



St. Johns County Administrative Code Section: Personnel

Title: 410 Senior Management Service	Issued: Apr 1992
Reference: F.S. 121.055	Revised: Dec 2006 June 2012

410.1 General Provisions

The Florida Statute dictates the number of positions that may be designated Senior Management Service and is designed to attract and retain highly competent senior-level managers for executive management level positions.

The County Administrator shall be responsible for designating the positions assigned to this class of employment and for assigning the duties and responsibilities for each position.

Positions may be designated as Senior Management Service positions by the County Administrator after considering, as a minimum:

- The authority of the position to make final policy decisions, the nature of such decisions and the effect of such policy decisions on the Board's operation.
- The effect of independently made policy decisions on the public or other agencies.
- The total number of professional, supervisory and managerial employees, both exempt and non-exempt, for which the position has managerial responsibility.
- The position's hierarchy in the organization.

Employees in Senior Management Service shall serve at the pleasure of the County Administrator, and shall be subject to suspension, dismissal, reduction in pay, demotion, transfer, or other personnel actions at the discretion of the County Administrator.

410.2 Performance Appraisals

Performance appraisals may include any elements that the County Administrator feels are appropriate in evaluating the performance of employees filling Senior Management Service positions. Appraisals are due once each calendar year or anytime deemed appropriate by the County Administrator.

410.3 Attendance and Leave Provisions

The County Administrator shall establish the work hours and attendance and leave policies for employees in the Senior Management Service.

- 1) Senior Management Service employees are entitled to the paid holidays observed by the County.
- 2) Senior Management Service employees shall accrue up to one hundred and sixty (160) hours of vacation leave (6.1538 hours in each biweekly pay period) and ninety-six (96) hours of sick leave (3.693 hours in each biweekly pay period) each fiscal year. Leave may be used at the discretion of the employee and with approval of the County Administrator.
- 3) Accrued vacation leave in excess of 320 hours shall be converted to sick leave on an hour-for-hour basis on the last pay period of the calendar year.
- 4) Senior Management Service employees who earn vacation leave at a rate greater than what is established in this section shall continue to accrue at the higher level after being appointed to the Senior Management Service.
- 5) Accrued sick leave may not exceed 1200 hours under any circumstance. Excess hours shall be permanently removed from the employee pay record on the last pay period of the calendar year.
- 6) Other types of leave shall be granted and used in accordance with the provisions for such leave as it applies to other County employees as stated in this Code.



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Transfer

Senior Management Service employees transferred into a position which is not designated as Senior Management Service shall not be paid for accrued vacation leave that is in excess of the limits for the position to which they are transferred into. The employee's vacation leave balance shall remain in the employee's leave record upon transfer but shall not be carried over at the end of the calendar year beyond the maximum for regular class employees. Upon date of transfer employees move from a Senior Management Service position to a regular class position will earn vacation leave at the rate assigned to regular class employees.

All accrued sick leave shall remain in the employee's sick leave account when the employee is transferred from a Senior Management Service position into a position in County government not in the Senior Management Service.

Separation

Accrued vacation leave may be paid upon separation of employment but shall not exceed 320 hours. Separation is defined as no longer working for St Johns County Board of County Commissioners for at least thirty-one (31) calendar days. One fourth (1/4), or a maximum of 300 hours, of the employee's accrued sick leave may be paid upon separation if the employee has been in a Board of County Commission Senior Management Service position for at least five (5) continuous years.

Separation leave payments shall not be authorized if a Senior Management Service employee:

- Is found guilty in a court of competent jurisdiction of committing, aiding or abetting any embezzlement or theft from the employer or bribery in connection with the employment.
- Is separated for cause.

410.4 Benefits

The employee shall enjoy all of the benefits afforded by the Florida Retirement System for being assigned to such a class. Details are available by contacting the Personnel Services Department.

Subject to the appropriation of funds, the County shall pay the premiums for each full time Senior Management Service employee:

- 100% of the premium for the County's individual life insurance policy in an amount of \$50,000.
- 100% of the premium for the County's individual and family group health insurance.
- 100% of the premium for the County's individual disability insurance policy.

The County Administrator may provide Senior Management Service staff with a County vehicle or a monthly car allowance in accordance with policy.