiscal year.
- Special Pay Adjustments may be retroactive to the effective date the employee met the qualifications for this type of pay but the retroactivity shall not exceed a maximum for forty-five (45) business days.
- Under no circumstance shall retroactive Special Pay Adjustment be granted from the previous fiscal year.
- Special Pay Adjustments may remain in effect until the exceptional or unusual circumstance that allowed for this type of pay no longer exists or when management deems appropriate.

The County Administrator reserves the right to review and make exceptions as necessary.

404.11 General Wage and Pay Plan Adjustments

The County Administrator may propose a general wage and/or pay plan adjustment as part of the budget approved by the Board of County Commissioners. Such adjustments (pay plan maintenance costs) will be consistent with the specific needs of the Plan at that time and proposed by the Personnel Services Director to the County Administrator. The County Administrator reserves the right to review and make exceptions as necessary.

404.12 Merit Pay

Merit pay may be distributed as determined by the County Administrator following approval by the Board of County Commissioners.

404.13 Acting Assignment Duties

An employee who is requested to perform work in a higher-level classification on an acting basis for less than three (3) weeks shall do so with no increase in base pay. Should the acting assignment duties be expected to exceed three (3) weeks, the employee may or may not be granted a temporary adjustment in pay. The nature and scope of the increased responsibilities, the allowable budget, and other factors relevant to the circumstance shall be considered when determining if a pay adjustment will be allowed.

Approved temporary pay adjustments are made by placing the employee in the higher level classification at the minimum pay step. The resulting base pay shall not be less than the pay rate the employee is assigned in their permanent position. In the event the resulting temporary increase to the minimum of the higher-level classification is less than the employee's current salary a temporary adjustment of up to 10% above their current base pay may be made. Employees shall be placed in the step that most closely matches the authorized percentage increase.



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Acting Assignment duty pay may be retroactive to the beginning of the acting assignment duty period (not to exceed 45 business days) and shall not exceed an assignment period of six (6) calendar months. In no event will the pay adjustment be retroactive into a previous fiscal year. Acting Assignment duty pay shall be added and removed via a Personnel Action Notice (PAN). The employee's base pay will return to the former base pay, adjusted by any Cost of Living Adjustment, merit increase or pay plan increase that may have occurred after the temporary adjustment became effective.

The County Administrator reserves the right to review and make exceptions as necessary.

404.14 Promotion

A promotion occurs as a result of a competitive process for a vacant posted position in a higher pay grade. Interviews are required and the review of personnel and training files shall be part of the process in selecting the best and most fully qualified employee for promotion. Upon promotion to a classification with a higher pay grade, the employee may receive a pay increase. If a pay increase is provided, the employee's current salary is multiplied by 5% and then inserted into the new pay grade at the next highest step, not to exceed the budgeted amount for the position unless otherwise approved by the County Administrator.

If the promotion results in a change in supervision, the losing supervisor will provide the employee - prior to the transfer date - a performance evaluation ending on the date of transfer. The County Administrator reserves the right to review and make exceptions as necessary.

404.15 Demotion

A demotion is the movement of an employee to a job classification with a lower pay grade. A demotion may be involuntary or voluntary. The employee must meet the minimum qualifications for the job to which they are being demoted. A position will not be created to accommodate a demotion.

Involuntary Demotion

An employee may be involuntarily demoted to a position with a lower pay grade for, but not limited to, any of the following reasons:

- The employee would otherwise be laid off because the position is being abolished.
- The position is being reclassified to a higher pay grade and the employee is not qualified to continue employment in the reclassified position.
- The employee is being disciplined for sub-standard work, workplace misbehavior, or other reasons.
- Lack of work.
- Lack of funds.
- The employee does not possess the necessary qualifications to render satisfactory service in the position.
- Reorganization.
- The employee has been promoted into a higher level position and is not successfully performing the duties of the new position.

Voluntary Demotion

A voluntary demotion occurs when the employee voluntarily requests a demotion or applies for a position at a lower pay grade resulting in a move to a lower level classification.

Salary Administration Guidelines for Demotions

The base pay of an employee demoted to a classification having a lower pay grade than the employee's present classification shall be based upon the following:



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- In all cases, the base pay will not be less than the minimum base pay nor exceed the maximum base pay of the pay grade of the lower level position.
- An employee who takes a voluntary demotion to a previously held position shall not receive the same base pay they had prior to the promotion/assignment.
- Employees who are demoted (voluntary or involuntary) shall have their present salary decreased by 10% or to the pay range minimum (step 1) of the new position, whichever is lesser. A larger decrease will be required when the 10% formula would result in a base pay that would exceed the maximum base pay of the new lower pay grade. Employees shall be placed in the step that most closely matches the authorized percentage decrease.
- An employee who applies and is selected for an open advertised position at a lower pay grade shall be paid in accordance with policy 404.9.

The Personnel Services Director may consider recommending waiving the pay reductions for demotions resulting from a reduction in force, shortage of work or funds, or reclassification. Consideration will be based on the reason for the demotion, Department Director input, the employee's length of service, the base pay of other employees in the same job classification and in the same department, and the relative position of the base pay in the pay grade. The Personnel Services Director will forward recommended waivers to the County Administrator for action.

Demotions will not change the employee's performance review date. If the demotion results in a change in supervision, the losing supervisor will provide the employee - prior to the transfer date - a performance evaluation ending on the date of transfer.

The County Administrator reserves the right to review and make exceptions as necessary.

404.16 Transfers

An employee may be transferred to another department with the same job classification or to a different job classification having the same pay grade as the employee's present classification. A transfer will not change the employee's base pay or pay grade and step.

Transfers will not change the employee's performance review date. If the transfer results in a change in supervision, the losing supervisor will provide the employee - prior to the transfer date - a performance evaluation ending on the date of transfer. The County Administrator reserves the right to review and make exceptions as necessary.

404.17 Reassignments

Employees may be reassigned (location, duties, hours of work) to meet the operational needs of the organization.

- The reassignment may be permanent or temporary depending upon the circumstances.
- Any impact on base pay will be determined in accordance with this policy.

Reassignments will not change the employee's performance review date. If the reassignment results in a change in supervision, the losing supervisor will provide the employee - prior to the reassignment date - a performance evaluation ending on the date of reassignment.

404.18 Reclassifications

Reclassifications may be submitted once a year as part of the budget process. Submissions shall be accepted for review if timely submitted and:



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- The position changed because of a mandate or regulatory change in Federal, State or local laws or policies.
- Additional tasks were added to the position because of a change in the level of service required by the department.
- Duties and responsibilities have been reassigned to this position from another existing position in the same department.

Requests shall be reviewed in accordance with the procedures outlined in the annual memorandum issued by the Personnel Services Department Director. Reclassification requests are subject to job description and compensation analysis, budget line capacity and the ability to meet the salary obligation into future years, committee review, and final approval by the County Administrator. Reclassifications may result in the following actions:

- The position remains at the same pay grade but the job description is updated.
- The position moves to a higher pay grade.
- The position moves to a lower pay grade.
- The position affects another position within the department that results in a lower pay grade for the affected position.

Higher Pay Grade Reclassification

An employee who is reclassified to a higher-level classification may receive a pay increase. If a pay increase is provided, the employee's current salary is multiplied by 5% and then inserted into the new pay grade at the next highest step, unless such increase would exceed the maximum salary of the pay range for the classification. Such an increase in pay shall not exceed the budgeted amount for the position unless otherwise approved by the County Administrator. Approved reclassification requests shall not receive retroactivity pay.

Lower Pay Grade Reclassification

Employees who are reclassified to a lower pay grade shall have their present salary decreased by 10% or to the pay range minimum (step 1) of the new position, whichever is lesser. A larger decrease will be required when the 10% formula would result in a base pay that would exceed the maximum base pay of the new lower pay grade. Employees shall be placed in the step that most closely matches the authorized percentage decrease.

The Personnel Services Director may consider recommending waiving the pay reductions for reclassification. Such recommendations must be approval by the County Administrator. Consideration will be based on the reason for the reclassification, the employee's length of service, the base pay of other employees in the same job classification and the same department, and the relative position of the base pay in the pay grade.

Reclassification will not change the employee's performance review date. If the reclassification results in a change in supervision, the losing supervisor will provide the employee - prior to the reclassification effective date - a performance evaluation ending on the date of reclassification. The County Administrator reserves the right to review and make exceptions as necessary.

404.19 Career Progression

Approved career progression plans identifying beginning, intermediate and advanced competency levels may offer pay increases for obtaining Federal, State or locally mandated licenses or certifications. Criteria shall be established and monitored by the departments and must be reviewed and approved by the Personnel Services Director prior to implementation.

- Departments are responsible for budgeting for such increases and may not seek to resolve funding shortfalls outside of the budget process.



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- Career progression increases are separate and distinct from the reclassification process and are subject to financial resources.
- If pay increases are approved, the promotion policy goes into effect for pay purposes. Career progression increases do not receive retroactivity pay.

The County Administrator reserves the right to review and make exceptions as necessary.

404.20 Overtime

Overtime payment is governed by provisions of the Federal Fair Labor Standards Act. St. Johns County employees may be called upon and required to work overtime if, in the opinion of the supervisor, it is necessary to meet the demands of the job being performed.

Except in emergency conditions, all overtime work must be approved, in advance, by the Department Director or designee. Overtime work may be requested for, but is not necessarily limited to, the following circumstances:

- An accumulation of work due to absenteeism.
- An increase in the normal workload for short and unexpected periods of time, such as the completion of a specific program or project.

Any nonproductive time off, such as a holiday, sick leave, jury duty, birthday day off, personal leave, administrative leave, vacation leave, funeral leave, or any other nonproductive time, paid or unpaid, shall not be counted as time worked in calculating overtime pay. Holidays are paid at the employee's hourly rate and shall not exceed eight (8) hours. When a holiday is worked (holidays are defined by the Board) all hours worked shall be paid at time and one half the hourly wage of the employee.

- All overtime pay is paid at time and one half the hourly wage of the employee.
- Double time wages are not authorized at any time.
- Employees who, without a legitimate excuse, refuse to work overtime will be subject to disciplinary action.

Overtime Pay Categories

An employee's eligibility for overtime pay is determined by the employee's job classification and its classification as either non-exempt or exempt in the current pay plan. Non-exempt employees are eligible for overtime pay at one and one half times the employee's hourly wage. Exempt employees may be paid overtime wages at the discretion of the County Administrator, normally only under emergency conditions.

404.21 Paycheck Deductions and Garnishments

The law requires that the County make certain deductions from paychecks, such as Federal taxes, Medicare, and Social Security. There may also be deductions for certain benefits that require employee contributions, such as insurance premiums, etc. As a general rule, no deductions other than those legally required may be made from paychecks without the employee's written authorization.

Paychecks may also be subject to a wage garnishment if ordered by a court of law. Garnishments consist of deducting a certain amount from the employee's paycheck in order to help pay a debt or obligation such as child support, back taxes or a court judgment. When properly notified by an employee or an appropriate court or government agency, the County will withhold the amount requested to be garnished according to applicable law. Improper deductions are prohibited.



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404.22 Paychecks for Separated Employees

Employees separating from County service will normally receive their final paycheck on the next regularly scheduled payday following the date of termination of employment unless otherwise specified. Any monies owed the County may be deducted from final payments in accordance with the Fair Labor Standards Act (FLSA). Whenever possible, final paychecks shall include pay for hours worked and any unused leave that may be due the employee as provided for elsewhere in these policies and procedures.

404.23 Return of County Property

All County property issued to the employee must be returned or accounted for to the satisfaction of the employee's Department Director or their designee. Failure to return County property may require repayment equal to the cost of the property, with deductions of any monies owed from final payments as listed in this section.

404.24 Errors

It is the responsibility of the employee to immediately notify either their supervisor or the Personnel Services Department if an error was made involving their paycheck. Corrections shall be made as determined by the Finance office.

404.25 Compensatory Time

St. Johns County does not allow compensatory time. All hours worked over forty (40) shall be paid to non-exempt employees at a rate of time and one half the employee's hourly wage in accordance with the Fair Labor Standards Act and St. Johns County policies.

404.26 On-Call Pay

Non-exempt employees placed on-call after normal duty hours will earn \$100.00 per week (Sunday – Saturday). In addition to on-call pay employees in an on-call status are paid for the actual time worked at their hourly wage if they are called back to the office or to visit a field location with a minimum of two hours of pay. Only actual hours worked, over forty (40) hours, may be counted in the calculation of overtime.

Exempt employees are not eligible to receive on-call pay.

Employees who are in an on-call status are required to have a County issued communication device. At any time the employee leaves home, the employee must have such communication device on their person and be ready to immediately and safely report to the required work location. The County reserves the right to assign employees to on-call status if there are not sufficient qualified volunteers and, may assign qualified employees to on-call status on a rotating basis.

Departments shall establish rest policies to ensure employees are afforded proper time off and are working under safe and healthy conditions.

404.27 Performance Awards

A Performance Award may be a monetary or non-monetary recognition earned by an employee who has shown exceptional measurable performance over an extended period of time.

All employees are eligible to receive a Performance Award provided they meet the criteria identified in this policy and that of Section 215.425 of the Florida Statutes. Groups are not eligible for a Performance Award.



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Employees nominated for a Performance Award must have an overall performance evaluation rating on the most recent annual evaluation of at least “Very Effective” (VE) and have exceptional performance beyond the established duties and responsibilities of their regular scope of work. Criteria used to support the nomination may include, but is not limited to:

- Exceptional organizational contributions.
- Project completion.
- Development of a new or modified business practice.
- Modeled outstanding service to the public.
- Exemplary productivity/performance.
- Safety/Heroism.
- Instituted creative/innovative efficiencies reducing spending.

Individual Departments are responsible for paying awards from their budgets. Performance Awards are lump sum payments which may not exceed the limitation defined in Section 215.425 of the Florida Statutes.

- Employees may receive only one Performance Award per fiscal year.
- Performance Awards are lump sum payments which may not exceed \$1,000.00.
- The award amount shall be the gross amount of the recommended award.

Time off awards may be recommended but shall not exceed three (3) days and must be taken consecutively. Time off awards may not be authorized when a monetary award is recommended and approved.

- Employees must meet the eligibility requirements of this policy.
- Employees may receive only one Performance Award per fiscal year.

A Performance Award shall become effective upon the County Administrator’s signature approval on the Performance Award Nomination form.

404.28 Emergency Disaster Pay Plan

Employees are responsible for assisting the County in protecting the public's health and safety during emergencies. As such, all employees are expected to participate as assigned during the emergency period and accept duty assignments, including safety sensitive assignments, in order to prepare and/or respond to the emergency situation. The general nature of these responsibilities will be based on the emergency roles or temporary emergency assignments assigned to County departments and divisions in the St. Johns County Emergency Management Plan or by the County Administrator as needed. Assignments are likely to vary during the emergency, and employees could be asked to work in areas or positions other than those to which they are normally assigned.

Assistant County Administrators, Department Directors or Division Managers shall ensure the availability of employees to protect, secure and recover County property, equipment and services from the effects of a disaster and make ready all available resources to respond to the event as requested by an Incident Commander or the County Emergency Operations Center.

County employees who are not assigned either an emergency support function responsibility or are not needed to close down a County office or facility within their division will be identified by their department as available for an emergency duty assignment. That reassignment may include assisting other departments and/or the Emergency Operations Center in carrying out emergency assignments or missions.



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The County Administrator or designee has the discretion to provide emergency duty assignments to staff. Employees are required to report as assigned during a declared emergency.

- Excused absences from designated emergency duty assignments must be approved in writing by the Department Director and County Administrator or designee. During such absence, the employee shall use accrued vacation leave or be placed on leave without pay status.
- Employees who are excused from disaster duty will be eligible for compensation as outlined further in this policy.
- Employees who are designated to work an emergency duty assignment but do not report for such assigned duties during a declared emergency may be subject to disciplinary action, up to and including termination of employment.

If the County is closed during a declared emergency, employees who have not been given emergency duty assignments or are excused from disaster duty are subject to recall in support of the emergency. During the period when St. Johns County remains closed for normal business operations, these employees must call in or report to work to the designated department representative in accordance with departmental plans no later than four (4) hours after the occurrence of the incident/emergency unless otherwise directed. If not assigned at that time, the employee must continue to call in each twenty-four (24) hour period to see if their services are required. Employees must provide a telephone number(s) where they can be reached each twenty-four (24) hour period during the declared emergency. Failure to comply with this requirement may subject the employee to disciplinary action, up to and including termination of employment.

Provisions will be made to give employees sufficient time to prepare their families and protect personal property from disasters. Directors and Supervisors will coordinate work schedules to make reasonable accommodations for family protection.

Assistant County Administrators/Department Directors shall submit an internal disaster response plan that complements the County's Emergency Management Plan to the Emergency Management Department as directed by Emergency Management. These plans will include provisions for employee communications and other matter addressed in the Plan.

Emergency/Disaster Pay Provisions

- Emergency/disaster pay provisions will be in effect when any natural, technological or other emergency or disaster requires a state of local emergency declaration by the Board of County Commissioners or Level 2 activation as determined by the Board of County Commissioners, the County Administrator, Assistant County Administrators or Emergency Management Services Director.
- Level 2 activation may be declared when any natural, technological or other emergency or disaster requires a state of local emergency declaration by the Board of County Commissioners, the County Administrator, Assistant County Administrators or Emergency Management Services Director.

Examples of Level 2 activation include:

- Emergency Management personnel have activated Emergency Operations Center (EOC) or mobile command outside the regularly scheduled workday.
- Emergency Support Function (ESF personnel) in addition to Emergency Management personnel are working in the EOC or mobile command center.
- County information hotline has been activated.
- A request by the State Director of Emergency Management and or the Governor to provide support to the State or surrounding counties.

General Pay Provisions



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These provisions apply to all employees regardless of their exempt or non-exempt status with exception of the County Administrator, County Attorney, and bargaining-unit Fire and EMS personnel or as otherwise stipulated. Overtime rules apply according to the Fair Labor Standards Act (FLSA). Shift differential may apply if the policy guidelines are met. It is each Assistant County Administrator's responsibility through each Department Director to verify any emergency hours worked and approve all payment.

- If County offices are open for normal operations, all employees reassigned to assist in emergency preparedness/response during regular work schedules will be paid at their regular hourly rate. All regular full time and part time employees will receive pay at the rate of time and one-half for each hour worked outside their normal work schedule in direct response to or preparation for a declared emergency regardless whether they have worked forty (40) regular hours during that week.
- If County offices are closed for normal operations, all employees not assigned emergency duties will be compensated for all hours regularly scheduled on the day(s) the County is closed at their straight time hourly rate of pay, including shift differentials, if applicable. Employees must call in/report to work in accordance with this policy to qualify for pay.
- If County offices are closed for normal operations, all regular full time and part time employees assigned to work emergency duty assignments in direct response to, or preparation for, a declared emergency may be paid for any hours worked at the rate of time and one-half if authorized by the County Administrator. Any scheduled hours an employee does not work will be paid at their regular straight time rate of pay including shift differentials, if applicable.

Other Pay Provisions

- When County operations are closed during a scheduled workday, employees who report to work and are subsequently released by the County Administrator or designee will receive pay for the entire scheduled workday at their regular rate of pay.
- Employees who have submitted and have approved leave slips to take time off (not related to the emergency) prior to the declaration of emergency and are using paid vacation or sick leave will not receive any additional paid time off and will be paid according to their original leave request. Should it be necessary for an employee to cancel this leave in order to respond, the employee will be compensated based on the criteria outlined above.
- In the event that County Offices are closed for normal operations, employees who have requested and received approval to take time off to evacuate and/or prepare for a disaster will not be charged hours against their vacation leave account. In this case, the employee will be compensated for all hours regularly scheduled to work on the day(s) the County is closed, including shift differentials if applicable.
- During the period following a declared emergency, emergency pay provisions will apply until clean up or recovery is completed as determined by the County Administrator. All full time and part time employees will be paid at the rate of time and one-half for each hour worked over forty (40) hours during that week.

404.29 Job Status

The purpose of this policy is to provide for the implementation of a job status procedure authorized by the County Administrator.

It is the practice of the County to utilize its human resources in a manner that best meets the service demands of the County through the effective hiring of regular full time, regular part time, temporary full time, temporary part time, and contract employees.

All new employees, employees who have been re-employed after separation, or who have transferred to a different position, shall complete a six (6) month probationary period. This provides the Department an



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opportunity to make an appraisal of the employee's abilities and overall performance. A probationary status employee must satisfactorily complete the six (6) month period by achieving an overall "Effective" rating on their performance evaluation to be eligible for regular status. Employees who are terminated during the introductory period do not have the right of appeal or a right to grieve under the provisions of a collective bargaining agreement. Vacation and sick leave accrue during this period but may not be taken while in such a status. As an exception, employees who have transferred from one St. Johns County (Board) position to another shall be entitled to use their accrued sick and vacation. Probationary status may only be extended or reduced with the approval of the Personnel Services Director.

Regular Full Time

Such positions require the employee to work an average of forty (40) or more hours per week on a regularly scheduled basis. Health benefits begin the first of the month following three (3) full months of employment. The remainder of employee benefits shall begin upon the successful completion of the initial probationary period when the employee is considered a "regular" full time employee.

At any time, regular full time employees may be subject to a mandated unpaid furlough, which is an involuntary reduced work time program for non-bargaining unit employees. The furlough program may be implemented for both salaried (exempt) and hourly (non-exempt) employees. Under this program, and as directed by management, regular full time employees will be required to take unpaid time off during one or more pay periods and may not substitute paid leave time for furlough days. Accruals for sick and vacation leave for an employee in furlough status may be prorated based on the number of hours worked.

Regular Part Time

Such positions require the employee to work at least twenty (20) hours but less than forty (40) hours per week on a regularly scheduled basis. Upon completion of the initial probationary period the part time employee is considered a "regular" part time employee. Regular part time employees who are regularly scheduled for at least thirty (30) hours but less than forty (40) hours per week on a regular basis shall receive paid holidays and enjoy sick leave, vacation leave or other types of leave on a pro rata basis and shall be eligible for insurance coverage as provided to regular full time employees. Regular part time employees who are regularly scheduled for twenty (20) to twenty-nine (29) hours per week on a regular basis shall receive sick leave, vacation leave or other types of leave on a pro rata basis but are not eligible for group health insurance and the voluntary life policies.

At any time, regular part time employees may be subject to a mandated unpaid furlough, which is an involuntary reduced work time program for non-bargaining unit employees. The furlough program may be implemented for both salaried (exempt) and hourly (non-exempt) employees. Under this program, and as directed by management, regular part time employees will be required to take unpaid time off during one or more pay periods and may not substitute paid leave time for furlough days. Accruals for sick and vacation leave for an employee in furlough status may be prorated based on the number of hours worked.

Temporary Full Time

Such positions require the employee to work on a full time basis (40 hours per week) for a special project, to replace an employee on leave of absence or any other work of a temporary nature. Temporary employees receive no benefits except Workers' Compensation. Generally, temporary employees are those employed for a specific period of time not to exceed six (6) continuous months of employment. Temporary full time employees may qualify for membership in the Florida Retirement System (FRS), dependent on the position to which they are assigned and length of time employed. Rules governing FRS benefits for temporary employees are found under the Florida Administrative Code and Florida Statutes.



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Temporary Part Time

Such positions require the employee to work less than forty (40) hours per week for a temporary period as defined above. Employees in this category receive no benefits except Workers' Compensation. Generally, temporary employees are those employed for a specific period of time not to exceed six (6) continuous months of employment. Temporary part time employees may qualify for membership in the Florida Retirement System (FRS), dependent on the position to which they are assigned and length of time employed. Rules governing FRS benefits for temporary employees are found under the Florida Administrative Code and Florida Statutes.

Contract

The positions of County Administrator and County Attorney shall be governed by their individual employment contracts. If at any time the County Commission amends the Personnel Section of the Administrative Code to provide additional benefits for any classification of employees that are greater than those provided in the contract of the employees, the benefits for the County Administrator and County Attorney shall be amended accordingly.

404.30 Time Sheets

A record shall be kept of all hours worked by employees for each pay period. Time sheets must record all leave time an employee has used in each pay period. Each pay period extends from Sunday of one week through Saturday of the following week, covering a two (2) week period. Time sheets must be signed by the employee and verified by the supervisor prior to delivery to the Finance office for processing. Falsification of a time record is a breach of County policy and grounds for disciplinary action including termination of employment. Time sheets are submitted every other Monday in order to receive payment on Friday of the same week. Time sheets and associated leave documents shall be kept by each Department for a period of three (3) years for audit purposes.

404.31 Direct Deposit

All employees hired after January 1, 2007 are required to directly deposit their paycheck into the financial institution of their choice. Direct deposit provides a fast, reliable, and safe means of paycheck delivery.

404.32 Meal and Rest Periods

Meal periods may be authorized once per work shift in thirty (30) minute increments not to exceed sixty (60) minutes unless otherwise pre-approved by management. Supervisors are encouraged to provide meal periods for employees but are not mandated to do so. Meal periods are not compensable.

Rest periods may be authorized by the supervisor and may not exceed fifteen (15) minutes. If rest periods are provided they may only be taken twice per work shift; once in the early part of the shift and once in the later part of the shift. Rest periods may not be combined with other time off nor may they be saved for later use. Employees granted rest periods may not leave the work premise (campus) as this time is compensable.

404.33 Charitable Contributions

Giving to charity is a way to help others and can provide a positive tax planning strategy. Some organizations are not qualified to receive deductible contributions so it is imperative that employees desiring to donate to charity research the organizations they are interested in supporting and consult with their tax advisor regarding any planned giving.

St. Johns County offers the convenience of payroll deduction for those employees wishing to donate to the United Way of St. Johns County. Employees may designate the local organization within United Way or choose to support the United Way in general. In keeping with the United Way of St. Johns County policies, all funds remain in St. Johns County.



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Employees may choose to either give through ongoing payroll deductions every pay check or, may once a year, donate up to eight (8) hours of their accrued vacation leave. This vacation donation is taxed under the applicable IRS guidelines and the balance is sent to the United Way via a one time payroll deduction.

Information on the United Way is available by contacting the United Way directly; payroll and leave deduction forms are located on the Intranet. Employees are encouraged to support their community and to give to the organizations of their choice at any time. The options for charitable giving provided under this policy are subject to review and cancellation at any time by the County.