

RESOLUTION NO. 99 - 78

A RESOLUTION AMENDING THE PERSONNEL POLICY, SECTION 400, ST. JOHNS COUNTY ADMINISTRATIVE CODE CHANGING CERTAIN POLICIES, PROCEDURES AND ADDING AND DELETING LANGUAGE SUBSECTIONS.

WHEREAS, St. Johns County adopted an Administrative Code in 1994 to set forth policies and procedures to govern County business; and

WHEREAS, the Personnel Department of St. Johns County is charged with recommending changes and enforcing Personnel Policies for the various departments and functions of St. Johns County in an efficient and effective manner; and

WHEREAS, Section 400 of the Administrative Code pertains specifically to Personnel Policies and Procedures; and

WHEREAS, due to circumstances and changes in the economic, legal, and business climate the effectiveness and efficiency of the Personnel Department has been affected; and

WHEREAS, because of this situation it has become necessary to make certain revisions to the Personnel Policies and Procedures included in said section 400 of the Administrative Code.

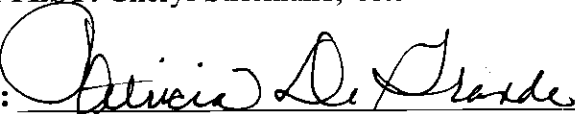
NOW THEREFORE, BE IT RESOLVED that the Personnel Policy is hereby amended, for fiscal year 1999, to include the changes to Section 400 of the St. Johns County Administrative Code included herein as described in attached exhibit "A".

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, State of Florida, this 11th day of May 1999.

**BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA**

By: 
Marc Jacalone, Chairman

ATTEST: Cheryl Strickland, Clerk

By: 
Deputy Clerk

MEMO

To: David Halstead, Administrative Service Director
From: Karen Van Volkinburg, Human Resource Director
Subject: Revisions to Administrative Code
Date: September 22, 1998

Attached are revisions to the Administrative Code that will be effective fiscal year 1999.
The changes are:

- 404.5.1 - Changed the accumulation method of vacation hours.(Previously approved at 6/9/98 BCC meeting)
- 405.14 - Added clause concerning conduct for an employee.
- 410.2.4 - Deleted language pertaining to Incentive Pay Plan.
- 410.2.5-6 - Changed language to reflect changes beginning in fiscal year 1999 for County Pay Plan.
- 410.2.7 - Changed policy on receiving increase after completion of introductory period.
- 410.2.8 - Revised Job Class by Pay Grade for fiscal year 1999.
- 412 - Deleted Incentive Pay Plan.
- 415.3.11 - Clarified vacation policy if a regular employee becomes a member of Senior Management.
- 415.5 - Designated positions for Senior Management.

/kvv

cc: Ben Adams, Jr., County Administrator

410.2.4 Administration of the Pay Plan

- (a) Employment to be in accordance with hiring procedures and Pay Plan. All 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 job title to which the appointment is made.
- (b) All new appointments under the Board of County Commissioners shall normally be made at the entry level of the pay grade established for the job to which the appointment is made.. On the recommendation of the Department Head and approved by the Human Resource Director, new appointments may be made at above the minimum pay rate established for the job classification not to exceed fifteen (15%) to which the appointment is made for pay grades at 120 or below. Appointments above a pay grade 120 with recommendations for a 15% or above must be approved by the County Administrator or his designee.

~~(c) Incentive Pay Plan~~

~~Incentive Pay increases within an established grade shall not be automatic but shall be granted according to the guidelines established in the Incentive Pay Plan.~~

~~Merit pay adjustments may occur as follows:~~

~~According to the Incentive Pay guide, employees may receive a merit pay increase on the last pay period of the quarter in which their anniversary date occurs provided they have received an overall evaluation of "effective" or better.~~

410.2.5 Adjustment of Employees into new Pay Grade

Upon the Pay Grade change of an existing job classification, rates of pay for incumbent employees affected by such changes shall be adjusted in the following manner:

- (a) Upon implementation of the pay grade change, an employee, whose job classification has been assigned to higher pay grade, shall be adjusted to a pay rate which will be at least the minimum of the new range, or higher if the employee's pay rate is currently higher than the minimum.
- (b) An employee, whose current rate of pay is at the maximum pay rate of the new pay grade shall continue to receive his current rate of pay and shall not receive any increase in pay until the pay grade for his job classification is changed so as to provide a higher rate of pay for which he may qualify or employee may qualify for an increase according to the EXCEL program.

All new appointments shall be made at a level not to exceed 10% of the minimum of the pay grade established for the position. Anything above this level must be approved by the Personnel Director for all positions below pay grade 120. Appointments above a pay grade of 120 with recommendations above the 10% level must be approved by the County Administrator.

Merit increases shall be awarded on the last pay period of the quarter in which their anniversary date occurs, provided an overall evaluation of at least "effective" has been attained. No increase shall be authorized for an evaluation of "marginally effective" or lower. This employee will also be put on an immediate six month probationary period in an attempt to improve performance.

The Board of County Commissioners shall determine the annual merit increase total, based on budgetary constraints. The total for fiscal year 1999 will be limited to 3.5% per department.

410.2.5 Adjustment of employees into new pay grade

Upon the pay grade change of an existing job classification, rates of pay for incumbent employees affected by such changes shall be adjusted in the following manner:

Upon implementation of the pay grade change, an employee whose job classification has been assigned to a higher pay grade shall be adjusted to a pay rate above the minimum of the new range, depending on the employee's present salary.

An employee whose current rate of pay is at or above the maximum pay rate of the new pay grade shall continue to receive the current rate of pay and shall not receive any increase in pay until the pay grade for the job classification is changed so as to provide a higher rate of pay or qualify for an increase according to the EXCEL program.

An employee whose job classification has been downgraded shall continue to receive the current rate of pay, provided it is not above the maximum of the pay range. If the rate of pay is above the maximum of the pay range, the employee's salary will be adjusted to the maximum of the pay grade.

410.2.6 Effect of pay grade change or reclassification on merit increases

Any pay grade change will change the anniversary date for merit increases. All employees must be in a new classification for one year before a merit increase can be considered.

410.2.7 Completion of Introductory Period

The initial six month introductory period must be satisfactorily completed along with a satisfactory evaluation before the employee can be considered a "regular" employee.

**ST. JOHNS COUNTY
JOB CLASS BY PAY GRADE
AS OF 10/01/98**

Pay Grade	Pay Range.....	Functional Class.....
103	12,165.94 - 18,255.18	AEROBICS INSTRUCTOR
103	12,165.94 - 18,255.18	FEE COLLECTOR
103	12,165.94 - 18,255.18	LIBRARY PAGE
103	12,165.94 - 18,255.18	RANGER
103	12,165.94 - 18,255.18	RECREATION LEADER
103	12,165.94 - 18,255.18	RECYCLING SORTER
103	12,165.94 - 18,255.18	REFUSE COLLECTOR
103	12,165.94 - 18,255.18	STARTER
**		
104	12,764.72 - 18,967.70	LIFEGUARD
**		
106	14,038.12 - 20,859.91	CART ATTENDANT
106	14,038.12 - 20,859.91	CASHIER I
106	14,038.12 - 20,859.91	COURIER
106	14,038.12 - 20,859.91	CUSTODIAL WORKER I
**		
107	14,740.72 - 21,909.93	AUTO SERVICE ASSISTANT
107	14,740.72 - 21,909.93	DRIVER & ATTENDANT
107	14,740.72 - 21,909.93	MAINTENANCE WORKER I
107	14,740.72 - 21,909.93	SWITCHBOARD OPERATOR
**		
108	15,468.13 - 22,984.83	CUSTODIAL WORKER II
108	15,468.13 - 22,984.83	LIBRARY ASSISTANT I
108	15,468.13 - 22,984.83	MOTOR VEHICLE OPR I
108	15,468.13 - 22,984.83	OFFICE SPECIALIST I
108	15,468.13 - 22,984.83	RECREATION SPECIALIST
**		

**ST. JOHNS COUNTY
JOB CLASS BY PAY GRADE
AS OF 10/01/98**

Pay Grade	Pay Range.....	Functional Class.....
109	16,221.81 - 24,104.76	AUTO SERVICE ASSISTANT II
109	16,221.81 - 24,104.76	BILLING CLERK
109	16,221.81 - 24,104.76	CASHIER II
109	16,221.81 - 24,104.76	HVY EQUIP OPR I
109	16,221.81 - 24,104.76	MAINTENANCE WORKER II
109	16,221.81 - 24,104.76	SURVEY TECHNICIAN I
**		
110	17,027.95 - 25,302.64	ADULT DAY TREATMENT SPEC I
110	17,027.95 - 25,302.64	ANIMAL CONTROL SPECIALIST I
110	17,027.95 - 25,302.64	CUSTODIAL WORKER III
110	17,027.95 - 25,302.64	HAZARDOUS WASTE TECHNICIAN
110	17,027.95 - 25,302.64	MAINTENANCE WORKER III
110	17,027.95 - 25,302.64	MEDICAL SPECIALIST
110	17,027.95 - 25,302.64	METER READER I
110	17,027.95 - 25,302.64	MOTOR VEHICLE OPERATOR II
110	17,027.95 - 25,302.64	OFFICE SPECIALIST II
110	17,027.95 - 25,302.64	TRADESWORKER I
**		
111	17,870.36 - 26,554.41	BILLING CLERK III
111	17,870.36 - 26,554.41	CASHIER III
111	17,870.36 - 26,554.41	CUSTOMER SERVICE SPECIALIST
111	17,870.36 - 26,554.41	STOREKEEPER
111	17,870.36 - 26,554.41	WEIGHMASTER
**		
112	18,743.75 - 27,852.23	ADULT DAY TREATMENT SPEC II
112	18,743.75 - 27,852.23	ANIMAL CONTROL CREW CHIEF I
112	18,743.75 - 27,852.23	CREW CHIEF I
112	18,743.75 - 27,852.23	HUMAN RESOURCE SPECIALIST I
112	18,743.75 - 27,852.23	HVY EQUIP OPR II
112	18,743.75 - 27,852.23	LIBRARY ASSISTANT II
112	18,743.75 - 27,852.23	LICENSING SPECIALIST
112	18,743.75 - 27,852.23	LIFEGUARD CAPTAIN
112	18,743.75 - 27,852.23	METER READER II
112	18,743.75 - 27,852.23	OFFICE SPECIALIST III
112	18,743.75 - 27,852.23	OPERATOR TRAINEE

**ST. JOHNS COUNTY
JOB CLASS BY PAY GRADE
AS OF 10/01/98**

Pay Grade	Pay Range.....	Functional Class.....
112	18,743.75 - 27,852.23	PARTS CLERK
112	18,743.75 - 27,852.23	PUBLIC AFFAIRS SPECIALIST
112	18,743.75 - 27,852.23	SURVEY TECHNICIAN II
112	18,743.75 - 27,852.23	TECHNICIAN I
**		
113	19,679.84 - 29,243.21	COMMUNICATION TECHNICIAN I
113	19,679.84 - 29,243.21	EMT
113	19,679.84 - 29,243.21	FIREFIGHTER I
113	19,679.84 - 29,243.21	INSPECTOR I
113	19,679.84 - 29,243.21	LITTER ENFORCEMENT OFFICER
113	19,679.84 - 29,243.21	MECHANIC I
113	19,679.84 - 29,243.21	MEDICATION MANAGER
113	19,679.84 - 29,243.21	OUTPATIENT SERVICE WORKER
**		
114	20,641.28 - 30,671.86	BUYER I
114	20,641.28 - 30,671.86	CASE MANAGER I
114	20,641.28 - 30,671.86	COMMUNICATIONS TECHNICIAN II
114	20,641.28 - 30,671.86	CREW CHIEF II
114	20,641.28 - 30,671.86	ENGINEERING TECHNICIAN II
114	20,641.28 - 30,671.86	HERBICIDE APPLICATOR
114	20,641.28 - 30,671.86	HUMAN RESOURCE SPECIALIST II
114	20,641.28 - 30,671.86	HVY EQUIP OPR III
114	20,641.28 - 30,671.86	LIBRARY ASSISTANT III
114	20,641.28 - 30,671.86	OFFICE COORDINATOR
114	20,641.28 - 30,671.86	SURVEY TECHNICIAN III
114	20,641.28 - 30,671.86	TECHNICIAN II
114	20,641.28 - 30,671.86	THERAPIST I
114	20,641.28 - 30,671.86	UTILITY OPERATOR I
**		

**ST JOHNS COUNTY
JOB CLASS BY PAY GRADE
AS OF 10/01/98**

Pay Grade	Pay Range.....	Functional Class.....
115	21,654.92 - 32,178.08	CONTRACT COORDINATOR
115	21,654.92 - 32,178.08	FIREFIGHTER II
115	21,654.92 - 32,178.08	INSPECTOR II
115	21,654.92 - 32,178.08	MECHANIC II
**		
116	22,721.03 - 33,762.26	BEHAVIORAL ANALYST
116	22,721.03 - 33,762.26	CASE MANAGER II
116	22,721.03 - 33,762.26	CREW CHIEF III
116	22,721.03 - 33,762.26	HUMAN RESOURCE SPEC III
116	22,721.03 - 33,762.26	IN-TAKE COUNSELOR
116	22,721.03 - 33,762.26	OFFICE MANAGER I
116	22,721.03 - 33,762.26	PUBLIC INFORMATION SPECIALIST
116	22,721.03 - 33,762.26	THERAPIST II
116	22,721.03 - 33,762.26	TRADES WORKER II
116	22,721.03 - 33,762.26	UTILITY OPERATOR II
116	22,721.03 - 33,762.26	WITNESS COORDINATOR
**		
117	23,839.63 - 35,424.44	BUYER II
117	23,839.63 - 35,424.44	CODE ENFORCEMENT OFF I
117	23,839.63 - 35,424.44	COMMUNICATIONS TECHNICIAN III
117	23,839.63 - 35,424.44	FIREFIGHTER III
117	23,839.63 - 35,424.44	INSPECTOR III
117	23,839.63 - 35,424.44	MAINTENANCE COORDINATOR
117	23,839.63 - 35,424.44	PARAMEDIC I
117	23,839.63 - 35,424.44	REAL PROPERTY SPECIALIST
117	23,839.63 - 35,424.44	TECHNICIAN III
117	23,839.63 - 35,424.44	UTILITY OPERATOR III
117	23,839.63 - 35,424.44	VETERANS SERVICE COORDINATOR

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**ST. JOHNS COUNTY
JOB CLASS BY PAY GRADE
AS OF 10/01/98**

Pay Grade	Pay Range.....	Functional Class.....
118	25,009.50 - 37,162.80	ADMINISTRATIVE ASSISTANT
118	25,009.50 - 37,162.80	CASE MANAGER III
118	25,009.50 - 37,162.80	CODE ENFORCEMENT OFFICER II
118	25,009.50 - 37,162.80	COUNTY 4-H AGENT
118	25,009.50 - 37,162.80	COUNTY HORTICULTURIST
118	25,009.50 - 37,162.80	DEVELOPMENT REVIEW SPEC I
118	25,009.50 - 37,162.80	ENVIRONMENTAL ANALYST
118	25,009.50 - 37,162.80	EXECUTIVE SECRETARY
118	25,009.50 - 37,162.80	FACILITIES MAINTENANCE COORD
118	25,009.50 - 37,162.80	LABORATORY TECHNICIAN
118	25,009.50 - 37,162.80	LICENSING SUPERVISOR
118	25,009.50 - 37,162.80	OFFICE MANAGER II
118	25,009.50 - 37,162.80	PARAMEDIC II
118	25,009.50 - 37,162.80	PROGRAMMER I
118	25,009.50 - 37,162.80	REGISTERED NURSE
118	25,009.50 - 37,162.80	SUPERVISOR I
118	25,009.50 - 37,162.80	SYSTEM SUPPORT TECHNICIAN I
118	25,009.50 - 37,162.80	THERAPIST III
118	25,009.50 - 37,162.80	TRADES WORKER III
118	25,009.50 - 37,162.80	VETERANS AFFAIRS OFFICER P/T
**		
119	26,256.86 - 39,016.31	ASSISTANT TO COUNTY ADMINISTRATOR
119	26,256.86 - 39,016.31	LIBRARIAN I
119	26,256.86 - 39,016.31	PARAMEDIC/FIREFIGHTER
119	26,256.86 - 39,016.31	RECYCLING COORDINATOR
**		
120	27,556.70 - 40,947.81	BUILDING MANAGER
120	27,556.70 - 40,947.81	CD COMPLIANCE INSPECTOR I
120	27,556.70 - 40,947.81	CD ENFORCEMENT OFFICER III
120	27,556.70 - 40,947.81	CAD TECHNICIAN
120	27,556.70 - 40,947.81	CHEMIST
120	27,556.70 - 40,947.81	ENVIRONMENTAL COORDINATOR
120	27,556.70 - 40,947.81	OFFICE MANAGER III

**ST. JOHNS COUNTY
JOB CLASS BY PAY GRADE
AS OF 10/01/98**

Pay Grade	Pay Range.....	Functional Class.....
120	27,556.70 - 40,947.81	PLANNER I
120	27,556.70 - 40,947.81	PLANS EXAMINER I
120	27,556.70 - 40,947.81	SUPERVISOR II
120	27,556.70 - 40,947.81	SYSTEM SUPPORT TECHNICIAN II
120	27,556.70 - 40,947.81	THERAPIST IV
**		
121	28,934.03 - 42,994.45	COUNSELOR
121	28,934.03 - 42,994.45	DEVELOPMENT REVIEW SPEC II
121	28,934.03 - 42,994.45	FIREFIGHTER/PARAMEDIC CREW CHIEF
121	28,934.03 - 42,994.45	FIRE TRAINING OFFICER
121	28,934.03 - 42,994.45	LIBRARIAN II
121	28,934.03 - 42,994.45	PLANNING COORDINATOR
121	28,934.03 - 42,994.45	PROJECT COORDINATOR
121	28,934.03 - 42,994.45	STAFF DEVELOPMENT COORD
121	28,934.03 - 42,994.45	SURVEY COORDINATOR
121	28,934.03 - 42,994.45	SYSTEMS ANALYST I
121	28,934.03 - 42,994.45	TRAFFIC SYSTEMS ANALYST
121	28,934.03 - 42,994.45	ZONING ADMINISTRATOR
**		
122	30,363.86 - 45,119.10	GIS SPECIALIST I
122	30,363.86 - 45,119.10	PLANNER II
122	30,363.86 - 45,119.10	SUPERVISOR III
122	30,363.86 - 45,119.10	SYSTEM SUPPORT TECHNICIAN III
**		
123	31,872.44 - 47,360.77	BUDGET ANALYST I
123	31,872.44 - 47,360.77	CODE COMPLIANCE INSPECTOR II
123	31,872.44 - 47,360.77	COURT REPORTER
123	31,872.44 - 47,360.77	DEVELOPMENT REVIEW SPEC III
123	31,872.44 - 47,360.77	LIEUTENANT
123	31,872.44 - 47,360.77	PROJECT COORDINATOR II
123	31,872.44 - 47,360.77	SYSTEMS ANALYST II

**ST. JOHNS COUNTY
JOB CLASS BY PAY GRADE
AS OF 10/01/98**

Pay Grade	Pay Range.....	Functional Class.....
124	33,458.51 - 49,717.59	CAPTAINS
124	33,458.51 - 49,717.59	CD COMPLIANCE INSPECTOR III
124	33,458.51 - 49,717.59	CLINICAL MANAGER
124	33,458.51 - 49,717.59	ENVIRONMENTAL MANAGER
124	33,458.51 - 49,717.59	GIS SPECIALIST II
124	33,458.51 - 49,717.59	HOUSING & COMM DEV MANAGER
124	33,458.51 - 49,717.59	PLANNER III
124	33,458.51 - 49,717.59	PLANS EXAMINER I
124	33,458.51 - 49,717.59	SURVEY MANAGER
**		
125	35,122.05 - 52,189.52	ASSISTANT COUNTY ATTORNEY I
125	35,122.05 - 52,189.52	ASSISTANT LIBRARY DIRECTOR
125	35,122.05 - 52,189.52	BUDGET ANALYST II
125	35,122.05 - 52,189.52	CD COMPLIANCE INSPECTOR IV
125	35,122.05 - 52,189.52	COURT REPORTER COORDINATOR
125	35,122.05 - 52,189.52	ORG & EMPLOYEE DEV MANAGER
125	35,122.05 - 52,189.52	PROJECT ENGINEER
125	35,122.05 - 52,189.52	ROAD & BRIDGE SUPERINTENDENT
125	35,122.05 - 52,189.52	SYSTEMS ANALYST III
**		
126	38,741.64 - 57,568.04	APPLICATIONS MANAGER
126	38,741.64 - 57,568.04	ASSISTANT UTILITY DIRECTOR
126	38,741.64 - 57,568.04	BATTALION CHIEF
126	38,741.64 - 57,568.04	CONSTRUCTION MANAGER
126	38,741.64 - 57,568.04	DEVELOPMENT REVIEW MANAGER
126	38,741.64 - 57,568.04	DIVISION CHIEF/COMMUNICATIONS
126	38,741.64 - 57,568.04	DIVISION CHIEF/TRAINING
126	38,741.64 - 57,568.04	FACILITIES MAINT MANAGER
126	38,741.64 - 57,568.04	GIS COORDINATOR
126	38,741.64 - 57,568.04	OPERATIONS MANAGER
126	38,741.64 - 57,568.04	PARKS & RECREATION SUPERVISOR

**ST. JOHNS COUNTY
JOB CLASS BY PAY GRADE
AS OF 10/01/98**

Pay Grade	Pay Range.....	Functional Class.....
126	38,741.64 - 57,568.04	PLANS EXAMINER II
126	38,741.64 - 57,568.04	PROJECT MANAGER
126	38,741.64 - 57,568.04	PURCHASING AGENT
126	38,741.64 - 57,568.04	STORMWATER ENGINEER
126	38,741.64 - 57,568.04	SUPERVISOR OF COMPLIANCE
126	38,741.64 - 57,568.04	TRAFFIC MANAGER
**		
127	42,319.43 - 62,884.45	ASSISTANT PLANNING DIRECTOR
127	42,319.43 - 62,884.45	COMMUNITY SERVICES DIRECTOR
127	42,319.43 - 62,884.45	FLEET MAINTENANCE MANAGER
127	42,319.43 - 62,884.45	HUMAN RESOURCE DIRECTOR
**		
128	44,425.14 - 66,013.42	COUNTY SURVEYOR
128	44,425.14 - 66,013.42	COUNTY ENGINEER
128	44,425.14 - 66,013.42	DEPUTY BUILDING OFFICIAL
128	44,425.14 - 66,013.42	DIVISION CHIEF/EMS
128	44,425.14 - 66,013.42	DIVISION CHIEF/FIRE
128	44,425.14 - 66,013.42	INTERGOVERNMENTAL RELATIONS DIR
128	44,425.14 - 66,013.42	LIBRARY SERVICES DIRECTOR
128	44,425.14 - 66,013.42	MENTAL HEALTH ADMINISTRATOR
128	44,425.14 - 66,013.42	SOLID WASTE DIRECTOR
128	44,425.14 - 66,013.42	TDC EXECUTIVE DIRECTOR
**		
129	46,642.99 - 69,309.03	ENGINEERING OPERATIONS DIRECTOR
129	46,642.99 - 69,309.03	MIS DIRECTOR
129	46,642.99 - 69,309.03	PLANNING DIRECTOR
129	46,642.99 - 69,309.03	RECREATION & PARKS DIRECTOR
129	46,642.99 - 69,309.03	UTILITIES DIRECTOR
**		
130	48,975.67 - 72,775.27	DIRECTOR OF DEVELOPMENT
130	48,975.67 - 72,775.27	DIRECTOR OF EMERGENCY SERVICES
130	48,975.67 - 72,775.27	DIRECTOR OF GENERAL SERVICES
**		

**ST. JOHNS COUNTY
JOB CLASS BY PAY GRADE
AS OF 10/01/98**

131	51,306.95 - 76,234.43	ASSISTANT COUNTY ADMINISTRATOR
131	51,306.95 - 76,234.43	ASSISTANT COUNTY ATTORNEY II

CNT	-	COUNTY ADMINISTRATOR
CNT	-	COUNTY ATTORNEY

04/07/1999

412

Incentive Pay Plan

INTRODUCTION

~~St. Johns County has implemented an Incentive Pay Program for its employees. This guide is intended to assist the employee in understanding how this program works and how you can participate.~~

~~With an overall performance evaluation of "effective" the employee will receive an annual performance adjustment, a fixed amount determined at the beginning of each fiscal year.~~

~~With an overall performance evaluation of "very effective" the employee is eligible to participate in accumulating "points" for an additional one step increase. The one step increase is reached by earning six points. This guide describes those activities that earn "incentive points".~~

~~Effective October 1, 1994, the point accumulation is capped at six points.~~

~~Effective October 1, 1995, there will be no more carryover of points.~~

~~Effective October 1, 1996, the one step increase and the annual performance adjustment will be reviewed annually and established by the County Administrator, based on funds available during the budget process.~~

10/01/96

~~412 INCENTIVE PAY PLAN~~

~~412.1 PURPOSE~~

~~The purpose of this Incentive Pay Program is to recognize employees for accomplishments that increase the total operating efficiency and effectiveness of St. Johns County and for specific accomplishments in the following areas:~~

- ~~• Continuous effective job performance.~~
- ~~• Knowledge and skills attainment.~~
- ~~• Loyalty to the County expressed in longevity and effective job performance.~~
- ~~• Innovative efforts resulting in improved County operations.~~
- ~~• Outstanding achievements that are job related.~~

~~412.2 GOALS~~

~~The goals expressed by St. Johns County for this Incentive Pay Program are:~~

- ~~• Enhance and improve the knowledge, skills and performance level of employees. These improvements will contribute to better work productivity and higher quality County performance.~~
- ~~• Retain valuable employees. By rewarding employees initiatives and development, the County hopes to retain valuable employees who will continue to contribute to better overall County operations.~~
- ~~• Provide a means and equal opportunity for all employees to increase their skill and pay.~~

~~412.3 HOW TO PARTICIPATE IN THE INCENTIVE PAY PROGRAM AND EARN ADDITIONAL PAY~~

~~All full-time employees are eligible to participate in this program. If you are in doubt as to your eligibility, check with your supervisor or the Personnel Department for clarification.~~

~~To gain an incentive pay award, an employee must earn six (6) incentive points. The incentive pay award is equal to a step increment advance for the employees within his/her present pay grade. Incentive points may be earned through achievement in the following three (3) categories:~~

- Longevity/Safety
- Education/Training
- Other Achievements

There are restrictions on the number of points an employee may earn in certain categories in a year. Any incentive requests denied due to a maximum point reached in that category may not be resubmitted in the following fiscal year.

412.4 CATEGORY I—LONGEVITY/SAFETY
(No Maximum Annual Incentive Points)

Longevity

Contingent upon an overall work performance evaluation with a rating of “very effective” or higher, an employee will earn one (1.0) incentive point for a one year period of continuous service. Additional incentive points, as shown in the table, will be awarded for continuous “very effective” service at particular longevity milestones.

Longevity Milestones

- 5 years of service — 0.5 incentive points
- 10 years of service - 1.0 incentive points
- 15 years of service - 1.5 incentive points
- 20 years of service - 2.0 incentive points

For each 5 year increment past 20 years, an additional 0.5 points is awarded. For example, an employee, upon completion of 15 years of satisfactory service, would earn one (1) incentive point for the previous year’s satisfactory service plus an additional 1.5 points for his/her 15 year milestone for a total of 2.5 longevity points. If an employee is between milestones, the lower incentive points will be awarded.

412.5 SAFETY RECORD

When a manager’s work unit or department’s annual work record reflects a low incidence rate of accidents judged “employee preventable,” the employee and responsible supervisor, as appropriate, will earn incentive points according to the hazard level of his/her unit’s working environment. Often this low incidence rate can be measured by its favorable effect upon Worker’s Compensation and Liability insurance ratings and subsequent reduced premium costs. ———

Hazard level point valuations are as follows:

- ~~—— Non-hazardous environment - 1.0 incentive points~~
- ~~—— Hazardous environment - 2.0 incentive points~~

~~The work environment hazard level determination will be made by the Personnel Department after consultation with the Risk Manager and individual supervisors, as may be appropriate, and upon approval by the County Administrator.~~

~~412.6 CATEGORY II - EDUCATION/TRAINING~~ **~~(Maximum Annual Incentive Points = 3)~~**

~~In this category, education and training must be directly or indirectly related to the employee's position and be approved by the County Administrator or his designee. All points awarded must be completed prior to the employee's anniversary date, with the exception of a college course that perhaps would not finish the semester until the end of the quarter. Questionable courses should be referred to the Personnel Department for point eligibility determination. Point distribution is as follows:~~

~~Approved Job Related College Courses~~

~~An employee must request approval of his/her supervisor with confirmation by the Personnel Department or the County Administrator, as appropriate, for college courses before registering for classes. The course must be directly or indirectly related to the employee's position. Upon successful completion of a previously approved course and "B" or above for a graduate course, an employee will earn one (1) incentive point for each credit hour of course work. No credit will be given for college courses that are audited.~~

~~College Level Examination Program Tests (CLEP) and Other Equivalency Examinations~~

~~Upon proof of successful attainment, an employee will earn one (1.0) incentive point for each examination successfully completed.~~

~~Vocational/Technical School Courses and Non-Credit College Courses~~

~~An employee must request approval of his/her supervisor with confirmation by the Personnel Department or County Administrator, as appropriate, for job related vocational/technical or continuing education courses before registering for classes. Upon proof of successful course completion, an employee will earn incentive points. The Personnel Department will find out the number of class contact hours and credit the employee with the appropriate number of incentive points. Ten (10) contact hours of class are equal to 0.5 incentive points. No credit will be given for classes that are audited.~~

Correspondence Courses

Each correspondence course will be evaluated by the Personnel Department for point value determination. Point values will be determined primarily upon hour equivalency to college courses or according to the Continuing Education Units (CEU's) awarded. Other criteria, as appropriate, may include course complexity or difficulty. Upon proof of successful completion of a job-related previously approved course, 0.5 to 3.0 incentive points will be credited to the employee.

Certificates

The attainment of certain certificates may represent a significant achievement besides the individual course work that led to the award of the certificate. For this reason, points will be awarded for such an accomplishment. For purposes of definition, major certificates generally require a body of many study areas leading to one certificate completion. This may likely involve more than one educational course. A minor certificate, conversely, is usually comprised of fewer study areas leading to a certificate. The minor certificate signifies proficiency in a more narrow sense. Major certification, such as a CPA (Certified Public Accountant) or PE (Registered Professional Engineer) will merit three points. Minor certificates, such as might be awarded for demonstrated proficiency in "Supervisory Development," will merit one (1) point. The Personnel Department will decide the certificate point value after consultation with the organization conferring the certificate.

Seminars

Successful completion of seminars or other classroom training, however termed, will be awarded incentive points as follows:

- Up to 3 hours — no incentive points
- 3 to 4 hours — 0.25 incentive points (one day seminar)
- 6 to 8 hours — 0.50 incentive points (one day seminar)
- Over 8 hours — 0.25 incentive points for each 4 hours of multi-day sessions

Thus, as an example, a one day (6 hour) seminar on "Writing Skills" would rate 0.50 incentive points. A 20 hour seminar would rate 1.25 incentive points. Breaks in training for meals should not be included when calculating the number of training hours. Seminars less than 3 hours in length will not receive incentive point credit.

In-House Training

All in-house training sessions will be coordinated and approved on structure, content, and incentive point valuation by the Personnel Department. Such training must be structured so that incentive points can be awarded based on common and uniform criteria, such as classroom or on-the-job instruction time. Thus, as an example (as for a seminar) a six hour training session on "Effective Budget Monitoring" would rate 0.5 incentive points.

Training Course Development or Instruction (Maximum Annual Incentive Points = 2)

~~Should an employee develop or instruct a significant training course representing exceptional effort that the County subsequently adopts, he or she can be awarded up to two (2) incentive points. A training course for topics which an employee should know for their position or that a supervisor would be expected to develop and teach as a regular part of his duties would not qualify for points.~~

412.7 CATEGORY III - OTHER ACHIEVEMENTS

Special Achievements

~~Upon approval by the County Administrator, an employee may be awarded points for some special achievement not anticipated by this program but worthy of recognition and reward. If serving on a committee is considered part of the employee's job, no points will be awarded. Incentive points shall be awarded based on the amount of time committee participation involves and the accomplishment that results from committee participation. Incentive points requested in this category may be granted after the completion of any term of office or appointment, or after completion of an identified task. The committee Chairperson will request incentive points for committee members whenever appropriate or upon completion of one year of service. For participation up to 10 hours, 0.5 incentive points will be awarded. Each additional 10-hour increment of committee service will be recognized with 0.25 incentive points. A maximum recognition of 1.0 incentive points for committee service may be awarded. Committee service may be conducted either on or off the job.~~

~~Always the amount of time spent must be certified by the chair of the appropriate committee. If an employee is unable to record accurately the number of hours served, the points will be awarded based on a determination by the Personnel Department.~~

~~The following activities will be eligible to recognition under the Special Achievement Category: annual participation on a Safety Committee, the Care Team, Incentive Committee, Wellness Committee, Computer Users Committee and the Countygram Committee.~~

Noteworthy Achievements (Maximum Annual Incentive Points = 2)

~~From time to time, an employee may complete a task in an outstanding manner. Usually, this achievement represents performance "beyond the call of duty." Such an achievement warrants recognition for its own sake, but in addition, may earn up to two (2) incentive points.~~

~~Noteworthy achievements that are not part of regularly assigned job duties may include such things as: (1) extra time and effort worked during the loss of an employee (excluding short-term sick or vacation leave); (2) work involved in planning for special activities, such as a presidential visit that is a unique effort and has lasting community or organizational benefit; (3) suggestions that improve the efficiency of County operations but were not submitted for consideration in the PIP program; (4)~~

development of a procedure for implementation of a new system with responsibility of employee education. Points in this category may be credited upon approval of the County Administrator.

Examples of noteworthy achievements are:

- Recognition as Employee of the Month
- An employee is instrumental in the installation and implementation of a comprehensive software package for the County.
- A manager's work group receives a special citation from the press, Board of County Commissioners, or civic group for its outstanding performance in a specific area.

Professional Achievements

An individual's achievements in his or her professional organization enhance the professional development of the individual. This in turn contributes toward greater effectiveness in the individual's work performance. Therefore, upon completion of a year of service with the organization and having completed a specific responsibility or definable work product you may apply for incentive point recognition. A detailed explanation of your specific responsibility and achievements within the organization must accompany the request for incentive points. After completing a year of service as an officer of a professional organization up to two (2) incentive points may be awarded for achievements at the state or national level. Service at the local level is eligible for up to one (1) incentive point. Additionally, an employee may be eligible for up to one (1) incentive point for service on a task force, service board, or committee. Points are awarded for results, not merely attending meetings. For appointment and 10 hours documented results - Up to 0.5 points; For each additional 10 hours documented results - 0.25 points

Thus, a board member who was appointed and worked 10 hours developing membership guidelines would earn 0.5 incentive points. A person who worked 30 hours working on the program committee would earn both the initial 0.5 incentive points and two 0.25 point increments for a total of one (1) incentive point.

Other professional endeavors that are eligible for incentive point recognition are:

- Articles accepted for publication in a professional journal. Up to 2 incentive points may be earned for articles. Then number of points awarded will be based on the type of journal, length and content of article.
- Speaker/reviewer/panelist for a professional association. Incentive points for these activities will be awarded based on the number of documented hours for preparation and presentation. Professional Achievements for which points could be awarded include President of Building Officials Association of St. Johns County, receipt of the Government Finance Officers

~~Association Distinguished Budget Award, and receipt of certification from a national or state association certification program.~~

~~412.8 PROGRAM ADMINISTRATION~~

~~This incentive Pay Program is administered by the County's Personnel Department whose responsibility includes answering questions to the program and counseling employees regarding their individual participation and personal goals.~~

~~All positions reviewed by the County Administrator are exempt from the Incentive Pay Program.~~

~~If you are not satisfied with the points awarded or not awarded to you for your participation in the program, or if you have a concern with any facet of this program, you should discuss the matter with your supervisor or the Personnel Department, as appropriate. If the matter cannot be resolved, you may file an incentive point appeal with the Incentive Pay Plan Committee, comprised of employees selected by the County Administrator, who meet periodically to hear such matters. The Committee will make recommendations to the County Administrator, whose decision on any issue shall be final. An incentive point appeal must be submitted to the Personnel Department within 30 days from the date of notification of the incentive point award/rejection. Incentive point appeals not submitted within the 30 day period are not eligible for appeal.~~

abetting any embezzlement or theft from the employer or bribery in connection with the employment.

- (b) Is terminated by reason of the employee having admitted committing, aiding or abetting an embezzlement or theft from his employer, or by reason of bribery or for cause.

415.3.9 Upon transfer of a Senior Management Service employee to a position in County government outside the Senior Management Service, all unused sick leave credits shall be transferred.

415.3.10 Administrative leave, disability leave and maternity leave shall be granted and used in accordance with the provisions for such leave for other County employees as stated in the Personnel Manual.

415.3.11 Upon appointment to a Senior Management Service position of a person moving from a position in County government outside the Senior Management Service, any leave accrued and unused by the person in the prior position shall be subject to the following:

- (a) Unused annual leave not paid for shall be retained and credited to the employee's account for use by the employee in accordance with the County's Personnel rules. Such leave shall be subject to terminal payment in accordance with the County's Personnel rules.
- (b) ~~If an employee's annual leave is being accrued at a rate greater than established in section 415.3.3, the rate of annual leave will continue to accrue at the higher level after appointment to Senior Management Service.~~

415.4 BENEFITS

415.4.1 The employee shall be eligible for membership in the Senior Management Service class of the Florida Retirement System.

415.4.2 Subject to appropriation of funds the County shall pay for the following insurance coverage for each full-time employee:

- (a) 100% of the premium for the County individual life insurance policy at an amount of \$50,000.
- (b) 100% of the premium for the individual and family, County group health insurance plan.
- (c) 100% of the premium for the County individual disability insurance policy.

415.4.3 The County Administrator may at his discretion provide an option for Senior Managers to receive a monthly car allowance or provide a County vehicle.

415.5 POSITIONS DESIGNATED AS SENIOR MANAGEMENT

- (a) County Administrator
- (b) Assistant County Administrator
- ~~(c) Assistant County Administrator~~
- ~~(c) General Services Director~~
- (d) Assistant County Attorney

~~415.6 The number of positions under the Board of County Commissioners that may be designated Senior Management are according to the provisions of Section 121.055, Florida Statutes.~~