

RESOLUTION NO. 2023-23

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING REVISIONS TO THE ADMINISTRATIVE CODE, SECTIONS 100 AND 400, AND AUTHORIZING THE COUNTY ADMINISTRATOR TO IMPLEMENT THE REVISED CODE EFFECTIVE IMMEDIATELY.

WHEREAS, Florida Statute 125.74 and SJC Ordinance 2010-47 provide that the County Administrator is responsible for organizing the work of county departments and offices, subject to an administrative code developed by the County Administrator and adopted by the Board of County Commissioners; and

WHEREAS, the St. Johns County Administrative Code "code" was approved and adopted in March 1993; and

WHEREAS, the code has been revised and amended to make the code more efficient and applicable; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Johns County, Florida:

1. The above recitals are hereby adopted as findings of fact and incorporated herein.
2. The Board of County Commissioners approves and adopts the revisions to the Administrative Code, and authorizes the County Administrator to implement the amended code effective immediately.
3. To the extent, there are typographical and/or administrative errors that do not change the tone, tenor, or context of this resolution, this resolution may be revised without subsequent approval by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 17th day of January 2023.

BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

By: [Signature]
Christian Whitehurst, Chair
Rendition Date JAN 17 2023

ATTEST:
Brandon J. Patty, Clerk of the Circuit Court and Comptroller

By: [Signature]
Deputy Clerk

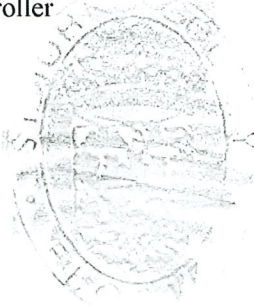


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St. Johns County Administrative Code

Section: Administration	Date Issued: January 2006
Title: Administrative Code Policy	Reference: <u>SJC 2006-128; FS125.74 ;</u> <u>SJC 2023-</u>

100.1 Purpose

To establish the procedure for the development, coordination, approval, issuance, circulation and periodic updating of the St. Johns County Administrative Code.

100.2 Scope

The Administrative Code applies to all County departments administratively responsible to the County Administrator. Specifically excluded are appointed boards, authorities and commissions, and departments administered by the Constitutional Officers.

100.3 Policy

This code establishes the major systems, procedures and policies that apply to the conduct, actions and interactions of the departments of County government in their dealings with each other, the Board of County Commissioners, the private sector and the general public. This code outlines steps to follow in implementing policies and procedural changes.

100.4 Amendments

Authorization for Administrative changes to the Administrative Code is given to the County Administrator to be used at his/her discretion provided by St. Johns County Resolution 2006-128 (Exhibit A) and all subsequent amendments.

St. Johns County Administrative Code

Section: Administration	Date Issued: January 1993 Revised: January 2006
Title: Use of the St Johns County Seal/Logo	Reference: FS 775.083 2 & 775.083 FS 165.043 SJC 92-2 F L Admin Code Rule 1-2.0021

101.1 Purpose

To establish policy for using or branding the County seal on any documents, items, buildings etc. by non-County officials or employees without the consent of the St. Johns County Board of County Commissioners.

101.2 Scope

All St. Johns County departments under the direction of the County Administrator, or his designee.

101.3 Policy

The use of the County's seal/logo is governed by SJC Ordinance 92-2 (Exhibit B) which provides in operable part:

The manufacture, use, display, or other employment of any facsimile or reproduction of the County seal, except by County officials or employees in the performance of their official duties, without the express written approval of the Board of County Commissioners of St. Johns County, is a second-degree misdemeanor, punishable as provided in [Florida Statute](#) section 775.082 or section 775.083, ~~Florida Statutes~~. The language from Ordinance 92-2 is derived from Section 165.043, Florida Statutes (official ~~C~~county municipal seal).

101.3.1 The language of SJC Ordinance 92-2 does not prohibit the use ~~if of~~ the County seal by County officials or employees in the performance of their official duties. If used by County employees in the performance of their official duties, there is not a legal requirement to obtain written approval of the Board of County Commissioners; however, in any proposal to use a likeness of the County Seal in a prominent way to attract or impress members of the public, particularly when used prominently on the exterior of a County building, it may be prudent to at least inform, and in some circumstances even obtain consent from the Board to use the County's symbol in such a prominent way.

101.3.2 The existing statutory authority and St. Johns County regulation of the County Seal can fairly be described as minimal. In contrast, the State of Florida through Rule 1-2.0021, Florida Administrative Code, has adopted a more detailed and practical set of regulations pertaining to the use of the seal of the State of Florida. Requests for use of the State seal must consider and adhere to the following items:

In order to determine what constitutes a proper use, the Department shall consider, at a minimum, the following:

- the specific item to be manufactured;
- the manner in which the seal is to be displayed on the item;
- the nature of the proposed use, including manner, purpose and place of use;
- whether the public would tend to be misled by the appearance of the Seal on the product to believe that the product carries official State sanction or approval;
- whether the use of the Seal would tend to mislead the public into believing that a person, meeting, or project even carries official State sanction or approval;
- whether the dignity of the Seal will be preserved if approval is granted.

In no event shall approval be given for the use of the Seal for the following:

- political or campaign purposes;
- stationary, other than official government stationary;
- decorative automobile license tags;
- business cards other than official government business cards;
- designation of landmarks not listed in the National Registry of Historical Places or designated as a historical site under a local ordinance;
- t-shirts, jackets or other clothing which might lead the public to believe that the person wearing such apparel is an official of the state;
- publications other than official government publications or publications serving a governmental purpose; or advertising and news releases.

**St. Johns County
Administrative Code**

Section: Administration	Date Issued: January 1993
	Revised: November 2006 April 2008
Title: Travel Policy for County Employees	Reference: F.S. 112.061 SJC 95-44

102.1 Purpose

To establish a uniform policy to minimize the cost of travel while providing a reasonable balance between the needs of the County and the employee.

102.2 Scope

All employees are subject to this policy. Civic leaders or citizens whose presence is requested in writing to travel are also subject to this policy. County vendors, ~~if travel is necessary~~, will be reimbursed based on the limits of their contract, ~~if travel is necessary~~. If none are provided for in the contract, then they are subject to this policy.

102.3 Policy

It is the policy of the County to pay the reasonable cost of travel for all County employees and others who may be properly authorized, herein referred to as employees, while conducting the business of the County or receiving training away from the normal job location.

102.4 Authorization

Each ~~D~~department ~~Head~~director shall submit to the County Administrator or his/her designee, a request for travel/training funding for approval during the annual budget cycle. Travel/training approved in the budget does not need further approval and is to be administered by the ~~D~~department ~~Head~~director. ~~Any out-of-state travel that was not approved in the annual budget cycle~~Subsequent requests for travel/training, not previously approved for out-of-state travel, must be approved by the County Administrator or his/her designee. ~~In-state travel not previously approved must be authorized by the department director. on the Pre-Travel Request Authorization Form (Exhibit C).~~

~~The Department Head, or his/her designee, must approve subsequent requests for in-state travel not previously approved.~~—All subsequent travel requests are subject to the availability of sufficient travel/training appropriations. The Pre-Travel Request Authorization Form (Exhibit C) must be completed for all travel that requires reimbursement.

102.5 Attendance

Attendees shall be limited in order to minimize the number of professional staff attending the same function. This will be determined when the budgeted travel/training is approved for the following year's budget. The County Administrator, or his/her designee, must approve any exceptions after budget adoption.

102.6 Transportation

Transportation for all travel/training activities will be by the most economical method available.

102.6.1 Air Travel

102.6.1.1 ~~Tickets should be issued no sooner than five (5) working days before departure unless there is a need to guarantee a special rate (super saver, i.e.).~~ Approval from the County Administrator, or his/her designee, should be obtained prior to ticketing when the travel/training has not been budgeted.

102.6.1.2 Discounted airline ticket cancellation ~~and cancellation~~ or exchange penalty charges may be paid from county funds only if the cause for cancellation or exchange charges ~~are is~~ in the best interest of the county. The cost of unused nonrefundable tickets, cancellation or exchange penalties incurred are allowable for the convenience of the ~~e~~County, and if the traveler has to cancel a trip due to an illness of the traveler or death of a member of the traveler's immediate family for which an employee is authorized to use sick or administrative leave. For non-employees, these costs may be paid in circumstances ~~in~~ -which the traveler would have been authorized to use sick or administrative leave if they had been a county employee. If a ticket is canceled for the convenience of the traveler, the non-refundable ticket, cancellation or exchange penalties may not be reimbursed from county funds. Departments and travelers should carefully evaluate the circumstances and risk of cancellation prior to purchase of discounted tickets. Vouchers or purchasing card transactions submitted for payment of unused nonrefundable tickets, cancellation or exchange penalties must include documentation indicating that the costs were necessarily incurred in conducting county business or the costs were incurred because of the illness of the traveler or the illness or death of a member of the traveler's immediate family. The unused ticket must be included in the voucher packet or supporting material for the purchase card reconciliation.

102.6.1.3 These penalties, if incurred, are to be similarly reported as an expense of travel under the "Other Expenses" section of the Travel Expense and Settlement Report with a written explanation. The ~~D~~department ~~Head~~director must make specific approval for this response.

102.6.1.4 All air travel will be by coach class service unless authorized by the County Administrator due to an employee's disability, if necessary to accommodate the employee's comfort or documented personal needs. When travel plans are definite and discounts can be applied, ~~then~~ the most economical discount fares should be ~~taken advantage of~~utilized, such as a Saturday night stay-over. Approval of a Saturday night stay-over will require a net economic benefit to the County. It ~~will be~~is the responsibility of the ~~D~~department ~~Head~~director, or his/her designee, to determine the net economic benefit and approve the Saturday night stay-over. A copy of the airline ticket must be attached to the Travel Expense and Settlement Report (Exhibit D).

102.3.1.5 Employees should be flexible as to time of day, carrier selection, and ~~route routing in order~~ to obtain the lowest possible fare. ~~Employees will not be required to depart before 7:00 a.m. or arrive after 9:00 p.m. under normal circumstances.~~ Airport parking for County or private vehicles will be reimbursed. Parking receipts must be attached to the Travel Expense and Settlement Report.

102.6.1.6 Frequent flyer coupons or points may be retained by the employee provided they have obtained the lowest fare available with any carrier. Selection of higher fares and manipulation of the route for purposes of obtaining value coupons or points is prohibited.

102.6.1.7 The cost of fares is to be reported on the Travel Expense and Settlement Report and offset by the same amount, if prepaid, in the appropriate place. If the ticket is purchased directly due to unusual circumstances, the cost is to be reported on the Travel Expense and Settlement Report and a copy of the airline ticket must be attached.

102.6.2 Personal Vehicle and County Vehicle Use for Travel

Employees are to use County vehicles when traveling within the ~~S~~state. If the use of a County vehicle is not feasible, the ~~D~~department Head-director may authorize the use of an employee's personal vehicle and reimburse for allowable expenditures. County vehicles will not be used for out-of-state travel without the permission of the County Administrator, or his/her designee. Parking fees, tolls, and gas will be reimbursed, but the receipts must be attached to the Travel Expense and Settlement Report. Valet parking is not a reimbursable expense unless the hotel/motel or meeting place requires such parking. A receipt showing this expense is required for reimbursement.

102.6.2.1 Personal Vehicle Travel

As stated in Section 102.6.2, a County vehicle should be used for all ~~in-state~~In-State travel unless circumstances prevent the use of such vehicle. Reimbursement for use of a personal vehicle for out-of-state travel shall not exceed a comparable airfare (as if the employee had traveled by air) for such travel. The most economic airfare shall be determined as follows: ~~T~~the ~~D~~department Head-director will require the employee to obtain a discounted airfare cost from a local travel agency -or internet travel agency, such as Expedia® or Travelocity®, which would represent the airfare had they used air transportation. The airfare cost should be gathered at the time of ~~D~~department Head-director approval at least 30 days in advance to avoid exorbitant costs. When travel by personal automobile is authorized, the employee may be reimbursed for allowable expenditures. When an employee uses their personal vehicle for County business, the -employee will be reimbursed for mileage based on the following methods:

1) actual odometer reading to the nearest tenth of a mile

~~2) In-County Mileage Standards Chart (Exhibit E)~~

~~3)2) Florida Department of Transportation~~

~~<https://fdotewp1.dot.state.fl.us/citytocitymileage/viewer.aspx>~~ ~~FDOT Official Highway~~

~~Mileage Viewer (state.fl.us)www3.dot.state.fl.us/mileage/default.asp~~

~~4)3) point to point mileage per Map Quest~~

Reimbursement will be based upon the most direct route between the point-of-destination and the employee's office. The reimbursement rate per mile is \$.445 as established by Florida Statute 112.061 and adopted by resolution. It will be calculated to three decimal positions and in all instances will be rounded down to the nearest cent.

If travel begins more than one hour before or one hour after the traveler's regular work hours, the point of origin may be the traveler's residence, provided that miles claimed may not exceed ~~the-those~~ actually driven. The traveler must start on the actual trip to claim mileage from his home. If the traveler has to go by the office, ~~-then~~ the trip will begin from the office. Example: Traveler must be at the airport at 7:00 a.m. The traveler's regular work hours do not start until 8:00 a.m. The traveler goes directly to the airport from his home. Since the traveler left home more than one hour before the regular workday was to begin, he may claim mileage from home to the airport. Mileage is allowed to the airport from work headquarters or home, whichever is less, when performing authorized travel on behalf of the County. .

All mileage must be shown from point of origin to point of destination and return to the nearest tenth of a mile, and must be computed using the approved methods stated above. Departure and return times must be shown.

Upon arrival, when an individual is traveling, vicinity mileage accrued while conducting official business is an allowable reimbursement, but must be shown as a separate item on the St. Johns County Voucher for Reimbursement of Travel Expenses Form (Exhibit F). Because Community Based Care/Family Integrity Program within the Health and Human Services Department is a state funded program, employees in that department must utilize the Department of Children and Families forms for travel accessible on the St. Johns County Intranet. Mileage is allowed to the airport from office or home, whichever is less, when performing authorized travel and the preceding paragraph is applicable.

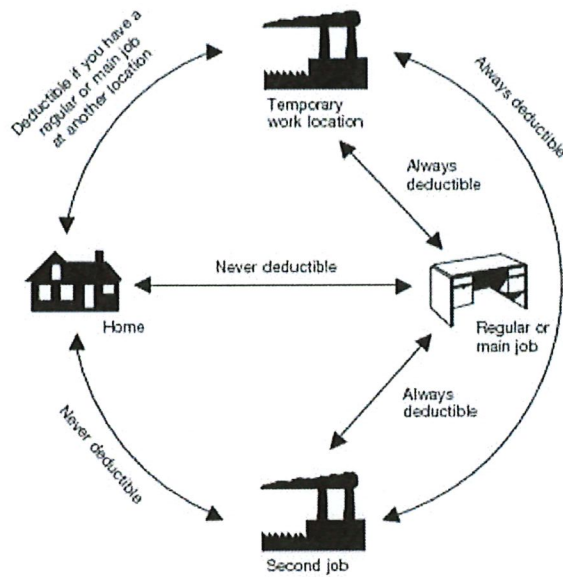
County employees will not be paid mileage allowance for travel between their residence and their work headquarters or regular work location. For the purpose of this policy, and IAW-in accordance with FS112.061 (4), St. Augustine, Florida is the work headquarters and/or regular work location of St. Johns County and the surrounding vicinity regardless of the location's proximity to Jacksonville. This allows management's control of staff work locations and assignments on a daily basis with proper notification of any changes given to county staff. At least 12 ~~hours notice~~hours' notice of the change constitutes proper notification to direct staff to report to a different work location on the following day. This is in conformity with section (4)a, F.S. 112.061. Reimbursement of any travel expense incurred in traveling from home to work or work to home is unauthorized; including after—hour additional work assignments or job requirements.

Employees who, as part of their day-to-day duties and responsibilities, use their personal vehicles on a regular and ongoing basis to travel to temporary work locations within the surrounding vicinity of the county or other local geographic areas included in their areas of responsibility to serve clients or for other official county business, must utilize St. Johns County Voucher for Reimbursement of Travel Expenses Form (Exhibit F). Again, employees under the direction of the ~~Health and Human Services Director~~Community Based Care / Family Integrity Program, must utilize the forms provided by the Department of Children and Families located on the Intranet.

The accompanying Figure 1, ~~on the following page~~ will be utilized in determining whether the reimbursement is applicable, ~~in a given situation~~ and how to calculate the allowed mileage for each circumstance. Other travel limitations may be applicable regarding the employee's reimbursement request if additional written intra-departmental guidelines and operating procedures exist. Employees are required to know what guidelines and procedures are applicable to them.

If more than one employee attends the same meeting or conference they are required to ride together and have only one reimbursement for mileage. This would apply to a maximum of four persons, assuming the trunk capacity will hold their luggage. Department Head director approval is required if the employees do not ride together.

Figure 1
When Are Transportation Expenses Deductible?



Home: The place where you reside. Transportation expenses between your home and your main or regular place of work are personal commuting expenses.

Regular or main job: Your principal place of business. If you have more than one job, you must determine which one is your regular or main job. Consider the time you spend at each, the activity you have at each, and the income you earn at each.

Temporary work location: A place where your work assignment is realistically expected to last (and does in fact last) one year or less. Unless you have a regular place of business, you can only deduct your transportation expenses to a temporary work location outside your metropolitan area.

Second job: If you regularly work at two or more places in one day, whether or not for the same employer, you can deduct your transportation expenses of getting from one workplace to another. If you don't go directly from your first job to your second job, you can only deduct the transportation expenses of going directly from your first job to your second job. You cannot deduct your transportation ~~costs~~ expenses between your home and a second job on a day off from your main job.

Source: IRS Pub. 463, "Travel ~~Entertainment~~, Gift, and Car Expenses (for use in preparing 2003-2020 ~~R~~>Returns)."

102.6.2.2 Vehicle use guidelines for travel within a point-of-destination:

102.6.2.2.1 When the employee arrives at his/her destination, actual reasonable expenses will be paid for local ~~public~~ transportation, such as taxi, ~~or~~ bus, or ride share services from the airport to the hotel, connected with out-of-town travel on County business. Travelers are expected to use the most reasonable and economical means of transportation available. Personal vehicle mileage must be documented on the St. Johns County Voucher for Reimbursement of Travel Expenses (Exhibit F) for every trip. For example, trips to dinner, or a meeting place must each be documented separately. Reimbursement for travel to and from the airport from the traveler's office or home, or the return trip from the airport to the traveler's office or home, may include private vehicle mileage; or vicinity mileage with each trip noted on the St. Johns County Voucher for Reimbursement of Travel Expenses Form and submitted with the Travel Expense and Settlement Report; and direct parking costs or necessary taxi or ~~limousine-private transportation~~ services.

102.6.2.2.2 Car Rentals

Employees, under exceptional circumstances and with the prior approval from their ~~D~~department Headdirector, may rent a car upon reaching their destination. Employees should rent a car with a cost equal to a compact car, unless otherwise approved, with a per diem rate excluding mileage (unlimited mileage). Collision and liability insurance should be purchased by electing "LDW" (Loss Damage Waiver) and "LIS" (Loss Insurance Supplement) coverage. Receipts evidencing car rental must be submitted with the Travel Expense and Settlement Report.

102.6.2.2.3 Taxis and Ride Share Transportation

The County will reimburse reasonable cost of taxi use and/or ride share transportation to and from designated lodging, to and from place of business, and to and from restaurants within a reasonable distance from place of business or lodging. Receipts are required for reimbursement.

102.7 Lodging

Lodging expenses will be reimbursed at the actual cost of the room provided that the employee seeks reasonable-reasonably priced lodging subject to their ~~D~~department Head's-director's approval. Employees should take full advantage of special convention/program agency negotiated rates. The County will only reimburse the employee for single occupancy rates. Double occupancy by two (2) employees is encouraged; in such case, the County will reimburse the double occupancy rate. If a spouse occupies a room with the employee, the employee must provide written or printed documentation of the single and double room rate. Employees are responsible for no-show fees unless emergency or other approved business reasons cause the cancellation. Employees should always obtain a cancellation number from the designated hotel/motel to protect against no-show billings. Funds prepaid by the County, which relate to canceled arrangements not approved by the County Administrator, will be subject to repayment to the County by the employee. Employees are not authorized reimbursement for over-night accommodations for travel within 50 miles of St. Johns County unless deemed necessary and approved by the ~~D~~department Head-director as an exception to policy.

102.8 Meals

102.8.1 One Day Travel: Class "C" Travel

Generally, the County will not reimburse the cost of meals unless the meal is part of the program or function being attended.

102.8.2 Overnight Travel Class "A" and Class "B"

The County will reimburse meal expenses (excluding tips) on trips requiring overnight accommodations. On the day of departure, breakfast may be reimbursed if the employee leaves their place of residency prior to 6:00 a.m.; lunch is reimbursed if departure is before 12:00 p.m. and dinner if departure is before 6:00 p.m. On the day of return, lunch may be reimbursed if return to the County is after 2:00 p.m. and dinner may be reimbursed when travel extends up to 8:00 p.m. Reimbursement for meals (excluding tips) is limited to expenses incurred during the day or part of day, whichever is applicable, and is limited in total to the daily individual meal allowance set out below.

During the traveler's stay, breakfast will not be reimbursed if a continental breakfast is provided by at the traveler's living accommodations while they are traveling or at the conference that they are attending.

<u>Meal</u>	
Breakfast	\$6.00
Lunch	11.00
Dinner	<u>19.00</u>
Daily Total	\$36.00

Individual meal expenses are not limited to the per meal cost allowance as set forth above, however, the total actual reimbursement for each day may not exceed the daily sum of the applicable individual meal allowance. (For example, a person may spend \$8.00 for breakfast, \$10.00 for lunch and \$18.00 for dinner for a total of \$36.00). A partial day reimbursement is applicable if the time covers one part of the day or if meals are included in conference fees, airline transportation, or are otherwise not applicable.

The County will not reimburse meal costs that are included in registration fees or airline fares. A copy of the conference/training brochure, which provides the detail of meals and scheduled events, must be submitted with the Travel Expense and Settlement Report. Meals included in the registration should be shown in the "Meals" section and noted as such in the Travel Expense and Settlement Report.

102.9 Other Expenses

~~102.9.1 Safe Arrival Telephone Call~~

~~The employee may make a safe arrival telephone call. The County will reimburse a maximum \$5.00 for such call. For reimbursement purposes the call must properly document, for example, on a calling card bill or hotel/motel bill.~~

~~102.9.2 Business Calls~~

~~Business calls are fully reimbursable and each call must be listed on the Travel Expense and Settlement Report as to who called and the topic of discussion. If there is more than one line needed to list several business calls, attach a separate sheet listing the required information.~~

~~102.9.3~~102.9.1 Flight Insurance

The purchase of flight insurance is not reimbursable because the County and most travel agencies insure their travelers.

~~102.9.4~~ Travel Allowance Advance

~~Employees with Department Head approval may receive a travel allowance advance by submitting the appropriate documentation (Request for Check form) five (5) days in advance of the day of departure. [AC] Amounts less than \$50.00 will not be advanced, and if practical only one advance should be made for all employees going to the same function.~~

~~102.9.5~~102.9.2 Miscellaneous Expenses

Special event expenditures at conferences and seminars (i.e. banquets, golf tournaments, side trips, etc.) are not reimbursable. Gratuities, tips, baggage handling, etc. are also not reimbursable.

~~102.9.6~~102.9.3 Internet Usage

Employees that must check their ~~B~~business related email while traveling on County business will be allowed reimbursement for actual charges incurred.

102.10 Travel Reimbursement Forms Submission

The Travel Expense and Settlement Report, Voucher for Reimbursement of Travel Expenses, and all supporting documentation including receipts and the conference itinerary must be completed with the proper approvals and forwarded to the Finance Director within ten (10) working days after the return to the County. If any charges were incurred on a personal credit card, a copy of the statement must also be included with all but the last four digits of the ~~CC#credit card number redacted, along with~~ ~~blacked out as well as~~ any personal charges. ~~Use of a personal credit card is highly discouraged. The advance travel allowance is borrowing from the County and must be accounted for within ten (10) days after return to the County. The Finance Director is authorized to deduct the advance travel from the employee's salary as a means of settlement.~~

102.11 Conflict of Law

It is the intention of the Board of County Commissioners that this policy is in accordance with Florida Law. If any provision of this policy is in conflict with Florida Law, Florida Law shall prevail.

St. Johns County Administrative Code

Section: Administration	Date Issued: January 1993 Revised: December 2006
Title: Board of County Commissioners Meeting Agenda Procedures	Reference: _

103.1 Purpose

To establish policy and procedure for preparation of the Agenda for the Board of County Commissioners' regularly scheduled meetings, which will be held the first and third Tuesday of the month every other Tuesday as designated by the County Administrator or as determined by the Board. ~~The "BCC Agenda Item Guidelines Checklist" has been created for the use of every employee wishing to place items on the agenda. It is a simple way to ensure that every item has been checked, saved, and scheduled before being finalized on the BCC Agenda. The "BCC Agenda Item Guidelines Checklist" has been attached to the Cover Sheet in the Shared Drive.~~

103.2 Scope

All persons, departments, and officials requesting action on any matter to be acted upon by the Board of County Commissioners.

103.3 Policy

All requested agenda items must be submitted to the County Administrator through the County's digital agenda management system. Agenda Manager Staff must be granted permission to access the system by their department director. Agenda packet due dates and schedule will be set by the County Administrator each calendar year. The agenda schedule will be published on the intranet and internet for consumption.

~~All agenda requests must be are to be scheduled and back-up materials are to be submitted through the digital agenda management system delivered in person to the County Administrator's office to be considered for placement placed on the Board BCC A agenda, for consideration. Items are to be reviewed and amended as requested by the Office of the County Attorney, 's Office and The the Office of Management and Budget, and County Administration. All color copies and maps must be submitted with ten (10) copies for distribution. The deadline for placement of requests on the agenda is Friday, 9:00 a.m. one and a half weeks prior to the Board Meeting. Per Board Rule 4.301, all requests for agenda items will be turned in by 9:00 a.m., Wednesday, thirteen (13) days prior to the Tuesday Board Meeting, complete with all appropriate back-up material sufficient to warrant discussion. Should sufficient back-up material not be provided by this date, the item will be removed from the agenda.~~

The final agenda will be published on the Clerk of Courts website prior to the BCC meeting.

~~The requested Agenda items are placed on the draft agenda and reviewed by the County Administrator and staff. Items are placed on the regular agenda for discussion or on the consent agenda. The draft agenda is then revised and finalized. Once finalized the regular and consent agenda are delivered to the Clerk of Courts Minutes and Records Office to duplicate and distribute as required. If an emergency item emerges the staff responsible for that item requests approval from the Administrator to add it to the agenda and then provides a copy to the Minutes and Records Office as well as providing five (5) copies to the BCC Office to be distributed to the Commissioners in their "Red Folders".~~

~~Agendas (regular and consent with no back-up) are mailed or faxed to individuals who formally request copies of the Agenda for a fee, as listed in the fee schedule adopted by the board. Press and media are provided this same service at no cost as a public service to be disseminated to the public.~~

St. Johns County Administrative Code

Section: Administration	Date Issued: January 1993
	Revised: January 2006 <u>January 2023</u>
Title: Public Review of County Records	Reference: F.S. 119 & F.S. 286

104.1 Purpose

To establish procedure and policy for public inquiries to review or examine County records, files, or documents.

104.2 Scope

All persons, except authorized County employees, requesting to review, examine or obtain copies of any County record, file, document, or other information in accordance with Chapter 119 and Chapter 286 of the Florida Statute.

104.3 Policy

St. Johns County operates in full compliance with Florida's Public Records Laws. Any person except County employees, requesting to review, examine or obtain copies of any County record, file or other document shall be asked but not required to complete the St. Johns County Public Records Request Form (Exhibit G) to ensure there is an accurate detail of the request. If the person requesting the record chooses not to complete the request form, the County employee completes the form to the extent possible based on information known or offered by the requestor. Although not necessary, if the citizen wishes, the County does appreciate having a contact name and number to notify the citizen that the requested information is ready for pick-up. Similarly, if the citizen wishes to list the items he or she is requesting, it facilitates the task and avoids miscommunication. Again, this information is not obligatory, but is helpful in responding promptly and accurately. Once the request is completed, the information or record will be available as soon as possible. If research is required or some other circumstance occurs, the responsible County employee or official will obtain the requested information on a timely basis and establish a time and date for the requesting party to view the material or record. The length of response time will be a reflection of the extensive nature of the search necessary to respond completely. There is no minimum or maximum period of time to respond to a public records request; each request requires a reasonable response time. The county does not have to create a new document or reformat an existing document; simply give access to the records as they exist. Also, the right to review and copy public records do not extend to a right to question county employees on the meaning of the public records; compelling the answer to specific questions is typically done by subpoena. Original files, records, or other documents will not be removed from the County service counter or department for even a short period of time.

104.4 Reproduction Fees

Photocopying fees for ~~standard 8x10~~ pages of not more than 14 inches by 8 ½ inches are 15 cents per one-sided copy, and 20 cents for two-sided duplicated copy. Other documents, such as oversized maps, etc., are the actual cost of duplication (Chapter 119.07(4), Florida Statutes).

104.5 Information Technology Resources or Clerical or Supervisory Assistance

Under Florida law, if a public record request requires the extensive use of information technology resources (~~i.e.:e.g.~~, archived email) or extensive clerical or supervisory assistance, the county may charge a reasonable service charge based on the cost actually incurred for the records search (Chapter 119.07(4)(d), Florida Statutes). The clerical fee involved is specific to the actual cost of the research time. The actual costs associated with each request will be assessed for the extensive work performed by each employee.

104.6 Extensive Records Search

As interpreted by Florida courts, an extensive search represents clerical, supervisory or information technology resource time that takes more than 15 minutes to locate, review for confidential/exempt information, copy (if requested), and re-file the requested material. The county can also request a deposit- for these costs if the work to be performed is estimated to be extensive.

104.7 Inclusion of Request Form

The Request Form will be included as a future part of the file, which was reviewed.

104.8 Records Request by the Media

The Office of Public Affairs ~~Office~~ will be notified immediately regarding any public records request made by any and all media organizations. ~~See Section 117.3.2 for guidelines established by the Public Affairs Office.~~ Please include as much information as the requestor will provide:

1. Name of requesting person or media organization
2. Nature of request
3. Deadline for the requested information or other time constraints
4. Summary of response to the request for information.

104.9 General Departmental Requirements

All ~~D~~department Heads-directors shall make an effort to inform employees about Florida's Public Records Law and an explanation of the Public Records Law shall be a required part of the orientation for all new employees.

St. Johns County Administrative Code

Section: Administration	Date Issued: February 1993
	Revised: December 2006 <u>January 2023</u>
Title: Posting of Notices, Flyers, <u>and</u> Bulletins at County Buildings	Reference:

105.1 Purpose

To identify policy and procedures for posting of informational notices, announcements, bulletins, etc. in County Buildings and on the County Electronic Bulletin Board.

105.2 Scope

All officials, building supervisors, ~~D~~department ~~Heads~~directors, employees, other persons and organizations wishing to post any bulletin in a County Building or on the County's Electronic Bulletin Board.

105.3 Policy

105.3.1 Bulletin Boards

Bulletin boards are located throughout our facilities in order to ensure that employees have access to posted information. Bulletin boards are used to communicate official government information on equal employment opportunity, wages and hours, health and safety, and other issues.

There are designated ~~B~~bulletin boards that may be used by employees or outside parties for the posting of notes and advertisements, announcements, sale of property, or other approved material. Any person, official, department, employee, or outside organization requesting to post any bulletin at or in a County Building must contact the County employee in charge of the building or department for permission. If permission is granted the item must be posted at-on a designated bulletin board or area reserved for this purpose. There will be no postings on doors, walls, windows, or other areas not designated for postings.

105.3.2 County Message Board

County employees are permitted to post items on the electronic bulletin board, entitled "County Message Board"; providing all County Ordinances are adhered to and prohibited items as noted below are not posted. ~~The Information Systems Department is responsible for the electronic bulletin board.~~ Messages sent to the "Everyone Group," ~~and~~ "BCC All Group," and the County Message Board must be approved by the County Administrator, or his/her designee, ~~or the supervising Constitutional Officer.~~

105.3.3 Prohibited Postings

Any material that contains content that is obscene, pornographic, libelous, promotes any religious activities or any political activities of a partisan nature, advocates violence, bigotry, or bias based on race, color, religion, sex, ancestry, national origin, marital status, age, gender orientation, physical or mental disability, or genetics are not allowed. Postings of a commercial nature for personal financial gain or promotion of commercial ventures are also prohibited. ~~The only exception is for those e~~
Employees selling personal items on an individual basis that who are not considered to be commercial in nature by the engaged in a commercial enterprise may post items for sale on the County Message Board if approved by the County Administrator or his/her designee. Employees wishing to announce events and non-profit fundraisers must obtain permission from the County Administrator, or designee, prior to posting.

**St. Johns County
Administrative Code**

Section: Administration	Date Issued: March 1993 Revised: December 2006 <u>January 2023</u>
Title: County Vehicle Use Policy	Reference: F.S. 112.061

106.1.1 106.1 Purpose

To establish ~~policy~~policies and procedures for the use of County Vehicles by County employees.

106.1.2 106.2 Scope

All employees under the Administrative direction of the County Administrator who drive County vehicles or civic leaders/citizens whose presence is requested, in writing, to travel.

106.3 Valid Driver's License Requirement

Employee's' driving records must be acceptable to insurance carrier standards before operating a County vehicle. ~~is permitted~~. Section 402.9 details the Driver's License responsibilities and requirements for all County employees.-.

106.4 Use of Vehicle Restrictions

Seat Belts must be worn at all times according to Florida Statute 316.614. Employees not wearing seat belts are not only subject to traffic citations but also subject to disciplinary action in accordance with Section 409.7 ~~and Exhibit J in the Personnel Exhibits~~.

106.4.1.1 County vehicles are to be used for County Business Only; and driven only by County employees.

106.4.1.2 No County vehicle shall be used for an employee's personal use.

106.4.1.2 No Non-County Personnel Passengers are not allowed in County vehicles unless on bona fide County business (i.e., no family members, friends, etc.) except in emergency conditions or the presence of non- County passengers has been requested and approved by the County Administrator.-.

106.4.1.3 Proper maintenance of County vehicles is the responsibility of the operator.

106.4.1.4 County vehicles assigned to an employee shall not reside over-night outside County boundaries without written authorization from the County Administrator.

106.4.2 Vehicle Surcharge

~~Pursuant to Internal Revenue Service Rules, the County has been advised that employees driving to and from work in a non-exempt County vehicle will be subject to \$3.00 per day, or other applicable charge~~

~~established under IRS Rules and Regulations, additional taxable income for each day the vehicle is used for travel to and from work.~~

106.5 Personal Vehicle Use for County Business

Employees are to use County vehicles for all County business. If an employee has been authorized by his/her ~~Department~~ Head-director to use a personal vehicle for County business on a regular basis, mileage must be documented and submitted for reimbursement monthly using the St. Johns County Voucher for Reimbursement of Travel Expenses Form (Exhibit F). ~~Health and Human Services~~ Community Based Care/Family Integrity Program employees are to use the forms provided by the Department of Children and Families as stated in Section 102.

106.6 County Golf Car Use

The St. Johns County Judicial/Administrative Campus provides a golf car pool for staff use on campus. Golf cars are available to be checked out by any ~~St. Johns County Board of County Commissioners~~ employee provided that ~~they have a valid Florida Driver License and~~ they have been trained in golf car operation through the ~~St. Johns County Golf Car Operator Training Program~~ provided by the Facilities Management Department. Golf cars operators are subject to the rules and regulations outlined in this section, as well as those governing the operation of county vehicles. ~~Operation of golf cars shall be in full compliance with all rules set forth herein, as well as all rules and regulations governing the use of any county owned vehicle.~~

106.6.1 Golf Car Pool

The golf car pool shall be maintained by the St. Johns County ~~Building Operations~~ Facilities Management Department and housed at the ~~County Administration Building, Central Receiving building, 4010 B Lewis Speedway~~. All ~~routine service and maintenance on the~~ golf cars shall be provided by the Facilities Management Building Operations Department. Pool golf cars are available ~~for use by trained operators via a reservation system. Reservations shall be made~~ on a first-come-first-serve basis, and must be reserved through Facilities Management. ~~Reservations shall be made by contacting the Building Operations Department Administrative Office. Upon verification that a golf car is available at the requested date and time, the reservation shall be placed on the Outlook calendar. Employees should arrive at least 5 minutes prior to their appointment in order to complete a Pre-Operational Checklist along with a member of the Building Operations Department. Only the individual who signs the Checklist is authorized to drive the golf car during the period for which it is signed out. Users are responsible for performing pre- and post-operation inspections to ensure the golf car does not have any damage. The checklist shall note any defects before the trained operator assumes responsibility for the golf car. When it is returned, a Post-Operational Checklist shall be performed. If, at that time, If significant new defects are found upon return,~~ the trained operator's department shall be held liable for any expenses incurred in the course of repairing the damage.

106.6.2 Training and Operation

Anyone who operates a golf car on the Judicial/Administrative Campus ~~shall~~ must be trained through the ~~St. Johns County Golf Car Operator Training Program~~ golf training program offered by the Facilities Management Department. ~~To become a trained golf car operator an employee must attend a golf car training session sponsored and taught by the St. Johns County Building Operations Department. Training will be held on an as-needed basis and will be overseen by the Building Operations Superintendent. shall be held annually, but more often if needed.~~ After successful completion, the employee will be issued an identification badge designating that they are a trained golf car operator. ~~Every trained operator must attend a refresher course every 3 years in order to renew their training.~~

106.6.3 Safety

Upon becoming a trained golf car operator, the employee agrees to safely operate the golf car in compliance with all traffic laws, to always yield the right-of-way to pedestrians, to drive in designated pathways whenever

possible, and to park in designated golf car parking areas ~~only or legal automobile parking spaces.~~ Additionally, all current rules and regulations with respect to the operation of County Vehicles, including all accident procedures, must be adhered to when operating a golf car. ~~Failure to follow all current safety rules/regulations and/or current Florida driving laws that results in an accident causing bodily injury to the employee may result in a 25% reduction of their Workers' Compensation benefits.~~ The employee further agrees to let no untrained driver operate the golf car when they have current use of the car. If an accident occurs while the golf car is being operated by an untrained driver, the driver will face disciplinary action. A violation of this section of policy may result in a revocation of the offending employee's privileges to use a golf car.

St. Johns County Administrative Code

Section: Administration	Date Issued: March 1993
	Revised: December 2006 <u>January 2023</u>
Title: Use of Auditorium/Conference Meeting Rooms	Reference:

107.1 Purpose

Establish rules for the use of the County Auditorium and Conference Rooms in the County Administration Building.

107.2 Scope

All appointed Bboards and Ccommittees, ~~appointed~~ or an organization which is approved by the Board of County Commissioners, governmental agencies and other regional organizations which come under the Florida Sunshine Law. Exceptions to this requirement may be granted by the Board of County Commissioners, the County Administrator, or designee.

107.3 Policy

Approval for the use of the County Auditorium and Conference Rooms will be granted only when this procedure is followed.

107.4 Procedure

St. Johns County Administration Building Rules for Using the County Auditorium or Conference Rooms

107.4.1 The maximum seating capacity is:

- County Auditorium: 350
- St. Johns Conference Room: 12
- Training & Education Center: 24
- St. George Conference Room: 10

~~107.4.1 • Cordova Conference Room: 18-180 = Auditorium, 30 = Conference Room "A", 25 = Conference Room "B".~~

107.4.2 No admission charges may be made.

107.4.3 The use of the County Auditorium and Conference Rooms is limited to Boards and Committees appointed or sanctioned by the Board of County Commissioners, governmental agencies and other regional organizations, which come under the Florida Sunshine Law. Exceptions to this requirement may be granted by the Board of County Commissioners, the County Administrator, or their designee. The Board of County Commissioners have the first option and takes precedence over all meetings previously scheduled. All meetings must be open to the public.

107.4.4 One person must assume responsibility and give his/her ~~their contact information name and telephone~~ when booking the-a conference room. A minimum of two business days' ~~advance~~ notice is required to reserve either-a conference room or the County Auditorium ~~of these rooms~~. Please notify of any cancellations as soon as possible. To schedule, email the-County Administration ~~Office~~ with the request.

~~107.4.5~~—Food, drinks, and smoking are not permitted in the Auditorium. Light refreshments are **allowed permitted** in ~~C~~conference ~~R~~rooms so long as the users respect and maintain the area. ~~See Section 117.9.1 regarding the purchase of food items for County sponsored meetings and events.~~

107.4.5

~~107.4.6~~—Users shall reasonably restrict themselves to their area, and use the proper entrances/exits from their area. ~~Please arrive and leave in a non-disruptive manner during the hours between 7:30 a.m. and 5:00~~

~~p.m. Restrooms and water fountains are in the auditorium lobby and hallway at entrance to Conference Room "A". Public telephones are located in the lobby of the Building Department located on the north-west side of the Auditorium. There are no vending or coffee machines. Conference Room "B" is generally used by staff only; however, the Administration Office may grant exceptions.~~

~~107.4.7—There are phones provided in both conference rooms as well as the Auditorium.~~

~~107.4.8~~107.4.6 Users shall be held accountable for malicious or unusual damage to the facility.

St. Johns County Administrative Code

Section: Administration	Date Issued: February 1995 <u>January 2023</u>
Title: Petty Cash	Reference:

108.1 Purpose

Petty Cash Fund is authorized in the amount approved and authorized by the County Administrator when justified in writing by the department having frequent requirements to purchase small items not normally available from suppliers that will not take County credit cards, or must pay out for reimbursement of charges incurred by assigned personnel, i.e., UPS shipment charges, postage due, etc. Single item purchases shall not ~~to~~ exceed \$25.00. All incidental purchases and any funds paid from petty cash must be for ~~the~~ use in the operation of the department or office. Purchase of items from petty cash that can be purchased on a credit card will not be condoned and may result in the withdrawal of the petty cash fund if consistently abused.

108.2 Scope

This procedure will apply to all County departments under the ~~A~~ administrative control of the County Administrator.

108.3 Procedure

1083.1 The ~~D~~ department ~~Head-director~~ or his designee authorized to handle the petty cash fund will be directly responsible to the Finance Director for operation of the fund. The money will be kept in a locked cash box, a safe or desk that can be locked when the designee is not in the immediate area.

1083.2 A receipt from petty cash will be signed by the person receiving the money to purchase item(s). Upon return, a sales receipt will be presented to the ~~agent department director, or designee~~. If any additional amount has been paid, it will be reimbursed from the cash box. A notation on the sales receipt will be made by the purchaser indicating the purpose of purchase and signed. ~~The agent will then destroy the receipt from petty cash that was signed by the person receiving the petty cash.~~

1083.3 When assigned personnel are required to pay "out of pocket" cash in the performance of their daily work, a receipt for the cash paid out will be obtained, the purpose noted ~~there~~ on the receipt, signed and presented for reimbursement to the ~~agent~~ department director or designee.

108.4 Accountability

At the end of each month, the petty cash on hand and paid out will be reconciled by the ~~Petty-Cash agent~~ department director or designee to determine if the cash on hand and receipts paid out equal to the authorized initial petty cash total.

A petty cash voucher will be prepared if funds have been depleted; ~~for~~ reimbursement of funds expended will be listed ~~thereon fromon the voucher~~ and ~~information~~ on the receipts paid out. Receipts will be attached to the Petty Cash Voucher. The Voucher will be signed by the ~~division or~~ department ~~head-director or designee~~ and submitted to the Finance Department for reimbursement.

1084.1 It will be the responsibility of the agent-department director to maintain accurate records, ~~and any~~ Shortages will be made up at no cost to the County by the department head-director or designee authorized agent when final accounting and turn-over of the petty cash fund to another agent is accomplished.

1084.2 Each manager or department head-director authorized a petty cash fund will periodically spot check the petty cash fund to assure that adequate protection and accountability isare being maintained ~~by the authorized agent.~~

1084.3 The Director of Finance may conduct an unannounced physical accounting of each authorized petty cash fund.

Note: The above information is provided as guidelines only and is not intended to conflict or supersede any of the policies and procedures set by the Finance Department.

St. Johns County Administrative Code

Section: Administration	Date Issued: March 1993
	Revised: January 2006 <u>January 2023</u>
Title: Work Order Requests for Repairs, Alterations, Construction and Maintenance of County Facilities	Reference:

109.1 Purpose

To establish the procedures for initiating ~~alterations~~maintenance, repairs, and/or ~~new construction~~renovation activities affecting County owned or operated facilities.

109.2 Scope

All County departments and other agencies located in County owned or operated facilities.

109.3 Policy

County departments and other designated agencies will receive approval for ~~alterations~~ maintenance, repairs or ~~new construction~~ renovations only when the following procedure is followed.

109.4 Procedure

109.4.1 When a department or agency desires to make changes, repairs, or request routine maintenance to a County owned or operated facility, on the Administrative Complex, Julington Creek Annex, and Ponte Vedra Annex, approved staff will submit a work order request through the computerized maintenance management system to the appropriate division of the Facilities Management Department, an e-mail to the office manager or office assistant in Building Operations. Requests for all other County facilities should be handled in the same manner but routed to the Facilities Maintenance office manager or assistant.

109.4.2 The request will be reviewed/triaged to determine and note the ~~A)~~ priority, ~~B)~~ most desirable method of completion, ~~C)~~ the estimated complete-cost of labor, materials, and design for projects, and ~~D)~~ indicated estimated time for completion.

If the project request involves work other than routine maintenance or repair, the ~~appropriate Facilities Management~~ Department will give/provide an estimate to the requesting department for approval prior to scheduling.

109.4.3 Work Costs associated with routine maintenance and repairs requests will be charged to the respective department's building maintenance budget line. Requests to charge the cost to other GL codes should be noted in the work order description box, should be submitted with a (GL Code). If funds are not budgeted or if project exceeds \$25,000, a CIP form must be submitted before the project is authorized.

**St. Johns County
Administrative Code**

Section: Administration	Date Issued: January 2006
	Revised: December 2006 <u>January 2023</u>
Title: County Facility Use Policy	Reference: SJC Ord. 99-50

110.1 Purpose

To establish procedure for documentation and approval of allowing use of certain County facilities to the public. This policy includes insurance requirements, as well as requests for permit for possession and consumption of alcoholic beverages on public property.

110.2 Scope

All St. Johns County employees under the direction of the County Administrator, or his designee, shall follow procedure for the Public's Rental/Use of any County owned facility.

110.3 Policy

If a member of the **P**ublic requests to reserve or rent a County facility that offers access he/she should contact the **D**epartment that oversees that facility. The requestor will be required to fill out forms including contact information and numbers attending. Approval from the **D**epartment **Head-director** will be required.

110.4 Alcohol on County Premises

Alcohol is only permitted in or on County premises with written permission of the County Administrator (**or designee**) on a completed Application for Permit for Possession and Consumption of Alcoholic Beverage on Public Property in Accordance with Ordinance 99-50 and with proof of liquor liability insurance coverage in the amount of one million dollars (\$1,000,000.00) per occurrence which specifically includes St Johns County as an additional insured by policy endorsement. Liquor liability insurance is required of all applicants.

110.5 Requirements for Business/Corporation/For-Profit Organizations

The Business hereby states and affirms that insurance coverage required is in place at the time of this Agreement, and will remain so for the term of this rental agreement and that the business will not occupy the premises under this Agreement until it has obtained all insurance required under such laws. The business agrees to submit documentation of all insurance coverage to the County or its representatives upon request. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. Compliance with the foregoing requirements shall not relieve the Business of its liability and obligations under this rental agreement.

1105.1 The business shall maintain, during the term of this rental agreement, commercial general liability insurance in the amount of one million dollars (\$1,000,000.00) combined single limit to protect the business and the County from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this rental agreement, whether such operations are by the business or by anyone directly employed by or contracting with the business.

11052 The business shall maintain, during the life of this rental agreement, comprehensive automobile liability insurance in the amount of one hundred thousand dollars (\$100,000.00) per person, three hundred thousand dollars (\$300,000.00) per occurrence combined single limits to protect the business from claims for damages for bodily injury, including wrongful death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned, or non-owned automobiles, including rented automobiles whether such operations are by the business or by anyone directly or indirectly employed by the business.

11053 The business shall maintain, during the life of this rental agreement, adequate Workers' Compensation Insurance ~~and Employers Liability Insurance~~ in at least such amounts as are required by law. If the business is not required to maintain Workers' Compensation Insurance and Employers Liability Insurance under Florida Law, verification noting this exclusion shall be provided to the County by the business insurance carrier.

11054 All insurance, other than Workers' Compensation, to be maintained by the business shall specifically include St. Johns County as an ~~a~~Additional ~~i~~nsured, by policy endorsement, except as such coverage is specifically waived in writing by the County, and a Certificate of Insurance naming St. Johns County, ~~Board of County Commissioners, Risk Management Risk Mgt. Dept., 4020 Lewis Speedway~~500 San Sebastian View, St. Augustine, FL 32084, as ~~A~~Additional ~~i~~nsured must be provided to the County by the business insurance carrier.

11055 The insurance requirement is deemed contractual, and the County shall not be deemed responsible to any third party for any failure of insurance coverage.

St. Johns County Administrative Code

Section: Administration	Date Issued: January 2006
Title: Responding to a Disruption on County Property	Reference:

111.1 Purpose

To establish a policy ~~for and~~ procedure when responding to the disruption of Non-Board of County Commissioners ~~M~~meeting functions by members of the ~~G~~general ~~P~~public.

111.2 Scope

All St. Johns County departments under the direction of the County Administrator, or his/her designee.

111.3 Policy

For purposes of this policy a Disruption on County property shall be any use of obscene or profane language, any act of physical violence or threat thereof (whether verbal or nonverbal), and/or any other loud or boisterous behavior to any person on County property which significantly impairs the operation or use of such property. The ~~senior~~ County employee present shall initially determine if such a disturbance is an immediate physical threat to persons or public property. If there is an apparent immediate danger to persons or property occurring on County property, said employee shall:

1. Call 911 and ask for immediate law enforcement assistance;
2. Take reasonable effort to move endangered persons to a safe location;
3. Take reasonable effort to protect public property without endangering any person (~~including the Perpetrator~~) in that process.
4. Notify the County Administrator and the assigned ~~County supervisor~~ department director of the situation.

If there is no apparent physical danger to personnel or public property but the ~~Perpetrator-subject~~ is causing a disturbance that significantly impairs the proper function or delivery of any County service:

- The ~~senior~~ County employee at that location shall immediately notify the first County supervisor who is immediately available, and then request the ~~Perpetrator-subject~~ to cease causing the disturbance or leave the ~~subject~~ premises. The notified supervisor shall immediately go to the ~~subject~~ location and take responsibility for further actions.
- The attending supervisor shall provide the ~~Perpetrator-subject~~ with a future date, time, and location to meet with a designated County representative at which time their concerns will be addressed in a proper manner, then the ~~perpetrator-subject~~ will be asked again to cease the disturbance or to leave the ~~subject~~ premises.

- If the ~~Perpetrator-subject~~ does not comply with the request ~~in 3.(b)~~, the supervisor will ~~notify the County Administrator and~~ call 911 and ask for law enforcement assistance in removing the ~~Perpetrator subject~~ from County property, or otherwise properly addressing the situation as determined by a law enforcement officer, ~~or the~~ County Administrator, or an ~~Assistant-Deputy~~ County Administrator.
- The attending supervisor will produce and submit to the subject ~~D~~department ~~Head-director~~ and the County Administrator a detailed written report of the incident within 24 hours of its occurrence.

In circumstances where there is a pattern of disruption of County offices or work by a particular person, group of persons, or organization, the County Administrator may designate a particular County employee as being the primary point of contact and/or supervisor for such issues. The County Attorney's office will also be consulted for other applicable solutions designed for effective and fair action in cases involving special circumstances.

**St. Johns County
Administrative Code**

Section: Administration	Date Issued: January 2006
	Revised: December 2006 <u>January 2023</u>
Title: Building Security and Operations	Reference:

112.1 Purpose

The purpose of this policy is to provide basic procedures for day-to-day operations as well as maintaining a safe and secure working environment for the users of all St. Johns County facilities. The procedures listed here are considered the minimum, and every effort should be made by all employees to enhance building security at every opportunity.

112.2 Scope

All employees of St. Johns County and/or employees that work in any County owned facility.

112.3 Hours of Operation

It is the responsibility of the ~~D~~department Head-director to ensure that his/her department or office is open to the public during recognized office hours unless he/she has received prior notification to the contrary from the County Administrator's Office. If for any reason, it is impossible for a ~~D~~department Head-director or any member of his/her staff to open an office or department at the regularly scheduled time, the County Administrator's Office must be notified of the situation as soon as possible.

112.4 Identification Cards and Keys for Employees

Every Board of County Commissioners (BCC) employee shall be issued an identification card upon commencement of employment. This identification card must be worn at all times during working hours. Any person who is issued a key or I.D. card shall not allow anyone else to use that person's key or I.D. card. St. Johns County ~~Judicial-Center-personnel~~staff who enter through a ~~door other than the front door controlled access door~~ shall not allow any unauthorized person to enter the building with them.

~~The~~ St. Johns County ~~Building-Operations-Superintendent~~Facilities Management shall be responsible for the issuance of all BCC identification cards. Further, the Building Operations Superintendent is responsible for the issuance of all keys for the Judicial/Administrative Campus and Service Center annexes, Ponte Vedra, and Julington Creek Courthouse Branch offices. With respect to other BCC operated buildings, the respective ~~D~~department Head-director is responsible for key issuance.

The Building Operations Superintendent shall keep a record of all identification cards and keys issued. With respect to other BCC operated buildings, the respective ~~D~~department Head-director shall keep a record of all keys issued.

Any person who is issued an I.D. card shall fill out and sign the Badge Request Form provided for employment (Exhibit H). Said form shall be counter-signed by an appropriate authorizing official.

112.4.5 For the purposes of badge issuance, authorizing officials are as follows:

Standard St. Johns County ID Badge:

- New Hire: ~~Personnel Services~~Human Resources Director
- Replacement Badge: Department ~~Head Director, or Personnel Services~~Human Resources Director, or their designee

Access Encoded Johns County ID Badge:

- ~~Current On-campus Employee: County Administrator or Department Head~~
- ~~New Hire: County Administrator and Personnel Services Director, or Department Head and Personnel Services Director~~
- ~~Current Off-campus Employee: County Administrator~~
- ~~New Hire: County Administrator and Personnel Services Director~~
- ~~Courthouse Access: County Administrator~~

112.4.6 Authorizing officials may appoint a designee to sign for them. Appointments shall be in written form and furnished to the Building Superintendent who shall maintain appointee records.

112.4.7 St. Johns County I.D. badges are intended for St. Johns County employees, both full and part-time. Requests to issue St. Johns County I.D. badges to non-employees ~~may be made of and may only be approved by the County Administrator~~ must be made by the requesting department director and certification of a passed background check must be provided.

112.4.8 All keys and I.D. cards must be turned in within 24 hours of the termination of employment. It is the responsibility of the employing department to collect keys and I.D. cards.

112.4.10 The Badge Request Form (~~Exhibit H~~), when used for Courthouse access, shall be authorized by the following for members of their staff:

- Administrative Judge, St. Johns County
- Sheriff, St. Johns County
- Clerk of Courts, St. Johns County
- St. Johns County Administrator
- State's Attorney, 7th Judicial Circuit
- Public Defender, 7th Judicial Circuit
- D.O.C. Probation, Correctional Probation Senior Supervisor, St. Johns County

112.4.11 Requests to issue Courthouse ID cards to non-courthouse employees may be made, but must be approved by one the following:

- Administrative Judge, St. Johns County
- Sheriff, St. Johns County
- St. Johns County Administrator
- St. Johns County Facilities Management Director

~~112.4.12 Upon separation from employment, change in employment status, or when no longer necessary for performance of duties, all keys and I.D. badges must be returned during the exit interview unless otherwise arranged with the employing department head. Notice shall be given immediately to the Building Superintendent.~~

112.5 Parking and Storage of Personal and County Vehicles

112.5.1 Storage of County Vehicles

Vehicles stored in County lots will be parked in a lawful and appropriate manner, locked and serviced for the next day's activities. ~~Vehicles stored over night at the Judicial/Administrative Complex must be parked as established by the Building Operations Department.~~

112.5.2 Ticketing/Improper Parking

Tickets received for improper parking must be paid promptly. Tickets will be excused only in the event of extraordinary circumstances, which must be documented. It is unnecessary for anyone to park improperly while performing assigned duties as a County employee. For that reason, no excuse based on traditional employment related activities will be accepted.

112.5.3 Personal Vehicle Parking

~~Any vehicle which is parked improperly on County property will be ticketed. Vehicles belonging to repeated offenders will be towed.~~ It is considered improper to park in any of the designated areas detailed below without specific authorization from the County Administrator:

112.5.3.1 In any space not officially designated for employee parking.

112.5.3.2 Where signs indicate no parking.

112.5.3.3 In a space designated for County vehicles only.

112.5.3.4 In the Commissioner's row ~~adjacent to the Commissioner's Offices, including those on the south end of the Admin Stair Tower in the parking garage.~~

112.5.3.5 Any other area deemed hazardous or posted by the County Administrator's Office.

~~112.5.3.5~~ 112.5.3.6 Any numbered space in the parking garage.

112.6 Building Security

112.6.1 The Sheriff of St. Johns County shall provide and be responsible for the security of the St. Johns County Judicial Center.

112.6.2 All Judicial Center personnel shall report any unlocked or malfunctioning exterior doors, disturbances, crimes in progress, crimes that have already occurred, suspicious persons, suspicious circumstances, and any other safety or security concerns affecting the St. Johns County Judicial Center to the Chief Bailiff.

112.6.3 Security personnel, including Bailiffs and both armed and unarmed security guards, shall report any security problems or concerns to the Chief Bailiff.

112.6.4 The St. Johns County Judicial Center shall staff unarmed and/or armed guards as determined by the Sheriff's Office and St. Johns County ~~Building Operations~~ Facilities Management 24 hours a day, 365 days a year.

112.6.5 The purpose of the security guards is to preserve a threat-free judicial environment and to prevent a general climate of fear and anxiety during the judicial process. This is achieved primarily through the screening of personnel entering the facility.

112.6.6 Closed Circuit Television (CCTV) surveillance and security systems are installed in various St. Johns County facilities to enhance security and to provide video records of incidents should they occur. All information and records relating to these systems, including, but not limited to photographs, audio and video records schematic diagrams, and surveillance techniques or procedures, are part of the County's security system plan, are intended to be used solely by security personnel and are confidential and exempt from public record requests, pursuant to the exemptions listed in F.S. 119.071(2)(d), 119.071(3)(a), and 281.301. Copies of video records, specific locations of cameras, recording equipment, and/or alarms are not to be given out without specific authorization from the County Administrator, the County Attorney or their designee.

112.7 Securing Facilities

Department ~~Heads~~ directors or their designee are responsible for ~~seeing-ensuring~~ all doors in their departments are bolted or locked each evening after working hours. Duplication of keys without the authorization of the ~~D~~department ~~Head~~ director is grounds for dismissal. Duplication of Judicial Center keys without the authorization of the Building Operations Superintendent is grounds for dismissal.

Each employee with a key to ~~an~~ the front door or other exterior door will lock it upon entering and exiting the building after regular work-business hours, ~~between 5:00 p.m. and 7:30 a.m. on weekdays and at all times on weekends and holidays.~~

When an employee leaves the employment of the County, he/she will surrender all government keys in their possession at the time of their exit interview. The ~~Personnel~~ Human Resources Office will, in turn, return these keys to the appropriate ~~D~~department Headdirector.

112.8 Emergencies

In the event of an emergency situation, St. Johns County BCC personnel shall first call 911, then follow the specific procedures set up for that facility. ~~In the event of an emergency situation at the Judicial Center, requiring immediate assistance, the security guards shall notify the Bailiff's office and keep them advised of the situation. If an emergency situation arises within the areas of the building not staffed by security guards, St. Johns County Judicial Center personnel shall first call 911, followed by a call to the Bailiff's office (823-2703), and finally a call to the Building Superintendent's office (209-0650).~~

112.8.1 Fire

In the event of a fire, personnel shall utilize a pull station to sound the fire alarm and follow the appropriate notification procedures for their facility. All personnel shall evacuate the building as outlined in the St. Johns County Master Evacuation Plan, following any site-specific procedures unique to the location or office (Exhibit I). ~~At the Judicial Center, the security guard shall radio the Bailiff's office, lock the main entrance doors, and station themselves at the exit doors, keeping them open. St. Johns County Judicial center personnel shall evacuate the building, following the detailed evacuation plans provided to them in the St. Johns County Master Evacuation Plan (Exhibit I).~~

112.8.2 Bomb Threat

In the event of a bomb threat, all radio traffic must end and all communications shall be done via telephone. Any St. Johns County BCC personnel receiving a bomb threat or suspicious package shall immediately call 911. If an evacuation is necessary, personnel shall exit the building as outlined in the St. Johns County Master Evacuation Plan, following any site-specific procedures unique to the location or office, leaving the area until such time as the site has been cleared of any threat.

~~At the Judicial Center, all radio traffic must end and all communications shall be done via telephone. Proper notification procedures, as outlined in the St. Johns County Master Evacuation Plan (Exhibit I), shall be followed.~~

112.8.3 Active Shooter

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation. Employees should become familiar with their department's active shooter plan. In general, principles for dealing with an active shooter situation are to run if possible, hide if necessary, and fight as a last resort.

112.9 Mail and Deliveries

112.9.1 Central Receiving

All mail received at the Judicial/Administrative Campus, as well as U.S. mail received via various P.O. Drawer's and/or boxes held by occupants at the campus, shall be screened and x-rayed for potential hazardous substances, and opened in the Central Receiving building, located at 4010B Lewis Speedway. All deliveries to the St. Johns Judicial/Administrative Campus shall be screened and x-rayed at the Central Receiving building. Exceptions to this policy will be made at the County Administrator's or Elected Official's request.

Central Receiving will also be responsible for the sorting and delivery of all interoffice mail.

112.9.2 Outlying Facilities

All other facilities shall carefully screen all incoming mail and packages to the best of their ability to reduce the possibility of a biological contamination or the introduction of an explosive device or other potentially harmful item into their building. If a department located at an outlying facility so wishes, the Central Receiving Building facilities and staff shall be made available during regular operating hours for the purpose of screening and x-raying incoming mail and packages. It shall be the responsibility of the requesting department to provide for delivery and pick-up of their mail and packages to and from Central Receiving.

112.9.3 Suspicious Parcel Protocol

Any employee that considers a parcel to be suspicious should follow the guidelines outlined in the Suspicious Parcel Protocol provided by the St. Johns County Fire/Rescue (Exhibit J).

112.10 Service Animals

Animals, other than ~~licensed~~ service animals, are strictly prohibited in county facilities. Any person who enters the building with an animal ~~without showing proper licensure~~ that is not a bona fide service animal will be immediately asked to remove it from the building.

112.11 Operations During Severe Weather

In case of unusual situations including hurricanes, floods, tornadoes, etc., County offices and departments shall remain open for a full scheduled work period unless authorization for early closing is received from the County Administrator's Office. All offices and departments will be given sufficient notice of any authorized early closing, thus eliminating the need for telephone inquiries to the County Administrator's Office. An employee, who of their own volition leaves work before an official early closing time has been announced, will be subject to disciplinary action.

112.12 Screening Procedures

~~112.12.1—The screening process is the responsibility of the unarmed guards using x-ray inspection and metal detection. The Bailiff monitors the screening process and is available for immediate response if a firearm or dangerous weapon is found. If assistance is necessary to enforce screening and entry procedures to the facility, the Chief Bailiff will be contacted.~~

~~112.12.2—Screening procedures must be reasonable and compliant with 4th Amendment rights regarding search and seizure. If magnetometer (metal detector) or x-ray screening provide probable cause to examine further, a courteous request will be made for the person to place the briefcase or package on the table and kindly open it up.~~

~~112.12.3—At no time will a screener touch personal property. Only Bailiffs are authorized to conduct a hand search of persons or property.~~

~~112.12.4—Large objects must be placed on the x-ray conveyor and scanned. Small objects shall be placed in a basket or tray for x-ray scanning.~~

~~112.12.5—All entrants, excluding those exempted in Section 112.10, must pass through the magnetometer. If a person cannot or will not clear the magnetometer without a signal, that person may be refused admission to the building.~~

~~112.12.6—All St. Johns County Judicial center personnel wearing an identification card issued by the Building Superintendent and all law enforcement officers employed by a Florida law enforcement agency who are in uniform, on duty, and who have official identification may bypass the metal detector and x-ray equipment when entering the St. Johns County Judicial Center. Everyone else shall pass through the metal detector and x-ray equipment.~~

~~112.12.7—Those persons who cannot pass through a metal detector or x-ray machine for medical reasons (i.e. the AICD System) shall present their identification card and asked to be searched by a Bailiff. In the event that a Bailiff cannot respond to conduct a hand search, then a scan with the handheld wand must be done quickly, not allowing the wand to stay in one place.~~

112.13 Weapons and Firearms

~~Except as provided by state law or by St. Johns County Ordinance Number 2011-36, firearms shall not be brought into any building operated by the St. Johns County BCC by anyone except law enforcement officers who are employed by a State of Florida or Federal law enforcement agency.~~

~~112.13.1 No knives or other weapons (including, but not limited to, electronic stun guns, metal knuckles, mace, Ninja sticks, Blackjacks, clubs, and throwing stars) shall be allowed into St. Johns County BCC facilities.~~

~~112.13.2 Firearms shall not be brought into the Judicial Center by any law enforcement officer in plainclothes, except the Sheriff of St. Johns County, the Chief of the City of St. Augustine Police Department, the Chief of the City of St. Augustine Beach Police Department, and officers serving security details assigned by the Bailiff's office.~~

~~112.13.3—If an officer in plainclothes causes the metal detector alarm to sound or a firearm is identified in a purse or briefcase by the x-ray equipment, the unarmed security guards shall immediately notify the Bailiff's office as outlined in the St. Johns County Judicial Center Post Orders.~~

~~112.13.4~~112.13.3 All uniformed law enforcement officers from other jurisdictions who want to carry a firearm inside the St. Johns County Judicial center must show official identification to do so.

~~112.13.5—All persons found to be carrying unlicensed or illegal weapons are subject to arrest. If someone is found carrying an unlicensed or illegal weapon, the unarmed security guards shall immediately notify the Bailiff's office as outlined in the St. Johns County Judicial Center Post Orders.~~

St. Johns County Administrative Code

Section: Administration	Date Issued: December 2006
	Revised: <u>January 2023</u>
Title: Records Management	Reference: Chapters 257 and 119, F.S. Ch 1B-24, 1b-26.003, 1B-26.0021 F.A.C.

113.1 Purpose

To establish policies and procedures for the management of county records, information, files and documents for the purpose of ensuring official records and information are readily accessible, in an organized and efficient manner, and in an appropriate environment.

113.2 Scope

Public records include “all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.” Florida law mandates and ~~t~~The Florida Department of State directs that the St. Johns County Board of County Commissioners Records Management Program be implemented and maintained by all Departments and Agencies of the county. The County is responsible for efficient and economical management methods regarding the creation, utilization, maintenance, retention, preservation, and disposal of records. Records must be identified, tracked, and accounted for by using the records management tools and policies that follow. The ~~Records Analyst of the MIS Department~~ Office of the County Attorney shall serve as the County’s Records Management Liaison Officer (RMLO), and shall be the recipient of this information and maintain records data as required by the Department of State. Compliance is mandatory and each department of the County is responsible and accountable as custodians of their respective records pursuant to applicable Florida law and regulations.

113.3 Paper Records

Although many Departments and Agencies of the County differ in their particular business processes and functions, the basic principles outlined in this ~~S~~section will be established and implemented by each in order to maintain an active and continuing program for the economical and efficient management of records in compliance with applicable Florida law. Forms, including Inventory, Transfer, and Disposition are necessary to achieve the objectives of this policy and are provided in the St. Johns County Records Management Manual available in every department.

113.3.1 Records Contact Person

Each Department of the County will designate a person with the additional duty to serve as a records contact for the County’s Records Management Program.

113.3.2 Records Inventory

Each ~~D~~department will create and maintain an inventory of their particular document types. The inventory will match the functional document types to the appropriate State General Records Schedule, or in accordance with an Individual Records Schedule for those records unique to particular ~~D~~departments and

Agencies, and must include the assigned retention period. A copy of the completed form shall be sent to the ~~Records Management Analyst~~Office of the County Attorney, and the form must be updated annually.

113.3.3 Transferring Boxed Files – Remote Storage

The movement of boxed records out of each department's work area will be tracked and accounted for through the County's File Transfer Form. The ~~Records Management Analyst~~Office of the County Attorney must be notified and receive the completed form for recordkeeping purposes.

113.3.4 Records Destruction – Disposition Certification

Public record destruction via shredding, incinerating or disposal at the landfill will be accounted for through use of the authorized Records Disposition Certificate. These ~~C~~certifications must be signed by the ~~D~~department ~~Head~~director, and a copy forwarded to the ~~Records Management Analyst~~Office of the County Attorney. Record destruction volume- in cubic feet must be accounted for on the form. These certifications are submitted at the end of the year to the Secretary of State by the Board of County Commissioners.

113.3.5 Digitized Paper Records – Disposition Certification

Hard copy paper records that are electronically scanned and are subsequently destroyed must also be accounted for on a Records Disposition Certification with appropriate signatures. A copy of the ~~D~~disposition form must be submitted to the ~~Office of the County Attorney~~Records Management Analyst.

113.3.6 Archival Records

Records deemed archival will be sent to the appropriate institution and will be recorded on the Disposition Certificate with appropriate signatures.

113.3.7 Out-sourced Records Storage

Departments will use the commercial outsourced physical records storage facilities under contract with the ~~Department of Purchasing~~County. These contracts have been written to meet the County's legal requirements and the State's Records Management Requirements. Contact the Purchasing Department for further information.

113.3.8 Employee Awareness

Department ~~Head~~sdirectors, in cooperation with the ~~Records Management Analyst~~Office of the County Attorney are responsible to adequately train and monitor their employees with regard to public records management and the timely processing of public records requests.

113.4 **Public Records Requests**

The ~~Office of the County Attorney MIS Department's Records Management Analyst~~ must be notified of all public records requests when they are first received, and the date and manner in which records requests are deemed completed. Refer to section 104 for additional information regarding public review of County Records.

113.5 **Voice Mail**

Voice mail is generally transitory in nature, and may usually be deleted at will. There are times, however, when voice mail may constitute a public record, require a specific retention period, and be available to the public upon request. This would occur on rare occasions when the content of the message sets policy, establishes guidelines or procedures, certifies a transaction, acts as a receipt, is the subject of litigation, or is otherwise designed to perpetuate or formalize knowledge concerning official business.

As with any record, employees should be aware of statutory or regulatory requirements that would prohibit the disclosure of voice mail information that is determined to be a public record.

113.5.1 Voice mail messages sent and received by staff fall within two broad categories:

- Transitory messages, (including copies posted to several persons), casual and routine communications similar to telephone conversations, and messages of a personal nature unrelated to official business.
- Public records with a specific retention period.

113.5.2 Retention guidelines for voice mail are as follows:

- Transitory messages ~~—~~ No retention requirement. Staff sending or receiving such communications may delete such messages at any time after sending or receiving them.
- Public Records ~~—~~ Follow the retention period for equivalent hard copy records as specified in the state's retention schedule. These voice mail messages are public records and must be sent to your own e-mail for retention purposes, or you may summarize its content and retain a hard copy of the content only.

All employees are responsible for determining ~~into~~ which of the two above categories voice messages belong, and indicating the retention period for purposes of eventual destruction, if applicable.

113.6 Text Messages

Text messages are generally transitory in nature, and may usually be deleted at will. There are times, however, when text messages may constitute a public record, require a specific retention period, and be available to the public upon request. This would occur on rare occasions when the content of the message sets policy, establishes guidelines or procedures, certifies a transaction, acts as a receipt, is the subject of litigation, or is otherwise designed to perpetuate or formalize knowledge concerning official business.

113.6.1 Text Messages Sent To or From a County Phone

To ensure compliance with records retention schedules, the County will archive all text messages sent and received on County phones.

113.6.2 Text Messages Sent to or From Personal Phones of County Employees

Any text message sent or received by a County employee pursuant to law or ordinance or in connection with the transaction of official County business is a public record and is subject to the requirements of state law and this policy. As with any record, employees should be aware of statutory or regulatory requirements that would prohibit the disclosure of voice mail information that is determined to be a public record.

113.6.3 Text messages sent and received by staff fall within two broad categories:

- Transitory messages, (including copies posted to several persons), casual and routine communications similar to telephone conversations, and messages of a personal nature unrelated to official business.
- Public records with a specific retention period.

113.6.4 Retention guidelines for text messages sent to or from personal phones of County employees are as follows:

- Transitory messages-No retention requirement. Staff sending or receiving such communications may delete such messages at any time after sending or receiving them.
- Public Records-Follow the retention period for equivalent hard copy records as specified in the state's

retention schedule. These text messages are public records and must be sent to your County e-mail for retention purposes, or you may summarize its content and retain a hard copy of the content only.

All employees who send or receive a text message pursuant to law or ordinance or in connection with the transaction of official County business are responsible for determining which of the two above categories text messages belong, and indicating the retention period for purposes of eventual destruction, if applicable.

**St. Johns County
Administrative Code**

Section: Administration	Date Issued: March 1993
Title: Hiring of Consultants	Reference: Administrative Procedure

114.1 Purpose

To establish the uniform procedure for the hiring and utilization of consultants.

114.2 Scope

All departments reporting to the County Administrator.

114.3 Policy

It is occasionally necessary for County departments to seek aid from outside consultants in the performance of their normal operating functions. It should be determined before any consultant is hired that the service provided cannot be provided by any other department in the County government. Selection and actual hiring of consultants shall be done in conformance with the State Law and/or County purchasing policies and rules, whichever applies.

114.4 Definition

Consultant – any individual or firm not regularly employed by the County government who was hired or in some way engaged to provide consultation meaning informational or instructional guidance for the performance of some specific service.

114.5 Procedure

It is expected that fees for a consultant which may be necessary to perform a specific task related to the ongoing operation of County departments will be provided for specifically in an operating budget.

At budget time, the ~~D~~department ~~Head-director~~ or his representative should indicate in the budget request, any consultants which may be needed during the coming fiscal year and indicate the specific purpose for which that consultant will be used and the type of information or service which is to be provided.

If a department determines at any time during the fiscal year that a consultant is needed ~~which-and~~ has not been provided for in the operating budget, ~~they-it~~ shall submit a formal request to the Office of Management Budget indicating the reason for which the consultant is needed. This request may be in the form of a letter or memo with all pertinent details. Any consultant hired by any department not specifically provided for in the budget must be requested in this manner and is subject to the prior approval of the County Administrator.

St. Johns County Administrative Code

Section: Administration	Date Issued: April 2008 Revised: <u>January 2023</u>
Title: Complimentary Tickets	Reference: Administrative Procedure

115.1 Purpose

The ~~Cultural Events Department~~St. Augustine Amphitheatre may issue complimentary tickets in accordance with confirmed offers and agreements, promoter requirements, artist requests, sponsorship incentives, for seat relocations, community relations, purposes of economic impact, and an agreed upon number of media complimentary tickets for such purposes as the advertising trade, promotional giveaways, and other marketing purposes.~~complimentary ticket riders, promoter requirements, artist requests, and label needs, and an agreed upon number of media complimentary tickets for such purposes as the advertising trade, promotional giveaways, sponsorship incentives, other marketing purposes.~~

115.2 Scope

The number of ~~media~~-complimentary tickets may vary with each event depending on the need for promotion and/or contractual requirements with artists and promoters.

115.2.1 Nonprofits

The ~~St. Augustine Amphitheatre~~Cultural Events Department may, with the approval of the ~~County Administrator~~Department's General Manager, issue complimentary tickets to ~~non-profit~~nonprofit organizations and schools for fundraisers.

115.3 Responsible Authority

The ~~Amphitheater's Cultural Events'~~ General Manager will be responsible for ensuring that complimentary tickets are used solely for these purposes. St. Johns County employees are not eligible for complimentary tickets unless ~~won-awarded~~ through an approved contest, ~~or~~ promotion, or incentive program.

115.4 Log

A "Complimentary Ticket ~~Report-Log-Sheet~~" will be maintained for each event through the Department's contracted ticketing platform. The Log-Sheet report will contain a detailed listing of complimentary tickets issued including the number of tickets issued to each entity and the purpose for the issuance. At the end of the event a copy of the Log-Sheetreport -will be attached to the event reconciliation and forwarded to the County Finance Department.

St. Johns County Administrative Code

Section: Administration	Date Issued: July 1999
	Revised: January 2006
Title: Government Television Office <u>Office of Public Affairs</u>	Reference: Fair Labor & Standards Act

116.1 Purpose

The St. Johns County ~~Intergovernmental Relations Department~~ Office of Public Affairs will operate a government access channel on most cable systems operating within St. Johns County. The government channel will develop and implement programs to maintain effective communications between county/~~city~~ government and county/~~city~~ residents, as well as, promote and preserve the integrity of St. Johns County's local government as an efficient, professional organization that positively reflects the community it serves.

116.2 Scope

The Government Access Channel will operate within policies and guidelines established by the Board of County Commissioners as dictated in the Administrative Code.

116.3 Channel Designation

The Government Access Channel shall operate on most franchised cable systems within St. Johns County.

116.4 Management of Government Access Channel

The County Administrator ~~and the Assistant County Administrator for Administration~~ directs the ~~Production Coordinator~~ Office of Public Affairs to manage the Government Access Channel. Programming and scheduling decisions are made by ~~the Production Coordinator~~ Public Affairs staff Director of Public Affairs, and must be consistent with the policy adopted by the Board of County Commissioners.

116.5 Programming Standards and Production

116.5.1 Live Cablecast

Live broadcasts of County ~~and City~~ meetings and events will be televised with gavel-to-gavel coverage. These meetings will consist of but are not limited to emergency information, Commission Meetings, Town Hall Meetings, and other special events that fall within the policies and guidelines of GTV.

116.5.2 Tape Delayed Cablecast

~~The Production Coordinator of~~ GTV may air taped programming by eligible organizations that are appropriate to GTV and conform to the technical and production standards after a review of content. These programs may include but are not limited to emergency information, Commission Meetings, Town Hall Meetings, and other special events that fall within the policies and guidelines of GTV. GTV reserves the right to edit programs submitted to display disclaimers. Governmental meetings will not be edited.

116.5.3 Staff Programming

Programs produced by ~~the Government Television Office~~ GTV or contractors hired by and supervised by ~~the Production Coordinator~~ the Office of Public Affairs will include: live and tape--delayed broadcasts of commission meetings,

programming offered by various county departments, boards and authorities related to government. These latter-noted programs could be either; live or taped delayed cablecast. Programs produced or received by ~~the GTV-Office~~ may be modified or edited as appropriate based upon a script. Scheduling and staffing requirements will dictate editing.

116.5.4 External Programming

Programs that are produced by an outside agency may be aired when the topic is related to the county, city, state, or federal government and the program is not intended as a mechanism for building support for a particular policy, program, issue, party, platform or individual. Additionally, programming may not purposely contain advertising of a commercial product or service; information concerning any lottery, gift enterprise, or similar promotion offering prizes based in whole or part upon lot or change; direct solicitation of funds; material that would violate any federal, state, ~~C~~county, or city statute or law; material that promotes religious beliefs or religious philosophies; obscene, indecent, or defamatory material; appearances on behalf of individuals candidates for public office; endorsements of particular ballot issues.

116.5.5 Multimedia Bulletin Board

Printed onscreen messages announcing emergency and public safety information, public meetings of government boards, and general announcements of current governmental information regarding meetings, sponsored events, and job listings will air seven days a week, 24 hours a day unless there is programming on the channel.

116.5.6 Quality Standard

All programming aired on the Government Access Channel must meet broadcast quality standards. All programming must be shot and mastered on compatible equipment. Other formats that do not meet the acceptable programming standards established by the ~~Intergovernmental Relations~~~~Public Affairs~~ Director of Public Affairs and the Production Coordinator will not be aired.

116.5.7 County Meetings

Cablecasts of county meetings shall not be edited or subjected to editorial comment. Meeting(s) will have "gavel to gavel" coverage. Meetings are recorded for later broadcast and archival purposes.

116.5.8 Endorsements

At no time will the Government Access Channel be utilized to endorse an issue, candidate, specific person, company or brand name product for consumer use.

116.6 Promotions

Promotional announcements for county and/or city-sponsored events will be permitted over the cable channel. Promotional announcements for events, charities or outside organizations not sponsored by government shall not be permitted.

116.7 Equipment and Facilities

Use of county-owned video equipment shall be restricted to Office of Public Affairs' employees ~~of the GTV Office~~ or trained persons who are under the direction of the ~~GTV Productions Coordinator~~Director of Public Affairs. Loaning of equipment for personal or non-governmental related tasks is prohibited.

116.8 Retention and Ownership of ~~Tapes~~ Recordings and Digital Media

All ~~videotapes~~ video recordings and digital media produced by the Office of Public Affairs or other county staff shall be the property of St. Johns County and stored in the GTV Production Office. It shall ~~be~~ the general policy of the ~~GTV Production~~ Office of Public Affairs to retain ~~videos~~ tapes of staff-produced programs, meetings, and events. These ~~tapes~~ recordings shall not be considered an official record of any meeting and there ~~shall be~~ shall be no liability for inadvertent erasure(s) or omissions.

116.9 Video and Audio Documents

Request for the inspection of video documents shall be accommodated. Duplication of video documents ~~will~~ be charged a fee from the current St. Johns County Fee Schedule.

116.10 County Responsibility

Neither St. Johns County, the St. Johns County Government Access Channel, nor the ~~GTV Productions~~ Office of Public Affairs shall be responsible or liable for the accuracy of any information cablecast over the channel that is submitted by outside sources.

116.11 Access Priorities

The following is a list of general priorities that will apply to the Government Access Channel:

- Programming of an emergency ~~nature~~ involving public safety or health matters.
- Programming of, or about, ~~meetings~~ of policy-making bodies of County/City government.
- Programming of various departments and their services.
- Programming providing factual information on any ballot issue affecting County services.
- Programming that is produced by or for local, state, and federal government and/or other agencies that use public dollars.
- Programming produced by external sources that is relevant to local government.

St. Johns County Administrative Code

Section: Administration	Date Issued: May 1993 Revised: January 2006
Title: Press Releases, Press Conferences, Events, Bulletins, and Event Planning, <u>Media Inquiries</u>	Reference:

117.1 Purpose

To ensure conformity of news press release format and content with County policy; to inform citizens ~~and County and County~~ officials, of newsworthy issues; and to monitor effectiveness of news press releases and event bulletins.

A Press Release is any information prepared for dissemination to the news media. This includes written Public Service Announcements. County Administration encourages the use of Media Press Releases as part of an overall effort to inform St. Johns County residents about services, programs, initiatives or events taking place.

An event bulletin is any information announcing routine activities, films, performances, recreational events or other non-issue related, routine program activities.

117.2 Scope

This policy and the guidance therein have been established by the St. Johns County Administrator, effective January 20~~03~~⁰⁹, and apply to all governmental departments with the exception of elected officials, i.e. members of the St. Johns County Board of County Commissioners, Constitutional Offices, and the Office of County Attorney for St. Johns County.

~~117.3 Media Point of Contact~~

~~The media point of contact (POC) shall serve as the primary point of contact for news media representatives. The Public Affairs Office shall serve as primary POC for the news media. The Public Affairs Specialist Director works under the authority of, and is responsible to, the Assistant County Administrator, for Administration.~~

~~117.3.1 It shall be the responsibility of the Public Affairs Specialist to assist the news media in the gathering of information and the arranging of interviews as requested.~~

~~117.3.2 The Public Affairs Office shall be notified whenever the media contacts a department and information is requested. Notification must be made within the same day or in some cases, the next business day. The Intergovernmental Affairs Media Relations Disclosure Form which is available via the St. Johns County Intranet (<http://sjeintranet1.intranet.co.st.johns.fl.us/bec/publicrelations/mrform.htm>) must be completed and submitted electronically. Instructions are within the form.~~

117.3.3 The ~~Public Affairs~~ Office of Public Affairs will maintain a record of news reports concerning St. Johns County.

117.4 Media-Press Releases

117.4.1 All Departments, Divisions, and Offices (unless exempted) should coordinate with the ~~Public Affairs~~ Office of Public Affairs with respect to the issuance, dissemination, and/or distribution of any media release, including those of a routine or select nature. The ~~Public Affairs~~ Office of Public Affairs will generate a media release upon request from any ~~D~~department ~~Head-director~~ or designee, County Commissioner or designee, or the County Administrator or designee.

117.4.2 All requests for general media-press releases (e.g. upcoming events) should have a 5-day lead-time or more, whenever possible. All pertinent information for the release, including the name of the person providing the information, should be submitted. All Media-Press Releases will be printed using a standard format that consists of one page, if at all possible, and one side only using the appropriate press release format as established by the Office of Public Affairs. Media Advisory Form (Exhibit L).

117.4.3 The first draft of the media-press release is e-mailed to the requesting Ddepartment or Ddivision for review. Once the proposed media-press release is reviewed, and revisions made (if needed or necessary), then the ~~Public Affairs~~ Office of Public Affairs will disseminate the media-press release.

117.4.4 Press Media releases will be published on the County website and faxed and/or e-mailed to all area news outlets, Board of County Commissioners, ~~and~~ Government Television, and appropriate social media platforms. In addition, media-press releases will be made available to the public. The ~~Public Affairs~~ Office of Public Affairs will maintain a standard distribution list.

117.4.5 The ~~Public Affairs~~ Office of Public Affairs will maintain a file of all media-press releases issued by St. Johns County Government. The Office of Public Affairs ~~y~~ will maintain and retain media-press releases in accordance with applicable County policy, and State retention laws.

117.5 Urgent Media-Press Releases

117.5.1 All requests for urgent news media notification must be accompanied by pertinent information, name of a contact person, and telephone number.

117.5.2 Upon receipt of the request, the ~~Public Affairs~~ Office of Public Affairs will prepare the media press release, submit the media-press release to the ~~D~~department or ~~D~~division ~~D~~director or designee for approval, and distribute the release to the media via ~~Fax or E-eM~~mail.

117.5.3 Copies of the press release will be immediately ~~delivered~~ emailed to the Board of County Commissioners, County Administrator, ~~the Public Affairs Office~~ the Office of the County Attorney, and the involved ~~D~~department(s), and/or ~~D~~division(s). The ~~original~~ copy of the media press release is filed in the Public Affairs Office of Public Affairs.

117.6 Media Inquiries

117.1 Media Point of Contact

The media point of contact (POC) shall serve as the primary point of contact for news media representatives. The Office of Public Affairs shall serve as the primary POC for the news media. The Director of Public Affairs Specialist works under the authority of, and is responsible to, the County Administrator.

117.1.1 It shall be the responsibility of the Office of Public Affairs to assist the news media in the gathering of information and the arranging of interviews as appropriate.

The Office of Public Affairs shall be notified whenever the media contacts a department and information is requested. Notification must be made within the same day or in some cases, the next business day. Either written or verbal notification must be made to the Office of Public Affairs. All requests for information that

are directed to employees will be referred to the Office of Public Affairs. If either the Office of Public Affairs or the appropriate department director is unable to be reached, the call will be forwarded to the County Administrator or the Deputy County Administrator.

117.1.2 — The Intergovernmental Affairs Media Relations Disclosure Form which is available via the St. Johns County Intranet (<http://sjeintranet1.intranet.co.st-johns.fl.us/bcc/publicrelations/mrform.htm>) must be completed and submitted electronically. Instructions are within the form.

117.1.117.2

The Public Affairs Office of Public Affairs will disclose requested information as promptly as circumstances permit. At no time will information be released prematurely or will information be withheld for the exclusive benefit of any individual reporter or segment of the news media. ~~All requests for information that are directed to employees will be referred to the Public Affairs Office (POC). If either the Public Affairs Office or the appropriate Ddepartment Head director is unable to be reached, the call will be forwarded to the County Administrator or the Assistant Deputy County Administrator.~~

117.1.117.2.1 St. Johns County employees as private citizens are free to communicate with the news media. However, if an employee identifies him/herself as a St. Johns County employee, then the employee is presumed to be

speaking on behalf of St. Johns County and in an official capacity. As such, the employee is subject to the provisions outlined by this administrative procedure.

~~117.1.2~~117.2.2 Information Policy – Emergency

All emergency or controversial issues shall be reported immediately to the County Administrator's Office, with a copy to the Office of the County Attorney. This includes, but is not limited to, information relating to potential or actual lawsuits and other legal matters; accidents involving serious bodily injury or death; an employee grievance; wrongdoing by a County employee; a natural or manmade disaster; or serious breaches of County performance. The County Administrator's Office will inform the St. Johns County Board of County Commissioners; thereafter, the Office of Public Affairs will coordinate and disseminate accurate information to the public and news media.

117.1.3~~117.2.3~~ Information Policy—Non-emergency or routine

For general information involving verified, non-controversial, non-policy matters, ~~departments may conduct interviews or provide information directly to the news media or other persons.~~ The Media Relations Disclosure Form must still be completed and submitted electronically to the Public Affairs Office. The Office of Public Affairs must still be notified if any such interview or conversation with the news media occurs. A non-management employee may respond directly to an inquiry regarding routine factual information relating specifically to their function. If the inquiry involves policy issues, the County staff member may respond after direction to do so from his/her Department or Division Head (or designee).

~~117.1.4~~117.2.4 Letters to the Editor or Guest Editorials or Position Papers

The County Administrator's Public Affairs Office of Public Affairs will approve letters or correspondences to the editor, guest editorials or other Official County position papers.

117.1.5~~117.2.5~~ National News Media, Magazines, Television/Film Production Companies

All contacts and inquiries from national ~~news media,~~ magazines, newsletters, television or movie production companies, etc., shall be referred to the Public Affairs Office of Public Affairs.

~~117.2~~117.3 Press Conferences

On occasion, it may be appropriate to call a press conference to announce a major County decision or to respond to ~~an~~ issue of general interest to the media. Staff members who believe they have ~~an item, which~~ warrants a media press conference, should contact the County Administrator who will direct the Public Affairs Office of Public Affairs to make the necessary arrangements and contacts. There will be occasions when a non-management employee's involvement in an event makes that individual a logical respondent for a media inquiry or press conference.

~~117.2.1~~117.3.1 Procedure

The Public Affairs Office of Public Affairs will work with the Board of County Commissioners, Administration, and County departments and divisions to ~~set up press conferences~~. If a press conference is requested, the Public Affairs Office of Public Affairs will make arrangements plan and notify notification to the media of time, location, and purpose of the press conference via a media press releases and phone calls and prepare media kits to be distributed at the event.

~~117.2.2~~117.3.2 ~~The Office of Public Affairs~~ Staff gathers information on the press conference topic and prepares a media press release in compliance with the Public Affairs Office of Public Affairs Press Release Policy (Section 117.3) using the Media Advisory Form (Exhibit L). Staff meets with the person(s) holding the press conference and reviews possible questions the news media may ask.

~~117.2.3~~117.3.3 The Office of Public Affairs Staff coordinates logistics related to the event (e.g. reserve meeting room, arrange for Communications equipment, etc.).

~~117.2.4~~117.3.4 Office of Public Affairs Staff attends the press conference, distributes media kits, and helps answer questions if necessary.

~~117.2.5~~117.3.5 In case of a natural disaster, press conferences will be coordinated with the Department of Emergency Management, handled by the ESF-14 Public Information Staff (Exhibit M).

~~117.3~~117.4 **Media Access**

~~117.3.1~~117.4.1 The media will be provided access onto any part of St. Johns County property that is normally made available to the general public.

~~117.3.2~~117.4.2 Media access may be restricted into any area that is not normally accessible to the public. Employees shall not prevent the photographing of any area visible to the public. Employees should consult with the appropriate Division Head department director prior to allowing the media access into any restricted area. The media must then be escorted at all times.

~~117.3.3~~117.4.3 During any incident that involves public safety or a criminal investigation all requests for access should be directed to the on-scene Department Head director, or the law enforcement official in charge of the criminal investigation.

~~117.3.4~~117.4.4 A Department Head director or the Public Affairs Office of Public Affairs may authorize media access that is greater than the general public's access when necessary to expedite the efficient flow of information to the public.

~~117.3.5~~117.4.5 No County employee has the authority to authorize media access onto or within any privately owned property or dwelling.

~~117.4~~117.5 **Dedication/Ceremonies/Events/Tours**

It is the responsibility of the Public Affairs Office of Public Affairs to assist the requesting Commissioner/Department in any aspect of planning, implementing and/or publicizing an event. The Public Affairs Office of Public Affairs is responsible for the coordination of dedications, ceremonies, events, tours and any other activities as the Office is assigned. The Public Affairs Office of Public Affairs is to be notified of all events held in a County facility by the responsible department. Departments are to give sufficient notice of any event planned to the Public Affairs Office of Public Affairs of any event planned. The Office will also work jointly with Department Heads directors in scheduling any activity in which the Board of County Commissioners will be present.

~~117.4.1~~117.5.1 **Food Items**

Any food items for County or public events are not considered an authorized expenditure of County tax dollars. Exceptions to food item purchases can be made if the County Administrator or his designated representative has determined the purchase would have a specific public purpose/benefit. No exceptions or additional approval is required if the item/function is submitted during the budget review process as a detailed request within special events (~~account number 54802~~) and becomes specifically included in the adopted budget.

117.5117.6 Publications and Bulletins for Events and Departments

All publications printed for ~~the~~ public ~~for~~ distribution (i.e. guide books, brochures, pamphlets, flyers, reports, programs, forms and advertisements) must be as accurate and current as possible to provide useful information to St. Johns County residents and visitors. To accomplish this, the proposed documents must be carefully written and proofread, and ~~when necessary~~ reviewed by the ~~Public Affairs~~ Office of Public Affairs. All information ~~should~~ must be verified by the appropriate County officials before public distribution.

St. Johns County Administrative Code

Section: Administration	Date Issued: December 2006
	Revised: November 2008 <u>January 2023</u>
Title: Formatting County Correspondence	Reference:

118.1 Purpose

To ensure conformity of all St. Johns County internal and external correspondence. All documents originating from the St. Johns County Board of County Commissioners should be easily identifiable and their validity recognizable. Additionally, communication tools should be cost-effective, uniform, and professional.

118.2 Scope

All St. Johns County employees under the ~~D~~irection of the County Administrator.

118.3 ~~Letterhead~~, Letterhead Envelopes, Memos, and Forms

The County Administrator is responsible for the creation and implementation of a County-wide letterhead. This letterhead is to be used by all departments with no changes to the formatting or language of the letterhead itself (Exhibit N). Only the County Administrator has the authority to grant exceptions to this requirement. All ~~I~~nter-department Memos are to follow the format created for their departments and available on the St. Johns County Intranet (Exhibit O). All forms created for external customer use should display the County Seal at the top left of the page if possible, or in another prominent location, as well as indicate "St. Johns County" at the top and should be approved by County Administration before being dispersed.

118.3.1 Ordering Letterhead and Letterhead Envelopes

All letterhead and letterhead envelopes will be ordered quarterly through the Purchasing Division using the Order Form (Exhibit R). No Department is permitted to order letterhead or letterhead envelopes independently. Should a department wish to print letterhead directly on an as-use basis, the letterhead template should be used. No changes may be made to the template itself.

118.4 Business Cards

118.4.1 Ordering Business Cards

All business cards will be ordered quarterly through the Purchasing Division using the Order Form (Exhibit R). No Department is permitted to order business cards independently, and no business cards are to be printed internally.

118.4.2 Employee Business Cards

The following positions will receive personal business cards: County Administrator, ~~Deputy and~~ Assistant County Administrators, Department Directors, and Division ~~Directors~~Managers. Additionally, employees who meet the following criteria may also order and use personal business cards:

- Work includes significant face to face interaction with the public

- Job requires significant time out of the office and regular representation of St. Johns County at public meetings and in the community
- Members of the public have the need to contact the employee directly, as opposed to the department in general (i.e. Building Inspectors, Code Enforcement Officers)
- ~~Employees at a pay grade of 127 or higher~~

Interpretation of the above criteria and approval of individual business cards will be submitted by the ~~D~~department ~~D~~irector to the County Administrator or designee for review.

118.4.3 General Department Cards

General division and/or department business cards will be ordered to be used as-needed by all employees without personal cards. The formatting and ordering of general department cards will be the same as that of personal business cards.

118.4.4 Format of Cards

All business cards are to be formatted according to the approved design. ~~Examples of a personal business card and general department card are provided in Exhibit P.~~

Each personal business card will include the County logo, County website, employee name, title, department, St. Johns County Board of County Commissioners, mailing address, phone, fax, and email. Including a cell phone number is optional.

The general department cards will include the County logo, County website, department name, St. Johns County Board of County Commissioners, mailing address, general phone, general fax, and general email (if applicable).

All business cards will be printed using the color St. Johns County logo and black text.

118.4.5 Departments with Unique Logos

The following departments ~~and divisions~~ have unique logos and are permitted to have a unique business card: Animal Control, Emergency Management, Extension Services, Fire Rescue, Library, and Tourist Development Council. The design and order of the unique business cards must be approved by the County Administrator's Office. As much as possible, the format should mirror the approved St. Johns County business cards.

The same criteria and ordering process as listed above in 118.4.1 and 118.4.2 should be followed by all departments, including those with unique logos.

118.5 **Electronic Stationary and Signatures**

118.5.1 Email Format

Standard stationary should be used when formatting all emails.

118.5.2 Email Signatures

118521 Keep text no more than 12 lines. At a minimum, the signature should include the name, title, department, St. Johns County Board of County Commissioners, phone, email address, and website. Optional is mailing address, fax, and cell phone, ~~and pager.~~

118522 No images, statements, or non-County related information is to be included in the signature.

118523 ~~Maximum allowable signature size is 100kb and no more than 100 x 200 pixels.~~

118524 Signatures must use font between 10 and 16 point and should be in blue or black only.

118525 ~~All employees are permitted to use Microsoft Outlook electronic business cards (vcards) if they so choose.~~

118526 All employees have the option to use a disclaimer. If a disclaimer is used, it does not count toward the text limit and must read:

This electronic transmission and any documents accompanying it contains information intended solely for the individual or entity to which it is addressed, and may include confidential information. This information will be made available to the public upon request (Florida Statute 119.01) unless the information is exempted according to Florida law. Unauthorized disclosure of confidential information contained herein is prohibited by Federal Regulations (42 CFR Section 481.101), HIPAA, Sarbanes-Oxley and State law. If you are not the intended recipient of this message or a person responsible for delivering it to the addressee, you are hereby notified that you must not disseminate, copy, use, distribute, publish or take any action in connection therewith. Unauthorized disclosure of confidential information is subject to prosecution and may result in a fine or imprisonment. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. If you have received this communication in error, do not distribute it. Please notify the sender immediately by electronic mail and delete this message. Thank you.

118.6 Enforcement

The County Administrator's Office is responsible for the enforcement of the Letters, Memos, Forms, and Business Card policies. The ~~D~~department ~~D~~irector is responsible for the enforcement of the electronic requirements of this policy. The County Administrator is authorized to make changes and/or exceptions to this policy.

St. Johns County Administrative Code

Section: Administration	Date Issued: May 2012
Title: Non-Discrimination	Reference: Title VI of the 1964 Civil Rights Act

119.1 Purpose

No person in St. Johns County shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance pursuant to the requirements of Title VI of the 1964 Civil Rights Act.

119.2 Scope

All St. Johns County Board of County Commissioners' employees.

119.3 Policy

119.3.1 It is the policy of St. Johns County that in the operation of any federally assisted program, it shall not, on the basis of race, color, or national origin, either directly or through contractual means:

- a) Deny program services, aids, or benefits.
- b) Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others.
- c) Segregate or separately treat individuals in any matter related to the receipt of any services, aid, or benefit.

119.3.2 St. Johns County further recognizes that in certain circumstances, a failure to ensure that persons with limited English proficiency can effectively participate in or benefit from federally assisted programs and activities may result in the denial of program services, aids or benefits. To that end, it is the policy of St. Johns County to ensure that whenever and wherever possible efforts will be made to ensure that information about the County's programs and services are provided in a manner that is conducive to the full participation of all persons living in this jurisdiction. These efforts may include, but are not limited to, any of the following:

- a) Identifying county employees who are fluent in languages in addition to English to act as translators whenever this is necessary.
- b) Publishing notices and announcements, based on an analysis of St. Johns County populations demographics from the Bureau of Census, in the language of the largest group of individuals who speak a language other than English at home, in order to ensure they have written access to the information about St. Johns County programs.

- c) ~~Utilizing Google translator on sites posted on the County website in order to allow individuals to translate information posted there regarding county programs and services into their language of choice.~~

119.4 Grievances

Any individual who believes that they have been the victim of unlawful discrimination in violation of Title VI of the 1964 Civil Rights Act as described above may file a grievance with the County Administrator.

St. Johns County Administrative Code

Section: Administration

Date Issued: February 1993

Revised and moved from Budget Section: June 2012

Title: Gift Policy

Reference: [F.S. 112.313 & 3148](#)

120.1 Definitions

- A. "Gift" shall mean anything accepted by a person or on that person's behalf, whether directly or indirectly, for that person's benefit, and for which equal or greater consideration is not given within ninety (90) days of the receipt of the gift. "Gift" includes real property or the use thereof; tangible or intangible personal property or the use thereof; a preferential rate or terms on a transaction not available to others similarly situated; forgiveness of a debt; transportation (unless provided by an agency in relation to officially approved governmental business), lodging, or parking; food or beverage; dues, fees, and tickets; personal services for which a fee is normally charged by the provider; and any other thing or service having an attributable value.
- B. "Nominal value" shall refer to anything with a value of \$25.00 or less in the marketplace.

120.2 Solicitation or acceptance of gifts

- A. No St. Johns County employee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor or service, based upon any understanding that the official action, or judgment of the employee, would be influenced thereby. No County employee shall solicit or accept directly or indirectly any gift regardless of value from any person, except as set forth herein.
- B. County employees may accept gifts, subject to Florida Statutes Ch. 112.~~313-Pt. III~~, under the following circumstances:
1. Company advertising specialties offered of nominal value, such as pens, pencils, book bags, key chains, and other similar items.
 2. Admission to events to which they are invited in their official representative capacity as an official of St. Johns County.
 3. Consumables (meals or refreshments) provided that such is of nominal value under one of the following conditions: (i) offered in the course of a professional or civic meeting, (ii) group function at which attendance is desirable because it will assist the person in performing his or her official duties, (iii) provided to all panelists or speakers of which

the employee is one, (iv) consisting solely of a meal offered on an occasional basis not to exceed three times per calendar year, or (v) offered to County departments.

4. Discounts and special offers provided they are not given (i) in connection with employee's official position or business relationship developed as a result of that position or employment, or (ii) based upon any understanding that a County related vote, official action, or judgment would be influenced thereby.
 5. Gifts from relatives or members of one's household.
 6. Salary, benefits, services, fees, commissions, or expenses associated primarily with the recipient's employment, business, or service as an officer or director of a corporation or organization.
 7. Awards of nominal value given in recognition for public, civic, charitable, or professional services, and political contributions specifically authorized by state law.
 8. Payment or provision of actual and reasonable transportation, registration fees, lodging, and food and beverages expenses related to the employee's presentation of a speech, address, oration, or other oral presentation.
 9. An honorary membership in a service or fraternal organization presented merely as a courtesy by such organization.
 10. The use of public facility or public property, made available by a governmental agency, for a public purpose.
 11. Transportation provided to a public officer or employee by an agency in relation to officially approved governmental business.
 12. Gifts provided directly or indirectly by a state, or national organization which promotes the exchange of ideas between, or the professional development of governmental officials or employees, and whose membership is primarily composed of elected or appointed public officials or staff, to members of that organization or officials or staff of a governmental agency that is a member of that organization.
 13. Gifts tendered to an employee by a personal friend who has no current or proposed business interests or significant interaction with the County, solely for personal reasons.
- C. No County employee should make a donation as a gift to any supervisor nor shall any supervisor make a donation as a gift to any subordinate except; Donations or gifts made between or amongst County employees on a special occasion or an established holiday. A special occasion as contemplated in this paragraph includes those times when it has been regarded as customary to give gifts, such as a birthday, a wedding, the birth of a child or grandchild, an adoption, a graduation, a promotion, permanent departure from the workplace or community, hospitalization, the loss of a loved one, retirement, or other similar occurrences.

- D. This policy is not intended to prohibit participation in fund-raising activities conducted solely for charitable purposes or the acceptance of gifts where the recipient of which is a governmental entity.

120.3 General Provisions

- A. Nothing in this policy is meant to or should be construed as prohibiting a fair value exchange between employees or an employee and another person or persons.
- B. Inquiries as to whether any potential action is in conformity with this gift policy may be made anonymously to the County Administrator or such designated person.
- C. Directors of individual County departments are authorized to implement and enforce more restrictive gift policies pertaining to the particular department upon review and approval by the ~~Personnel Services~~Human Resources Department.

**St. Johns County Resolution
2006 - 128
Administrative Authority**

**A RESOLUTION OF ST. JOHNS COUNTY, FLORIDA,
RELATED TO THE ADMINISTRATIVE CODE; REVISING
AND UPDATING THE ADMINISTRATIVE CODE; AMENDING
ST JOHNS COUNTY ORDINANCE NUMBER 96-70 BY
AUTHORIZING THE COUNTY ADMINISTRATOR TO MAKE
ALL ADMINISTRATIVE CHANGES TO THE
ADMINISTRATIVE CODE ESTABLISHED BY THE BOARD OF
COUNTY COMMISSIONERS OF ST. JOHNS COUNTY;**

Whereas, the St. Johns County Administrative Code "code" was approved and adopted in March 1993; and

Whereas, the code has been amended by the Board of County Commissioners as changes were required; and

Whereas, it has become necessary to update and consolidate the amendments to the code; and

Whereas, there are currently changes and revisions needed to make the code more efficient and timely; and

Whereas, the Board of County Commissioners of St. Johns County, Fl that the St. Johns County Administrative Code dated January 2006, be adopted and the authority to make administrative changes to the code be vested in the County Administrator, subject to Section 125.74 Florida Statutes and the Florida Constitution.

Passed and adopted by the Board of County Commissioners of St. Johns County, State of Florida, this 2nd day of May, 2006.

BOARD OF COUNTY COMMISSIONERS OF
ST JOHNS COUNTY, FLORIDA

By: James D. Bryant
Chairman



ATTEST: Cheryl Strickland,
By: Alicia DeGrande
Deputy Clerk

EXHIBIT B

Draft #7

ORDINANCE NO. #92- 2

AN ORDINANCE OF THE COUNTY OF ST. JOHNS, STATE OF FLORIDA, ADOPTING AN OFFICIAL SEAL OF ST. JOHNS COUNTY; ADOPTING THE PROVISIONS OF CHAPTER 91-59, LAWS OF FLORIDA, 1991; RESTRICTING THE USE OF THE SEAL; PROVIDING FOR PENALTIES; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA:

Section 1. There is hereby adopted as an official seal of the County of St. Johns, Florida (County), that certain crest and shield and the textual description thereof, a copy of which is attached to this ordinance as composite Exhibit A, and as filed with the Clerk of the Circuit Court of St. Johns County, Florida (Clerk). On documents requiring the County seal, an augmented form of the seal without the textual description in the form shown on the attached Exhibit B may be used, consisting of a pressure imprint of the crest and shield or a decal, reproduced either in full or partial color or in black and white.

Section 2. The County hereby adopts the provisions of Chapter 91-59, Laws of Florida, a copy of which is attached hereto as Exhibit C. The manufacture, use, display, or other employment of any facsimile or reproduction of the county seal, except by county officials or employees in the performance of their official duties, without the express written approval of the Board of County Commissioners of St. Johns County is a second-degree misdemeanor, punishable as provided in section 775.082 or section 775.083, Florida Statutes.

Section 3. The Clerk may continue to use the County's existing seal, a copy of which is attached hereto as Exhibit D, until March 1, 1992, at which time the seal attached hereto

as composite Exhibit A will become the sole official seal of the County.

Section 4. This ordinance shall become effective upon receipt of the Clerk of St. Johns County of notice that it has been filed with the Department of State.

Passed and duly adopted this 14th day of January, 1992.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

BY: Fred Billhoff
Its Chairman

ATTEST: CARL "BUD" MARKEL, CLERK

BY: Carl-Bud Markel
Clerk

Effective date: January 30, 1992



Page 1 of 4
Composite Exhibit A

TRANSLATION

Genealogical, Noble and Armorial Archive
of

The Herald King of Arms
Dean of the Corps

Don Vicente de Cadenas y Vicent

CERTIFICATION OF THE COAT OF ARMS
WHICH CORRESPONDS TO THE USE OF THE
COUNTY OF SAINT JOHNS, FLORIDA (UNITED STATES)
Madrid, 12th of October of 1991

Page 2 of 4
Composite Exhibit A

Ordinance Book 11 Page 335

W. H. H. H. H. H.

VICENTE DE CADENAS Y VICENT, DE GAZTAÑAGA Y NOGUES,
HERALD, KING OF ARMS, DEAN OF THE CORPS OF HERALDS

By virtue of the authority and powers conceded by the Royal Orders of 17th of December 1749 and 16th of June 1802, as well as by the Royal Decree of 29th of April 1915 by which the access and authority of the Heralds, Kings of Arms are regulated and by the Decree of the Ministry of Justice of 13th of April 1951 by which the Corps is structured, and its powers regulated, and as a consequence of these;

I CERTIFY: That on petition of the desires expressed by the authorities of Saint Johns County, in Florida (United States) which desires to perpetuate the historic memory of the population and founding of that County by the subjects of the Kings of Spain and in order that the memory should remain steadfast, the drawing up of a Blazon is solicited which for fundamental symbols of the same bring those events to mind adapting them to the Science of Blazon, and as a consequence and by virtue of the desires expressed by the already cited authorities that in its field they wish to reflect three aspects; two of them of historic character and one symbolic, taking for it (the Blazon) a castle as an allusion to the Garrison which was in the County, the Arms of Castille and León as a remembrance of the epoch of its discovery and union to the Crown of Spain, and a direct allusion to the name of the County referred to, and as a consequence, it stands organized and composed in the following manner;

A R M S

In a field of green an Agnus Dei of silver, suspended on the dexter [*left side of the drawing] side of the Agnus Dei is a silver banner with red cross (as a direct allusion and symbol of the name of the County). On a heraldic chief of red is a gold castle with towers, with masonry joints in black, and with the windows and doors in red (in recognition of the fortress that was constructed in the military garrison of St. Augustine which is a part of the County).

An overall border is composed of eight parts; alternating, a red quadrilateral, with a gold castle and quadrilateral of silver with a purple lion rampant (that is to say, alternating the simplified Arms of Castille and León).

Given for a crest is a mural crown of a province. This is a circle of gold walls with in reality twelve gold towers with all the masonry joints in black. Only seven of the towers are visible in the drawing.

Said Arms as they are described and drawn may be used, having them engraved, sculpted and painted in the customary places, standing protected by this certification of Blazons, ratified, legalized and legitimized in the use of the same for Saint Johns County, in Florida (United States).

And that it may be on record wherever necessary and by petition, I announce the present Certification of Arms, retaining a copy of the present [*document] in my Minute Book, signed and sealed with my own [*signature and seal], in Madrid the 12th of October 1991, the Feast Day of Our Lady of the Pillar and the anniversary of the discovery of the Occidental Indies.

S I G N A T U R E
Vicente de Cadenas y Vicent

#16746

Seen in this Sub-Secretariat of the Ministry of Justice to be legalized, as it is apparently his own, the signature of Don Vicente de Cadenas y Vicent, accredited in this Ministry as the Herald King of Arms for the drawing up of Certifications which the Decree of 13 of April of 1951 establishes.

Madrid, 21 October 1991
stamped/sealed
signed by Maria del Carmen Guijarro Gonzalez

translation by Janis Williams and Charles Tingley
4 November 1991.

[*translator's notation]

Page 4 of 4
Composite Exhibit A

Ordinance Book 11 Page 337

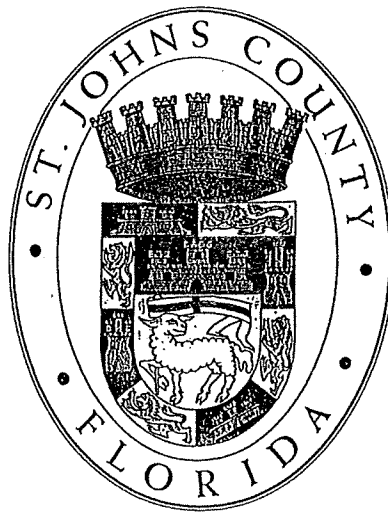


EXHIBIT B

CHAPTER 91-59

Committee Substitute for Senate Bill No. 818

An act relating to local government; authorizing the governing body of a county or municipality to adopt an official seal and restricting its use without the express approval of the governing body; providing a penalty for violation; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

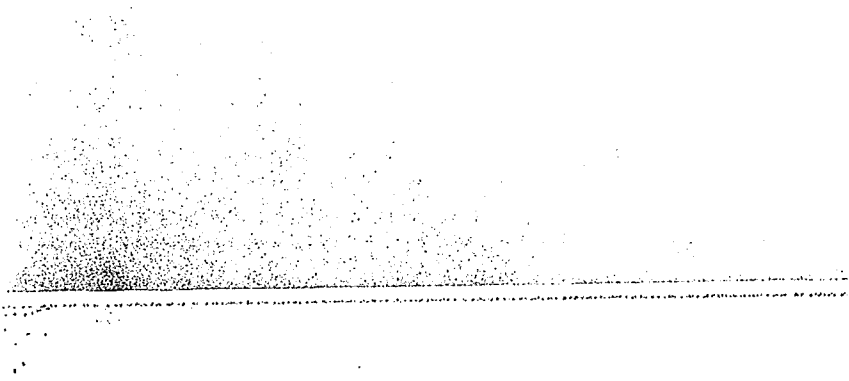
Section 1. The governing body of a county or municipality may, by ordinance, designate an official county or municipal seal. The manufacture, use, display, or other employment of any facsimile or reproduction of the county or municipal seal, except by county or municipal officials or employees in the performance of their official duties, without the express approval of the governing body is a second-degree misdemeanor, punishable as provided in section 775.082 or section 775.083, Florida Statutes.

Section 2. This act shall take effect upon becoming a law.

Approved by the Governor May 9, 1991.

Filed in Office Secretary of State May 9, 1991.

Exhibit C



SEAL



... Exhibit D ...

St. Johns County Pre-Travel Request and Authorization

Date Submitted: _____



To: County Administrator / Asst. County Administrator / Department **HeadDirector**

County Business authorization is requested for: _____
(Name and Position)

To Travel From: _____ to _____
(City & State) (City & State)

For the purpose of (Please list Points of Contact and Subject Material): _____

I plan to leave the County at _____ AM / PM on _____

Prepaid Fees	Check #	Amount	Estimated Cost of Trip	Amount
Registration		\$ _____	Meals	\$ _____
Air Fare		_____	Lodging	_____
Hotel		_____	Transportation	_____
Travel Advance		_____	Registration	_____
Other		_____	Car Rental	_____
			Other	_____
Total Prepaid Fees		\$ _____	Total Cost of Trip	\$ _____

Mode of Transportation

**ST. JOHNS COUNTY - BOARD OF COUNTY COMMISSIONERS
TRAVEL EXPENSE & SETTLEMENT REPORT**



Name & Dept: _____ Date Submitted: _____

Date & hour departed: _____ Date & hour returned: _____

Points of Contact (list host organization and/or individuals contacted and telephone number): _____

Description of Subject Material (briefly describe focus of the subject): _____

Meals: Meal Reimbursement only for Class "A" & "B" Travel (Overnight Stay) Administrative Code 102.8 - Mileage and Per Diem Expense Reimbursement Rates per Resolution 2006-223

Date (List Each Day)	Breakfast (\$6.00)	Lunch (\$11.00)	Dinner (\$19.00)	Total
			Total Meals:	\$

Mode of Transportation:

Airline Ticket _____

Private Vehicle Mileage* (\$.445 cents per mile) = _____
Vicinity miles must be documented on the SJC Travel Voucher Form, with each trip documented.

Taxi or Other Ground Transportation _____

Hotel/Motel Bill*

~~Telephone: *Safe Arrival Telephone Call max. \$5.00~~
~~Business (to whom): _____ Business Subject: _____~~

Registration Fees:*

Other:* Tolls / Parking _____

Miscellaneous: (List) _____

Total Travel: \$ _____

Less Expenses Prepaid by the County: (-) _____

Personal Charges: (FOR FINANCE USE ONLY) (-) _____

Total Amount Due: \$ _____ **ACCOUNT NUMBER:** _____

I certify the travel expenses hereon are accurate and in accordance with the travel policy of the St. Johns County Board of County Commissioners and that all compensation claimed was of a business nature.

*Copy of airline ticket, motel/hotel bill and notice of registration fees, program schedule, and other pertinent receipts **MUST** be attached for settlement.

Submitted by: _____ Approved: _____ Date: _____



PUBLIC RECORDS REQUEST

Florida Constitution, Article I, Section 24(a)
 "Every person has the right to inspect a copy of any public record made or received in connection with the official business of any public body . . ."
 Florida Statute 119.011
 "Public Records means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of any agency."
 Florida Statute 119.07
 "Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian's designee."

DEPARTMENT:

Most County records are promptly available to the public upon request. However, to ensure file content is not compromised, files will not be loaned out and may not be removed from the County service counter. Copies of non-confidential, public records are available at the statutory rate of 15 cents per page, upon your request.

The information listed below is requested (but not required) to expedite your request and document file activity.

SUBJECT OR NAME OF FILE (S) OR RECORD(S) TO BE REVIEWED:

TIME PERIOD: From _____ To _____
Month, Day, Year Month, Day, Year

COPIES REQUESTED: YES NO

COPY ENTIRE FILE: YES NO

LIST RECORD (S) TO BE COPIED BELOW:

NAME: _____ **SIGNATURE:** _____

ADDRESS:

(Street) (City) (State) (Zip Code)

Telephone: () _____

NOTICE: Extensive use of information technology resources and/or extensive clerical or supervisory assistance by County personnel in retrieval of the requested public record(s) will require payment for the use of such information technology resources and/or labor cost of personnel providing the service pursuant to Section 119.07(1)(b) of the Florida Statutes. A good faith deposit may be required before the search is performed
NOTICE: If requesting a search of County's electronic mail messages ("email"), an additional charge will be required on the following schedule: (1) an hourly rate of \$18.35 will be charged for the Technician's labor in addition to the standard per copy charge; (2) each month of journalized emails to be searched is contained on at least 2 CD's; and (3) it is estimated to take one hour to search each CD. If your request were to include a search of email pre February 1, 2000, the total cost will increase significantly even though the hourly rate will remain unchanged. The reason for the increase is that prior to February 1, 2000, the County used an email system known as "Noteworks" that ran on multiple Novell Servers and lacked a "journaling feature." The Novell Servers are no longer in use and would have to be brought back online and without a "journaling feature" the County must search each mailbox manually. This results in an increased search time of which the County cannot accurately estimate a labor charge. The St. Johns County Director of Information Systems should be contacted to facilitate any email search.



REQUEST FOR ST. JOHNS COUNTY BADGE AND/OR KEY

DATE: _____

NAME: _____

JOB TITLE: _____

DEPARTMENT: _____

COUNTY ID#: _____

AUTHORIZED BY: _____

AUTHORIZING SIGNATURE: _____

BADGE TYPE: Δ COUNTY Δ COURTHOUSE Δ OTHER _____

For use as encoded badge only:

ACCESS LEVEL: Δ DAILY WORK HOURS Δ 24 HOUR ACCESS

For BCC Staff Encoded Badges ONLY:
DEPT HEAD AUTHORIZATION _____
~~ASST COUNTY ADMINISTRATOR APPROVAL~~ _____

AGREEMENT: I hereby agree that I will not give my County ID and/or Courthouse Security Badge and/or my agency ID to any person for his or her use. Nor will I duplicate the key which has been entrusted to me. I also agree to return all County IDs, Courthouse IDs, agency ID, or Judicial Center keys to the Judicial Center Superintendent (Courthouse Rm. 276) upon termination of my employment with St. Johns County or the agency for which I received this ID.

Employee Signature

ACKNOWLEDGMENT OF RECEIPT OF:
(PLEASE INITIAL)

COUNTY ID: _____

JUDICIAL CENTER KEY: _____

COURTHOUSE ID: _____

DATE RETURNED: _____

AGENCY ID: _____

ST. JOHNS COUNTY ~~JUDICIAL CENTER,~~
~~ADMINISTRATION/PERMIT CENTER, AND SERVICE CENTER~~
EMERGENCY EVACUATION MASTER PLAN

PURPOSE:

The purpose of this plan is to establish procedures ~~to be used~~ for the orderly evacuation of ~~the~~ St. Johns County ~~facilities Judicial Center, Administration/Permit Center, and County Service Center~~ in the event of an emergency.

TYPES OF EMERGENCIES:

There are several types of emergencies that may require evacuation. The types of emergencies that this plan addresses are in the event of a fire occurring and that of a bomb threat being received by telephone, in the mail, or being delivered to the facility.

BEFORE THE EMERGENCY:

It is the responsibility of each ~~County department office housed within the Judicial Center, Administration/Permit Center, and County Service Center~~ to appoint a person or persons (usually one for each ~~division work site~~ of the respective office) to act as coordinator in the event of an emergency situation.

The coordinators shall familiarize themselves thoroughly with the layout of the buildings, as well as with both the primary and secondary evacuation routes.

The coordinators shall be responsible for the orderly evacuation of both staff and public within their division.

Each office shall prepare a procedure that is specific to the individual office's needs. These procedures shall include, but shall not be limited to the Master Evacuation Plan.

~~Initial and recurring training will be made available, but i~~It is the responsibility of each office to familiarize employees of individual responsibilities in an evacuation emergency, and with both the primary and secondary evacuation routes for the areas.

Periodic drills will be held for the purpose of practicing the orderly evacuation of the facilities, and to assist with the familiarization of emergency procedures.

EVACUATION PROCEDURES:

It is **IMPERATIVE** that any evacuation proceed in a calm and orderly fashion. Care should be taken to inform all staff to remain calm so as to avoid panic and injury. The following are the basic steps to follow in an emergency evacuation:

Fire Emergencies:

- 1) In the event of a fire, the fire alarm will sound with one long continuous blast. If you find a fire:
 - Pull the nearest alarm
 - ~~Call the Bailiff's Office at 823-2703~~
 - ~~Call the Building Superintendent at 209-0650~~
 - Do not use the elevator
- 2) Emergency coordinators within each office will begin informing employees and implementing the office procedures for their area.
- 3) Coordinators will check the primary and /or secondary evacuation route for their respective divisions. Upon determining a safe evacuation route, the coordinator will assist the employees and any public within the office in an orderly evacuation of the area.
- 4) Employees will proceed to evacuate the building in a calm and orderly fashion, performing any office-specific procedures required and **closing** all interior doors as they exit. Employees will go directly to their designated staging areas and report to their coordinator.
- 5) Coordinators will inspect their areas to insure that all personnel are out and interior doors are closed. They will proceed to their designated staging areas.
- 6) Upon arrival at their staging areas, coordinators will insure that all individuals from their division are present at the staging area. If someone is not present and cannot be accounted for, the coordinator will report that person as missing to their nearest firefighter. **UNDER NO CIRCUMSTANCES WILL ANYONE RE-ENTER THE BUILDING.**
- 7) Wait for clearance before returning to the building.

Bomb Emergencies:

- 1) In the event of a bomb threat, building leadership or the appropriate first responders will communicate the emergency to staff via the most efficient communication method.~~the fire alarm with three short blasts, a pause, and three more short blasts.~~
- 2) Emergency coordinators within each office will begin informing employees and implementing the office procedures for their area.
- 3) Coordinators will check the primary and/or secondary evacuation route for their respective divisions. Upon determining a safe evacuation route, the coordinator will assist the employees and any public within the office in the orderly evacuation of the office.
- 4) Employees will proceed to evacuate the building in a calm and orderly fashion, performing any office-specific procedures required and **opening** all interior doors as they exit. Employees will go directly to their vehicles and leave the property campus, using Ave. "D" extension and turning left, or west, on Lewis Speedway.~~property campus, using Ave. "D" extension and turning left, or west, on Lewis Speedway.~~
- 5) Coordinators will inspect their areas to ~~insure~~ ensure that all personnel are out. They will then proceed to their vehicles and leave the property campus, using Ave. "D" extension and turning left, or west, on Lewis Speedway~~property campus, using Ave. "D" extension and turning left, or west, on Lewis Speedway~~
- 6) Since searching and clearing the buildings may requires several hours to complete, assume that you will not be allowed to re-enter the buildings that day. As much as possible, take your personal items with you. **UNDER NO CIRCUMSTANCES WILL ANYONE RE-ENTER THE BUILDING.**
- ~~7) Watch GTV (Time Warner Channel 3), or listen to local radio for updates and information about returning to work.~~
- 7) Employees must be reachable via phone or text and are expected to return to work promptly when given the "all clear."

STAGING AREAS:

The attached floor plans and site plan show Sections and Staging Areas. Primary evacuation routes are posted in each office and in the common areas of the facilities. The following is a list of the sections, together with the affected offices and their staging areas:

Judicial Center:

Section A:

Staging Area 1

Primary Exit: ~~North Stair~~

Secondary Exit: ~~Main Entrance~~

Affected Offices: ~~Clerk of Courts, Sheriff's Office, E911 Addressing~~

Section B:

Staging Area 6

Primary Exit: ~~South Stair~~

Secondary Exit: ~~Mail Room~~

Affected Offices: ~~Clerk of Courts~~

Section C:

Staging Area 5

Primary Exit: ~~Clerk's door~~

Secondary Exit: ~~South Stair~~

Affected Offices: ~~Clerk of Courts~~

Section D:

Staging Area 1

Primary Exit: ~~North Stair~~

Secondary Exit: ~~South Stair~~

Affected Offices: ~~County Judges~~

Section E:

Staging Area 6

Primary Exit: ~~South Stair~~

Secondary Exit: ~~Stair Tower~~

Affected Offices: ~~Jury Coordinator, Teen Court, State Attorney, Building Superintendent, Court Administration~~

Section F:

Staging Area 5

Primary Exit: ~~North Stair~~

Secondary Exit: ~~South Stair~~

Affected Offices: ~~Court Reporter, Public Defender~~

Section G:

Staging Area 1

Primary Exit: ~~North Stair~~

Secondary Exit: ~~South Stair~~

Affected Offices: ~~Circuit Judges~~

Section H:

~~Staging Area 6~~

~~Primary Exit: — South Stair~~

~~Secondary Exit: — North Stair~~

~~Affected Offices: — Circuit Judges, Law Clerk, Dept. of Corrections, Drug Court~~

Administration/Permit Center:

Section I:

~~Staging Area 2~~

~~Primary Exit: — North Lobby Doors~~

~~Secondary Exit: — Building Inspector's Door~~

~~Affected Offices: — Building Department, Clearance Counter, Central Cashier, Information Desk, Board Secretaries (Clerk of Courts)~~

Section J:

~~Staging Area 3~~

~~Primary Exit: — East Auditorium Doors~~

~~Secondary Exit: — North Auditorium Doors~~

~~Affected Offices: — Auditorium~~

Section K:

~~Staging Area 3~~

~~Primary Exit: — Engineering Rear Door~~

~~Secondary Exit: — North Lobby Doors~~

~~Affected Offices: — Development Review, Code Enforcement, Zoning~~

Section L:

~~Staging Area 3~~

~~Primary Exit: — Engineering Rear Door~~

~~Secondary Exit: — North Lobby Doors~~

~~Affected Offices: — Survey, GIS, Real Estate, GTV~~

Section M:

~~Staging Area 4~~

~~Primary Exit: — Environmental Health Stair Door~~

~~Secondary Exit: — Environmental Health Courtyard Doors~~

~~Affected Offices: — Environmental Health~~

Section N:

~~Staging Area 4~~

~~Primary Exit: — Environmental Health Stair Door~~

~~Secondary Exit: — Administration Elevator Lobby Doors~~

~~Affected Offices: — Environmental Health, Planning (1st floor)~~

Section O:

~~Staging Area 4~~

~~Primary Exit: — Breezeway Door~~

~~Secondary Exit: — Administration Elevator Lobby Doors~~

~~Affected Offices: — County Personnel~~

Section P:

~~Staging Area 4~~

~~Primary Exit: Breezeway, East~~

~~Secondary Exit: Breezeway, West~~

~~Affected Offices: Board of County Commissioners, County Attorney~~

Section Q:

~~Staging Area 4~~

~~Primary Exit: Environmental Health Stair~~

~~Secondary Exit: Administration Stair Tower~~

~~Affected Offices: Planning (2nd floor)~~

Section R:

~~Staging Area 4~~

~~Primary Exit: Administration Stair Tower~~

~~Secondary Exit: Environmental Health Stair~~

~~Affected Offices: County Administration, Public Information and Budget~~

County Service Center:

Section S:

~~Staging Area 5~~

~~Primary Exit: East Stair~~

~~Secondary Exit: Employee Door 1~~

~~Affected Offices: Tags, Taxes, Driver Licensing, Tax Collector Switchboard, Tax Collector Administration~~

Section T:

~~Staging Area 6~~

~~Primary Exit: South Lobby Doors~~

~~Secondary Exit: West Employee Doors~~

~~Affected Areas: Tax Collector and County Switchboard~~

Section U:

~~Staging Area 5~~

~~Primary Exit: East Stair~~

~~Secondary Exit: Employee Door 3~~

~~Affected Offices: Tags, Taxes, Driver Licensing, Tax Collector Administration~~

Section V:

~~Staging Area 6~~

~~Primary Exit: West Employee Doors~~

~~Secondary Exit: North Lobby Doors~~

~~Affected Offices: Tax Collector's Commercial Dept.~~

Section W:

~~Staging Area 5~~

~~Primary Exit: East Stair~~

~~Secondary Exit: Inner Stair through Lobby~~

~~Affected Offices: Property Appraiser's Reception, Improvements Coordinator, Commercial, Field Investigators, Property Appraiser, Personnel~~

~~Section X~~

~~Staging Area 6~~

~~Primary Exit: West Stair~~

~~Secondary Exit: Inner Stair through Lobby~~

~~Affected Offices: MIS, Evaluations, Personal Property, Assist Property Appraiser, Meets and Bounds,
Cadastral Mapping, GIS~~

St. Johns County **Fire/Rescue**

Suspicious Parcel Protocol

Safe review and handling of all parcels received by St. Johns County Government

St. Johns County Suspicious Parcel Review Guideline

Scope: The scope of this guideline is intended to provide for the safe review and handling of all parcels received by St. Johns County government.

Purpose: The purpose of this guideline is to provide all personnel with a screening process to validate parcels as legitimate and safe. This guideline is also intended to provide personnel with the proper method of handling suspicious parcels, including decontamination procedures and emergency notification.

Mail and Deliveries

All mail received at the Judicial/Administrative Campus, as well as U.S. mail received via various P.O. Drawer's and/or boxes held by occupants at the campus, will be screened and x-rayed for potential hazardous substances, and opened in the Central Receiving building, located at 4010B Lewis Speedway. All deliveries to the St. Johns County Judicial/Administrative Campus will be screened and x-rayed at Central Receiving building.

All other facilities should carefully screen all incoming mail and packages to the best of their ability to reduce the possibility of a biological contamination or the introduction of an explosive device or other potentially harmful item into their building. If a department located at an outlying facility so wishes, the Central Receiving Building facilities and staff will be made available during regular operating hours for the purpose of screening and x-raying incoming mail and packages. It is the responsibility of the requesting department to provide for delivery and pick-up of their mail and packages to and from Central Receiving.

Suspicious Parcel Criteria:

- 1) Has the parcel been opened?
- 2) Excessive Postage?
- 3) Fictitious return address?
- 4) Postmarks that do not match the return address?
- 5) Restricted endorsement (i.e. handle with care, etc.)?
- 6) Homemade labeling?
- 7) Addressed to wrong title of name?
- 8) Addressed to title only?
- 9) Misspelled words?
- 10) Badly typed or written?
- 11) Excessive tape or string?
- 12) Rigid or bulky?
- 13) Lopsided or uneven?
- 14) Protruding wires?
- 15) Strange Odor?
- 16) Oily stains, discoloration and/or crystallization on wrapping?
- 17) Any other obvious sign or suspicion?

Protective Clothing

For sorting and inspection of all parcels, the minimum form of protection recommend is a surgical type glove (i.e. latex, vinyl, etc.). If you feel you would like a greater degree of protection, particle masks and protective clothing will be available to you.

Protective supplies:

- Gloves

- Particle Mask
- Protective Clothing

Parcel Review Procedure

- Don protective equipment. As a reminder, gloves alone should be sufficient. If at any time you feel you need a greater degree of protection, gowns, and/or masks will be made available.
- Review each parcel, using the suspicious parcel criteria.
- Once you have completed your review, dispose of your gloves and/or protective items and wash your hand with soap and water.

Identification of Suspicious Parcels

Not all parcels will require the response of Law Enforcement and Fire Rescue. Those parcels that meet the criteria for Law Enforcement and/or Fire Rescue response will be divided into two levels as follows:

Level I – A parcel that meets the suspicion criteria but has no visible substance present.

Level I Procedures

- Make contact with the intended recipient in an attempt to validate the parcel for delivery.
- If the intended recipient cannot verify the parcel as a normal delivery or its authenticity, notify the Law Enforcement at 810-6630 and await further instructions.

Level II – A parcel that meets the suspicion criteria, having physical evidence of an unusual substance or a potential detonating device present.

Level II Procedures

- Do not touch the parcel or if it has already been handled, place the parcel back on the review table.
- Make a mental note of the suspicious product and/or components of the parcel and immediately evacuate the building.
- Use appropriate decontamination procedures.
- Notify Law Enforcement and Fire Rescue by calling 911.
- Isolate yourself and remain in a safe location away from the building and await further instructions and decontamination.

Decontamination Procedures

No Contaminate Present

- Dispose of protective gloves, gowns, and/or mask in an ordinary trash receptacle and wash hands with soap and water.

Possible Contact with Contaminated Materials

- Remove protective gloves, gowns and/or mask in a central location for collection and proceed with immediate hand washing with soap and water.
- Isolate yourself from other personnel and await further assistance.
- If the product causes an immediate adverse effect, such as skin irritation to any part of the body:
 - Powder or crystal form – Brush remaining product from the skin and wash the exposed area with soap and water. Continue rinsing procedure until further assistance arrives. Isolate yourself and remain calm.
 - For full or partial body exposures with adverse reactions, proceed with the process listed above. Proceed to shower, disrobe and continue with a full body wash, rinsing until further assistance arrives.



Vehicle Assignment Request Form

Department _____ Division _____

Name/Job Title: _____ / _____

Date of Birth/Hire: _____ / _____

Home Address of Employee: _____

Location of Work Site: _____

Florida Driver License Number: _____ Expiration Date: _____

Round Trip Mileage from Home to Work Site: _____

Round Trip Mileage from Dept Vehicle Sub-Pool to Work Site: _____

Vehicle Asset Number (if known): _____ CV Number: _____

24 Hour Use Required: YES NO

Employee Vehicle Assignment: NEW/ADD REMOVE

Justification (must meet criteria of policy):

Recommended by: _____ Date: _____
Department **Head Director**

Driver's License/Record
Acceptable { } _____ Date: _____
Not Acceptable { } Risk Manager

Approved { } _____ Date: _____
Disapproved { } County Administrator

I understand that the County vehicle is to be used only for County business and minimal personal use between home and work. By signing below I acknowledge that I have read and understand the 24-Hour Vehicle Use Policy including my liability.

Employee Signature Date: _____

Original Form to Fleet Maintenance Manager; copy to originating department.

EXHIBIT L



ST. JOHNS COUNTY MEDIA ADVISORY

500 San Sebastian View
St. Augustine, FL 32084

For Immediate Release
(Date: Month/Day/Year)

(HEADLINE)

(TEXT BODY)

SAMPLE

For more information contact:

EMERGENCY OPERATIONS**ESF 14 PUBLIC INFORMATION** [AC2]

~~The Public Affairs Specialist coordinates a 14 member group of County employees known as the ESF 14 Public Information Staff. ESF 14 works in conjunction with the Emergency Management Operations in the event of natural disasters (hurricanes, tornadoes, fires, floods etc.). This group is responsible for disseminating accurate information in a timely manner to the media and general public before, during and after~~

~~a disaster.~~

~~The ESF 14 is an essential entity of the Emergency Management Operations. ESF 14 gathers information provided from other ESF's, validates the information and its content before rendering the information to the public and media.~~

~~FUNCTIONS OF ESF 14 PUBLIC INFORMATION INCLUDE:~~

- ~~■ The ESF 14 operation is located at the Emergency Operations Center.~~
- ~~■ Emergency Management maintains the equipment and provides technical assistance when needed.~~
- ~~■ The Public Affairs Office provides maps, pens, paper and other office necessities.~~
- ~~■ ESF 14 Public Information Manuals are provided and are available to each ESF 14 member.~~
- ~~■ Each ESF 14 member will be responsible for the handling of his or her designated manual.~~
- ~~■ The Public Affairs Specialist is responsible for updating the ESF 14 manual on a yearly basis. Addendum information will be issued, for each member to add to his or her manual.~~
- ~~■ Each ESF 14 member will be given specific task to perform prior to an actual event.~~
- ~~■ It is mandatory that each ESF 14 member attend either an Emergency Management Operations training session, or the ESF 14 special training session.~~
- ~~■ The Public Affairs Office will provide a special training session for each ESF 14 member. Each member will be provided advance notification.~~
- ~~■ ESF 14 will consist of two (2) teams, known as Team A & B.~~
- ~~■ Each team will rotate on 12 hours (6a-6p) shifts.~~
- ~~■ Team A will always be the first to be activated.~~
- ~~■ Team A Leader position is that of the Public Affairs Specialist.~~
- ~~■ Team B Leader position is maintained by an appointee of the Public Affairs Specialist.~~
- ~~■ ESF 14 will maintain open communications with the public and the media via telephone communications, press conferences, press releases, faxed releases and Internet releases. Always be prepared for the unpredictable.~~

EXHIBIT O



ST. JOHNS COUNTY
OFFICE OF THE COUNTY ADMINISTRATOR
500 San Sebastian View
St. Augustine, Florida 32084

I N T E R O F F I C E M E M O R A N D U M

To:

From: Hunter S. Conrad, County Administrator

Date:

Subject:



Date: _____
GL Code: _____
Dept: _____

**ST. JOHNS COUNTY BUSINESS CARDS, LETTERHEAD, LETTERHEAD ENVELOPES
ORDER FORM**

Employee Name: _____

Employee Title: _____

Department: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Cell: __ (opt)

ORDER QUANTITY

Business Cards: _____ Business Cards (500/box)

_____ Business Cards (1000/box)

Letterhead: _____ Letterhead Stationary (1000/box)

Envelopes: _____ #10 Regular Envelope w/Logo (500/box)

_____ #10 Window Envelope; Left Side (500/box)

_____ #10 Window Envelope; Right Side (500/box)

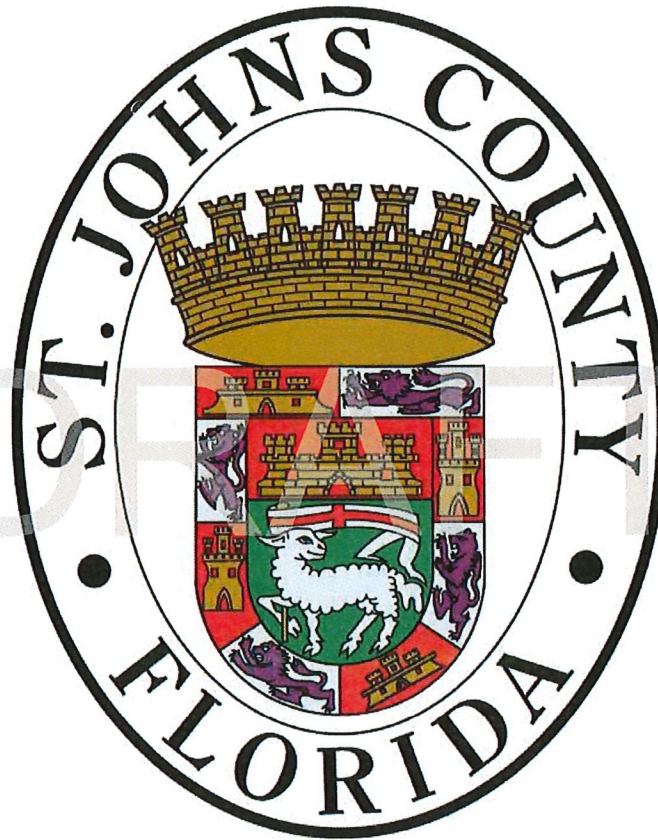
Order Submitted By: _____ **Contact Phone #** _____

Department Head Approval: _____

Please email form to Purchasing at SJCPurchasing@sjcfl.us

If you have any questions, please call Purchasing at 209-0150

St. Johns County
Administrative Code



Administrative Policy



St. Johns County Administrative Code
Section: Administrative Policy

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St. Johns County Administrative Code
Section: Administration

Title: 100 Administrative Policy	Date Issued: January 2006
Reference: SJC 2006-128; FS125.74; SJC 2023-____	Revised: January 2023

100.1 Purpose

To establish the procedure for the development, coordination, approval, issuance, circulation and periodic updating of the St. Johns County Administrative Code.

100.2 Scope

The Administrative Code applies to all County departments administratively responsible to the County Administrator. Specifically excluded are appointed boards, authorities and commissions, and departments administered by the Constitutional Officers.

100.3 Policy

This code establishes the major systems, procedures and policies that apply to the conduct, actions and interactions of the departments of County government in their dealings with each other, the Board of County Commissioners, the private sector and the general public. This code outlines steps to follow in implementing policies and procedural changes.

100.4 Amendments

Authorization for Administrative changes to the Administrative Code is given to the County Administrator to be used at his/her discretion provided by St. Johns County Resolution 2006-128 (Exhibit A) and all subsequent amendments.



**St. Johns County Administrative Code
Section: Administrative Policy**

Title:	101 Use of the St Johns County Seal/Logo	Date Issued:	January 1993
Reference:	Reference: FS 775.082 & 775.083 FS 165.043 SJC 92-2 FL Admin Code Rule 1-2.0021	Revised:	January 2006 January 2023

101.1 Purpose

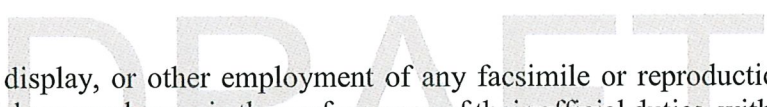
To establish policy for using or branding the County seal on any documents, items, buildings etc. by non-County officials or employees without the consent of the St. Johns County Board of County Commissioners.

101.2 Scope

All St. Johns County departments under the direction of the County Administrator, or his designee.

101.3 Policy

The use of the County’s seal/logo is governed by SJC Ordinance 92-2 (Exhibit B) which provides in operable part:



The manufacture, use, display, or other employment of any facsimile or reproduction of the County seal, except by County officials or employees in the performance of their official duties, without the express written approval of the Board of County Commissioners of St. Johns County, is a second-degree misdemeanor, punishable as provided in Florida Statute section 775.082 or section 775.083. The language from Ordinance 92-2 is derived from Section 165.043, Florida Statutes (official county municipal seal).

101.3.1 The language of SJC Ordinance 92-2 does not prohibit the use of the County seal by County officials or employees in the performance of their official duties. If used by County employees in the performance of their official duties, there is no legal requirement to obtain written approval of the Board of County Commissioners; however, in any proposal to use a likeness of the County Seal in a prominent way to attract or impress members of the public, particularly when used prominently on the exterior of a County building, it may be prudent to at least inform and in some circumstances even obtain consent from the Board to use the County’s symbol in such a prominent way.

101.3.2 The existing statutory authority and St. Johns County regulation of the County Seal can fairly be described as minimal. In contrast, the State of Florida through Rule 1-2.0021, Florida Administrative Code, has adopted a more detailed and practical set of regulations pertaining to the use of the seal of the State of Florida. Requests for use of the State seal must consider and adhere to the following items:

In order to determine what constitutes a proper use, the Department shall consider, at a minimum, the following:

- the specific item to be manufactured;
- the manner in which the seal is to be displayed on the item;
- the nature of the proposed use, including manner, purpose and place of use;
- whether the public would tend to be misled by the appearance of the Seal on the product to believe that the product carries official State sanction or approval;
- whether the use of the Seal would tend to mislead the public into believing that a person, meeting, or



St. Johns County Administrative Code Section: Administrative Policy

- project even carries official State sanction or approval;
- whether the dignity of the Seal will be preserved if approval is granted.

In no event shall approval be given for the use of the Seal for the following:

- political or campaign purposes;
- stationary, other than official government stationary;
- decorative automobile license tags;
- business cards other than official government business cards;
- designation of landmarks not listed in the National Registry of Historical Places or designated as a historical site under a local ordinance;
- shirts, jackets or other clothing which might lead the public to believe that the person wearing such apparel is an official of the state;
- publications other than official government publications or publications serving a governmental purpose; or advertising and news releases.

DRAFT



**St. Johns County Administrative Code
Section: Administrative Policy**

Title:	102 Travel Policy for County Employees	Date Issued:	January 1993
Reference:	F.S. 112.061 SJC 95-44	Revised:	November 2006 April 2008 January 2023

102.1 Purpose

To establish a uniform policy to minimize the cost of travel while providing a reasonable balance between the needs of the County and the employee.

102.2 Scope

All employees are subject to this policy. Civic leaders or citizens whose presence is requested in writing to travel are also subject to this policy. County vendors will be reimbursed based on the limits of their contract, if travel is necessary. If none are provided for in the contract, then they are subject to this policy.

102.3 Policy

It is the policy of the County to pay the reasonable cost of travel for all County employees and others who may be properly authorized, herein referred to as employees, while conducting the business of the County or receiving training away from the normal job location.

102.4 Authorization

Each department director shall submit to the County Administrator or his/her designee, a request for travel/training funding for approval during the annual budget cycle. Travel/training approved in the budget does not need further approval and is to be administered by the department director. Any out-of-state travel that was not approved in the annual budget cycle, must be approved by the County Administrator or his/her designee. In-state travel not previously approved must be authorized by the department director.

All subsequent travel requests are subject to the availability of sufficient travel/training appropriations. The Pre-Travel Request Authorization Form (Exhibit C) must be completed for all travel that requires reimbursement.

102.5 Attendance

Attendees shall be limited in order to minimize the number of professional staff attending the same function. This will be determined when the budgeted travel/training is approved for the following year's budget. The County Administrator, or his/her designee, must approve any exceptions after budget adoption.

102.6 Transportation

Transportation for all travel/training activities will be by the most economical method available.

102.6.1 Air Travel

102.6.1.1 Approval from the County Administrator, or his/her designee, should be obtained prior to ticketing when the travel/training has not been budgeted.

102.6.1.2 Discounted airline ticket cancellation or exchange penalty charges may be paid from county funds only if the cause for cancellation or exchange charges is in the best interest of the county. The cost of unused nonrefundable tickets, cancellation or exchange penalties incurred



St. Johns County Administrative Code

Section: Administrative Policy

are allowable for the convenience of the County, and if the traveler has to cancel a trip due to an illness of the traveler or death of a member of the traveler's immediate family for which an employee is authorized to use sick or administrative leave. For non-employees, these costs may be paid in circumstances in which the traveler would have been authorized to use sick or administrative leave if they had been a county employee. If a ticket is canceled for the convenience of the traveler, the non-refundable ticket, cancellation, or exchange penalties may not be reimbursed from county funds.

Departments and travelers should carefully evaluate the circumstances and risk of cancellation prior to purchase of discounted tickets. Vouchers or purchasing card transactions submitted for payment of unused nonrefundable tickets, cancellation, or exchange penalties must include documentation indicating that the costs were necessarily incurred in conducting county business or the costs were incurred because of the illness of the traveler or the illness or death of a member of the traveler's immediate family. The unused ticket must be included in the voucher packet or supporting material for the purchase card reconciliation.

102.6.1.3 These penalties, if incurred, are to be similarly reported as an expense of travel under the "Other Expenses" section of the Travel Expense and Settlement Report with a written explanation. The department director must make specific approval for this response.

102.6.1.4 All air travel will be by coach class service unless authorized by the County Administrator due to an employee's disability, if necessary to accommodate the employee's comfort or documented personal needs. When travel plans are definite and discounts can be applied, the most economical discount fares should be utilized, such as a Saturday night stay-over. Approval of a Saturday night stay-over will require a net economic benefit to the County. It is the responsibility of the department director, or his/her designee, to determine the net economic benefit and approve the Saturday night stay-over. A copy of the airline ticket must be attached to the Travel Expense and Settlement Report (Exhibit D).

102.6.1.5 Employees should be flexible as to time of day, carrier selection, and route to obtain the lowest possible fare. Airport parking for County or private vehicles will be reimbursed. Parking receipts must be attached to the Travel Expense and Settlement Report.

102.6.1.6 Frequent flyer coupons or points may be retained by the employee provided they have obtained the lowest fare available with any carrier. Selection of higher fares and manipulation of the route for purposes of obtaining value coupons or points is prohibited.

102.6.1.7 The cost of fares is to be reported on the Travel Expense and Settlement Report and offset by the same amount, if prepaid, in the appropriate place. If the ticket is purchased directly due to unusual circumstances, the cost is to be reported on the Travel Expense and Settlement Report and a copy of the airline ticket must be attached.

102.6.2 Personal Vehicle and County Vehicle Use for Travel

Employees are to use County vehicles when traveling within the state. If the use of a County vehicle is not feasible, the department director may authorize the use of an employee's personal vehicle and reimburse for allowable expenditures. County vehicles will not be used for out-of-state travel without the permission of the County Administrator, or his/her designee. Parking fees, tolls, and gas will be reimbursed, but the receipts must be attached to the Travel Expense and Settlement Report. Valet parking is not a reimbursable expense unless the hotel/motel or meeting place requires such parking. A receipt showing this expense is required for reimbursement.



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102.6.2.1 Personal Vehicle Travel

As stated in Section 102.6.2, a County vehicle should be used for all in-state travel unless circumstances prevent the use of such vehicle. Reimbursement for use of a personal vehicle for out-of-state travel shall not exceed a comparable airfare (as if the employee had traveled by air). The most economic airfare shall be determined as follows: the department director will require the employee to obtain a discounted airfare cost from a local travel agency or internet travel agency, such as Expedia® or Travelocity®, which would represent the airfare had they used air transportation. The airfare cost should be gathered at the time of department director approval at least 30 days in advance to avoid exorbitant costs. When travel by personal automobile is authorized, the employee may be reimbursed for allowable expenditures. When an employee uses their personal vehicle for County business, the employee will be reimbursed for mileage based on the following methods:

- 1) Actual odometer reading to the nearest tenth of a mile
- 2) Florida Department of Transportation
<https://fdotewp1.dot.state.fl.us/citytocitymileage/viewer.aspx> FDOT Official Highway Mileage Viewer (state.fl.us)
- 3) Point-to-point mileage per Map Quest

Reimbursement will be based on the most direct route between the point-of-destination and the employee's office. The reimbursement rate per mile is \$.445 as established by Florida Statute 112.061 and adopted by resolution. It will be calculated to three decimal positions and in all instances will be rounded down to the nearest cent.

If travel begins more than one hour before or one hour after the traveler's regular work hours, the point of origin may be the traveler's residence, provided that miles claimed may not exceed those actually driven. The traveler must start on the actual trip to claim mileage from his home. If the traveler has to go by the office, the trip will begin from the office. Example: Traveler must be at the airport at 7:00 a.m. The traveler's regular work hours do not start until 8:00 a.m. The traveler goes directly to the airport from his home. Since the traveler left home more than one hour before the regular workday was to begin, he may claim mileage from home to the airport. Mileage is allowed to the airport from work headquarters or home, whichever is less when performing authorized travel on behalf of the County. All mileage must be shown from point of origin to point of destination and return to the nearest tenth of a mile and must be computed using the approved methods stated above. Departure and return times must be shown.

Upon arrival of travel destination, vicinity mileage accrued while conducting official business is an allowable reimbursement but must be shown as a separate item on the St. Johns County Voucher for Reimbursement of Travel Expenses Form (Exhibit E). Because Community Based Care/Family Integrity Program within the Health and Human Services Department is a state-funded program, employees in that department must utilize the Department of Children and Families forms for travel accessible on the St. Johns County Intranet. Mileage is allowed to the airport from office or home, whichever is less when performing authorized travel and the preceding paragraph is applicable.

County employees will not be paid mileage allowance for travel between their residence and their work headquarters or regular work location. For the purpose of this policy, and in accordance with FS112.061 (4), St. Augustine, Florida is the work headquarters and/or regular



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work location of St. Johns County and the surrounding vicinity. This allows management's control of staff work locations and assignments on a daily basis with proper notification of any changes given to county staff. At least 12 hours' notice of the change constitutes proper notification to direct staff to report to a different work location on the following day. This is in conformity with section (4)a, F.S.112.061. Reimbursement of any travel expense incurred in traveling from home to work or work to home is unauthorized; including after-hour additional work assignments or job requirements.

Employees who, as part of their day-to-day duties and responsibilities, use their personal vehicles on a regular and ongoing basis to travel to temporary work locations within the surrounding vicinity of the county or other local geographic areas included in their areas of responsibility to serve clients or for other official county business, must utilize St. Johns County Voucher for Reimbursement of Travel Expenses Form (Exhibit E). Again, employees under the direction of the Community Based Care / Family Integrity Program, must utilize the forms provided by the Department of Children and Families located on the Intranet.

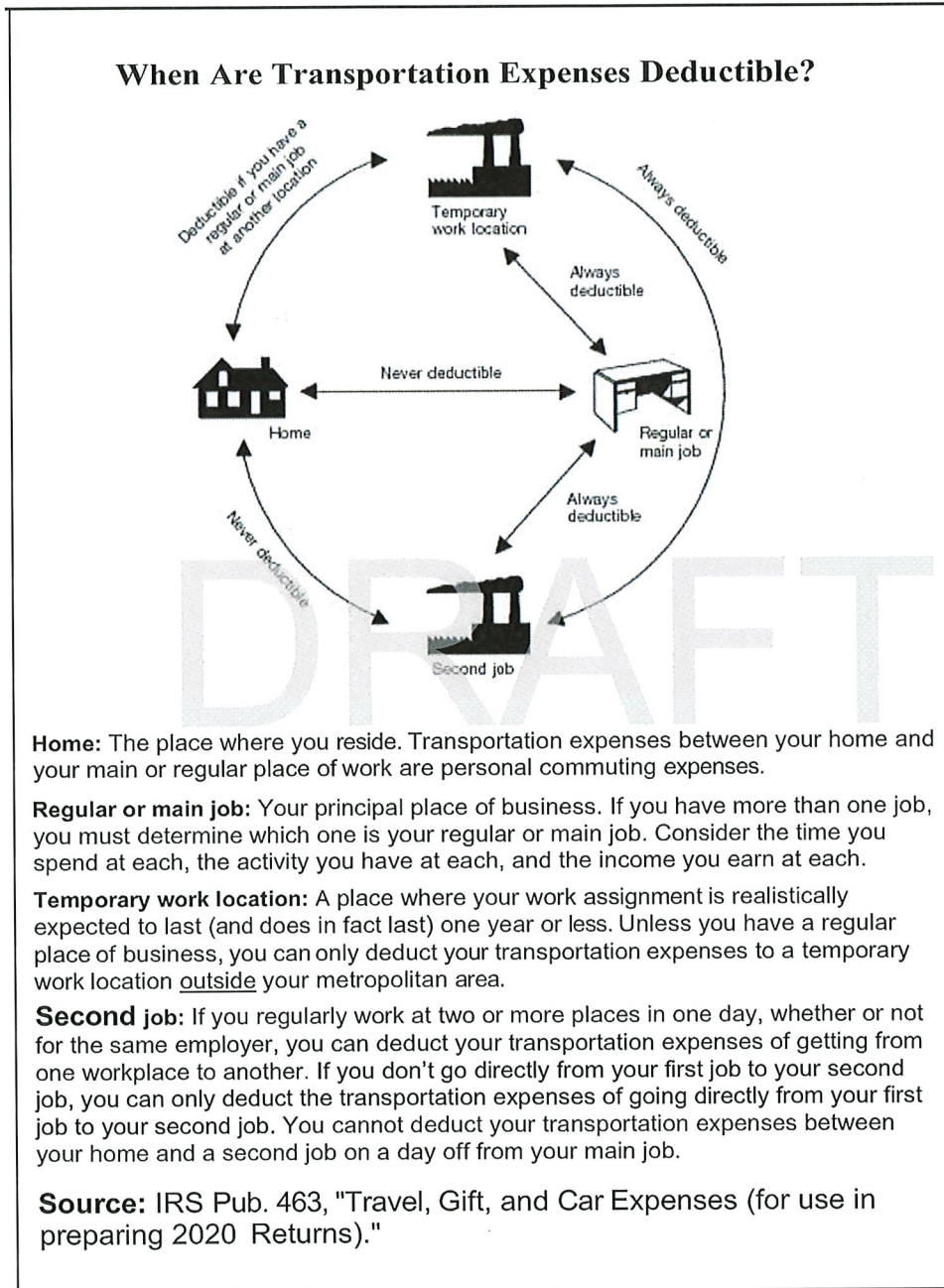
The accompanying Figure 1, will be utilized in determining whether the reimbursement is applicable, and how to calculate the allowed mileage for each circumstance. Other travel limitations may be applicable regarding the employee's reimbursement request if additional written intra-departmental guidelines and operating procedures exist. Employees are required to know what guidelines and procedures are applicable to them.

If more than one employee attends the same meeting or conference they are required to ride together and have only one reimbursement for mileage. This would apply to a maximum of four persons, assuming the trunk capacity will hold their luggage. Department director approval is required if the employees do not ride together.



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Figure 1





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102.6.2.2 Vehicle use guidelines for travel within a point-of-destination:

102.6.2.2.1 When the employee arrives at his/her destination, actual reasonable expenses will be paid for local transportation, such as taxi, bus, or ride share services from the airport to the hotel, connected with out-of-town travel on County business. Travelers are expected to use the most reasonable and economical means of transportation available. Personal vehicle mileage must be documented on the St. Johns County Voucher for Reimbursement of Travel Expenses (Exhibit E) for every trip. For example, trips to dinner, or a meeting place must each be documented separately. Reimbursement for travel to and from the airport from the traveler's office or home, or the return trip from the airport to the traveler's office or home, may include private vehicle mileage; or vicinity mileage with each trip noted on the St. Johns County Voucher for Reimbursement of Travel Expenses Form and submitted with the Travel Expense and Settlement Report; and direct parking costs or necessary taxi or private transportation services.

102.6.2.2.2 Car Rentals

Employees, under exceptional circumstances and with prior approval from their department director, may rent a car upon reaching their destination. Employees should rent a car with a cost equal to a compact car, unless otherwise approved, with a per diem rate excluding mileage (unlimited mileage). Collision and liability insurance should be purchased by electing "LDW" (Loss Damage Waiver) and "LIS" (Loss Insurance Supplement) coverage. Receipts evidencing car rental must be submitted with the Travel Expense and Settlement Report.

102.6.2.2.3 Taxis and Ride Share Transportation

The County will reimburse the reasonable cost of taxi use and/or ride share transportation to and from designated lodging, to and from place of business, and to and from restaurants within a reasonable distance from place of business or lodging. Receipts are required for reimbursement.

102.7 Lodging

Lodging expenses will be reimbursed at the actual cost of the room provided that the employee seeks reasonably priced lodging subject to their department director's approval. Employees should take full advantage of special convention/program agency-negotiated rates. The County will only reimburse the employee for single occupancy rates. Double occupancy by two (2) employees is encouraged; in such case, the County will reimburse the double occupancy rate. If a spouse occupies a room with the employee, the employee must provide written or printed documentation of the single and double room rate. Employees are responsible for no-show fees unless emergency or other approved business reasons cause the cancellation. Employees should always obtain a cancellation number from the designated hotel to protect against no-show billings. Funds prepaid by the County, which relate to canceled arrangements not approved by the County Administrator, will be subject to repayment to the County by the employee. Employees are not authorized reimbursement for overnight accommodations for travel within 50 miles of St. Johns County unless deemed necessary and approved by the department director as an exception to policy.



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102.8 Meals

102.8.1 One Day Travel: Class “C” Travel

Generally, the County will not reimburse the cost of meals unless the meal is part of the program or function being attended.

102.8.2 Overnight Travel Class “A” and Class “B”

The County will reimburse meal expenses (excluding tips) on trips requiring overnight accommodations. On the day of departure, breakfast may be reimbursed if the employee leaves their place of residency prior to 6:00 a.m.; lunch is reimbursed if departure is before 12:00 p.m. and dinner if departure is before 6:00 p.m. On the day of return, lunch may be reimbursed if return to the County is after 2:00 p.m. and dinner may be reimbursed when travel extends up to 8:00 p.m. Reimbursement for meals (excluding tips) is limited to expenses incurred during the day or part of day, whichever is applicable, and is limited in total to the daily individual meal allowance set out below.

During the traveler’s stay, breakfast will not be reimbursed if a continental breakfast is provided at the traveler’s living accommodations while they are traveling or at the conference that they are attending.

<u>Meal</u>	
Breakfast	\$6.00
Lunch	11.00
Dinner	<u>19.00</u>
Daily Total	\$36.00

Individual meal expenses are not limited to the per meal cost allowance as set forth above, however, the total actual reimbursement for each day may not exceed the daily sum of the applicable individual meal allowance. (For example, a person may spend \$8.00 for breakfast, \$10.00 for lunch, and \$18.00 for dinner for a total of \$36.00). A partial day reimbursement is applicable if the time covers one part of the day or if meals are included in conference fees, airline transportation, or are otherwise not applicable.

The County will not reimburse meal costs that are included in registration fees or airline fares. A copy of the conference/training brochure, which provides the detail of meals and scheduled events, must be submitted with the Travel Expense and Settlement Report. Meals included in the registration should be shown in the “Meals” section and noted as such in the Travel Expense and Settlement Report.

102.9 Other Expenses

102.9.1 Flight Insurance

The purchase of flight insurance is not reimbursable because the County and most travel agencies insure their travelers.

102.9.2 Miscellaneous Expenses

Special event expenditures at conferences and seminars (i.e. banquets, golf tournaments, side trips, etc.) are not reimbursable. Gratuities, tips, baggage handling, etc. are also not reimbursable.

102.9.3 Internet Usage

Employees that must check their business related email while traveling on County business will be allowed reimbursement for actual charges incurred.



St. Johns County Administrative Code
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102.10 Travel Reimbursement Forms Submission

The Travel Expense and Settlement Report, Voucher for Reimbursement of Travel Expenses, and all supporting documentation including receipts and the conference itinerary must be completed with the proper approvals and forwarded to the Finance Director within ten (10) working days after the return to the County. If any charges were incurred on a personal credit card, a copy of the statement must also be included with all but the last four digits of the credit card number redacted, along with any personal charges.

102.11 Conflict of Law

It is the intention of the Board of County Commissioners that this policy is in accordance with Florida Law. If any provision of this policy is in conflict with Florida Law, Florida Law shall prevail.

DRAFT



St. Johns County Administrative Code
Section: Administrative Policy

Title:	103 Board of County Commissioners Meeting Agenda Procedures	Date Issued:	January 1993
Reference	Board Rules	Revised:	December 2006 January 2023

103.1 Purpose

To establish policy and procedure for preparation of the Agenda for the Board of County Commissioners' regularly scheduled meetings, which will be held the first and third Tuesday of the month or as determined by the Board.

103.2 Scope

All persons, departments, and officials requesting action on any matter to be acted upon by the Board of County Commissioners.

103.3 Policy

All requested agenda items must be submitted to the County Administrator through the County's digital agenda management system. Staff must be granted permission to access the system by their department director. Agenda packet due dates and schedule will be set by the County Administrator, or designee, each calendar year. The agenda schedule will be published on the intranet and internet for consumption.

All agenda requests must be submitted through the digital agenda management system to be considered for placement on the BCC agenda. Items are to be reviewed and amended as requested by the Office of the County Attorney, the Office of Management and Budget, and County Administration. Per Board Rule 4.301, all requests for agenda items will be turned in by 9:00 a.m., Wednesday, thirteen (13) days prior to the Tuesday Board Meeting, complete with all appropriate back-up material sufficient to warrant discussion. Should sufficient back-up material not be provided by this date, the item will be removed from the agenda. The final agenda will be published on the Clerk of Courts website prior to the BCC meeting.



St. Johns County Administrative Code
Section: Administrative Policy

Title:	104 Public Review of County Records	Date Issued:	January 1993
Reference:	F.S. 119 & F.S. 286	Revised:	January 2006 January 2023

104.1 Purpose

To establish procedure and policy for public inquiries to review or examine County records, files, or documents.

104.2 Scope

All persons, except authorized County employees, requesting to review, examine or obtain copies of any County record, file, document, or other information in accordance with Chapter 119 and Chapter 286 of the Florida Statute.

104.3 Policy

St. Johns County operates in full compliance with Florida's Public Records Laws. Any person except County employees, requesting to review, examine or obtain copies of any County record, file or other document shall be asked but not required to complete the St. Johns County Public Records Request Form, which can be found on the County website, to ensure there is an accurate detail of the request. If the person requesting the record chooses not to complete the request form, the County employee completes the form to the extent possible based on information known or offered by the requestor. Although not necessary, if the citizen wishes, the County does appreciate having a contact name and number to notify the citizen that the requested information is ready for pick-up. Similarly, if the citizen wishes to list the items he or she is requesting, it facilitates the task and avoids miscommunication. Again, this information is not obligatory but is helpful in responding promptly and accurately. Once the request is completed, the information or record will be available as soon as possible. If research is required or some other circumstance occurs, the responsible County employee or official will obtain the requested information on a timely basis and establish a time and date for the requesting party to view the material or record. The length of response time will reflect the extensive nature of the search necessary to respond completely. There is no minimum or maximum period of time to respond to a public records request; each request requires a reasonable response time. The County does not have to create a new document or reformat an existing document, simply give access to the records as they exist. Also, the right to review and copy public records do not extend to a right to question County employees on the meaning of the public records; compelling the answer to specific questions is typically done by subpoena. Original files, records, or other documents will not be removed from the County service counter or department for even a short period of time.

104.4 Reproduction Fees

Photocopying fees for pages of not more than 14 inches by 8 ½ inches are 15 cents per one-sided copy, and 20 cents for two-sided duplicated copy. Other documents, such as oversized maps, etc., are the actual cost of duplication (Chapter 119.07(4), Florida Statutes).



St. Johns County Administrative Code Section: Administrative Policy

104.5 Information Technology Resources or Clerical or Supervisory Assistance

Under Florida law, if a public record request requires the extensive use of information technology resources (e.g., archived email) or extensive clerical or supervisory assistance, the County may charge a reasonable service charge based on the cost actually incurred for the records search (Chapter 119.07(4)(d), Florida Statutes). The clerical fee involved is specific to the actual cost of the research time. The actual costs associated with each request will be assessed for the extensive work performed by each employee.

104.6 Extensive Records Search

As interpreted by Florida courts, an extensive search represents clerical, supervisory or information technology resource time that takes more than 15 minutes to locate, review for confidential/exempt information, copy (if requested), and re-file the requested material. The county can also request a deposit for these costs if the work to be performed is estimated to be extensive.

104.7 Inclusion of Request Form

The Public Records Request Form will be included as a future part of the file, which was reviewed.

104.8 Records Request by the Media

The Office of Public Affairs will be notified immediately regarding any public records request made by any and all media organizations. Please include as much information as the requestor will provide:

1. Name of requesting person or media organization
2. Nature of request
3. Deadline for the requested information or other time constraints
4. Summary of response to the request for information.

104.9 General Departmental Requirements

All department directors shall make an effort to inform employees about Florida's Public Records Law and an explanation of the Public Records Law shall be a required part of the orientation for all new employees.



**St. Johns County Administrative Code
Section: Administrative Policy**

Title:	105 Posting of Notices, Flyers, and Bulletins at County Buildings	Date Issued:	February 1993
Reference:		Revised:	December 2006 January 2023

105.1 Purpose

To identify policy and procedures for posting of informational notices, announcements, bulletins, etc. in County Buildings and on the County Electronic Bulletin Board.

105.2 Scope

All officials, building supervisors, department directors, employees, other persons and organizations wishing to post any bulletin in a County Building or on the County’s Electronic Bulletin Board.

105.3 Policy

105.3.1 Bulletin Boards

Bulletin boards are located throughout our facilities in order to ensure that employees have access to posted information. Bulletin boards are used to communicate official government information on equal employment opportunity, wages and hours, health and safety, and other issues.

There are designated bulletin boards that may be used by employees or outside parties for the posting of notes and advertisements, announcements, sale of property, or other approved material. Any person, official, department, employee, or outside organization requesting to post any bulletin at or in a County Building must contact the County employee in charge of the building or department for permission. If permission is granted the item must be posted on a designated bulletin board or area reserved for this purpose. There will be no postings on doors, walls, windows, or other areas not designated for postings.

105.3.2 County Message Board

County employees are permitted to post items on the electronic bulletin board, titled “County Message Board,” providing all County Ordinances are adhered to and prohibited items as noted below are not posted. Messages sent to the “Everyone Group,” “BCC All Group,” and the County Message Board must be approved by the County Administrator, or his/her designee.

105.3.3 Postings

Any material that contains content that is obscene, pornographic, libelous, promotes any religious activities or any political activities of a partisan nature, advocates violence, bigotry, or bias based on race, color, religion, sex, national origin, marital status, age, disability, or genetics are not allowed.

Postings of a commercial nature for personal financial gain or promotion of commercial ventures are also prohibited. Employees selling personal items on an individual basis who are not engaged in a commercial enterprise may post items for sale on the County Message Board if approved by the County Administrator or his/her designee.

Employees wishing to announce events and non-profit fundraisers must obtain permission from the County Administrator, or designee, prior to posting.



**St. Johns County Administrative Code
Section: Administrative Policy**

Title:	106 County Vehicle Use Policy	Date Issued: March 1993
Reference: F.S. 112.061, FS 316.614		Revised: December 2006 January 2023

106.1 Purpose

To establish policies and procedures for the use of County Vehicles by County employees.

106.2 Scope

All employees under the Administrative direction of the County Administrator who drive County vehicles or civic leaders/citizens whose presence is requested, in writing, to travel.

106.3 Valid Driver's License Requirement

Employees' driving records must be acceptable to insurance carrier standards before operating a County vehicle. Human Resource Section 402 of the County Admin Code details the Driver's License responsibilities and requirements for all County employees.

106.4 Use of Vehicle Restrictions

Seat Belts must be worn at all times according to Florida Statute 316.614. Employees not wearing seat belts are not only subject to traffic citations but also subject to disciplinary action in accordance with Section 409.

- 106.4.1.1** County vehicles are to be used for County Business Only and driven only by County employees.
- 106.4.1.2** No County vehicle shall be used for an employee's personal use.
- 106.4.1.2** Non-County Personnel Passengers are not allowed in County vehicles unless on bona fide County business (i.e., no family members, friends, etc.) except in emergency conditions or the presence of non- County passengers has been requested and approved by the County Administrator.
- 106.4.1.3** Proper maintenance of County vehicles is the responsibility of the operator.
- 106.4.1.4** County vehicles assigned to an employee shall not reside overnight outside County boundaries without written authorization from the County Administrator.

106.5 Personal Vehicle Use for County Business

Employees are to use County vehicles for all County business. If an employee has been authorized by his/her department director to use a personal vehicle for County business on a regular basis, mileage must be documented and submitted for reimbursement monthly using the St. Johns County Voucher for Reimbursement of Travel Expenses Form (Exhibit E). Community Based Care/Family Integrity Program employees are to use the forms provided by the Department of Children and Families as stated in Section 102.



St. Johns County Administrative Code Section: Administrative Policy

106.6 County Golf Car Use

The St. Johns County Judicial/Administrative Campus provides a golf car pool for staff use on campus. Golf cars are available to be checked out by any employee provided that they have been trained in golf car operation through the golf car operator training program provided by the Facilities Management Department. Golf car operators are subject to the rules and regulations outlined in this section, as well as those governing the operation of county vehicles.

106.6.1 Golf Car Pool

The golf car pool shall be maintained by the St. Johns County Facilities Management Department and housed at the County Administration Building. All routine service and maintenance on the golf cars shall be provided by the Facilities Management Department. Pool golf cars are available on a first-come-first-serve basis, and must be reserved through Facilities Management. Users are responsible for performing pre- and post-operation inspections to ensure the golf car does not have any damage. If significant new defects are found upon return, the trained operator's department shall be held liable for any expenses incurred in the course of repairing the damage.

106.6.2 Training and Operation

Anyone who operates a golf car on the Judicial/Administrative Campus must be trained through the golf training program offered by the Facilities Management Department. Training will be held on an as-needed basis and will be overseen by the Building Operations Superintendent. After successful completion, the employee will be issued an identification badge designating that they are a trained golf car operator.

106.6.3 Safety

Upon becoming a trained golf car operator, the employee agrees to safely operate the golf car in compliance with all traffic laws, to always yield the right-of-way to pedestrians, to drive in designated pathways whenever possible, and to park in designated golf car parking areas or legal automobile parking spaces. Additionally, all current rules and regulations with respect to the operation of County Vehicles, including all accident procedures, must be adhered to when operating a golf car. The employee further agrees to let no untrained driver operate the golf car when they have current use of the car. If an accident occurs while the golf car is being operated by an untrained driver, the driver will face disciplinary action. A violation of this section of policy may result in a revocation of the offending employee's privileges to use a golf car.



St. Johns County Administrative Code
Section: Administrative Policy

Title:	107 Use of Auditorium and Conference Meeting Rooms	Date Issued:	March 1993
Reference:		Revised:	December 2006 January 2023

107.1 Purpose

Establish rules for the use of the County Auditorium and Conference Rooms in the County Administration Building.

107.2 Scope

All appointed boards and committees, or an organization approved by the Board of County Commissioners, governmental agencies and other regional organizations under the Florida Sunshine Law. Exceptions to this requirement may be granted by the Board of County Commissioners, the County Administrator, or designee.

107.3 Policy

Approval for the use of the County Auditorium and Conference Rooms will be granted only when this procedure is followed.

107.4 Procedure

St. Johns County Administration Building Rules for Using the County Auditorium or Conference Rooms

107.4.1 The maximum seating capacity is:

- County Auditorium: 350
- St. Johns Conference Room: 12
- Training & Education Center: 24
- St. George Conference Room: 10
- Cordova Conference Room: 18

107.4.2 No admission charges may be made.

107.4.3 The use of the County Auditorium and Conference Rooms is limited to Boards and Committees appointed or sanctioned by the Board of County Commissioners, governmental agencies and other regional organizations, which come under the Florida Sunshine Law. Exceptions to this requirement may be granted by the Board of County Commissioners, the County Administrator, or their designee. The Board of County Commissioners has the first option and takes precedence over all meetings previously scheduled. All meetings must be open to the public.

107.4.4 One person must assume responsibility and give their contact information when booking a conference room. A minimum of two business days' notice is required to reserve a conference room or the County Auditorium. Please notify of any cancellations as soon as possible. To schedule, email County Administration with the request.

107.4.5 Food, drinks, and smoking are not permitted in the Auditorium. Light refreshments are permitted in conference rooms so long as the users respect and maintain the area.

107.4.6 Users shall be held accountable for malicious or unusual damage to the facility.



St. Johns County Administrative Code
Section: Administrative Policy

Title:	108 Petty Cash	Date Issued:	February 1995
Reference:		Revised:	January 2023

108.1 Purpose

Petty Cash is authorized in the amount approved and authorized by the County Administrator when justified in writing by the department having frequent requirements to purchase small items not normally available from suppliers that will not take County credit cards, or must pay out for reimbursement of charges incurred by assigned personnel, i.e., UPS shipment charges, postage due, etc. Single-item purchases shall not exceed \$25.00. All incidental purchases and any funds paid from petty cash must be for use in the operation of the department or office. Purchase of items from petty cash that can be purchased on a credit card will not be condoned and may result in the withdrawal of the petty cash fund if consistently abused.

108.2 Scope

This procedure will apply to all County departments under the administrative control of the County Administrator.

108.3 Procedure

108.3.1 The department director, or designee, authorized to handle the petty cash fund will be directly responsible to the Finance Director for the operation of the fund. The money will be kept in a locked cash box, a safe or desk that can be locked when the designee is not in the immediate area.

108.3.2 A receipt from petty cash will be signed by the person receiving the money to purchase item(s). Upon return, a sales receipt will be presented to the department director, or designee. If any additional amount has been paid, it will be reimbursed from the cash box. A notation on the sales receipt will be made by the purchaser indicating the purpose of purchase and signed.

108.3.3 When assigned personnel are required to pay “out of pocket” cash in the performance of their daily work, a receipt for the cash paid out will be obtained, the purpose noted on the receipt, signed and presented for reimbursement to the department director or designee.

108.4 Accountability

At the end of each month, the petty cash on hand and paid out will be reconciled by the department director or designee to determine if the cash on hand and receipts paid out are equal to the authorized initial petty cash total. A petty cash voucher will be prepared if funds have been depleted; reimbursement of funds expended will be listed on the voucher and on the receipts paid out. Receipts will be attached to the Petty Cash Voucher. The Voucher will be signed by the department director or designee and submitted to the Finance Department for reimbursement.

108.4.1 It will be the responsibility of the department director to maintain accurate records. Shortages will be made up at no cost to the County by the department director or designee when final accounting and turnover of the petty cash fund is accomplished.

108.4.2 Each manager or department director authorized a petty cash fund will periodically spot-check the petty cash fund to assure that adequate protection and accountability are being maintained.

108.4.3 The Director of Finance may conduct an unannounced physical accounting of each authorized



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petty cash fund.

Note: The above information is provided as guidelines only and is not intended to conflict or supersede any of the policies and procedures set by the Finance Department.

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St. Johns County Administrative Code
Section: Administrative Policy

Title:	109 Work Order Requests for Repairs, Alterations, Construction, and Maintenance of County Facilities	Date Issued:	March 1993
Reference:		Revised:	January 2006 January 2023

109.1 Purpose

To establish the procedures for initiating maintenance, repairs, and/or renovation activities affecting County owned or operated facilities.

109.2 Scope

All County departments and other agencies located in County owned or operated facilities.

109.3 Policy

County departments and other designated agencies will receive approval for maintenance, repairs or renovations only when the following procedure is followed.

109.4 Procedure

109.4.1 When a department or agency desires to make changes, repairs, or request routine maintenance to a County owned or operated facility, approved staff will submit a work order request through the digital maintenance management system to the appropriate division of the Facilities Management Department.

109.4.2 The request will be triaged to determine and note the priority, most desirable method of completion, the estimated cost of labor, materials, and design for projects, and indicated estimated time for completion.

If the project request involves work other than routine maintenance or repair, the Facilities Management Department will provide an estimate to the requesting department for approval prior to scheduling.

109.4.3 Costs associated with routine maintenance and repairs will be charged to the respective department's building maintenance budget line. Requests to charge the cost to other GL codes should be noted in the work order description box.



**St. Johns County Administrative Code
Section: Administrative Policy**

Title:	110 County Facility Use Policy	Date Issued:	January 2006
Reference:	SJC Ord. 99-50	Revised:	December 2006 January 2023

110.1 Purpose

To establish procedure for documentation and approval of allowing use of certain County facilities to the public. This policy includes insurance requirements, as well as requests for permits for possession and consumption of alcoholic beverages on public property.

110.2 Scope

All St. Johns County employees under the direction of the County Administrator, or designee, shall follow the procedure for the Public Rental or Use of any County owned facility.

110.3 Policy

If a member of the public requests to reserve or rent a County facility that offers access he/she should contact the department that oversees that facility. The requestor will be required to fill out forms including contact information and numbers attending. Approval from the department director will be required.

110.4 Alcohol on County Premises

Alcohol is only permitted in or on County premises with written permission of the County Administrator (or designee) on a completed Application for Permit for Possession and Consumption of Alcoholic Beverage on Public Property in Accordance with Ordinance 99-50, and with proof of liquor liability insurance coverage in the amount of one million dollars (\$1,000,000) per occurrence, which specifically includes St Johns County as an additional insured by policy endorsement. Liquor liability insurance is required of all applicants.

110.5 Requirements for Business/Corporation/For-Profit Organizations

The Business hereby states and affirms that the insurance coverage required is in place at the time of the Agreement, and will remain so for the term of the rental agreement and that the business will not occupy the premises under the Agreement until it has obtained all insurance required under such laws. The business agrees to submit documentation of all insurance coverage to the County or its representatives upon request. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. Compliance with the foregoing requirements shall not relieve the Business of its liability and obligations under this rental agreement.

110.5.1 The business shall maintain, during the term of this rental agreement, commercial general liability insurance in the amount of one million dollars (\$1,000,000.00) combined single limit to protect the business and the County from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this rental agreement, whether such operations are by the business or by anyone directly employed by or contracting with the business.

110.5.2 The business shall maintain during the life of this rental agreement, comprehensive automobile liability insurance in the amount of one hundred thousand dollars (\$100,000.00) per person, three hundred thousand dollars (\$300,000.00) per occurrence combined single limits to protect the business from claims for damages for bodily injury, including wrongful death, as well as from claims for property damage,



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which may arise from the ownership, use, or maintenance of owned, or non-owned automobiles, including rented automobiles whether such operations are by the business or by anyone directly or indirectly employed by the business.

110.5.3 The business shall maintain, during the life of this rental agreement, adequate Workers' Compensation Insurance in at least such amounts as are required by law. If the business is not required to maintain Workers' Compensation Insurance and Employers Liability Insurance under Florida Law, verification noting this exclusion shall be provided to the County by the business insurance carrier.

110.5.4 All insurance, other than Workers' Compensation, to be maintained by the business shall specifically include St. Johns County as an additional insured, by policy endorsement, except as such coverage is specifically waived in writing by the County, and a Certificate of Insurance naming St. Johns County, Board of County Commissioners, Risk Management, 500 San Sebastian View, St. Augustine, FL 32084, as additional insured must be provided to the County by the business insurance carrier.

110.5.5 The insurance requirement is deemed contractual, and the County shall not be deemed responsible to any third party for any failure of insurance coverage.

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**St. Johns County Administrative Code
Section: Administrative Policy**

Title:	111 Responding to a Disruption on County Property	Date Issued:	January 2006
Reference:		Revised:	January 2023

111.1 Purpose

To establish a policy and procedure when responding to the disruption of Non-Board of County Commissioners meeting functions by members of the general public.

111.2 Scope

All St. Johns County departments under the direction of the County Administrator, or his/her designee.

111.3 Policy

For purposes of this policy a Disruption on County property shall be any use of obscene or profane language, any act of physical violence or threat thereof (whether verbal or nonverbal), and/or any other loud or boisterous behavior to any person on County property which significantly impairs the operation or use of such property. The County employee present shall initially determine if such a disturbance is an immediate physical threat to persons or public property. If there is an apparent immediate danger to persons or property occurring on County property, said employee shall:

1. Call 911 and ask for immediate law enforcement assistance;
2. Take reasonable effort to move endangered persons to a safe location;
3. Take reasonable effort to protect public property without endangering any person in that process.
4. Notify the County Administrator and the assigned department director of the situation.

If there is no apparent physical danger to personnel or public property but the subject is causing a disturbance that significantly impairs the proper function or delivery of any County service:

- The County employee at that location shall immediately notify the first County supervisor who is immediately available, and then request the subject to cease causing the disturbance or leave the premises. The notified supervisor shall immediately go to the location and take responsibility for further actions.

The attending supervisor shall provide the subject with a future date, time, and location to meet with a designated County representative at which time their concerns will be addressed in a proper manner, then the subject will be asked again to cease the disturbance or to leave the premises.

If the subject does not comply with the request, the supervisor will call 911 and ask for law enforcement assistance in removing the subject from County property, or otherwise properly address the situation as determined by a law enforcement officer, County Administrator, or a Deputy County Administrator.

- The attending supervisor will produce and submit to the subject department director and the County Administrator a detailed written report of the incident within 24 hours of its occurrence.

In circumstances where there is a pattern of disruption of County offices or work by a particular person, group of persons, or organization, the County Administrator may designate a particular County employee as being



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the primary point of contact and/or supervisor for such issues. The County Attorney's office will also be consulted for other applicable solutions designed for effective and fair action in cases involving special circumstances.

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St. Johns County Administrative Code
Section: Administrative Policy

Title:	112 Building Security and Operations	Date Issued:	January 2006
Reference:		Revised:	December 2006 January 2023

112.1 Purpose

The purpose of this policy is to provide basic procedures for day-to-day operations as well as maintain a safe and secure working environment for the users of all St. Johns County facilities. The procedures listed here are considered the minimum, and every effort should be made by all employees to enhance building security at every opportunity.

112.2 Scope

All employees of St. Johns County and/or employees that work in any County owned facility.

112.3 Hours of Operation

It is the responsibility of the department director to ensure that his/her department or office is open to the public during recognized office hours unless he/she has received prior notification to the contrary from the County Administrator’s Office. If for any reason, it is impossible for a department director or any member of his/her staff to open an office or department at the regularly scheduled time, the County Administrator’s Office must be notified of the situation as soon as possible.

112.4 Identification Cards and Keys for Employees

Every Board of County Commissioners (BCC) employee shall be issued an identification card upon commencement of employment. This identification card must be worn at all times during working hours. Any person who is issued a key or I.D. card shall not allow anyone else to use that person’s key or I.D. card. St. Johns County staff who enter through a controlled access door shall not allow any unauthorized person to enter the building with them.

St. Johns County Facilities Management shall be responsible for the issuance of all BCC identification cards. Further, the Building Operations Superintendent is responsible for the issuance of all keys for the Judicial/Administrative Campus and Service Center annexes. With respect to other BCC operated buildings, the respective department director is responsible for key issuance.

The Building Operations Superintendent shall keep a record of all identification cards and keys issued. With respect to other BCC operated buildings, the respective department director shall keep a record of all keys issued.

Any person who is issued an I.D. card shall fill out and sign the Badge Request Form provided for employment. The form can be found on the Intranet and shall be counter-signed by an appropriate authorizing official.

112.4.1 For the purposes of badge issuance, authorizing officials are as follows:

- New Hire: Human Resources Director
- Replacement Badge: Department Director, Human Resources Director, or their designee

112.4.2 Authorizing officials may appoint a designee to sign for them. Appointments shall be in written form and furnished to the Building Superintendent who shall maintain appointee records.



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11.2.4.3 St. Johns County I.D. badges are intended for St. Johns County employees, both full and part-time. Requests to issue St. Johns County I.D. badges to non-employees must be made by the requesting department director and certification of a passed background check must be provided.

11.2.4.4 All keys and I.D. cards must be turned in within 24 hours of the termination of employment. It is the responsibility of the employing department to collect keys and I.D. cards.

11.2.4.5 The Badge Request Form (available on the Intranet), when used for Courthouse access, shall be authorized by the following for members of their staff:

- Administrative Judge, St. Johns County
- Sheriff, St. Johns County
- Clerk of Courts, St. Johns County
- St. Johns County Administrator
- State's Attorney, 7th Judicial Circuit
- Public Defender, 7th Judicial Circuit
- D.O.C. Probation, Correctional Probation Senior Supervisor, St. Johns County

11.2.4.6 Requests to issue Courthouse ID cards to non-courthouse employees may be made, but must be approved by one of the following:

- Administrative Judge, St. Johns County
- Sheriff, St. Johns County
- St. Johns County Administrator
- St. Johns County Facilities Management Director

112.5 Parking and Storage of Personal and County Vehicles

112.5.1 Storage of County Vehicles

Vehicles stored in County lots will be parked in a lawful and appropriate manner, locked, and serviced for the next day's activities.

112.5.2 Ticketing/Improper Parking

Tickets received for improper parking must be paid promptly. Tickets will be excused only in the event of extraordinary circumstances, which must be documented. It is unnecessary for anyone to park improperly while performing assigned duties as a County employee. For that reason, no excuse based on traditional employment-related activities will be accepted.

112.5.3 Personal Vehicle Parking

It is considered improper to park in any of the designated areas detailed below without specific authorization from the County Administrator:

- In any space not officially designated for employee parking.
- Where signs indicate no parking.
- In a space designated for County vehicles only.
- In the Commissioner's row in the parking garage.
- Any other area deemed hazardous or posted by the County Administrator's Office.
- Any numbered space in the parking garage.



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112.6 Building Security

112.6.1 The Sheriff of St. Johns County shall provide and be responsible for the security of the St. Johns County Judicial Center.

112.6.2 All Judicial Center personnel shall report any unlocked or malfunctioning exterior doors, disturbances, crimes in progress, crimes that have already occurred, suspicious persons, suspicious circumstances, and any other safety or security concerns affecting the St. Johns County Judicial Center to the Chief Bailiff.

112.6.3 Security personnel, including Bailiffs and both armed and unarmed security guards, shall report any security problems or concerns to the Chief Bailiff.

112.6.4 The St. Johns County Judicial Center shall staff unarmed and/or armed guards as determined by the Sheriff's Office and St. Johns County Facilities Management 24 hours a day, 365 days a year.

112.6.5 The purpose of the security guards is to preserve a threat-free judicial environment and to prevent a general climate of fear and anxiety during the judicial process. This is achieved primarily through the screening of personnel entering the facility.

112.6.6 Closed Circuit Television (CCTV) surveillance and security systems are installed in various St. Johns County facilities to enhance security and to provide video records of incidents should they occur. All information and records relating to these systems, including, but not limited to photographs, audio and video records schematic diagrams, and surveillance techniques or procedures, are part of the County's security system plan, and are intended to be used solely by security personnel and are confidential and exempt from public record requests, pursuant to the exemptions listed in F.S. 119.071(2)(d), 119.071(3)(a), and 281.301. Copies of video records, specific locations of cameras, recording equipment, and/or alarms are not to be given out without specific authorization from the County Administrator, the County Attorney, or their designee.

112.6.7 Securing Facilities

Department directors or their designee are responsible for ensuring all doors in their departments are bolted or locked each evening after working hours. Duplication of keys without the authorization of the department director is grounds for dismissal. Duplication of Judicial Center keys without the authorization of the Building Operations Superintendent is grounds for dismissal.

Each employee with a key to an exterior door will lock it upon entering and exiting the building after regular business hours.

When an employee leaves the employment of the County, he/she will surrender all government keys in their possession at the time of their exit interview. The Human Resources Office will, in turn, return these keys to the appropriate department director.

112.7 Emergencies

In the event of an emergency situation, St. Johns County BCC personnel shall first call 911, then follow the specific procedures set up for that facility.



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112.7.1 Fire

In the event of a fire, personnel shall utilize a pull station to sound the fire alarm and follow the appropriate notification procedures for their facility. All personnel shall evacuate the building as outlined in the St. Johns County Master Evacuation Plan, following any site-specific procedures unique to the location or office (Exhibit F).

112.7.2 Bomb Threat

In the event of a bomb threat, all radio traffic must end and all communications shall be done via telephone. Any St. Johns County BCC personnel receiving a bomb threat or suspicious package shall immediately call 911. If an evacuation is necessary, personnel shall exit the building as outlined in the St. Johns County Master Evacuation Plan, following any site-specific procedures unique to the location or office, leaving the area until such time as the site has been cleared of any threat.

112.7.3 Active Shooter

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation. Employees should become familiar with their department's active shooter plan. In general, principles for dealing with an active shooter situation are to run if possible, hide if necessary, and fight as a last resort.

112.8 Mail and Deliveries

112.8.1 Central Receiving

All mail received at the Judicial/Administrative Campus, as well as U.S. mail received via various P.O. Drawers and/or boxes held by occupants at the campus, shall be screened and x-rayed for potential hazardous substances, and opened in the Central Receiving building, located at 4010B Lewis Speedway. All deliveries to the St. Johns Judicial/Administrative Campus shall be screened and x-rayed at the Central Receiving building. Exceptions to this policy will be made at the County Administrator's or Elected Official's request.

Central Receiving will also be responsible for the sorting and delivery of all interoffice mail.

112.8.2 Outlying Facilities

All other facilities shall carefully screen all incoming mail and packages to the best of their ability to reduce the possibility of a biological contamination or the introduction of an explosive device or other potentially harmful item into their building. If a department located at an outlying facility so wishes, the Central Receiving Building facilities and staff shall be made available during regular operating hours for the purpose of screening and x-raying incoming mail and packages. It shall be the responsibility of the requesting department to provide for delivery and pick-up of their mail and packages to and from Central Receiving.

112.8.3 Suspicious Parcel Protocol

Any employee that considers a parcel to be suspicious should follow the guidelines outlined in the Suspicious Parcel Protocol Policy (Exhibit G).



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112.9 Service Animals

Animals, other than service animals, are strictly prohibited in county facilities. Any person who enters the building with an animal that is not a bona fide service animal will be immediately asked to remove it from the building.

112.10 Operations During Severe Weather

In case of unusual situations including hurricanes, floods, tornadoes, etc., County offices and departments shall remain open for a full scheduled work period unless authorization for early closing is received from the County Administrator's Office. All offices and departments will be given sufficient notice of any authorized early closing, thus eliminating the need for telephone inquiries to the County Administrator's Office. An employee, who of their own volition leaves work before an official early closing time has been announced, will be subject to disciplinary action.

112.11 Weapons and Firearms

Except as provided by state law or by St. Johns County Ordinance Number 2011-36, firearms shall not be brought into any building operated by the St. Johns County BCC by anyone except law enforcement officers who are employed by a State of Florida or Federal law enforcement agency.

112.11.1 No knives or other weapons (including, but not limited to, electronic stun guns, metal knuckles, mace, Ninja sticks, Blackjacks, clubs, and throwing stars) shall be allowed into St. Johns County BCC facilities.

112.11.2 Firearms shall not be brought into the Judicial Center by any law enforcement officer in plainclothes, except the Sheriff of St. Johns County, the Chief of the City of St. Augustine Police Department, the Chief of the City of St. Augustine Beach Police Department, and officers serving security details assigned by the Bailiff's office.

112.11.3 All uniformed law enforcement officers from other jurisdictions who want to carry a firearm inside the St. Johns County Judicial center must show official identification to do so.



St. Johns County Administrative Code
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Title: 113 Records Management	Date Issued: December 2006
Reference: Chapters 257 and 119, F.S. Ch 1B-24, 1b-26.003, 1B-26.0021 F.A.C.	Revised: January 2023

113.1 Purpose

To establish policies and procedures for the management of county records, information, files and documents for the purpose of ensuring official records and information are readily accessible, in an organized and efficient manner, and in an appropriate environment.

113.2 Scope

Public records include “all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.” Florida law mandates and the Florida Department of State directs that the St. Johns County Board of County Commissioners Records Management Program be implemented and maintained by all Departments and Agencies of the county. The County is responsible for efficient and economical management methods regarding the creation, utilization, maintenance, retention, preservation, and disposal of records. Records must be identified, tracked, and accounted for by using the records management tools and policies that follow. The Office of the County Attorney shall serve as the County’s Records Management Liaison Officer (RMLLO), and shall be the recipient of this information and maintain records data as required by the Department of State. Compliance is mandatory and each department of the County is responsible and accountable as custodians of their respective records pursuant to applicable Florida law and regulations.

113.3 Paper Records

Although many Departments and Agencies of the County differ in their particular business processes and functions, the basic principles outlined in this section will be established and implemented by each in order to maintain an active and continuing program for the economical and efficient management of records in compliance with applicable Florida law. Forms, including Inventory, Transfer, and Disposition are necessary to achieve the objectives of this policy and are provided in the St. Johns County Records Management Manual available in every department.

113.3.1 Records Contact Person

Each Department of the County will designate a person with the additional duty to serve as a records contact for the County’s Records Management Program.

113.3.2 Records Inventory

Each department will create and maintain an inventory of its particular document types. The inventory will match the functional document types to the appropriate State General Records Schedule, or in accordance with an Individual Records Schedule for those records unique to particular departments and



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agencies, and must include the assigned retention period. A copy of the completed form shall be sent to the Office of the County Attorney, and the form must be updated annually.

113.3.3 Transferring Boxed Files – Remote Storage

The movement of boxed records out of each department's work area will be tracked and accounted for through the County's File Transfer Form. The Office of the County Attorney must be notified and receive the completed form for recordkeeping purposes.

113.3.4 Records Destruction – Disposition Certification

Public record destruction via shredding, incinerating or disposal at the landfill will be accounted for through use of the authorized Records Disposition Certificate. These certifications must be signed by the department director, and a copy forwarded to the Office of the County Attorney. Record destruction volume in cubic feet must be accounted for on the form. These certifications are submitted at the end of the year to the Secretary of State by the Board of County Commissioners.

113.3.5 Digitized Paper Records – Disposition Certification

Hard copy paper records that are electronically scanned and are subsequently destroyed must also be accounted for on a Records Disposition Certification with appropriate signatures. A copy of the disposition form must be submitted to the Office of the County Attorney.

113.3.6 Archival Records

Records deemed archival will be sent to the appropriate institution and will be recorded on the Disposition Certificate with appropriate signatures.

113.3.7 Out-sourced Records Storage

Departments will use the commercial outsourced physical records storage facilities under contract with the County. These contracts have been written to meet the County's legal requirements and the State's Records Management Requirements. Contact the Purchasing Department for further information.

113.3.8 Employee Awareness

Department directors, in cooperation with the Office of the County Attorney, are responsible to adequately train and monitor their employees with regard to public records management and the timely processing of public records requests.

113.4 Public Records Requests

The Office of the County Attorney must be notified of all public records requests when they are first received, and the date and manner in which records requests are deemed completed. Refer to section 104 for additional information regarding the public review of County Records.

113.5 Voice Mail

Voice mail is generally transitory in nature, and may usually be deleted at will. There are times, however, when voice mail may constitute a public record, require a specific retention period, and be available to the public upon request. This would occur on rare occasions when the content of the message sets policy, establishes guidelines or procedures, certifies a transaction, acts as a receipt, is the subject of litigation, or is otherwise designed to perpetuate or formalize knowledge concerning official business.



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As with any record, employees should be aware of statutory or regulatory requirements that would prohibit the disclosure of voice mail information that is determined to be a public record.

113.5.1 Voice mail messages sent and received by staff fall within two broad categories:

- Transitory messages, (including copies posted to several persons), casual and routine communications similar to telephone conversations, and messages of a personal nature unrelated to official business.
- Public records with a specific retention period.

113.5.2 Retention guidelines for voice mail are as follows:

- Transitory messages — no retention requirement. Staff sending or receiving such communications may delete such messages at any time after sending or receiving them.
- Public Records — follow the retention period for equivalent hard copy records as specified in the state's retention schedule. These voice mail messages are public records and must be sent to your own e-mail for retention purposes, or you may summarize its content and retain a hard copy of the content only.

All employees are responsible for determining which of the two above categories voice messages belong, and indicating the retention period for purposes of eventual destruction, if applicable.

113.6 Text Messages

Text messages are generally transitory in nature, and may usually be deleted at will. There are times, however, when text messages may constitute a public record, require a specific retention period, and be available to the public upon request. This would occur on rare occasions when the content of the message sets policy, establishes guidelines or procedures, certifies a transaction, acts as a receipt, is the subject of litigation, or is otherwise designed to perpetuate or formalize knowledge concerning official business.

113.6.1 Text Messages Sent To or From a County Phone

To ensure compliance with records retention schedules, the County will archive all text messages sent and received on County phones.

113.6.2 Text Messages Sent to or From Personal Phones of County Employees

Any text message sent or received by a County employee pursuant to law or ordinance or in connection with the transaction of official County business is a public record and is subject to the requirements of state law and this policy. As with any record, employees should be aware of statutory or regulatory requirements that would prohibit the disclosure of voicemail information that is determined to be a public record.

113.6.3 Text messages sent and received by staff fall within two broad categories:

- Transitory messages, (including copies posted to several persons), casual and routine communications similar to telephone conversations, and messages of a personal nature unrelated to official business.
- Public records with a specific retention period.

113.6.4 Retention guidelines for text messages sent to or from personal phones of County employees are as follows:



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- Transitory messages: No retention requirement. Staff sending or receiving such communications may delete such messages at any time after sending or receiving them.
- Public Records: Follow the retention period for equivalent hard copy records as specified in the state's retention schedule. These text messages are public records and must be sent to your County e-mail for retention purposes, or you may summarize its content and retain a hard copy of the content only.

All employees who send or receive a text message pursuant to law or ordinance or in connection with the transaction of official County business are responsible for determining which of the two above categories text messages belong, and indicating the retention period for purposes of eventual destruction, if applicable.

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**St. Johns County Administrative Code
Section: Administrative Policy**

Title:	114 Hiring of Consultants	Date Issued:	March 1993
Reference:	Administrative Policy	Revised:	January 2023

114.1 Purpose

To establish the uniform procedure for the hiring and utilization of consultants.

114.2 Scope

All departments reporting to the County Administrator.

114.3 Policy

It is occasionally necessary for County departments to seek aid from outside consultants in the performance of their normal operating functions. It should be determined before any consultant is hired that the service provided cannot be provided by any other department in the County government. Selection and actual hiring of consultants shall be done in conformance with the State Law and/or County purchasing policies and rules, whichever applies.

114.4 Definition

Consultant – any individual or firm not regularly employed by the County government who was hired or in some way engaged to provide consultation meaning informational or instructional guidance for the performance of some specific service.

114.5 Procedure

It is expected that fees for a consultant which may be necessary to perform a specific task related to the ongoing operation of County departments will be provided for specifically in an operating budget.

At budget time, the department director or his representative should indicate in the budget request, any consultants which may be needed during the coming fiscal year and indicate the specific purpose for which that consultant will be used and the type of information or service which is to be provided.

If a department determines at any time during the fiscal year that a consultant is needed and has not been provided for in the operating budget, it shall submit a formal request to the Office of Management Budget indicating the reason for which the consultant is needed. This request may be in the form of a letter or memo with all pertinent details. Any consultant hired by any department not specifically provided for in the budget must be requested in this manner and is subject to the prior approval of the County Administrator.



St. Johns County Administrative Code
Section: Administrative Policy

Title:	115 Complimentary Tickets	Date Issued:	April 2008
Reference:	Administrative Policy	Revised:	January 2023

115.1 Purpose

The Cultural Events Department may issue complimentary tickets in accordance with confirmed offers and agreements, promoter requirements, artist requests, sponsorship incentives, for seat relocations, community relations, purposes of economic impact, and an agreed-upon number of media complimentary tickets for such purposes as the advertising trade, promotional giveaways, and other marketing purposes.

115.2 Scope

The number of complimentary tickets may vary with each event depending on the need for promotion and/or contractual requirements with artists and promoters.

115.2.1 Nonprofits

The Cultural Events Department may, with the approval of the Department’s General Manager, issue complimentary tickets to nonprofit organizations and schools for fundraisers.

115.3 Responsible Authority

The Cultural Events’ General Manager will be responsible for ensuring that complimentary tickets are used solely for these purposes. St. Johns County employees are not eligible for complimentary tickets unless awarded through an approved contest, promotion, or incentive program.

115.4 Log

A Complimentary Ticket Report will be maintained for each event through the Department’s contracted ticketing platform. The report will contain a detailed listing of complimentary tickets issued including the number of tickets issued to each entity and the purpose for the issuance. At the end of the event a copy of the report will be attached to the event reconciliation and forwarded to the County Finance Department.



**St. Johns County Administrative Code
Section: Administrative Policy**

Title: 116 Office of Public Affairs	Date Issued: July 1999
	Revised: January 2006
Reference: Administrative Policy	Revised: January 2006 January 2023

116.1 Purpose

The St. Johns County Office of Public Affairs will operate a government access channel on most cable systems operating within St. Johns County. The government channel will develop and implement programs to maintain effective communications between county government and county residents, as well as, promote and preserve the integrity of St. Johns County’s local government as an efficient, professional organization that positively reflects the community it serves.

116.2 Scope

The Government Access Channel will operate within policies and guidelines established by the Board of County Commissioners as dictated in the Administrative Code.

116.3 Channel Designation

The Government Access Channel shall operate on most franchised cable systems within St. Johns County.

116.4 Management of Government Access Channel

The County Administrator directs the Office of Public Affairs to manage the Government Access Channel. Programming and scheduling decisions are made by the Director of Public Affairs, and must be consistent with the policy adopted by the Board of County Commissioners.

116.5 Programming Standards and Production

116.5.1 Live Cablecast

Live broadcasts of County meetings and events will be televised with gavel-to-gavel coverage. These meetings will consist of but are not limited to emergency information, Commission Meetings, Town Hall Meetings, and other special events that fall within the policies and guidelines of GTV.

116.5.2 Tape Delayed Cablecast

GTV may air taped programming by eligible organizations that are appropriate to GTV and conform to the technical and production standards after a review of content. These programs may include but are not limited to emergency information, Commission Meetings, Town Hall Meetings, and other special events that fall within the policies and guidelines of GTV. GTV reserves the right to edit programs submitted to display disclaimers. Governmental meetings will not be edited.

116.5.3 Staff Programming

Programs produced by GTV or contractors hired by and supervised by the Office of Public Affairs will include: live and tape-delayed broadcasts of commission meetings, programming offered by various county departments, and boards and authorities related to government. These latter-noted programs could be either live or taped delayed cablecast. Programs produced or received by GTV may be modified or edited as appropriate based upon a script. Scheduling and staffing requirements will dictate editing.

116.5.4 External Programming

Programs that are produced by an outside agency may be aired when the topic is related to the county,



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city, state, or federal government, and the program is not intended as a mechanism for building support for a particular policy, program, issue, party, platform, or individual. Additionally, programming may not purposely contain advertising of a commercial product or service; information concerning any lottery, gift enterprise, or similar promotion offering prizes based in whole or part upon lot or change; direct solicitation of funds; material that would violate any federal, state, county, or city statute or law; material that promotes religious beliefs or religious philosophies; obscene, indecent, or defamatory material; appearances on behalf of individual candidates for public office; endorsements of particular ballot issues.

116.5.5 Multimedia Bulletin Board

Printed onscreen messages announcing emergency and public safety information, public meetings of government boards, and general announcements of current governmental information regarding meetings, sponsored events, and job listings will air seven days a week, 24 hours a day unless there is programming on the channel.

116.5.6 Quality Standard

All programming aired on the Government Access Channel must meet broadcast quality standards. All programming must be shot and mastered on compatible equipment. Other formats that do not meet the acceptable programming standards established by the Director of Public Affairs will not be aired.

116.5.7 County Meetings

Cablecasts of county meetings shall not be edited or subjected to editorial comment. Meeting(s) will have “gavel to gavel” coverage. Meetings are recorded for later broadcast and archival purposes.

116.5.8 Endorsements

At no time will the Government Access Channel be utilized to endorse an issue, candidate, specific person, company or brand name product for consumer use.

116.6 Promotions

Promotional announcements for county and/or city-sponsored events will be permitted over the cable channel. Promotional announcements for events, charities, or outside organizations not sponsored by the government shall not be permitted.

116.7 Equipment and Facilities

Use of county-owned video equipment shall be restricted to Office of Public Affairs’ employees or trained persons who are under the direction of the Director of Public Affairs. Loaning of equipment for personal or non-governmental related tasks is prohibited.

116.8 Retention and Ownership of Recordings and Digital Media

All video recordings and digital media produced by the Office of Public Affairs or other county staff shall be the property of St. Johns County and stored in the GTV Production Office. It shall be the general policy of the Office of Public Affairs to retain videos of staff-produced programs, meetings, and events. These recordings shall not be considered an official record of any meeting and there shall be no liability for inadvertent erasure(s) or omissions.

116.9 Video and Audio Documents

Request for the inspection of video documents shall be accommodated. Duplication of video documents will be charged a fee from the current St. Johns County Fee Schedule.



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116.10 County Responsibility

Neither St. Johns County, the St. Johns County Government Access Channel, nor the Office of Public Affairs shall be responsible or liable for the accuracy of any information cablecast over the channel that is submitted by outside sources.

116.11 Access Priorities

The following is a list of general priorities that will apply to the Government Access Channel:

- Programming of an emergency involving public safety or health matters.
- Programming of, or about, meetings of policy-making bodies of County/City government.
- Programming of various departments and their services.
- Programming providing factual information on any ballot issue affecting County services.
- Programming that is produced by or for local, state, and federal government and/or other agencies that use public dollars.
- Programming produced by external sources that is relevant to local government.

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**St. Johns County Administrative Code
Section: Administrative Policy**

Title:	117 Press Releases, Media Inquiries, Press Conferences, Media Access, Events, and Bulletins	Date Issued: May 1993 January 2006
Reference:	Administrative Policy	Revised: January 2023

117.1 Purpose

To ensure conformity of press release format and content with County policy; to inform citizens and County officials of newsworthy issues; and to monitor the effectiveness of press releases and event bulletins.

A press release is any information prepared for dissemination to the news media; this includes written Public Service Announcements. County Administration encourages the use of press releases as part of an overall effort to inform St. Johns County residents about services, programs, initiatives, or events taking place.

An event bulletin is any information announcing routine activities, films, performances, recreational events or other non-issue related routine program activities.

117.2 Scope

This policy and the guidance therein have been established by the St. Johns County Administrator, and apply to all government departments with the exception of elected officials, i.e. members of the St. Johns County Board of County Commissioners, Constitutional Offices, and the Office of County Attorney for St. Johns County.

117.3 Press Releases

117.3.1 All Departments, Divisions, and Offices (unless exempted) should coordinate with the Office of Public Affairs with respect to the issuance, dissemination, and/or distribution of any media release, including those of a routine or select nature. The Office of Public Affairs will generate a media release upon request from any department director or designee, County Commissioner or designee, or the County Administrator or designee.

117.3.2 All requests for general press releases (e.g. upcoming events) should have a 5-day lead-time or more, whenever possible. All pertinent information for the release, including the name of the person providing the information, should be submitted. All Press Releases will be printed using a standard format that consists of one page, if at all possible, and one side only using the appropriate press release format as established by the Office of Public Affairs.

117.3.3 The first draft of the press release is emailed to the requesting department or division for review. Once the proposed press release is reviewed, and revisions made (if needed or necessary), then the Office of Public Affairs will disseminate the press release.

117.3.4 Press releases will be published on the County website and e-mailed to all area news outlets, the Board of County Commissioners, Government Television, and appropriate social media platforms. In addition, press releases will be made available to the public. The Office of Public Affairs will maintain a standard distribution list.

117.3.5 The Office of Public Affairs will maintain a file of all press releases issued by St. Johns County



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Government. The Office of Public Affairs will maintain and retain press releases in accordance with applicable County policy, and State retention laws.

117.4 Urgent Press Releases

117.4.1 All requests for urgent news media notification must be accompanied by pertinent information, name of a contact person, and telephone number.

117.4.2 Upon receipt of the request, the Office of Public Affairs will prepare the press release, submit the press release to the department director or designee for approval, and distribute the release to the media via email.

117.4.3 Copies of the press release will be immediately emailed to the Board of County Commissioners, County Administrator, Office of the County Attorney, and the involved department(s), and/or division(s). The original copy of the press release is filed in the Office of Public Affairs.

117.5 Media Inquiries

The Office of Public Affairs shall serve as the primary POC for the news media. The Director of Public Affairs works under the authority of, and is responsible to, the County Administrator.

117.5.1 It shall be the responsibility of the Office of Public Affairs to assist the news media in the gathering of information and the arranging of interviews as appropriate.

The Office of Public Affairs shall be notified whenever the media contacts a department and information is requested. Notification must be made within the same day or in some cases, the next business day. Either written or verbal notification must be made to the Office of Public Affairs. All requests for information that are directed to employees will be referred to the Office of Public Affairs. If either the Office of Public Affairs or the appropriate department director is unable to be reached, the call will be forwarded to the County Administrator or the Deputy County Administrator.

117.5.2 The Office of Public Affairs will disclose requested information as promptly as circumstances permit. At no time will information be released prematurely nor will information be withheld for the exclusive benefit of any individual reporter or segment of the news media.

117.5.3 St. Johns County employees as private citizens are free to communicate with the news media. However, if an employee identifies him/herself as a St. Johns County employee, then the employee is presumed to be speaking on behalf of St. Johns County and in an official capacity. As such, the employee is subject to the provisions outlined by this administrative procedure.

117.5.4 Information Policy – Emergency

All emergency or controversial issues shall be reported immediately to the County Administrator's Office, with a copy sent to the Office of the County Attorney. This includes, but is not limited to, information relating to potential or actual lawsuits and other legal matters; accidents involving serious bodily injury or death; an employee grievance; wrongdoing by a County employee; a natural or man made disaster; or serious breaches of County performance. The County Administrator's Office will inform the St. Johns County Board of County Commissioners; thereafter, the Office of Public Affairs will coordinate and disseminate accurate information to the public and news media.

117.5.5 Information Policy—Non-emergency or routine

For general information involving verified, non-controversial, non-policy matters, departments may



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conduct interviews or provide information directly to the news media or other persons. The Office of Public Affairs must still be notified if any such interview or conversation with the news media occurs. An employee may respond directly to an inquiry regarding routine factual information relating specifically to their function. If the inquiry involves policy issues, the County staff member may respond after direction to do so from his/her department director or designee.

117.5.6 Letters to the Editor or Guest Editorials or Position Papers

The Office of Public Affairs will approve letters or correspondences to the editor, guest editorials, or other Official County position papers.

117.5.7 National News Media, Magazines, Television/Film Production Companies

All contacts and inquiries from national news media, magazines, newsletters, television or movie production companies, etc., shall be referred to the Office of Public Affairs.

117.6 Press Conferences

On occasion, it may be appropriate to call a press conference to announce a major County decision or to respond to an issue of general interest to the media. Staff members who believe they have an item, which warrants a press conference, should contact the County Administrator who will direct the Office of Public Affairs to make the necessary arrangements. There will be occasions when a non-management employee's involvement in an event makes that individual a logical respondent for a media inquiry or press conference.

117.6.1 Procedure

The Office of Public Affairs will work with the Board of County Commissioners, County Administration, and County departments and divisions to set up press conferences. If a press conference is requested, the Office of Public Affairs will plan and notify the media of the time, location, and purpose of the press conference via press releases and phone calls.

- 117.6.1.1** The Office of Public Affairs staff gathers information on the press conference topic and prepares a press release in compliance with the Office of Public Affairs Press Release Policy (Section 117.3). Staff meets with the person(s) holding the press conference and reviews possible questions the news media may ask.
- 117.6.1.2** The Office of Public Affairs staff coordinates logistics related to the event (e.g. reserve meeting room, arrange for Communications equipment, etc.).
- 117.6.1.3** Office of Public Affairs staff attends the press conference, distributes media kits, and helps answer questions if necessary.
- 117.6.1.4** In case of a natural disaster, press conferences will be coordinated with the Department of Emergency Management.

117.7 Media Access

- 117.7.1** The media will be provided access onto any part of St. Johns County property that is normally made available to the general public.
- 117.7.2** Media access may be restricted into any area that is not normally accessible to the public. Employees shall not prevent the photographing of any area visible to the public. Employees should consult with the appropriate department director prior to allowing media access into any restricted area. Media must be escorted at all times.
- 117.7.3** During any incident that involves public safety or a criminal investigation all requests for access



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should be directed to the on-scene department director, or the law enforcement official in charge of the criminal investigation.

117.7.4 A department director or the Office of Public Affairs may authorize media access that is greater than the general public's access when necessary to expedite the efficient flow of information to the public.

117.7.5 No County employee has the authority to authorize media access onto or within any privately owned property or dwelling.

117.8 Dedications/Ceremonies/Events/Tours

It is the responsibility of the Office of Public Affairs to assist the requesting Commissioner/Department in any aspect of planning, implementing, and/or publicizing an event. The Office of Public Affairs is responsible for the coordination of dedications, ceremonies, events, tours, and any other activities as the Office is assigned. The Office of Public Affairs is to be notified of all events held in a County facility by the responsible department. Departments are to give sufficient notice of any event planned to the Office of Public Affairs. The Office will also work jointly with department directors in scheduling any activity in which the Board of County Commissioners will be present.

117.8.1 Food Items

Any food items for County or public events are not considered an authorized expenditure of County tax dollars. Exceptions to food item purchases can be made if the County Administrator or his designated representative has determined the purchase would have a specific public purpose/benefit. No exceptions or additional approval is required if the item/function is submitted during the budget review process as a detailed request within special events and becomes specifically included in the adopted budget.

117.9 Publications and Bulletins for Events and Departments

All publications printed for public distribution (i.e. guide books, brochures, pamphlets, flyers, reports, programs, forms and advertisements) must be as accurate and current as possible to provide useful information to St. Johns County residents and visitors. To accomplish this, the proposed documents must be carefully written and proofread, and reviewed by the Office of Public Affairs. All information must be verified by the appropriate County officials before public distribution.



St. Johns County Administrative Code
Section: Administrative Policy

Title: 118 Formatting County Correspondence	Date Issued: December 2006
Reference: Administrative Policy	Revised: November 2008 January 2023

118.1 Purpose

To ensure conformity of all St. Johns County internal and external correspondence. All documents originating from the St. Johns County Board of County Commissioners should be easily identifiable and their validity recognizable. Additionally, communication tools should be cost-effective, uniform, and professional.

118.2 Scope

All St. Johns County employees under the direction of the County Administrator.

118.3 Letterhead, Letterhead Envelopes, Memos, and Forms

The County Administrator is responsible for the creation and implementation of a Countywide letterhead. This letterhead is to be used by all departments with no changes to the formatting or language of the letterhead itself. Only the County Administrator has the authority to grant exceptions to this requirement. All inter-department memorandums are to follow the format created for their departments and are available on the St. Johns County Intranet. All forms created for external customer use should display the County Seal at the top left of the page if possible, or in another prominent location, as well as indicate “St. Johns County” at the top and should be approved by County Administration before being dispersed.

118.3.1 Ordering Letterhead and Letterhead Envelopes

All letterhead and letterhead envelopes will be ordered quarterly through the Purchasing Division. No Department is permitted to order letterhead or letterhead envelopes independently. Should a department wish to print letterhead directly on an as-use basis, the letterhead template should be used. No changes may be made to the template itself.

118.4 Business Cards

118.4.1 Ordering Business Cards

All business cards will be ordered quarterly through the Purchasing Division. No Department is permitted to order business cards independently, and no business cards are to be printed internally.

118.4.2 Employee Business Cards

The following positions will receive personal business cards: County Administrator, Deputy and Assistant County Administrators, Department Directors, and Division Managers. Additionally, employees who meet the following criteria may also order and use personal business cards:

- Work includes significant face-to-face interaction with the public
- Job requires significant time out of the office and regular representation of St. Johns County at public meetings and in the community
- Members of the public have the need to contact the employee directly, as opposed to the department in general (i.e. Building Inspectors, Code Enforcement Officers)

Interpretation of the above criteria and approval of individual business cards will be submitted by the department director to the County Administrator or designee for review.



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118.4.3 General Department Cards

General division and/or department business cards will be ordered to be used as needed by all employees without personal cards. The formatting and ordering of general department cards will be the same as that of personal business cards.

118.4.4 Format of Cards

All business cards are to be formatted according to the design approved by County Administration.

Each personal business card will include the County logo, County website, employee name, title, department, St. Johns County Board of County Commissioners, mailing address, phone, fax, and email. Including a cell phone number is optional.

The general department cards will include the County logo, County website, department name, St. Johns County Board of County Commissioners, mailing address, general phone, general fax, and general email (if applicable).

All business cards will be printed using the color St. Johns County logo and black text.

118.4.5 Departments with Unique Logos

The following departments and divisions have unique logos and are permitted to have a unique business card: Animal Control, Emergency Management, Extension Services, Fire Rescue, Library, and Tourist Development Council. The design and order of the unique business cards must be approved by the County Administrator's Office. As much as possible, the format should mirror the approved St. Johns County business cards.

The same criteria and ordering process as listed above should be followed by all departments, including those with unique logos.

118.5 Electronic Stationery and Signatures

118.5.1 Email Format

Standard stationery should be used when formatting all emails.

118.5.2 Email Signatures

118.5.2.1 Keep text no more than 12 lines. At a minimum, the signature should include the name, title, department, St. Johns County Board of County Commissioners, phone, email address, and website. Optional is mailing address, fax, and cell phone.

118.5.2.2 No images, statements, or non-County related information is to be included in the signature.

118.5.2.3 Signatures must use font between 10 and 16 point and should be in blue or black only.

118.5.2.4 All employees have the option to use a disclaimer. If a disclaimer is used, it does not count toward the text limit and must read:

This electronic transmission and any documents accompanying it contain information intended solely for the individual or entity to which it is addressed, and may include confidential information. This information will be made available to the public upon request (Florida Statute 119.01) unless the information is exempted according to Florida law. Unauthorized disclosure of confidential information contained herein is prohibited



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by Federal Regulations (42 CFR Section 481.101), HIPAA, Sarbanes-Oxley, and State law. If you are not the intended recipient of this message or a person responsible for delivering it to the addressee, you are hereby notified that you must not disseminate, copy, use, distribute, publish or take any action in connection therewith. Unauthorized disclosure of confidential information is subject to prosecution and may result in a fine or imprisonment. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. If you have received this communication in error, do not distribute it. Please notify the sender immediately by electronic mail and delete this message. Thank you.

118.6 Enforcement

The County Administrator's Office is responsible for the enforcement of the Letters, Memos, Forms, and Business Card policies. The department director is responsible for the enforcement of the electronic requirements of this policy. The County Administrator is authorized to make changes and/or exceptions to this policy.

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St. Johns County Administrative Code
Section: Administrative Policy

Title: 119 Non-Discrimination	Date Issued: May 2012
Reference: Title VI of the 1964 Civil Rights Act	Revised: January 2023

119.1 Purpose

No person in St. Johns County shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance pursuant to the requirements of Title VI of the 1964 Civil Rights Act.

119.2 Scope

All St. Johns County Board of County Commissioners' employees.

119.3 Policy

119.3.1 It is the policy of St. Johns County that in the operation of any federally assisted program, it shall not, on the basis of race, color, or national origin, either directly or through contractual means:

- a) Deny program services, aids, or benefits.
- b) Provide a different service, aid, or benefit, or provide them in a manner different than they are provided to others.
- c) Segregate or separately treat individuals in any matter related to the receipt of any services, aid, or benefit.

119.3.2 St. Johns County further recognizes that in certain circumstances, a failure to ensure that persons with limited English proficiency can effectively participate in or benefit from federally assisted programs and activities may result in the denial of program services, aids or benefits. To that end, it is the policy of St. Johns County to ensure that whenever and wherever possible efforts will be made to ensure that information about the County's programs and services are provided in a manner that is conducive to the full participation of all persons living in this jurisdiction. These efforts may include, but are not limited to, any of the following:

- a) Identifying county employees who are fluent in languages in addition to English to act as translators whenever this is necessary.
- b) Publishing notices and announcements, based on an analysis of St. Johns County populations demographics from the Bureau of Census, in the language of the largest group of individuals who speak a language other than English at home, in order to ensure they have written access to the information about St. Johns County programs.

119.4 Grievances

Any individual who believes that they have been the victim of unlawful discrimination in violation of Title VI of the 1964 Civil Rights Act as described above may file a grievance with the County Administrator.



St. Johns County Administrative Code
Section: Administrative Policy

Title: 120 Gift Policy	Date Issued: February 1993
Reference: F.S. 112.313 & 3148	Revised: June 2012 January 2023

120.1 Definitions

- A. "Gift" shall mean anything accepted by a person or on that person's behalf, whether directly or indirectly, for that person's benefit, and for which equal or greater consideration is not given within ninety (90) days of the receipt of the gift. "Gift" includes real property or the use thereof; tangible or intangible personal property or the use thereof; a preferential rate or terms on a transaction not available to others similarly situated; forgiveness of a debt; transportation (unless provided by an agency in relation to officially approved governmental business), lodging, or parking; food or beverage; dues, fees, and tickets; personal services for which a fee is normally charged by the provider; and any other thing or service having an attributable value.
- B. "Nominal value" shall refer to anything with a value of \$25.00 or less in the marketplace.

120.2 Solicitation or acceptance of gifts

- A. No St. Johns County employee shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor or service, based upon any understanding that the official action, or judgment of the employee, would be influenced thereby. No County employee shall solicit or accept directly or indirectly any gift regardless of value from any person, except as set forth herein.
- B. County employees may accept gifts, subject to Florida Statutes Ch. 112.313, under the following circumstances:
 - 1. Company advertising specialties offered of nominal value, such as pens, pencils, book bags, key chains, and other similar items.
 - 2. Admission to events to which they are invited in their official representative capacity as an official of St. Johns County.
 - 3. Consumables (meals or refreshments) provided that such is of nominal value under one of the following conditions: (i) offered in the course of a professional or civic meeting, (ii) group function at which attendance is desirable because it will assist the person in performing his or her official duties, (iii) provided to all panelists or speakers of which the employee is one, (iv) consisting solely of a meal offered on an occasional basis not to exceed three times per calendar year, or (v) offered to County departments.
 - 4. Discounts and special offers provided they are not given (i) in connection with employee's official position or business relationship developed as a result of that position or employment, or (ii) based upon any understanding that a County related vote, official action, or judgment would be influenced thereby.



St. Johns County Administrative Code

Section: Administrative Policy

5. Gifts from relatives or members of one's household.
 6. Salary, benefits, services, fees, commissions, or expenses associated primarily with the recipient's employment, business, or service as an officer or director of a corporation or organization.
 7. Awards of nominal value given in recognition for public, civic, charitable, or professional services, and political contributions specifically authorized by state law.
 8. Payment or provision of actual and reasonable transportation, registration fees, lodging, and food and beverages expenses related to the employee's presentation of a speech, address, oration, or other oral presentation.
 9. An honorary membership in a service or fraternal organization presented merely as a courtesy by such organization.
 10. The use of public facility or public property, made available by a governmental agency, for a public purpose.
 11. Transportation provided to a public officer or employee by an agency in relation to officially approved governmental business.
 12. Gifts provided directly or indirectly by a state, or national organization which promotes the exchange of ideas between, or the professional development of governmental officials or employees, and whose membership is primarily composed of elected or appointed public officials or staff, to members of that organization or officials or staff of a governmental agency that is a member of that organization.
 13. Gifts tendered to an employee by a personal friend who has no current or proposed business interests or significant interaction with the County, solely for personal reasons.
- C. No County employee should make a donation as a gift to any supervisor nor shall any supervisor make a donation as a gift to any subordinate except donations or gifts made between or amongst County employees on a special occasion or an established holiday. A special occasion as contemplated in this paragraph includes those times when it has been regarded as customary to give gifts, such as a birthday, a wedding, the birth of a child or grandchild, an adoption, a graduation, a promotion, permanent departure from the workplace or community, hospitalization, the loss of a loved one, retirement, or other similar occurrences.
- D. This policy is not intended to prohibit participation in fund-raising activities conducted solely for charitable purposes or the acceptance of gifts where the recipient of which is a governmental entity.

120.3 General Provisions

- A. Nothing in this policy is meant to or should be construed as prohibiting a fair value exchange between employees or an employee and another person or persons.



St. Johns County Administrative Code
Section: Administrative Policy

- B. Inquiries as to whether any potential action is in conformity with this gift policy may be made anonymously to the County Administrator or such designated person.
- C. Directors of individual County departments are authorized to implement and enforce more restrictive gift policies pertaining to the particular department upon review and approval by the Human Resources Department.

DRAFT

EXHIBIT A

St. Johns County Resolution
2006 - 128
Administrative Authority

A RESOLUTION OF ST. JOHNS COUNTY, FLORIDA,
RELATED TO THE ADMINISTRATIVE CODE; REVISING
AND UPDATING THE ADMINISTRATIVE CODE; AMENDING
ST JOHNS COUNTY ORDINANCE NUMBER 96-70 BY
AUTHORIZING THE COUNTY ADMINISTRATOR TO MAKE
ALL ADMINISTRATIVE CHANGES TO THE
ADMINISTRATIVE CODE ESTABLISHED BY THE BOARD OF
COUNTY COMMISSIONERS OF ST. JOHNS COUNTY;

Whereas, the St. Johns County Administrative Code "code" was approved and adopted in March 1993; and

Whereas, the code has been amended by the Board of County Commissioners as changes were required; and

Whereas, it has become necessary to update and consolidate the amendments to the code; and

Whereas, there are currently changes and revisions needed to make the code more efficient and timely; and

Whereas, the Board of County Commissioners of St. Johns County, Fl that the St. Johns County Administrative Code dated January 2006, be adopted and the authority to make administrative changes to the code be vested in the County Administrator, subject to Section 125.74 Florida Statutes and the Florida Constitution.

Passed and adopted by the Board of County Commissioners of St. Johns County, State of Florida, this 2nd day of May, 2006.

BOARD OF COUNTY COMMISSIONERS OF
ST JOHNS COUNTY, FLORIDA

By: Jamie Bryant
Chairman

ATTEST: Cheryl Strickland,
By: Alicia DeGrande
Deputy Clerk

EXHIBIT B

Draft #7

ORDINANCE NO. #92- 2

AN ORDINANCE OF THE COUNTY OF ST. JOHNS, STATE OF FLORIDA, ADOPTING AN OFFICIAL SEAL OF ST. JOHNS COUNTY; ADOPTING THE PROVISIONS OF CHAPTER 91-59, LAWS OF FLORIDA, 1991; RESTRICTING THE USE OF THE SEAL; PROVIDING FOR PENALTIES; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA:

Section 1. There is hereby adopted as an official seal of the County of St. Johns, Florida (County), that certain crest and shield and the textual description thereof, a copy of which is attached to this ordinance as composite Exhibit A, and as filed with the Clerk of the Circuit Court of St. Johns County, Florida (Clerk). On documents requiring the County seal, an augmented form of the seal without the textual description in the form shown on the attached Exhibit B may be used, consisting of a pressure imprint of the crest and shield or a decal, reproduced either in full or partial color or in black and white.

Section 2. The County hereby adopts the provisions of Chapter 91-59, Laws of Florida, a copy of which is attached hereto as Exhibit C. The manufacture, use, display, or other employment of any facsimile or reproduction of the county seal, except by county officials or employees in the performance of their official duties, without the express written approval of the Board of County Commissioners of St. Johns County is a second-degree misdemeanor, punishable as provided in section 775.082 or section 775.083, Florida Statutes.

Section 3. The Clerk may continue to use the County's existing seal, a copy of which is attached hereto as Exhibit D, until March 1, 1992, at which time the seal attached hereto

DRAFT



Page 1 of 4
Composite Exhibit A

TRANSLATION

Genealogical, Noble and Armorial Archive
of

The Herald King of Arms
Dean of the Corps

Don Vicente de Cadenas y Vicent

CERTIFICATION OF THE COAT OF ARMS
WHICH CORRESPONDS TO THE USE OF THE
COUNTY OF SAINT JOHNS, FLORIDA (UNITED STATES)
Madrid, 12th of October of 1991

DRAFT

Page 2 of 4
Composite Exhibit A

Ordinance Book 11 Page 335

DRAFT

VICENTE DE CADENAS Y VICENT, DE GAZTAÑAGA Y NOGUES,
HERALD, KING OF ARMS, DEAN OF THE CORPS OF HERALDS

By virtue of the authority and powers
conceded by the Royal Orders of 17th of December
1749 and 16th of June 1802, as well as by the Royal
Decree of 29th of April 1915 by which the access
and authority of the Heralds, Kings of Arms are
regulated and by the Decree of the Ministry of
Justice of 13th of April 1951 by which the Corps is
structured, and its powers regulated, and as a
consequence of these;

I CERTIFY: That on petition of the desires
expressed by the authorities of Saint Johns County,
in Florida (United States) which desires to
perpetuate the historic memory of the population
and founding of that County by the subjects of the
Kings of Spain and in order that the memory should
remain steadfast, the drawing up of a Blazon is
solicited which for fundamental symbols of the same
bring those events to mind adapting them to the
Science of Blazon, and as a consequence and by
virtue of the desires expressed by the already
cited authorities that in its field they wish to
reflect three aspects; two of them of historic
character and one symbolic, taking for it (the
Blazon) a castle as an allusion to the Garrison
which was in the County, the Arms of Castille and
León as a remembrance of the epoch of its discovery
and union to the Crown of Spain, and a direct
allusion to the name of the County referred to, and
as a consequence, it stands organized and composed
in the following manner;

A R M S

In a field of green an Agnus Dei of silver,
suspended on the dexter [*left side of the drawing]
side of the Agnus Dei is a silver banner with red
cross (as a direct allusion and symbol of the name
of the County). On a heraldic chief of red, is a
gold castle with towers, with masonry joints in
black, and with the windows and doors in red (in
recognition of the fortress that was constructed in
the military garrison of St. Augustine which is a
part of the County).

An overall border is composed of eight parts; alternating, a red quadrilateral, with a gold castle and quadrilateral of silver with a purple lion rampant (that is to say, alternating the simplified Arms of Castille and León).

Given for a crest is a mural crown of a province. This is a circle of gold walls with in reality twelve gold towers with all the masonry joints in black. Only seven of the towers are visible in the drawing.

Said Arms as they are described and drawn may be used, having them engraved, sculpted and painted in the customary places, standing protected by this certification of Blazons, ratified, legalized and legitimized in the use of the same for Saint Johns County, in Florida (United States).

And that it may be on record wherever necessary and by petition, I announce the present Certification of Arms, retaining a copy of the present [*document] in my Minute Book, signed and sealed with my own [*signature and seal], in Madrid the 12th of October 1991, the Feast Day of Our Lady of the Pillar and the anniversary of the discovery of the Occidental Indies.

S I G N A T U R E
Vicente de Cadenas y Vicent

#16746

Seen in this Sub-Secretariat of the Ministry of Justice to be legalized, as it is apparently his own, the signature of Don Vicente de Cadenas y Vicent, accredited in this Ministry as the Herald King of Arms for the drawing up of Certifications which the Decree of 13 of April of 1951 establishes.

Madrid, 21 October 1991
stamped/sealed
signed by Maria del Carmen Guijarro Gonzalez

translation by Janis Williams and Charles Tingley
4 November 1991.

[*translator's notation]

Page 4 of 4
Composite Exhibit A

Ordinance Book 11 Page 357

DRAFT

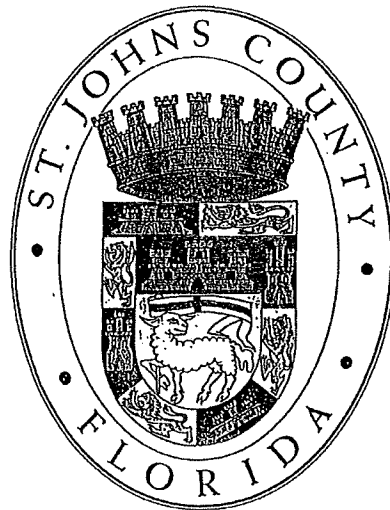


EXHIBIT B

CHAPTER 91-59

Committee Substitute for Senate Bill No. 818

An act relating to local government; authorizing the governing body of a county or municipality to adopt an official seal and restricting its use without the express approval of the governing body; providing a penalty for violation; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. The governing body of a county or municipality may, by ordinance, designate an official county or municipal seal. The manufacture, use, display, or other employment of any facsimile or reproduction of the county or municipal seal, except by county or municipal officials or employees in the performance of their official duties, without the express approval of the governing body is a second-degree misdemeanor, punishable as provided in section 775.082 or section 775.083, Florida Statutes.

Section 2. This act shall take effect upon becoming a law.

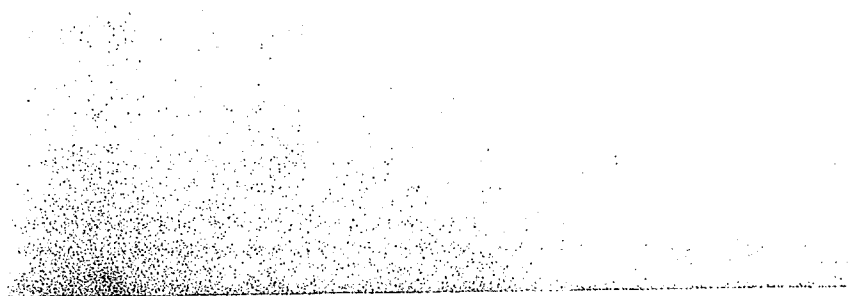
Approved by the Governor May 9, 1991.

Filed in Office Secretary of State May 9, 1991.

DRAFT

Exhibit C

Ordinance Book 11 Page 339



DRAFT

SEAL



Ordinance 11, 1934, Exhibit D

EXHIBIT C

**St. Johns County
Pre-Travel Request and Authorization**

To: County Administrator/Assistant County Administrator/ Department Head

County Business authorization is requested for :

Social Security # (Name & Position)

To Travel From: (City & State) to (City & State)

For the purpose of (Please list Points of Contact and Subject Material):

I plan to leave the County at on

County Employees or Non-County Employees:
(Check one & Identify)

I plan to return to the County at on

Place of lodging and telephone number if applicable:

Prepaid Fees	Check #/CC	Amount	Estimated Cost of Trip	Amount
Registration		\$ <input type="text"/>	Meals	\$ <input type="text"/>
Air Fare		\$ <input type="text"/>	Lodging	\$ <input type="text"/>
Hotel / Motel		\$ <input type="text"/>	Transportation	\$ <input type="text"/>
Travel Advance		\$ <input type="text"/>	Registration	\$ <input type="text"/>
Other		\$ <input type="text"/>	Car Rental	\$ <input type="text"/>
			Other	\$ <input type="text"/>
Total Prepaid Fees		\$ <input type="text"/>	Total Cost of Trip	\$ <input type="text"/>

The Finance Department is authorized to deduct from my salary all prepaid travel expenses including travel allowances in accordance with the St. Johns County Administrative Code 102, if settlement has not been submitted within the prescribed ten working day rule.

Signed: _____
(Person Requesting Travel)

Approved: _____
(Department Director)

*Approved: _____
(County Administrator/Asst. County Administrator)

Mode of Transportation

Air

Personal Vehicle

County Vehicle

Other

Identify _____

*This approval is not required if approved in Annual Budget Process.

EXHIBIT D



**ST. JOHNS COUNTY - BOARD OF COUNTY COMMISSIONERS
TRAVEL EXPENSE & SETTLEMENT REPORT**

Name & Dept: _____ Date Submitted: _____

Date & hour departed: _____ Date & hour returned: _____

Points of Contact (list host organization and/or individuals contacted and telephone number): _____

Description of Subject Material (briefly describe focus of the subject): _____

Meals: Meal Reimbursement only for Class "A" & "B" Travel (Overnight Stay) Administrative Code 102.8 - Mileage and Per Diem Expense Reimbursement Rates per Resolution 2006-223

Date (List Each Day)	Breakfast (\$6.00)	Lunch (\$11.00)	Dinner (\$19.00)	Total
			Total Meals:	\$
Mode of Transportation:				
Airline Ticket				
Private Vehicle Mileage* (\$.445 cents per mile) = _____ <i>Vicinity miles must be documented on the SJC Travel Voucher Form, with each trip documented.</i>				
Taxi or Other Ground Transportation				
Hotel/Motel Bill*				
Registration Fees: *				
Other: * Tolls / Parking				
Miscellaneous: (List)				
Miscellaneous: (List)				
Total Travel:				\$
Less Expenses Prepaid by the County:				(-)
Personal Charges: (FOR FINANCE USE ONLY)				(-)
Total Amount Due: ACCOUNT NUMBER: _____				\$

I certify the travel expenses hereon are accurate and in accordance with the travel policy of the St. Johns County Board of County Commissioners and that all compensation claimed was of a business nature.

*Copy of airline ticket, motel/hotel bill and notice of registration fees, program schedule, and other pertinent receipts **MUST** be attached for settlement.

Submitted by: _____ Approved: _____ Date: _____

EXHIBIT F

ST. JOHNS COUNTY EMERGENCY EVACUATION MASTER PLAN

PURPOSE:

The purpose of this plan is to establish procedures for the orderly evacuation of St. Johns County facilities in the event of an emergency.

TYPES OF EMERGENCIES:

There are several types of emergencies that may require evacuation. The types of emergencies that this plan addresses are in the event of a fire occurring and that of a bomb threat being received by telephone, in the mail, or being delivered to the facility.

BEFORE THE EMERGENCY:

It is the responsibility of each County department to appoint a person or persons (usually one for each work site of the respective office) to act as coordinator in the event of an emergency situation.

The coordinators shall familiarize themselves thoroughly with the layout of the buildings, as well as with both the primary and secondary evacuation routes.

The coordinators shall be responsible for the orderly evacuation of both staff and public within their division.

Each office shall prepare a procedure that is specific to the individual office's needs. These procedures shall include, but shall not be limited to the Master Evacuation Plan.

It is the responsibility of each office to familiarize employees of individual responsibilities in an evacuation emergency, and with both the primary and secondary evacuation routes for the areas.

Periodic drills will be held for the purpose of practicing the orderly evacuation of the facilities, and to assist with the familiarization of emergency procedures.

EVACUATION PROCEDURES:

It is **IMPERATIVE** that any evacuation proceed in a calm and orderly fashion. Care should be taken to inform all staff to remain calm so as to avoid panic and injury. The following are the basic steps to follow in an emergency evacuation:

Fire Emergencies:

- 1) In the event of a fire, the fire alarm will sound with one long continuous blast. If you find a fire:
 - Pull the nearest alarm
 - Do not use the elevator
- 2) Emergency coordinators within each office will begin informing employees and implementing the office procedures for their area.
- 3) Coordinators will check the primary and /or secondary evacuation route for their respective divisions. Upon determining a safe evacuation route, the coordinator will assist the employees and any public within the office in an orderly evacuation of the area.
- 4) Employees will proceed to evacuate the building in a calm and orderly fashion, performing any office-specific procedures required and **closing** all interior doors as they exit. Employees will go directly to their designated staging areas and report to their coordinator.
- 5) Coordinators will inspect their areas to ensure that all personnel are out and interior doors are closed. They will proceed to their designated staging areas.
- 6) Upon arrival at their staging areas, coordinators will insure that all individuals from their division are present at the staging area. If someone is not present and cannot be accounted for, the coordinator will report that person as missing to their nearest firefighter. **UNDER NO CIRCUMSTANCES WILL ANYONE RE-ENTER THE BUILDING.**
- 7) Wait for clearance before returning to the building.

Bomb Emergencies:

- 1) In the event of a bomb threat, building leadership or the appropriate first responders will communicate the emergency to staff via the most efficient communication method.
- 2) Emergency coordinators within each office will begin informing employees and implementing the office procedures for their area.
- 3) Coordinators will check the primary and/or secondary evacuation route for their respective divisions. Upon determining a safe evacuation route, the coordinator will assist the employees and any public within the office in the orderly evacuation of the office.
- 4) Employees will proceed to evacuate the building in a calm and orderly fashion, performing any office-specific procedures required and **opening** all interior doors as they exit. Employees will go directly to their vehicles and leave the property.
- 5) Coordinators will inspect their areas to ensure that all personnel are out. They will then proceed to their vehicles and leave the property.
- 6) Since searching and clearing the buildings may require several hours to complete, assume that you will not be allowed to re-enter the buildings that day. As much as possible, take your personal items with you. **UNDER NO CIRCUMSTANCES WILL ANYONE RE-ENTER THE BUILDING.**
- 7) Employees must be reachable via phone or text and are expected to return to work promptly when given the "all clear."

St. Johns County

Suspicious Parcel Protocol

Safe review and handling of all parcels received by St. Johns County Government

DRAFT

St. Johns County Suspicious Parcel Review Guideline

Scope: The scope of this guideline is intended to provide for the safe review and handling of all parcels received by St. Johns County government.

Purpose: The purpose of this guideline is to provide all personnel with a screening process to validate parcels as legitimate and safe. This guideline is also intended to provide personnel with the proper method of handling suspicious parcels, including decontamination procedures and emergency notification.

Mail and Deliveries

All mail received at the Judicial/Administrative Campus, as well as U.S. mail received via various P.O. Drawer's and/or boxes held by occupants at the campus, will be screened and x-rayed for potential hazardous substances, and opened in the Central Receiving building, located at 4010B Lewis Speedway. All deliveries to the St. Johns County Judicial/Administrative Campus will be screened and x-rayed at Central Receiving building.

All other facilities should carefully screen all incoming mail and packages to the best of their ability to reduce the possibility of a biological contamination or the introduction of an explosive device or other potentially harmful item into their building. If a department located at an outlying facility so wishes, the Central Receiving Building facilities and staff will be made available during regular operating hours for the purpose of screening and x-raying incoming mail and packages. It is the responsibility of the requesting department to provide for delivery and pick-up of their mail and packages to and from Central Receiving.

Suspicious Parcel Criteria:

- 1) Has the parcel been opened?
- 2) Excessive Postage?
- 3) Fictitious return address?
- 4) Postmarks that do not match the return address?
- 5) Restricted endorsement (i.e. handle with care, etc.)?
- 6) Homemade labeling?
- 7) Addressed to wrong title of name?
- 8) Addressed to title only?
- 9) Misspelled words?
- 10) Badly typed or written?
- 11) Excessive tape or string?
- 12) Rigid or bulky?
- 13) Lopsided or uneven?
- 14) Protruding wires?
- 15) Strange Odor?
- 16) Oily stains, discoloration and/or crystallization on wrapping?
- 17) Any other obvious sign or suspicion?

Protective Clothing

For sorting and inspection of all parcels, the minimum form of protection recommend is a surgical type glove (i.e. latex, vinyl, etc.). If you feel you would like a greater degree of protection, particle masks and protective clothing will be available to you.

Protective supplies:

- Gloves
- Particle Mask
- Protective Clothing

Parcel Review Procedure

- Don protective equipment. As a reminder, gloves alone should be sufficient. If at any time you feel you need a greater degree of protection, gowns, and/or masks will be made available.
- Review each parcel, using the suspicious parcel criteria.
- Once you have completed your review, dispose of your gloves and/or protective items and wash your hand with soap and water.

Identification of Suspicious Parcels

Not all parcels will require the response of Law Enforcement and Fire Rescue. Those parcels that meet the criteria for Law Enforcement and/or Fire Rescue response will be divided into two levels as follows:

Level I – A parcel that meets the suspicion criteria but has no visible substance present.

Level I Procedures

- Make contact with the intended recipient in an attempt to validate the parcel for delivery.
- If the intended recipient cannot verify the parcel as a normal delivery or its authenticity, notify Law Enforcement at 810-6630 and await further instructions.

Level II – A parcel that meets the suspicion criteria, having physical evidence of an unusual substance or a potential detonating device present.

Level II Procedures

- Do not touch the parcel or if it has already been handled, place the parcel back on the review table.
- Make a mental note of the suspicious product and/or components of the parcel and immediately evacuate the building.
- Use appropriate decontamination procedures.
- Notify Law Enforcement and Fire Rescue by calling 911.
- Isolate yourself and remain in a safe location away from the building and await further instructions and decontamination.

Decontamination Procedures

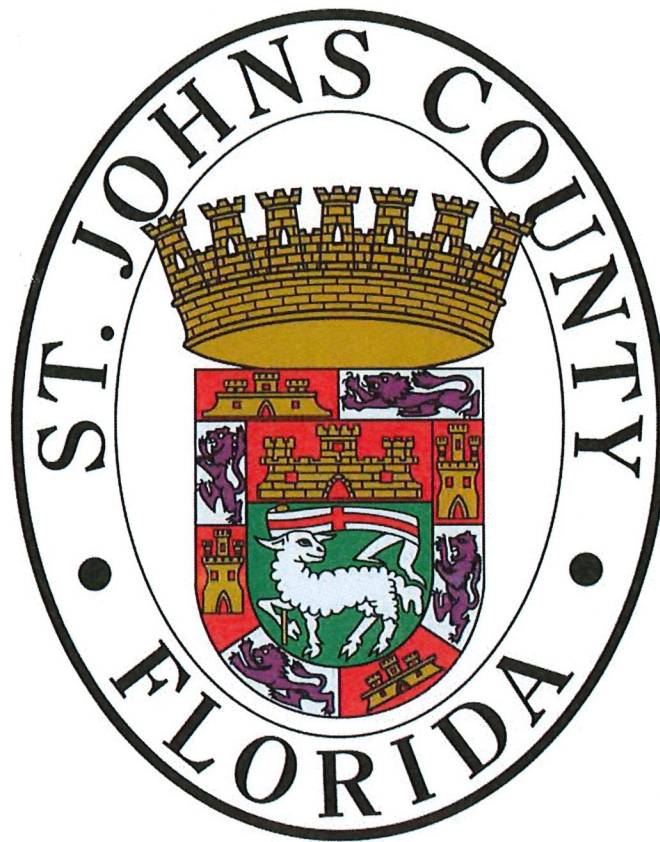
No Contaminate Present

- Dispose of protective gloves, gowns, and/or mask in an ordinary trash receptacle and wash hands with soap and water.

Possible Contact with Contaminated Materials

- Remove protective gloves, gowns and/or mask in a central location for collection and proceed with immediate hand washing with soap and water.
- Isolate yourself from other personnel and await further assistance.
- If the product causes an immediate adverse effect, such as skin irritation to any part of the body:
 - Powder or crystal form – Brush remaining product from the skin and wash the exposed area with soap and water. Continue rinsing procedure until further assistance arrives. Isolate yourself and remain calm.
 - For full or partial body exposures with adverse reactions, proceed with the process listed above. Proceed to shower, disrobe and continue with a full body wash, rinsing until further assistance arrives.

St. Johns County Administrative Code



Human Resources Section



St. Johns County Administrative Code
Section: Human Resources

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All forms referenced in the policy are located on the St. Johns County Intranet.



St. Johns County Administrative Code Section: Human Resources

Title: 401 Introduction	Issued: Apr 1992
Reference: F.S. 125.74 & SJC 2006-18	Revised: Aug 2007 Jun 2012

401.1 Purpose

The purpose of this policy is to provide overall guidance to management, staff, and volunteers. The policy does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The County reserves the right to change any portion of this policy at any time.

401.2 Establishment of the County

St. Johns County was established in 1821. St. Augustine, the County seat, was founded in 1565 by Spanish explorers and is the nation's oldest city. The County encompasses approximately 608 square miles and is located in the northeast region of the State of Florida directly south of Duval County, Florida (Jacksonville), and is bordered on the west by the St. Johns River, on the south by Flagler County and on the east by the Atlantic Ocean.

401.3 Structure of the County Government

St. Johns County provides numerous and various services to the public as a general-purpose local government. The Board of County Commissioners of St. Johns County is organized under Article III of the State of Florida Constitution, which empowers the creation of counties as a political subdivision of the State. St. Johns County is a non-chartered County and has the power of self-government as provided by general law and through County ordinances. There are five commission members elected at large serving four-year terms of office. The County Administrator serves as the Chief Administrative Officer of the County, in accordance with F.S. 125.74.

401.4 Scope

The policies in the St. Johns County Administrative Code cover all employees of St. Johns County Board of County Commissioners. The wages, hours and working conditions of all employees in a collective bargaining unit are governed by the terms of the applicable agreement. To the extent that any provision in the General Procedures in bargaining unit agreements conflicts with provisions in this manual, the collective bargaining unit agreement will govern. St. Johns County Resolution 2006-128 authorizes the County Administrator to make all administrative changes to the Administrative Code established by the Board of County Commissioners.



St. Johns County Administrative Code
Section: Human Resources

Title: 402 Employment	Issued: Apr 1992
Reference: F.S. 435, F.S. 295, SJC 2003-64 FAC 55A-7	Revised: Aug 2007 Jun 2012

402.1 Equal Opportunity Employment

St. Johns County is an equal opportunity employer. All employment actions are taken without regard to race, religion, national origin, color, sex, sexual orientation, gender identity, ancestry, veteran or current military status, marital status, age, disability, pregnancy or other related medical condition, genetics, or other consideration protected by federal, state or local law. The Board of County Commissioners has adopted an Equal Employment Opportunity Plan, which outlines its goals and responsibilities, and the implementation process may be reviewed by contacting the County's EEO Officer, the Human Resources Director.

402.2 Recruitment

~~In compliance with the its Equal Opportunity policy,~~ St. Johns County selects the best and most fully qualified applicants for position vacancies. Position vacancies are advertised through Human Resources and are posted on the Internet. The only means to apply for a vacant position is electronically via the Online Application System (OAS).

Employees must meet the requirements of the job description, be capable of performing the essential functions of the job (with or without a reasonable accommodation), have a satisfactory work record, and not be in a probationary status to apply for an advertised vacancy. Employees must post their application/resume in the OAS during the advertisement period to be considered for the vacant position.

The County Administrator reserves the right to hire or promote individuals to vacancies without posting the position if it is the best interest of the County. The Board of County Commissioners shall approve all Department Director New Hires.

402.3 Job Posting

The County believes in promoting employees from within and utilizes a web-based platform to advertise positions. All regular full time and regular part time employees have an opportunity to apply for positions in which they are interested.

402.4 Veterans' Preference

St. Johns County values the service and skills of veterans and complies with the Florida Statute governing Veterans' Preference. In order to receive preference, the applicant must furnish appropriate documentation at the time of application by uploading relevant documents to the OAS.

Florida Statutes, Chapter 295, sets forth certain requirements for public employers to accord preferences, in appointment, retention, and promotion, to certain veterans and spouses of veterans who are Florida residents. The relevant portions of the law apply to "the state and its political subdivisions."

The County will follow the requirements of Florida Statutes, Chapter 295, and Chapter 55A-7, F.A.C., in determining eligibility for Veterans' Preference, along with the County's Veterans Recruitment Plan (update to



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F.S. 295 on 7/1/21) that establishes annual goals for ensuring the full use of Veterans in our workforce

402.5 Employment of Persons with Disabilities

St. Johns County complies with the Americans with Disabilities Act, As Amended (ADA, AA) and prohibits discrimination against individuals with disabilities. All persons shall be treated fairly and given opportunities equal to those provided to all others working or seeking to work here.

The ADA, AA prohibits discrimination against people with disabilities in every aspect of employment. The listing is not inclusive and serves only to highlight some of the provisions in the law:

- Recruitment, advertising, and job application procedures.
- Hiring, upgrading, promotion, demotion, transfer, layoff, termination, right of return from layoff, and rehiring.
- Rates of pay or any other form of compensation and changes in compensation.
- Job assignments, job classification, organizational structures, position descriptions, lines of progression, and seniority lists.
- Leaves of absence, sick leave, or any other type of leave.
- Fringe benefits by virtue of employment, whether or not administered by the employer.
- Selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities, and selection for leaves of absence to pursue training.
- Activities sponsored by the employer including social and recreational programs.
- Any other term, condition, or privilege of employment.

402.6 Employment of Relatives

The County permits the employment of qualified relatives of existing County employees as long as such employment does not, in the opinion of the County, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation.

402.7 Background Screening

Level I background screenings are required for all applicants who have been extended a conditional offer of employment and persons who have sought volunteer opportunities. Background screenings include, but are not limited to, national and local criminal history check, driver license record checks, national sex offender check, and employment history check. Employees/volunteers who are required by State Statute to undergo a Level II background screening shall do so in strict compliance with the Statute.

402.8 Monitoring/Inspecting

In order to promote the safety and welfare of its employees, visitors, and citizens, and to ensure the security of its property, the County may use reasonable methods to monitor, inspect, and/or conduct surveillance of any portion of its premises, property, or employees. Employees have no expectation of privacy in any area in which County business is conducted, any work area, break area, or other area on the County's premises that is open to public view. In addition, employees who use County vehicles are subject to monitoring, inspection, and surveillance during such use. The County's monitoring may include, but is not limited to the use of video surveillance, GPS tracking devices, or other electronic methods of surveillance.

402.9 New Employee Orientation

In the first few months of employment, every new employee shall be scheduled to participate in an orientation program conducted by the Human Resources Department. During this mandatory training, each employee will



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receive important information regarding St. Johns County policies and benefit programs and other information necessary to acquaint the employee with St. Johns County government.

402.10 Anniversary Date

Anniversary dates are established twelve (12) calendar months, to the day, following the date of hire or reinstatement.

402.11 Hours of Work

A regular workweek for County employees is forty (40) hours during a seven-day period (Sunday – Saturday). Because of varying requirements placed upon each department, there is no standard scheduled hours of work.

402.12 Punctuality

The attendance and punctuality of employees are essential to the smooth operation of the County and the delivery of services to the community. Employees are expected to be at work at the time scheduled, except when prior permission for absence has been approved by the Department Director or designee or when serious illness or other emergencies occur.

402.13 Continuous Service Awards

An annual ceremony will be held to recognize the continuous year service milestones of employees. Employees shall be recognized in five (5) year increments.

402.14 Employee of the Year

St. Johns County shall annually recognize one (1) employee as the Employee of the Year. The employee must have clearly demonstrated creativity, exemplary performance, provided exceptional organizational contributions, and modeled excellent service to the public.

402.15 Personnel Files

The Human Resources Department maintains the official personnel files for all employees. These files contain documentation regarding all aspects of employment such as performance appraisals, disciplinary actions, and letters of commendation. Employees may review their own personnel file at any time by contacting Human Resources to schedule a time for review. To maintain up-to-date files, Human Resources must be notified of any changes to employee personal information including: name, telephone number, home address, marital status, beneficiaries, and individual to notify in case of an emergency. Personnel files are subject to public inspection under the Public Records Act.

402.16 Attendance and Leave Records

Each department is required to accurately record all hours worked by each employee in the electronic timekeeping system, as well as a complete and accurate record of all authorized approved leave. The responsibility for the accuracy and maintenance of all attendance and leave records rests with each department. Falsification of leave records by an employee is cause for dismissal.

402.17 Driver's License and Record

In order to meet the operational needs of the organization all employees are required to have and maintain a valid Florida driver's license unless waived by the Human Resources Department. Employees who fail to inform their supervisor, and continue to drive a County vehicle or use their privately-owned vehicle while in the conduct of County business after having their Florida driving privileges (license) cancelled, suspended, or revoked, may



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have their employment terminated. It is the employee's responsibility to maintain insurance on any personal vehicle used to conduct County business in accordance with state law. In the event of an accident the "at-fault" driver's insurance is primary.

402.18 Exit Interviews

Employees separating from the County will have the opportunity to participate in an exit interview with a representative from the Human Resources Department. The purpose of the meeting is to discuss the reason for separation and to use that information to improve the organization. Employees leaving County employment as a result of work rule violations, unsatisfactory performance, or related reasons will not normally be scheduled for such an interview. Information shared in the exit interview process shall be documented and retained in order to trend data and help provide generalized feedback to the department.



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Title: 403 Volunteers	Issued: Jan 2006
Reference: Fair Labor Standards Act (FLSA) F. S. 435	Revised: Apr 2008 Jun 2012

403.1 Policy

Under the Fair Labor Standards Act (FLSA), the term employee does not include any individual who volunteers to perform services for a governmental agency. An employee of the County cannot volunteer to perform the same type of service for which the employee is paid. If the volunteer work is considered the same, then the employee must be compensated for all hours worked and this would include overtime for any hours worked over forty (40) hours in a week.

County employees are not permitted to volunteer in any County department or office without prior approval from their Department Director and verification from the Human Resources Department that the activity complies with FLSA requirements. Leave requests may be required if such volunteer work is performed during the employee's assigned work schedule.

403.2 Insurance

Volunteers must sign a waiver, releasing/absolving St. Johns County from any, and all, claims arising from their involvement in County volunteer programs. At its discretion or in compliance with State and Federal law, St. Johns County may offer the following protections to volunteers:

• Liability claims

The County's Liability Coverage may be extended to volunteers to protect and defend them if sued for an action taken while conducting County business within the scope of their volunteer responsibilities. Volunteers may be covered for claims made against them individually or as part of a joint claim.

• Auto Liability Claims

The primary insurance coverage will be through the volunteer's personal automobile insurance policy for liability claims arising from accidents involving the use of a volunteer's private vehicle while conducting County business under normal circumstances.

• On the Job Injuries

Workers' Compensation insurance will be provided for volunteers injured while conducting County Business.



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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, education and training needed for recruiting into the classification.

404.4 Responsibilities

The Human Resources 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.**
- 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.**



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Department Directors 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 Human Resources Director is informed of all new and changed jobs in order for the Human Resources Department to analyze, audit and establish appropriate classifications.
- Recommending revisions to compensation administration policies, procedures and practices to the Human Resources Director when necessary.

404.5 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.

404.6 Amendments

Revised pay ranges will be considered by the Human Resources 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 Human Resources Director to the County Administrator after full review by the Office of Management and Budget.

404.7 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

404.4 404.8 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.

404.9 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.

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



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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 unless specified in a Collective Bargaining Agreement.
- Employees who, without a legitimate excuse, refuse to work overtime shall 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.

404.10 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.

404.11 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.

404.5 404.12 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.

404.6 404.13 Errors

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

404.7 404.14 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, St. Johns County policies and per collective bargaining agreements.



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404.8 404.15 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 Section 215.425 of Florida Statutes. Groups are not eligible for a Performance Award.

404.169 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.

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.

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.

404.1710 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 Human Resources 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. Regular Full Time employees shall receive vacation leave, sick leave, group health insurance and the voluntary life policies.

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. Regular Part Time employees who are regularly scheduled for twenty (20) to twenty-nine (29) hours per week on a regular basis shall receive vacation leave, sick leave or other types of leave on a pro rata basis and are not eligible for group health insurance and the voluntary life policies.

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.

404.118 Time Records

An electronic 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 approved by the employee and verified by the supervisor. 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 records and associated leave records shall be kept by each Department for a period of three (3) years for audit purposes.

404.12-19 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.

404.13-20 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



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granted rest periods may not leave the work premise (campus) as this time is compensable.

404.21 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



**St. Johns County Administrative Code
Section: Human Resources**

Title: 405 Benefits	Issued: Apr 1992
Reference: Florida Statute, Section 215.425 County Ordinance No. 1993-2	Revised: June 2012

405.1 Workers' Compensation

St. Johns County provides Workers' Compensation insurance benefits to all employees and volunteers who are injured in the course and scope of work for the Board of County Commissioners. Employees and volunteers shall immediately report any injury arising out of the course of work so that the Workers' Compensation provisions of Florida law can be triggered.

405.2 Group Health Benefits

The Board of County Commissioners administers group health benefits for employees, which include medical, prescription, dental and vision. All regular full-time employees who work thirty (30) hours or more per week are eligible for coverage under the County's group health benefits. Coverage begins the first day of the month following sixty (60) days of employment and terminates the last day of the month in which employment is terminated. Employees electing coverage for themselves or legally eligible dependents are responsible for paying their share of premium costs on a pre-tax basis through payroll deduction.

405.2.1 Continuation of Benefits under Consolidated Omnibus Budget Reconciliation Act (COBRA)

Under COBRA, employees who separate from the County, ~~or who~~ **in an approved leave of absence status of greater than six months or** have their work hours ~~reduced~~ resulting in the employee or their covered dependents being ineligible to participate in group health benefits may be entitled to continue coverage for a limited period of time. Employees must meet the applicable requirements, make a timely election, and pay the proper amount required to maintain coverage.

405.2.2 Continuation of Retiree Benefits under Florida Retirement System (FRS)

Employees who have St. Johns County health insurance coverage at the time they retire, apply for retirement benefits from FRS, and provide proof of receiving FRS retirement benefits, are eligible to continue group health benefits. Retirees who decline to continue benefits at retirement may not be eligible to elect coverage at a later date. Medicare eligible retirees and spouses must enroll in Medicare Parts A and B to continue coverage. Covered spouses may be eligible to remain on the plan following death of the retiree.

405.3 Life and Long-Term Disability Insurance

All regular status full-time employees who work thirty (30) hours or more per week are covered by the County's group life and long-term disability insurance benefits program. Coverage begins at the first day of the month following sixty (60) days of employment and terminates the last day of the month in which employment is terminated.

405.4 Employee Assistance Program

The Employee Assistance Program (EAP) benefit is a confidential behavioral health program available to all self-referred County employees and eligible members of their immediate family with complete anonymity. Mandatory referral to the EAP may only be authorized by the Human Resources Director or designee. Employees who are mandatorily referred to the EAP will not have their position jeopardized because of the referral.



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405.6 Retirement Plan

St. Johns County employees participate in and contribute to the Florida Retirement System (FRS) to assist employees in post-employment years. Employees qualify for retirement benefits as defined by Florida Statute and described in the retirement guide issued by the FRS.

405.5 Deferred Compensation

St. Johns County offers deferred compensation (an additional retirement savings plan under Internal Revenue Code Section 457b) with a Roth option to assist employees in post-employment years. Employees may elect to contribute a portion of their salary on a pre-tax or post-tax basis up to a maximum set by the Internal Revenue Service.



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Title: 406 Training and Continuing Education	Issued: Apr 1992
Reference:	Revised: Aug 2007

406.1 Purpose

Employee development is essential in attracting and retaining a knowledgeable and skilled workforce and supports the overall quality of services rendered to the public. Continuous investment in training and education is essential for improving the performance of the St. Johns County workforce and enhancing the services provided by the County Government.

406.2 Scope

The Human Resources Department is responsible for providing opportunities for training and education to all County employees and supporting the achievement of organizational goals by providing assistance to Department Directors in developing and conducting training to meet the specific needs of their departments. All on-the-job training shall be conducted during normal business hours and department supervisors shall be responsible for coordinating and documenting the training. Newly-hired employees shall participate in an orientation program and other continuing education and training opportunities. Leadership development programs shall be an inherent element of supervisory and management development. Compliance training shall be conducted at regular intervals and in accordance with regulations governing such training.

Requests for training shall be reviewed and approved by the employee's immediate supervisor.

406.3 Budget/Funding

Training and continuing education funds managed by the Human Resources Department shall be expended for training which affects the majority of the organization and provides the greatest return on investment. Department specific training (technical) shall be budgeted for and funded by individual departments each fiscal year.

406.3406.4 Tuition Reimbursement

Tuition reimbursement may be provided to County employees who complete degree-seeking educational course work from accredited institutions. Such educational courses must apply to the employee's field of work and directly contribute to the individual's professional development plan.

- Reimbursement for tuition shall not exceed approved amount per employee per fiscal year.
- Reimbursement requests shall be approved on a first come, first serve basis, subject to availability of funds.

Separation from the County

If an employee voluntarily resigns employment or is terminated for misconduct prior to three (3) years after receiving tuition reimbursement, the employee shall refund the County a prorated portion of the reimbursed funds. The refund shall be prorated using a formula of 1/3rd for each full year worked after completion of the course(s). The refund will be due at the time of separation. Any refunds due the County and not paid at the time of separation, shall be deducted from the employee's final pay. In the event there is a balance due after this deduction, the employee will have thirty (30) calendar days to make payment in full to the Personnel Services Department to avoid legal action of recovery.



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Title: 407 Risk Management and Safety	Issued: Jan 2006
Reference: Accident Reporting and Workers' Compensation	Revised: Sep 2010 June 2012

407.1 Purpose

The Risk Management policy is designed to provide safe and healthy work conditions for all employees and volunteers; equal emphasis is placed on the safety of contractors and visitors to St. Johns County facilities.

407.2 Scope

All officials, employees and departments under the direction of the Board of County Commissioners, Clerk of Court, Property Appraiser, Tax Collector and Supervisor of Elections are covered under the County's Workers' Compensation and liability insurance policies.

407.3 Policy

The County's goal is to provide its employees a workplace that is healthy and safe. The loss that accompanies injuries and accidents can be avoided by thorough safety efforts and good supervision. Safety is part of everyone's job. Risk Management recognizes that the basic responsibility of personal safety is with each employee and the County should develop sufficient standards and cost-effective programs to support successful outcomes.

407.4 Risk Management Policy

The County's Risk Management and safety policies for specific types of work and job classifications are available in the Employee Handbook.

407.5 Reporting Accidents or Incidents

Employees who are involved in a work-related accident, damaged County property, or who experienced an on-the-job injury or illness must notify Risk Management as soon as possible and then complete the St. Johns County Accident/Incident Report within twenty-four (24) hours. The report must be sent to Risk Management with the supervisors' report.

Employee or volunteer injuries must be reported to the appropriate supervisor immediately. Employees must receive authorization from Risk Management prior to seeing a Workers' Compensation doctor for "non-emergency" injuries that require medical treatment. Employees should not seek treatment from their personal physician for a work-related injury. Contact Risk Management for further information.

407.6 Post Accident Drug Screening

Anytime an employee is involved in a work-related accident/injury or there is damage to County or private property, regardless of the severity or significance, the employee(s) involved may be drug tested immediately. Refusal to submit will result in immediate termination. The ~~post-accident~~post-accident drug screening policy is outlined in the Employee Handbook.



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407.7 Vehicle Accidents

Employees involved in traffic accidents must have a law enforcement report completed at the scene. Law enforcement reports must be submitted with the Accident/Incident Report to Risk Management within twenty-four (24) hours regardless of completeness. Employees involved in an at-fault traffic accident may not be permitted to drive a County vehicle for County business while awaiting drug test results.

407.8 Returning to Work

Employees may return to work after being cleared by the Workers' Compensation doctor. If initial medical treatment was sought in a hospital emergency room the employee will be required to see an authorized Workers' Compensation doctor prior to returning to work. Employees who have light-duty restrictions must communicate the restrictions to the supervisor and adhere to all restrictions. The County will accommodate any reasonable light duty restriction even if the employee must be temporarily reassigned to another job or department.



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Title: 408 Leave	Issued: Apr 1992
Reference: <u>DOL, FMLA, USERRA, SJC RES. 82-30, F.S. 110.121, F.S. 741.313, #2038 CBA, #3865 CBA County Resolution 81-8230</u>	Revised: Aug 2007 June 2012

Leave provisions are applicable to all employees of the Board of County Commissioners. Any exception to a provision as covered under a collective bargaining agreement (CBA) is indicated as *[unless otherwise specified]*.

408.1 Administrative Leave Paid/Unpaid

Administrative Leave, excluding court time, is authorized at the discretion of the County Administrator or designee. Employees who are placed on Administrative Leave are temporarily relieved of their normal job responsibilities and may/may not be eligible to receive pay based on their regular work schedule.

408.1.1 Court Time

Employees who are summoned or subpoenaed to represent a County department as a witness or defendant are not considered on administrative leave. Their appearance is considered as part of the employee's regular job assignment. Employees will be eligible to be paid for incurred per diem and travel expenses after depositing any funds received from the court to Finance. Administrative leave with pay will not be granted for court attendance when an employee is engaged in personal litigation or when appearing as a witness in a case not involving St. Johns County.

Employees summoned to jury duty will be eligible to receive administrative leave with pay after depositing any funds received from the court to Finance. The County will not reimburse employees for incurred per diem and travel expenses for having served as a juror.

408.1.2 Voting Time

Full time and part time employees may be granted one (1) hour of administrative leave with pay for the purpose of voting during their regularly assigned work schedule for the period of early voting or on Election Day. Employees shall not be granted administrative leave with pay for the purpose of working polls during elections.

408.2 Bereavement Leave

~~Full time and part time employees may be granted up to three (3) days of bereavement leave with pay when a member of the employee's immediate family dies or up to five (5) days if the funeral is more than five hundred (500) miles roundtrip from St. Johns County [unless otherwise specified]. Bereavement leave is paid based on the employee's regularly scheduled work hours. For purposes of this subsection only, "immediate family" is defined as the employee's spouse; child, foster child, step-child; parent, parent-in-law, step-parent; sibling, sibling-in-law, step-sibling; grandparent, grandparent-in-law, step-grandparent, grandchild, and step-grandchild.~~

~~Departments may request the name of the deceased individual, the employee's relationship to the deceased, the date of death, and certification prior to approval of bereavement leave. The Department Director, with approval from the Human Resources Director, may grant additional bereavement leave not outlined in this policy.~~

~~Full time and part time employees may be granted bereavement leave with pay when a member of the employee's immediate family dies. Bereavement leave is paid based on the employee's regularly scheduled work hours. For purposes of this subsection only, "immediate family" is defined as the employee's spouse; child, foster child, step-child; parent, parent in law, step parent; sibling, sibling in law, step sibling; grandparent, grandparent in law,~~



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~~step-grandparent, grandchild, and step-grandchild.~~

408.3 Birthday Leave

Full time employees are granted one (1) paid day off per fiscal year in observance of their birthday, not to exceed eight (8) hours *[unless otherwise specified]*. New full-time employees are eligible to take birthday leave during the six (6) month introductory period. Part time employees are not eligible for birthday leave.

Birthday leave may be taken at any time in the fiscal year but may not, under any circumstance, be carried forward into the following fiscal year. The County will endeavor to grant the employee's preference as to date of birthday leave; however, the approval shall be at the discretion of the department in order to maintain effective operations.

408.4 Holidays

Official holidays observed by St. Johns County:

New Year's Day	January 1 st
Dr. Martin Luther King, Jr.'s Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Good Friday	Friday before Easter
National Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Thanksgiving Friday	4 th Friday in November
Christmas Eve	December 24 th
Christmas Day	December 25 th

The St. Johns County Board of County Commissioners may also declare holiday leave on any other day. Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday. To be eligible to receive holiday pay, employees are required to work their regularly scheduled hours the workday preceding and workday following the holiday. An approved vacation day or any other excused, paid day off is considered a day worked for purposes of holiday pay eligibility.

- Full time employees shall be paid no more than eight (8) hours for all holidays approved by the Board [unless otherwise specified].
- Part time employees shall be paid no more than the number of hours normally scheduled to work if the holiday falls on their normal workday, not to exceed eight (8) hours.

408.5 Vacation Leave

Vacation leave shall be considered an earned benefit. Full time and part time employees will accrue vacation hours



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each pay period over twenty-six (26) pay periods *[unless otherwise specified]*. The amount of vacation which an employee accrues depends on their status and length of continuous years of service completed.

- Part time employees accrue vacation hours on a prorated basis of 3.0770 each pay period, regardless of length of continued service.
- Full time employees hired prior to January 1, 1997, accrue vacation hours on a basis of 9.2307 each pay period up to 30 days per year *[unless otherwise specified]*.
- Full time employees hired on or after January 1, 1997, accrue vacation as follows *[unless otherwise specified]*:

Years of Service Completed	Up to Days Per Year	Hours Per Pay Period
0 to 3	10	3.0770
4 to 10	15	4.6160
10+	20	6.1540

- Employees who move from one Board of County Commissioners position to another retain their leave anniversary date and accrued vacation leave balance, provided there is no break in employment.
- Employees on an approved leave of absence may continue to earn vacation hours each pay period.
- Vacation earned during any pay period is credited to the employee on the last day of that pay period, or in case of separation, on the last day the employee is on the payroll.

408.5.1 Use of Accrued Vacation

Use of vacation hours may not be requested prior to accrual. Vacation should be used to provide a periodic time away from work; however, earned vacation hours may be used for any purpose when authorized by the employee's Department Director or designee. The County will endeavor to grant the employee's preference as to dates of vacation; however, the approval of requested vacation dates shall be at the discretion of the department in order to maintain effective operations.

New employees may use accrued vacation hours starting on the first day following six (6) months of employment. Regular status employees who have been promoted or transferred into another Board of County Commissioners position may request to use their available vacation hours while on a probationary status.

408.5.2 Payment for Accrued Vacation

Vacation hours are paid at the employee's current rate of pay. Unused vacation may be accumulated to a maximum of two hundred forty (240) hours annually with the exception of Senior Management [three hundred twenty (320) hours] and 24/48 Personnel [three hundred sixty (360) hours]. Employees may accumulate leave above the maximum hours, but on the last full pay period in the calendar year, any excess leave will be forfeited, with the exception of Senior Management.

- Full time and part time employees who leave the employment of the County as a result of a voluntary resignation or retirement may be paid for unused accrued vacation hours up to the annual accumulated maximum. If an employee fails to give their Department Director or designee at least two (2) weeks' notice prior to resigning, or if the employee is discharged by the County, the unused vacation will be forfeited unless otherwise determined by the County Administrator.
- Full time and part time employees who leave the employment of the County as a result of a layoff or reduction in force shall be paid for unused accrued vacation hours up to the annual accumulated maximum.
- New employees who terminate their employment before completing the six (6) month introductory period forfeit all accrued vacation leave.



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Payments for unused accrued vacation will be made in a lump sum. In the case of the employee's death, payment for accrued vacation will be made to the employee's estate or as otherwise provided by law.

408.5.31 Unforeseen Emergency

In an unforeseen emergency situation, employees who have completed one (1) year of employment may request to be paid up to a maximum of forty (40) hours [*unless otherwise specified*] of their vacation hours per fiscal year. Approval for the request is at the discretion of the County Administrator and dependent on employee provided documentation, subsequent to recommendations from the Department Director and Human Resources.

408.5.42 Charitable Vacation Donation

Employees may donate up to twenty-four (24) hours of their accrued vacation leave to the United Way of St. Johns County each fiscal year. 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.

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. The option for charitable giving provided under this policy is subject to review and cancellation at any time by the County.

408.6 Sick Leave

Sick leave shall be considered an earned benefit. Full time and part time employees will accrue sick leave each pay period over twenty-six (26) pay periods. The amount of sick leave which an employee accrues depends on their status.

- Part time employees who work less than a forty (40) hour work week earn sick leave on a prorated basis.
- Full time employees who are not in a temporary status earn 3.6960 hours of sick leave every pay period for eighty (80) hours of work [*unless otherwise specified*].
- Employees who move from one Board of County Commissioners position to another retain their leave anniversary date and accrued sick leave balance, provided there is no break in employment.
- Employees on an approved leave of absence may continue to earn sick hours each pay period.
- Sick leave earned during any pay period is credited to the employee on the last day of that pay period or in case of separation, on the last day the employee is on the payroll.

408.6.1 Use of Accrued Sick Leave

Use of sick leave may not be requested prior to accrual. Sick leave may only be used with the approval of the employee's Department Director or designee for the following qualifying purposes:

- Employee's own personal illness, injury, scheduled health related appointment, or exposure to a contagious disease.
- Employee's care of an immediate family [defined as spouse, child, or parent] who is ill, injured, convalescing or for a scheduled health related appointment.
- Employee has reported for work, but in the judgment of the supervisor is unable to work due to personal illness, injury, or exposure to a contagious disease.

Employees must notify their immediate supervisor of any planned use of sick leave as soon as they are aware of the need and are expected to make a reasonable effort to schedule appointments so as not to unduly disrupt department operations. For any unplanned use of sick leave, employees must notify their immediate supervisor no later than the first hour of the first day of the absence unless otherwise directed by the department. The Department



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may require the employee to submit a physician's note upon return to work or after three (3) consecutive workdays of absence before authorizing additional use of sick leave. If the employee is unable to return to work after all sick leave has been exhausted, the employee must use accrued vacation leave before being placed in a leave without pay status.

New employees may use accrued sick hours starting on the first of the month following six (6) months of employment. Regular status employees who have been promoted or transferred into another Board of County Commissioners position may request to use their available sick hours while on a probationary status.

408.6.2 Payment for Accrued Sick Leave

Sick hours are paid at the employee's current rate of pay. Unused sick leave may be accumulated to a maximum of twelve hundred (1,200) hours [unless otherwise specified].

- Full and part time employees with at least six (6) years of continuous service, who leave the employment of the County as a result of a voluntary resignation or retirement, may be paid for one-fourth (1/4) of all unused accrued sick leave, not to exceed three hundred (300) hours. If an employee fails to give their Department Director or designee at least two (2) weeks' notice prior to resigning, or if the employee is discharged by the County, the unused sick leave will be forfeited unless otherwise determined by the County Administrator.
- Full and part time employees with at least six (6) years of continuous service, who leave the employment of the County as a result of a layoff or reduction in force, may be paid for one-fourth (1/4) of all unused accrued sick leave, not to exceed three hundred (300) hours.
- Employees who separate from the County with less than six (6) years of continuous service will forfeit any unused sick leave.

All such payments for unused sick leave will be made in a lump sum. In the case of the employee's death, payment for accrued sick leave will be made to the employee's estate or as otherwise provided by law.

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408.7 Leave of Absence

A leave of absence is any authorized extended absence from work for medical, military or domestic violence related reasons. Employees may be eligible for up to a maximum of one hundred and eighty (180) calendar days of leave during any 12-month period except as allowed for military leave under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

408.7.1 Requesting Leave and Complying with County Policy

Employees must comply with County's guidelines for requesting a leave of absence and provide enough information for the County to reasonably determine whether the Family Medical Leave Act (FMLA), USERRA, or Domestic Violence law may apply to a request.

- Employees generally must request leave thirty (30) days in advance when the need for leave is foreseeable or as soon as possible if the leave is unforeseeable.
- The County may require certification in support of the leave of absence request and annual recertification for a recurring request.
- Employees must report on their status and intent to return to work as required while on a leave of absence.

408.7.2 Scheduling of Intermittent Leave

If an employee needs an intermittent leave of absence, the employee must make a reasonable effort to schedule



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leave so as not to unduly disrupt department operations. Employees requesting intermittent leave may be temporarily transferred to another job with equivalent pay and benefits that better accommodates recurring periods of leave, with the approval of the Department Director and Human Resources. Upon return from approved leave, all reasonable efforts will be made to place the employee in their former position. In the event this is not possible, the employee will be provided with the opportunity to apply for vacant positions.

408.8 Family and Medical Leave Act (FMLA)

It is the County's policy to comply with all applicable laws that afford protection rights to employees who need family and medical leave, including the FMLA. The FMLA entitles eligible employees of the County to take up to twelve (12) work weeks of unpaid, job-protected leave in a defined twelve (12) month period for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. An eligible member may also qualify for Qualified Exigency Leave due to a spouse, son, daughter, or parent being on covered active duty or having been notified of an impending call or order to covered active duty in the armed forces. This benefit also provides up to twelve (12) workweeks of FMLA leave.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also care for the service member while they suffer from a serious injury or illness (referred to as Military Caregiver Leave). Under this type of FMLA leave, an employee is entitled to a maximum of 26 weeks of leave in a twelve (12) month period beginning on the first day that the employee takes this form of leave.

~~It is the County's policy to comply with all applicable laws that afford protection rights to employees who need family and medical leave, including the FMLA. The FMLA entitles eligible employees of the County to take up to twelve (12) workweeks of unpaid, job-protected leave in a defined twelve (12) month period for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. An eligible member may also qualify for~~

408.8.1 FMLA Eligibility

Employees are eligible if they have worked for the County for at least 12 months and have at least one thousand two hundred fifty (1,250) hours of service with the County during the twelve (12) month period immediately preceding the leave. All leave covered by Workers' Compensation will also be counted as FMLA leave to the extent the leave qualifies as permitted by law.

408.8.2 Measuring the FMLA 12-Month Period

The County has established the twelve (12) month period as a rolling 12-month period measuring backward from the first date an employee uses FMLA leave. Each time an employee takes FMLA leave, the remaining entitlement is the balance of the twelve (12) weeks that has not been used during the preceding twelve (12) month period.

408.8.3 Leave Increments for Child Birth, Adoption, or Foster Care Placement

Leave taken for bonding with the employee's child must be taken as a continuous block of leave and cannot be taken intermittently. However, the employee may be entitled to intermittent leave to attend counseling sessions, appear in court, consult with their attorney or the birth parents' representative(s), or for travel to complete an adoption before the actual placement. An employee's entitlement to leave for bonding expires twelve (12) months after the date of the birth, adoption, or placement of the child. Eligible spouses who both work for the County are limited to a combined total of twelve (12) workweeks of leave in a twelve (12) month period for the birth and bonding of a newborn child or the placement of a child with the employees for adoption or foster care.



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408.8.4 Health and Supplemental Insurance Coverage

If an employee is enrolled in group health and supplemental insurance, the employee is entitled to the continuation of insurance coverage during leave, on the same terms as if they had continued to work. The County will pay its portion of the premium for insurances in force in accordance with other County policies. The employee must make any normal contributions to the cost of the health and supplemental insurance premiums through payroll deduction. An employee on unpaid leave must make arrangements to pay the normal employee portion of insurance premiums in order to maintain insurance coverage. Failure to do so may result in termination of coverage.

408.8.5 Substitution with Accrued Leave and Return to Work

The County requires employees to use accrued sick and vacation leave while on applicable family and medical leave including supplementation of any non-paid leave. Employees must follow the County's normal leave guidelines in order to substitute paid leave.

Employees returning from leave for their own serious health condition must provide certification from their health care provider that states they are able to resume work and perform the essential duties of their regular job. If an employee is not able to perform all the essential duties of their regular job and would like to request transitional duty, any restrictions must be discussed and approved by the department and Human Resources.

408.8.2 Military Caregiver Leave

This benefit provides up to twenty six (26) workweeks of unpaid FMLA leave during a single twelve (12) month period for eligible employees who is the spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness.

408.9 Military Service Leave

It is the County's policy to comply with all applicable laws that afford protection rights to employees serving duty with the military, the Reserve and National Guard, including USERRA. It is the responsibility of the employee to notify their department and Human Resources of upcoming military duty by providing a copy of official orders or appropriate military certification as soon as possible.

Employees who require time off work to fulfill military obligations shall be entitled to a leave of absence from their position with eligible pay during the period in which the employee is engaged in annual field training, coast defense exercise, or other active duty or training exercises, or who is ordered by the Selective Service Board to appear for an examination for induction into the military service. The County will utilize the fiscal year for the purpose of complying with annual leave calculation and pay.

408.9.1 Health and Supplemental Insurance Coverage

If an employee is enrolled in group health and supplemental insurance, the employee is entitled to the continuation of insurance coverage during leave, on the same terms as if they had continued to work for up to twenty-four (24) months under USERRA. The County will pay its portion of the premium for insurances in force in accordance with other County policies. The employee must make any normal contributions to the cost of the health and supplemental insurance premiums through payroll deduction. An employee on unpaid leave must make arrangements to pay the normal employee portion of insurance premiums in order to maintain insurance coverage. Failure to do so may result in termination of coverage.

408.9.2 Substitution with Accrued Leave and Return to Work

Under the USERRA an employee may elect to use accrued vacation while on military service leave. Upon an employee's return from military service, they will be eligible for reinstatement as provided in the USERRA.



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The employee must report to work and provide the County with a discharge certificate of satisfactory completion of service within the time period dictated by the USERRA.

408.10 Domestic Violence Leave

Employees who have worked for the County for at least three (3) months may request to take up to three (3) working days of leave from work in any twelve (12) month period if the employee or a family or household member of the employee is the victim of domestic violence or sexual violence. Such leave may be for the purpose of seeking an injunction or legal services for protection against domestic violence, obtaining medical care or mental health counseling to address physical or psychological injuries resulting from the act of domestic violence, or obtaining services from a victim services organization.

Employees may use accrued sick and vacation while on domestic violence leave including supplementation of any non-paid leave. Employees must follow the County's normal leave guidelines in order to substitute paid leave.

408.11 Sick Pool

Full time employees who have completed one (1) continuous year of employment with the Board of County Commissioners may voluntarily elect to participate in a sick pool to have access to a source of additional hours in the event they exhaust their own leave balances.

408.11.1 Membership

Eligible employees must have a minimum of eighty (80) hours of combined sick and vacation leave and submit a pool agreement form to join the sick pool. Employees must donate forty (40) hours of sick and/or vacation leave to join or rejoin the pool [unless otherwise specified]. Leave hours donated to join or remain active in the pool are permanently forfeited. Employees may be required to donate eight (8) hours to the pool annually to maintain membership.

408.11.2 Use of Pool Hours

Employees must submit a request along with certification from a health care provider to Human Resources for approval of use. Employees must exhaust all accrued sick and vacation hours prior to using pool hours and may only use a maximum of two hundred (200) pool hours in a calendar year [unless otherwise specified]. Pool hours may only be used after employees have been absent for five (5) continuous work days, and in cases of illness, accident, or injury to self, but not for absences relating to Workers' Compensation or intermittent leave.

Unused pool hours shall not be transferred or converted to cash upon the employee's transfer to a position not eligible for such benefit or separation (under any condition). Substantiated abuse of pool use may result in the revocation of membership and repayment of hours.

408.12 Compassionate Leave

Compassionate hours are a means to offset financial challenges in the event an employee exhausts their own leave balances due to acute illness, accident, or injury to self or to serve as the primary caregiver to an immediate family member [defined as the employee's spouse, child or parent]. Approval for use of compassionate hours is at the discretion of the County Administrator.

408.12.1 Donors

Employees must complete their six (6) month introductory period and submit a donor form to be able to voluntarily donate vacation hours to an approved recipient. Employees must donate a minimum of eight (8) hours and have at least eighty (80) hours remaining after the donation. Donated hours are transferred from the



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donor to the recipient as needed.

408.12.2 Recipients

Employees must complete their six (6) month introductory period, submit a request form to their department director for review and provide certification from a health care provider to Human Resources. Employees may not directly or indirectly solicit donations. If approved, employees must exhaust and continue to exhaust all accrued sick, vacation, and sick pool hours (if applicable) prior to receiving donated hours. Employees may receive a maximum of two hundred forty (240) donated hours with the exception of Senior Management [three hundred twenty (320) hours] and 24/48 Personnel [three hundred sixty (360) hours] in any six (6) month period from the first date of use.



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Title: 409 Conduct	Issued: Apr 1992
Reference: F.S. 112	Revised: Aug 2007 June 2012

409.1 Solicitation

Salespeople, canvassers and other persons not employed by the County are prohibited from visiting work areas without permission from the County Administrator and are further prohibited from conducting business, or soliciting contributions or memberships during employee work time. This policy does not prohibit distribution of literature during employee's breaks in areas not designated as part of the employees' work area. Soliciting contributions or memberships during employee work time is prohibited.

409.2 Visitors

Visitation to any work area should be minimal unless it is directly related to work as disruptions impact productivity.

409.3 Smoking

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in County buildings and County vehicles is not permitted. Smoking is permitted during normal break times and in designated areas only.

409.4 Postings of Notices, Flyers, Advertisements

The Intranet and bulletin boards shall be used to communicate official government information on equal employment opportunity, wages and hours, health and safety, and other issues.

Designated bulletin boards may be used for County related business. Any person, official, department, employee or outside organization requesting to post any bulletin at or in a County Building must have the permission of the department whose bulletin board will be used. If permission is granted, the item must be posted on a designated bulletin board or area reserved for this purpose. There shall be no postings on doors, walls, windows, or other areas not designated for such postings.

County Message Board

County employees are permitted to post items on the electronic bulletin board, entitled "County Message Board"; providing all County Ordinances are adhered to and prohibited items as noted below are not posted. ~~The Management Information Systems (MIS) Department is responsible for the electronic bulletin board.~~ Messages sent to the "Everyone Group," ~~and~~ "BCC All Group," and the County Message Board must be approved by the County Administrator ~~or~~, their designee, ~~or the supervising Constitutional Officer.~~

Prohibited Postings

Material that contains content that is obscene, pornographic, libelous, promotes any religious activities or any political activities of a partisan nature, advocates violence, bigotry, or bias based on race, color, religion, sex, national origin, marital status, age, disability or genetics are not allowed. Postings of a commercial nature for personal financial gain or promotion of commercial ventures are also prohibited. Employees selling personal items on an individual basis who are not engaged in a commercial enterprise may post items for sale on the County Message Board if approved by the County Administrator or his/her designee. Employees wishing to announce events and non-profit fundraisers must obtain permission from the County Administrator, or designee, prior to posting.



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409.5 Political Activities

Employees are permitted to be politically active but are not permitted to be a candidate for political office, to hold political office, or to hold an office in a political party as an employee of the County. Active or passive political campaigning or solicitation for political contributions during working hours is prohibited.

409.6 Conflict of Interest

County employees shall not have personal investments in any enterprise, which could create substantial conflict between their private interests and the public interest. It is important that employees do not maintain such relationships with organizations, businesses or individuals with which they have official County business. Such behavior might be construed as evidence of favoritism, coercion, unfair advantage, or collusion.

409.7 Personal Business

Employees shall only conduct official County business during work hours. Personal business may not be conducted at work. The use of County property and/or equipment may not be used for personal business.

409.8 Personal Appearance and Grooming

Employees are expected to take pride in their personal appearance and meet appropriate grooming standards as enforced by each Department Director.

409.9 Dress Code

Work attire shall reflect our customer oriented and professionally operated organization. In order to balance the County's image with the employee's freedom to make his or her own wardrobe choices, casual business attire is acceptable in the office environment during regular business hours. Department policy may vary based on safety regulations, tasks performed, and the customers served.

409.10 Performance Evaluations

Written employee evaluations will be prepared at least annually, by the supervisor or department director. Employee evaluations are used for, but not limited to, the following:

- To inform the employee of their work performance in the reporting period.
- To recognize the employee's potential for promotion.
- To determine the employee's eligibility for salary advancements.
- As a basis for taking disciplinary action against the employee.
- To determine training needs.

Employees who have completed the introductory/probationary period of six (6) months shall have their performance evaluated.

409.11 Outside Employment

Employees who engage in secondary employment may not allow that employment to interfere or conflict with County work and interest. ~~(Military service is not considered outside employment)~~. Outside employment must be approved by the Department Director and Human Resources using the designated form. Outside employment may not:

- Conflict with the employee's duties with the County.
- Have an association with any ~~business which~~ business that has ~~questionable or has~~ an unfavorable or questionable reputation that would reflect negatively on the County.
- Conflict with business or contractual agreements with the County.



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409.12 Confidentiality

Employees shall not disclose confidential information gained through their employment with any person who does not have the need to know. Employees are also prohibited from using such privileged information for their personal gain or benefit.

409.13 County Telephone Use

County provided telephones (land lines and cellular phones) are intended for the conduct of St. Johns County business and are a tool for carrying out the County's day-to-day operations. All calls are to be handled in a professional manner.

Personal incoming and outgoing phone calls should be a rare occurrence and are restricted to local or toll-free calls only. Department Directors shall review all telephone bills and ensure that all calls are County business related. Charges for emergency personal calls that incur cost shall be reimbursed by the employee to the County. The Department Director shall be responsible for documenting the payment of charges and forwarding such payments to the Comptroller's Finance Department.

409.14 Cell Phone Use

The use of personal cellular phones or other communication devices is restricted to non-duty time, such as breaks, lunch, etc.

Cellular Phone Use in Vehicles

The policy and procedure for the safe use of cellular devices in vehicles is located in the Employee Handbook.

409.15 Computer Use

Any employee using a St. Johns County computer is considered a user, and is obliged to comply with the policy. The County computer system may only be used for the purpose of conducting County business and may only be accessed by authorized users. All employees are required to read, understand and comply with the Computer Use Policy. A Policy Acknowledgement form must be completed by every user and shall be maintained in each employee's personnel file.

409.16 Appropriate Conduct

Employees are expected to adhere to accepted business principles in matters of professional and personal conduct and exhibit a high degree of personal integrity at all times. Employees must refrain from behaviors that may be harmful to self and others or that might be viewed unfavorably by employees or the public. St. Johns County is an "at will" employer as defined by Florida Law. Types of behavior and conduct that St. Johns County considers inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning include, but are not limited to, the following (this list is not all-inclusive):

- Negligence.
- Inefficiency.
- Inability to perform assigned duties.
- Insubordination.
- Willful violation of County rules and regulations.
- Conduct unbecoming of a public employee.
- Misconduct.
- Use of alcoholic beverages or narcotics while engaged in County business.
- Reporting to work intoxicated or under the influence of non-prescribed drugs.
- Arrest of any crime involving moral misconduct.



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- Arrest of a felony.
- Falsifying employment or other County records.
- Violating the Prohibition of Unlawful Harassment policy.
- Establishing a pattern of excessive absenteeism or tardiness.
- Using County supplies/materials or other property for personal purposes.
- Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
- Fighting or using obscene, abusive, or threatening language or gestures while on the job.
- Stealing.
- Possessing unauthorized firearms.
- Disregarding safety or security regulations while on the job or while on County property.
- Making false allegations or claims.
- Making unauthorized recordings.
- Purposely Damaging to County property

409.17 Disciplinary Action

St. Johns County uses a progressive discipline process. Progressive steps will be followed with regard to employee disciplinary matters except in matters where management determines the matter should be addressed outside of the progressive system.

Normally, the supervisor will administer appropriate corrective or disciplinary action. Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations.

Disciplinary actions may take the form of: verbal warning, written warning, suspension, change in assignment, reduction in pay, demotion, or termination. All disciplinary action other than verbal and written warnings must be discussed with the Human Resources Director or designee prior to such action. Disciplinary action (verbal or otherwise) must be documented on the Corrective Action form and submitted to Human Resources for inclusion in the employee's personnel file. The County Administrator reserves the right to modify disciplinary action as necessary.

409.18 Grievance/Appeals

The County is committed to providing fair treatment to all employees and will ensure each concern is handled in an efficient and equitable manner. This policy establishes a procedure in the employee handbook, to provide a way for employees to solve problems, resolve disputes, and appeal employment decisions which may rise regarding the application, meaning or interpretation of the County's practices and procedures. This procedure does not apply to new employees serving their initial six (6) month probation, contract employees, and temporary employees. Employees who have concerns regarding discrimination or harassment should follow the procedure explained in the Prohibition of Unlawful Harassment policy.

The County encourages employees to discuss concerns with their supervisor without fear of reprisal. It is the intent and desire of the County to address complaints informally. Both supervisors and employees are expected to make every effort to resolve problems as they arise.

409.19 Resignation

Employees who resign after giving a minimum of two (2) weeks' advanced notice may be entitled to the payment of accrued leave in accordance with the policy.

409.20 Abandonment^[KS1] of Position



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Employees who are absent for three (3) consecutive working days without authorized leave will be considered to have abandoned their position and will have their employment terminated.



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

410.1 General Provisions

Florida Statute dictates the number of positions that may be designated Senior Management Service Class (SMSC), 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 Class SMSC shall be subject to suspension, dismissal, reduction in pay, demotion, increases in pay, 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 Class SMSC positions. -Appraisals are performed at minimum once each fiscal year.

410.3 Attendance and Leave Provisions

The County Administrator shall establish the work hours and leave provisions for employees in SMSC. as follows:

410.3.1 Transfer

~~SMSC employees transferred to a regular class position will not be paid for accrued vacation leave that is in excess of the maximum for the position to which they are transferred, however employees shall retain all accrued sick leave.~~

410.3.2 Separation

~~SMSC employees who leave the employment of the County as a result of a voluntary resignation, retirement, or layoff shall be paid for unused accrued vacation up to three hundred twenty (320) hours. Vacation hours are paid at the employee's current rate of pay. All such payments for unused vacation will be made in a lump sum. This payment is not considered as a salary payment and will not be used in determining the average final compensation of the employee.~~

~~SMSC employees with at least five (5) years of continuous service, who leave the employment of the County as a result of a voluntary resignation, retirement, or layoff shall be paid for one fourth (1/4) of all unused accrued sick~~



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~~leave, not to exceed three hundred (300) hours. All such payments for unused sick leave will be made in a lump sum. This payment is not considered as a salary payment and will not be used in determining the average final compensation of the employee.~~

410.4 Benefits

SMSC employees receive all of the benefits afforded by the Florida Retirement System. Subject to the appropriation of funds, the County shall pay health premiums for each full time SMSC employee.

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 SMSC employees with a county vehicle, monthly car allowance, or monthly mobile device allowance.

[AA2]



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Title: 411 Prohibition of Unlawful Harassment	Issued: Jan 2006
Reference: U. S. Code Title VII	Revised: June 2012

411.1 Commitment

St. Johns County is committed to maintaining a work environment free of harassment on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (over 40), marital status, disability, and/or genetics. The County will not tolerate unlawful harassment of any employee by any supervisor, co-worker, vendor, client, or other parties while on the job. Workplace harassment may violate one or more of the following: Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, as Amended or the Florida Civil Rights Act. All employees are responsible for maintaining a workplace that is free of unlawful harassment and intimidation. The County is committed to promptly and thoroughly investigating all complaints of unlawful harassment. If, after a thorough investigation, it is determined that the County's policy against unlawful harassment has been violated, immediate and appropriate disciplinary action up to and including termination of employment may be taken.

411.2 Definition and Examples of Unlawful Harassment

Unlawful harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of the individual's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (over 40), marital status, disability, or genetics. Violations of the County's policy prohibiting unlawful harassment may include, but are not limited to, the following:

- Conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.
- Conduct that otherwise adversely affects an individual's employment opportunities; epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (over 40), marital status, disability or genetics; and written or graphic material, including e-mails and computer screen displays, that denigrates or shows hostility toward an individual or group because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation) gender, national origin, age (over 40), marital status, disability or genetics and that is placed on walls, bulletin boards, or elsewhere on the County's premises, or circulated in the workplace. This also includes acts that purport to, or are meant to be, jokes or pranks, but that are hostile or demeaning, such as hate mail, threats, defaced photographs, or other such conduct.

Violations of the County's policy prohibiting unlawful harassment may also occur when the intended target of the conduct is not offended, but others reasonably find the conduct to be intimidating, hostile or abusive.

The County is equally committed to maintaining a work environment free of sexual harassment. The County will not tolerate the sexual harassment of any employees by any supervisors, co-workers, vendors, clients, or anyone else. All employees are responsible for maintaining a workplace that is free of sexual harassment and intimidation. The County is committed to promptly and thoroughly investigating all complaints of sexual harassment. If, after a thorough investigation, it is determined that a violation of the County's policy prohibiting sexual harassment has occurred, immediate and appropriate disciplinary action up to and including discharge may be taken.



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411.3 Definition and Examples of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and any other physical, verbal or visual conduct of a sexual nature constitute sexual harassment when:

- 1) Submission to the conduct is an explicit or implicit term or condition of employment or continued employment.
- 2) Submission to or rejection of the conduct is used as a basis for employment decisions affecting an employee, such as promotion, demotion or evaluation.
- 3) The conduct has the purpose or effect of creating a hostile or offensive work environment.

Violations of the County's policy prohibiting sexual harassment may include, but are not necessarily limited to:

- Unwelcome sexual propositions.
- Sexual innuendo.
- Sexually suggestive remarks.
- Vulgar or sexually explicit comments, gestures or conduct.
- Sexually oriented kidding, teasing or practical jokes.
- Physical contact such as brushing against another's body, pinching or patting.
- The publication to anyone of documents (including pictures and text) in the workplace that contain any material that is of a sexual nature.
- Using the computer or any other electronic device to access any Web site, ~~newsgroup, CD, floppy disk,~~ or any other resource that contains material that is of a sexual nature.
- Abusive or intimidating conduct or remarks directed at a person or persons based upon ~~their gender~~ their gender, gender,

Violations of the County's policy prohibiting sexual harassment may also occur when the intended target of the conduct is not offended, but others reasonably find the conduct to be intimidating, hostile or abusive.

Responsibility

~~Since knowledge by management is legally construed as knowledge by the County, a~~ All managers and supervisors shall be responsible for immediately notifying the Human Resources Department of any complaints of harassment since knowledge by management is legally construed as knowledge by the County. It is the responsibility of all employees to attend harassment training as required. Managers and supervisors are expected to prevent and eliminate harassment in their respective work areas. It is the responsibility of all employees to report harassing or discriminating conduct. ~~See Employee Handbook for further information on the reporting procedure.~~



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Title: 412 Drug Testing	Issued: Apr 1992
Reference: F.S 440.102 & F.S. 397.311	Revised: Aug 2007

412.1 Purpose

The St. Johns County Board of County Commissioners has a vital interest in maintaining safe, healthy and efficient working conditions for its employees. Being under the influence of drugs or alcohol on the job may pose serious safety and health risks, not only to the user and to those who work with the user, but also to the public. The possession, use or sale of an illegal drug or alcohol in the workplace also poses unacceptable risks for safe, healthful and efficient operations. The St. Johns County Board of County Commissioners recognizes that its ability to provide a safe and satisfactory level of service to the citizens of St. Johns County is dependent upon the physical and psychological health of our employees. Accordingly, it is the intent of the County to maintain a safe working environment, protect County property and equipment, and facilitate efficient operations. With these basic objectives in mind, the County has established a Drug-Free Workplace Policy to include drug and alcohol testing for County Commission employees and candidates seeking employment. There is a zero tolerance for drug and alcohol abuse in the workplace. ~~It is County policy that~~ County employees will be subject to disciplinary action up to and including termination, even for the first offense if they test positive for the presence of illegal drugs and/or alcohol in their system, or if they are found in possession of, under the influence, selling, trading, offering for sale illegal drugs, or engaged in any illegal drug usage (whether on or off the job).

The purpose of this policy is to define the St. Johns County Board of County Commissioner's position regarding employees whose job performance is adversely affected by alcohol ~~and/or~~ drug abuse, or engaging in illegal drug activity. Both subjects are addressed in the Employee Handbook containing the Drug-Free Workplace Policy with oversight from the Human Resources and Risk Management Department. All employees shall sign an Acknowledgment Form stating that they have received and read a copy of this procedure when they are hired. Being under the influence of alcoholic beverages, or possession or being under the influence of illegal drugs on County property or any work site, or while on duty is a serious violation of this policy, and will subject the employee to disciplinary action up to and including termination. An employee will be required by their supervisor to submit to a blood/urine or other test for alcohol or illegal drug if reasonable suspicion exists to believe the employee is under the influence of alcohol or drugs. Other testing may be required as set forth in any separate drug-testing policy. Employees who are directed to submit to tests for alcohol or illegal drugs under these circumstances and who test positive or refuse or fail to submit to these tests when and as directed, through Risk Management, will be subject to immediate termination. Employees who are convicted or sentenced for illegal drug/alcohol activity on or off the job will be considered in violation of this policy and subject to termination of employment. Employees must notify their supervisor of any criminal statue conviction or when under medically prescribed treatment with a controlled substance that may limit their ability to perform their job. The complete Drug Free Workplace policy can be found in the Employee Handbook. Contact Risk Management for further information.

412.2 Types of Testing

St. Johns County reserves the right to conduct the following types of testing:

- Job Candidate Substance Abuse Testing.
- Current Employee Substance Abuse Testing.



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- Routine Fitness-for-Duty Testing.
- Reasonable Suspicion Testing.
- Post-Accident/Injury Testing.
- Random Testing.
- Return-to-Duty Testing.
- Follow-up Testing.



**St. Johns County Administrative Code
Section: Human Resources**

Title: 413 Reduction in Force	Issued: Dec 2006
Reference: F.S. 215.425	Revised: June 2012

413.1 Purpose

The purpose of this policy is to prescribe the manner in which employees of St. Johns County may be treated should a Reduction in Force (RIF) become necessary. A RIF may result in the separation, involuntary demotion, reassignment, or reduction in work hours of affected employees.

413.2 Scope

All County employees under the administrative authority of the County Administrator.

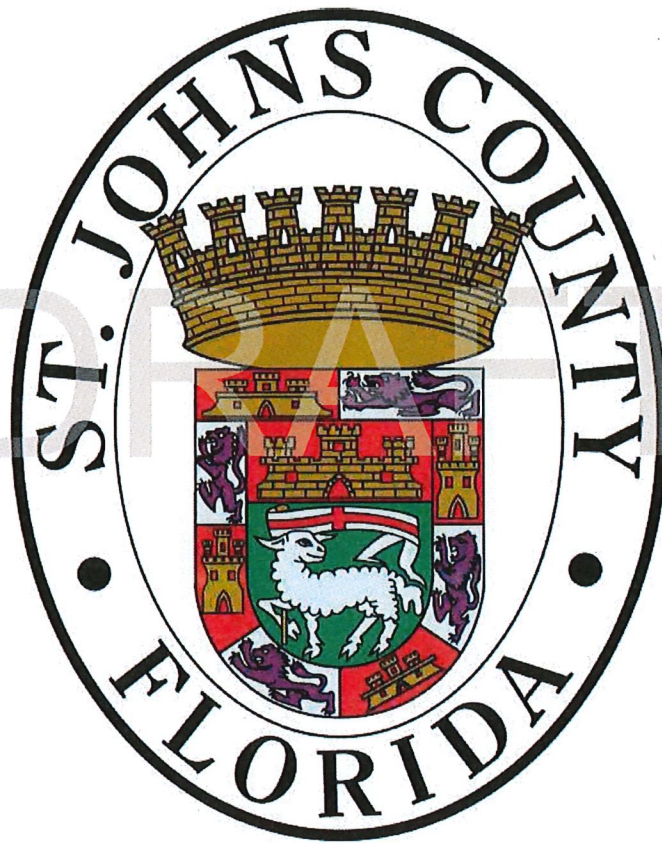
413.3 Reduction in Force Plan

In the event a RIF is necessary due to reorganization, work shortage, loss of funding, outsourcing/privatization or other reasons, the Human Resources Director shall consider the following items in order to develop the reduction in force plan:

- The reason(s) for the reduction in force.
- Area(s) affected by the reduction in force.
- Job titles within the area(s) affected.
- Number of positions in each job title(s) that may be eliminated.
- Business or operational needs of the Department/Division.

Additionally, the Human Resources Director may determine this policy does not apply where employees receive another job within the Board of County Commissioners or St. Johns County Government. Further details regarding construction of the plan can be found in the Employee Handbook.

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All forms referenced in the policy are located on the St. Johns County Intranet.



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Title: 401 Introduction	Issued: Apr 1992
Reference: F.S. 125.74 & SJC 2006-18	Revised: Aug 2007 Jun 2012

401.1 Purpose

The purpose of this policy is to provide overall guidance to management, staff, and volunteers. The policy does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The County reserves the right to change any portion of this policy at any time.

401.2 Establishment of the County

St. Johns County was established in 1821. St. Augustine, the County seat, was founded in 1565 by Spanish explorers and is the nation's oldest city. The County encompasses approximately 608 square miles and is located in the northeast region of the State of Florida directly south of Duval County, Florida (Jacksonville), and is bordered on the west by the St. Johns River, on the south by Flagler County and on the east by the Atlantic Ocean.

401.3 Structure of the County Government

St. Johns County provides numerous and various services to the public as a general-purpose local government. The Board of County Commissioners of St. Johns County is organized under Article III of the State of Florida Constitution, which empowers the creation of counties as a political subdivision of the State. St. Johns County is a non-chartered County and has the power of self-government as provided by general law and through County ordinances. There are five commission members elected at large serving four-year terms of office. The County Administrator serves as the Chief Administrative Officer of the County, in accordance with F.S. 125.74.

401.4 Scope

The policies in the St. Johns County Administrative Code cover all employees of St. Johns County Board of County Commissioners. The wages, hours and working conditions of all employees in a collective bargaining unit are governed by the terms of the applicable agreement. To the extent that any provision in the General Procedures in bargaining unit agreements conflicts with provisions in this manual, the collective bargaining unit agreement will govern. St. Johns County Resolution 2006-128 authorizes the County Administrator to make all administrative changes to the Administrative Code established by the Board of County Commissioners.



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Title: 402 Employment	Issued: Apr 1992
Reference: F.S. 435, F.S. 295, SJC 2003-64 FAC 55A-7	Revised: Aug 2007 Jun 2012

402.1 Equal Opportunity Employment

St. Johns County is an equal opportunity employer. All employment actions are taken without regard to race, religion, national origin, color, sex, sexual orientation, gender identity, ancestry, veteran or current military status, marital status, age, disability, pregnancy or other related medical condition, genetics, or other consideration protected by federal, state or local law. The Board of County Commissioners has adopted an Equal Employment Opportunity Plan, which outlines its goals and responsibilities, and the implementation process may be reviewed by contacting the County’s EEO Officer, the Human Resources Director.

402.2 Recruitment

St. Johns County selects the best and most fully qualified applicants for position vacancies. Position vacancies are advertised through Human Resources and are posted on the Internet. The only means to apply for a vacant position is electronically via the Online Application System (OAS).

Employees must meet the requirements of the job description, be capable of performing the essential functions of the job (with or without a reasonable accommodation), have a satisfactory work record, and not be in a probationary status to apply for an advertised vacancy. Employees must post their application/resume in the OAS during the advertisement period to be considered for the vacant position.

The County Administrator reserves the right to hire or promote individuals to vacancies without posting the position if it is the best interest of the County. The Board of County Commissioners shall approve all Department Director New Hires.

402.3 Job Postings

The County believes in promoting employees from within and utilizes a web-based platform to advertise positions. All regular full time and regular part time employees have an opportunity to apply for positions in which they are interested.

402.4 Veterans’ Preference

St. Johns County values the service and skills of veterans and complies with the Florida Statute governing Veterans’ Preference. In order to receive preference, the applicant must furnish appropriate documentation at the time of application by uploading relevant documents to the OAS.

Florida Statutes, Chapter 295, sets forth certain requirements for public employers to accord preferences, in appointment, retention, and promotion, to certain veterans and spouses of veterans who are Florida residents. The relevant portions of the law apply to “the state and its political subdivisions.”

The County will follow the requirements of Florida Statutes, Chapter 295, and Chapter 55A-7, F.A.C., in determining eligibility for Veterans’ Preference, along with the County’s Veterans Recruitment Plan (update to F.S. 295 on 7/1/21) that establishes annual goals for ensuring the full use of Veterans in our workforce.



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402.5 Employment of Persons with Disabilities

St. Johns County complies with the Americans with Disabilities Act, As Amended (ADA, AA) and prohibits discrimination against individuals with disabilities. All persons shall be treated fairly and given opportunities equal to those provided to all others working or seeking to work here.

The ADA, AA prohibits discrimination against people with disabilities in every aspect of employment. The listing is not inclusive and serves only to highlight some of the provisions in the law:

- Recruitment, advertising, and job application procedures.
- Hiring, upgrading, promotion, demotion, transfer, layoff, termination, right of return from layoff, and rehiring.
- Rates of pay or any other form of compensation and changes in compensation.
- Job assignments, job classification, organizational structures, position descriptions, lines of progression, and seniority lists.
- Leaves of absence, sick leave, or any other type of leave.
- Fringe benefits by virtue of employment, whether or not administered by the employer.
- Selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities, and selection for leaves of absence to pursue training.
- Activities sponsored by the employer including social and recreational programs.
- Any other term, condition, or privilege of employment.

402.6 Employment of Relatives

The County permits the employment of qualified relatives of existing County employees as long as such employment does not, in the opinion of the County, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation.

402.7 Background Screening

Level I background screenings are required for all applicants who have been extended a conditional offer of employment and persons who have sought volunteer opportunities. Background screenings include, but are not limited to, national and local criminal history check, driver license record checks, national sex offender check, and employment history check. Employees/volunteers who are required by State Statute to undergo a Level II background screening shall do so in strict compliance with the Statute.

402.8 Monitoring/Inspecting

In order to promote the safety and welfare of its employees, visitors, and citizens, and to ensure the security of its property, the County may use reasonable methods to monitor, inspect, and/or conduct surveillance of any portion of its premises, property, or employees. Employees have no expectation of privacy in any area in which County business is conducted, any work area, break area, or other area on the County's premises that is open to public view. In addition, employees who use County vehicles are subject to monitoring, inspection, and surveillance during such use. The County's monitoring may include, but is not limited to the use of video surveillance, GPS tracking devices, or other electronic methods of surveillance.

402.9 New Employee Orientation

In the first few months of employment, every new employee shall be scheduled to participate in an orientation program conducted by the Human Resources Department. During this mandatory training, each employee will receive important information regarding St. Johns County policies and benefit programs and other information



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necessary to acquaint the employee with St. Johns County government.

402.10 Anniversary Date

Anniversary dates are established twelve (12) calendar months, to the day, following the date of hire or reinstatement.

402.11 Hours of Work

A regular workweek for County employees is forty (40) hours during a seven-day period (Sunday – Saturday). Because of varying requirements placed upon each department, there is no standard scheduled hours of work.

402.12 Punctuality

The attendance and punctuality of employees are essential to the smooth operation of the County and the delivery of services to the community. Employees are expected to be at work at the time scheduled except when prior permission for absence has been approved by the Department Director or designee or when serious illness or other emergencies occur.

402.13 Continuous Service Awards

An annual ceremony will be held to recognize the continuous year service milestones of employees. Employees shall be recognized in five (5) year increments.

402.14 Employee of the Year

St. Johns County shall annually recognize one (1) employee as the Employee of the Year. The employee must have clearly demonstrated creativity, exemplary performance, provided exceptional organizational contributions, and modeled excellent service to the public.

402.15 Personnel Files

The Human Resources Department maintains the official personnel files for all employees. These files contain documentation regarding all aspects of employment such as performance appraisals, disciplinary actions, and letters of commendation. Employees may review their own personnel file at any time by contacting Human Resources to schedule a time for review. To maintain up-to-date files, Human Resources must be notified of any changes to employee personal information including: name, telephone number, home address, marital status, beneficiaries, and individual to notify in case of an emergency. Personnel files are subject to public inspection under the Public Records Act.

402.16 Attendance and Leave Records

Each department is required to accurately record all hours worked by each employee in the electronic timekeeping system, as well as a complete and accurate record of all authorized approved leave. The responsibility for the accuracy and maintenance of all attendance and leave records rests with each department. Falsification of leave records by an employee is cause for dismissal.

402.17 Driver's License and Record

In order to meet the operational needs of the organization all employees are required to have and maintain a valid Florida driver's license unless waived by the Human Resources Department. Employees who fail to inform their supervisor, and continue to drive a County vehicle or use their privately-owned vehicle while in the conduct of County business after having their Florida driving privileges (license) cancelled, suspended, or revoked, may have their employment terminated. It is the employee's responsibility to maintain insurance on any personal vehicle used to conduct County business in accordance with state law. In the event of an accident the "at-fault"



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driver's insurance is primary.

402.18 Exit Interviews

Employees separating from the County will have the opportunity to participate in an exit interview with a representative from the Human Resources Department. The purpose of the meeting is to discuss the reason for separation and to use that information to improve the organization. Employees leaving County employment as a result of work rule violations, unsatisfactory performance, or related reasons will not normally be scheduled for such an interview. Information shared in the exit interview process shall be documented and retained in order to trend data and help provide generalized feedback to the department.

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**St. Johns County Administrative Code
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Title: 403 Volunteers	Issued: Jan 2006
Reference: Fair Labor Standards Act (FLSA) F. S. 435	Revised: Apr 2008 Jun 2012

403.1 Policy

Under the Fair Labor Standards Act (FLSA), the term employee does not include any individual who volunteers to perform services for a governmental agency. An employee of the County cannot volunteer to perform the same type of service for which the employee is paid. If the volunteer work is considered the same, then the employee must be compensated for all hours worked and this would include overtime for any hours worked over forty (40) hours in a week.

County employees are not permitted to volunteer in any County department or office without prior approval from their Department Director and verification from the Human Resources Department that the activity complies with FLSA requirements. Leave requests may be required if such volunteer work is performed during the employee's assigned work schedule.

403.2 Insurance

Volunteers must sign a waiver, releasing/absolving St. Johns County from any, and all, claims arising from their involvement in County volunteer programs. At its discretion or in compliance with State and Federal law, St. Johns County may offer the following protections to volunteers:

Liability Claims

The County's Liability Coverage may be extended to volunteers to protect and defend them if sued for an action taken while conducting County business within the scope of their volunteer responsibilities. Volunteers may be covered for claims made against them individually or as part of a joint claim.

Auto Liability Claims

The primary insurance coverage will be through the volunteer's personal automobile insurance policy for liability claims arising from accidents involving the use of a volunteer's private vehicle while conducting County business under normal circumstances.

On the Job Injuries

Workers' Compensation insurance will be provided for volunteers injured while conducting County Business.



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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, education and training needed for recruiting into the classification.

404.4 Responsibilities

The Human Resources 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.
- 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.



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Department Directors 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 Human Resources Director is informed of all new and changed jobs in order for the Human Resources Department to analyze, audit and establish appropriate classifications.
- Recommending revisions to compensation administration policies, procedures, and practices to the Human Resources Director when necessary.

404.5 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.

404.6 Amendments

Revised pay ranges will be considered by the Human Resources 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 Human Resources Director to the County Administrator after full review by the Office of Management and Budget.

404.7 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.

404.8 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.

404.9 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.

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



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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 unless specified in a Collective Bargaining Agreement.
- Employees who, without a legitimate excuse, refuse to work overtime shall be subject to disciplinary action.

404.9.1 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.

404.10 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.

404.11 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.

404.12 Errors

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

404.13 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, St. Johns County policies and per collective bargaining agreements.

404.14 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 Section 215.425 of Florida Statutes. Groups are not eligible for a Performance Award.



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404.15 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.

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.

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.

404.16 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 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. Probationary status may only be extended or reduced with the approval of the Human Resources 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. Regular Full Time employees shall receive vacation leave, sick leave, group health insurance and the voluntary life policies.



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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. Regular Part Time employees who are regularly scheduled for twenty (20) to twenty-nine (29) hours per week on a regular basis shall receive vacation leave, sick leave or other types of leave on a pro rata basis and are not eligible for group health insurance and the voluntary life policies.

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 Human Resource 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.

404.17 Time Records

An electronic 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 approved by the employee and verified by the supervisor. 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 records and associated leave records shall be kept by each Department for a period of three (3) years for audit purposes.

404.18 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.

404.19 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.

404.20 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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Title: 405 Benefits	Issued: Apr 1992
Reference: Florida Statute, Section 215.425 County Ordinance No. 1993-2	Revised: June 2012

405.1 Workers' Compensation

St. Johns County provides Workers' Compensation insurance benefits to all employees and volunteers who are injured in the course and scope of work for the Board of County Commissioners. Employees and volunteers shall immediately report any injury arising out of the course of work so that the Workers' Compensation provisions of Florida law can be triggered.

405.2 Group Health Benefits

The Board of County Commissioners administers group health benefits for employees, which include medical, prescription, dental and vision. All regular full-time employees who work thirty (30) hours or more per week are eligible for coverage under the County's group health benefits. Coverage begins the first day of the month following sixty (60) days of employment and terminates the last day of the month in which employment is terminated. Employees electing coverage for themselves or legally eligible dependents are responsible for paying their share of premium costs on a pre-tax basis through payroll deduction.

405.2.1 Continuation of Benefits under Consolidated Omnibus Budget Reconciliation Act (COBRA)

Under COBRA, employees who separate from the County, in an approved leave of absence status of greater than six months or have their work hours reduced resulting in the employee or their covered dependents being ineligible to participate in group health benefits, may be entitled to continue coverage for a limited period of time. Employees must meet the applicable requirements, make a timely election, and pay the proper amount required to maintain coverage.

405.2.2 Continuation of Retiree Benefits under Florida Retirement System (FRS)

Employees who have St. Johns County health insurance coverage at the time they retire, apply for retirement benefits from FRS, and provide proof of receiving FRS retirement benefits, are eligible to continue group health benefits. Retirees who decline to continue benefits at retirement may not be eligible to elect coverage at a later date. Medicare eligible retirees and spouses must enroll in Medicare Parts A and B to continue coverage. Covered spouses may be eligible to remain on the plan following death of the retiree.

405.3 Life and Long-Term Disability Insurance

All regular status full-time employees who work thirty (30) hours or more per week are covered by the County's group life and long-term disability insurance benefits program. Coverage begins at the first day of the month following sixty (60) days of employment and terminates the last day of the month in which employment is terminated.

405.4 Employee Assistance Program

The Employee Assistance Program (EAP) benefit is a confidential behavioral health program available to all self-referred County employees and eligible members of their immediate family with complete anonymity. Mandatory referral to the EAP may only be authorized by the Human Resources Director or designee. Employees who are mandatorily referred to the EAP will not have their position jeopardized because of the referral.



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405.5 Retirement Plan

St. Johns County employees participate in and contribute to the Florida Retirement System (FRS) to assist employees in post-employment years. Employees qualify for retirement benefits as defined by Florida Statute and described in the retirement guide issued by the FRS.

405.6 Deferred Compensation

St. Johns County offers deferred compensation (an additional retirement savings plan under Internal Revenue Code Section 457b) with a Roth option to assist employees in post-employment years. Employees may elect to contribute a portion of their salary on a pre-tax or post-tax basis up to a maximum set by the Internal Revenue Service.

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Title: 406 Training and Continuing Education	Issued: Apr 1992
Reference:	Revised: Aug 2007

406.1 Purpose

Employee development is essential in attracting and retaining a knowledgeable and skilled workforce and supports the overall quality of services rendered to the public. Continuous investment in training and education is essential for improving the performance of the St. Johns County workforce and enhancing the services provided by the County Government.

406.2 Scope

The Human Resources Department is responsible for providing opportunities for training and education to all County employees and supporting the achievement of organizational goals by providing assistance to Department Directors in developing and conducting training to meet the specific needs of their departments. All on-the-job training shall be conducted during normal business hours and department supervisors shall be responsible for coordinating and documenting the training. Newly-hired employees shall participate in an orientation program and other continuing education and training opportunities. Leadership development programs shall be an inherent element of supervisory and management development. Compliance training shall be conducted at regular intervals and in accordance with regulations governing such training.

Requests for training shall be reviewed and approved by the employee's immediate supervisor.

406.3 Budget/Funding

Training and continuing education funds managed by the Human Resources Department shall be expended for training which affects the majority of the organization and provides the greatest return on investment. Department specific training (technical) shall be budgeted for and funded by individual departments each fiscal year.

406.4 Tuition Reimbursement

Tuition reimbursement may be provided to County employees who complete degree-seeking educational course work from accredited institutions. Such educational courses must apply to the employee's field of work and directly contribute to the individual's professional development plan.

- Reimbursement for tuition shall not exceed approved amount per employee per fiscal year.
- Reimbursement requests shall be approved on a first come, first serve basis, subject to availability of funds.

Separation from the County

If an employee voluntarily resigns employment or is terminated for misconduct prior to three (3) years after receiving tuition reimbursement, the employee shall refund the County a prorated portion of the reimbursed funds. The refund shall be prorated using a formula of 1/3rd for each full year worked after completion of the course(s). The refund will be due at the time of separation. Any refunds due the County and not paid at the time of separation, shall be deducted from the employee's final pay. In the event there is a balance due after this deduction, the employee will have thirty (30) calendar days to make payment in full to the Human Resources Department to avoid legal action of recovery.



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Title: 407 Risk Management and Safety	Issued: Jan 2006
Reference: Accident Reporting and Workers' Compensation	Revised: Sep 2010 June 2012

407.1 Purpose

The Risk Management policy is designed to provide safe and healthy work conditions for all employees and volunteers; equal emphasis is placed on the safety of contractors and visitors to St. Johns County facilities.

407.2 Scope

All officials, employees and departments under the direction of the Board of County Commissioners, Clerk of Court, Property Appraiser, Tax Collector and Supervisor of Elections are covered under the County's Workers' Compensation and liability insurance policies.

407.3 Policy

The County's goal is to provide its employees a workplace that is healthy and safe. The loss that accompanies injuries and accidents can be avoided by thorough safety efforts and good supervision. Safety is part of everyone's job. Risk Management recognizes that the basic responsibility of personal safety is with each employee and the County should develop sufficient standards and cost-effective programs to support successful outcomes.

407.4 Risk Management Policy

The County's Risk Management and safety policies for specific types of work and job classifications are available in the Employee Handbook.

407.5 Reporting Accidents or Incidents

Employees who are involved in a work-related accident, damaged County property, or who experienced an on-the-job injury or illness must notify Risk Management as soon as possible and then complete the St. Johns County Accident/Incident Report within twenty-four (24) hours. The report must be sent to Risk Management with the supervisors' report.

Employee or volunteer injuries must be reported to the appropriate supervisor immediately. Employees must receive authorization from Risk Management prior to seeing a Workers' Compensation doctor for "non-emergency" injuries that require medical treatment. Employees should not seek treatment from their personal physician for a work-related injury. Contact Risk Management for further information.

407.6 Post-Accident Drug Screening

Anytime an employee is involved in a work-related accident/injury or there is damage to County or private property, regardless of the severity or significance, the employee(s) involved may be drug tested immediately. Refusal to submit will result in immediate termination. The post-accident drug screening policy is outlined in the Employee Handbook.



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407.7 Vehicle Accidents

Employees involved in traffic accidents must have a law enforcement report completed at the scene. Law enforcement reports must be submitted with the Accident/Incident Report to Risk Management within twenty-four (24) hours regardless of completeness. Employees involved in an at-fault traffic accident may not be permitted to drive a County vehicle for County business while awaiting drug test results.

407.8 Returning to Work

Employees may return to work after being cleared by the Workers' Compensation doctor. If initial medical treatment was sought in a hospital emergency room the employee will be required to see an authorized Workers' Compensation doctor prior to returning to work. Employees who have light-duty restrictions must communicate the restrictions to the supervisor and adhere to all restrictions. The County will accommodate any reasonable light duty restriction even if the employee must be temporarily reassigned to another job or department.

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Title: 408 Leave	Issued: Apr 1992
Reference: DOL, FMLA, USERRA, SJC RES. 82-30, F.S. 110.121, F.S. 741.313, #2038 CBA, #3865 CBA	Revised: Aug 2007 June 2012

Leave provisions are applicable to all employees of the Board of County Commissioners. Any exception to a provision as covered under a collective bargaining agreement (CBA) is indicated as *[unless otherwise specified]*.

408.1 Administrative Leave Paid/Unpaid

Administrative Leave, excluding court time, is authorized at the discretion of the County Administrator or designee. Employees who are placed on Administrative Leave are temporarily relieved of their normal job responsibilities and may/may not be eligible to receive pay based on their regular work schedule.

408.1.1 Court Time

Employees who are summoned or subpoenaed to represent a County department as a witness or defendant are not considered on administrative leave. Their appearance is considered as part of the employee's regular job assignment. Employees will be eligible to be paid for incurred per diem and travel expenses after depositing any funds received from the court to Finance. Administrative leave with pay will not be granted for court attendance when an employee is engaged in personal litigation or when appearing as a witness in a case not involving St. Johns County.

Employees summoned to jury duty will be eligible to receive administrative leave with pay after depositing any funds received from the court to Finance. The County will not reimburse employees for incurred per diem and travel expenses for having served as a juror.

408.1.2 Voting Time

Full time and part time employees may be granted one (1) hour of administrative leave with pay for the purpose of voting during their regularly assigned work schedule for the period of early voting or on Election Day. Employees shall not be granted administrative leave with pay for the purpose of working polls during elections.

408.2 Bereavement Leave

Full time and part time employees may be granted up to three (3) days of bereavement leave with pay when a member of the employee's immediate family dies or up to five (5) days if the funeral is more than five hundred (500) miles roundtrip from St. Johns County *[unless otherwise specified]*. Bereavement leave is paid based on the employee's regularly scheduled work hours. For purposes of this subsection only, "immediate family" is defined as the employee's spouse; child, foster child, step-child; parent, parent-in-law, step-parent; sibling, sibling-in-law, step-sibling; grandparent, grandparent-in-law, step-grandparent, grandchild, and step-grandchild.

Departments may request the name of the deceased individual, the employee's relationship to the deceased, the date of death, and certification prior to approval of bereavement leave. The Department Director, with approval from the Human Resources Director, may grant additional bereavement leave not outlined in this policy.



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408.3 Birthday Leave

Full time employees are granted one (1) paid day off per fiscal year in observance of their birthday, not to exceed eight (8) hours [unless otherwise specified]. New full-time employees are eligible to take birthday leave during the six (6) month introductory period. Part time employees are not eligible for birthday leave.

Birthday leave may be taken at any time in the fiscal year but may not, under any circumstance, be carried forward into the following fiscal year. The County will endeavor to grant the employee's preference as to date of birthday leave; however, the approval shall be at the discretion of the department in order to maintain effective operations.

408.4 Holidays

Official holidays observed by St. Johns County:

Table with 2 columns: Holiday Name and Date. Includes New Year's Day, Dr. Martin Luther King, Jr.'s Birthday, President's Day, Good Friday, National Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, and Christmas Day.

The St. Johns County Board of County Commissioners may also declare holiday leave on any other day. Holidays falling on a Saturday will be observed on the preceding Friday. Holidays falling on a Sunday will be observed on the following Monday. To be eligible to receive holiday pay, employees are required to work their regularly scheduled hours the workday preceding and workday following the holiday. An approved vacation day or any other excused, paid day off is considered a day worked for purposes of holiday pay eligibility.

- Full time employees shall be paid no more than eight (8) hours for all holidays approved by the Board [unless otherwise specified].
• Part time employees shall be paid no more than the number of hours normally scheduled to work if the holiday falls on their normal workday, not to exceed eight (8) hours.

408.5 Vacation Leave

Vacation leave shall be considered an earned benefit. Full time and part time employees will accrue vacation hours each pay period over twenty-six (26) pay periods [unless otherwise specified]. The amount of vacation which an employee accrues depends on their status and length of continuous years of service completed.

- Part time employees accrue vacation hours on a prorated basis of 3.0770 each pay period, regardless of length of continued service.
• Full time employees hired prior to January 1, 1997, accrue vacation hours on a basis of 9.2307 each pay period up to 30 days per year [unless otherwise specified].



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- Full time employees hired on or after January 1, 1997, accrue vacation as follows [unless otherwise specified]:

Years of Service Completed	Up to Days Per Year	Hours Per Pay Period
0 to 3	10	3.0770
4 to 10	15	4.6160
10+	20	6.1540

- Employees who move from one Board of County Commissioners position to another retain their leave anniversary date and accrued vacation leave balance, provided there is no break in employment.
- Employees on an approved leave of absence may continue to earn vacation hours each pay period.
- Vacation earned during any pay period is credited to the employee on the last day of that pay period, or in case of separation, on the last day the employee is on the payroll.

408.5.1 Use of Accrued Vacation

Use of vacation hours may not be requested prior to accrual. Vacation should be used to provide a periodic time away from work; however, earned vacation hours may be used for any purpose when authorized by the employee's Department Director or designee. The County will endeavor to grant the employee's preference as to dates of vacation; however, the approval of requested vacation dates shall be at the discretion of the department in order to maintain effective operations.

New employees may use accrued vacation hours starting on the first day following six (6) months of employment. Regular status employees who have been promoted or transferred into another Board of County Commissioners position may request to use their available vacation hours while on a probationary status.

408.5.2 Payment for Accrued Vacation

Vacation hours are paid at the employee's current rate of pay. Unused vacation may be accumulated to a maximum of two hundred forty (240) hours annually with the exception of Senior Management [three hundred twenty (320) hours] and 24/48 Personnel [three hundred sixty (360) hours]. Employees may accumulate leave above the maximum hours, but on the last full pay period in the calendar year, any excess leave will be forfeited, with the exception of Senior Management.

- Full time and part time employees who leave the employment of the County as a result of a voluntary resignation or retirement may be paid for unused accrued vacation hours up to the annual accumulated maximum. If an employee fails to give their Department Director or designee at least two (2) weeks' notice prior to resigning, or if the employee is discharged by the County, the unused vacation will be forfeited unless otherwise determined by the County Administrator.
- Full time and part time employees who leave the employment of the County as a result of a layoff or reduction in force shall be paid for unused accrued vacation hours up to the annual accumulated maximum.
- New employees who terminate their employment before completing the six (6) month introductory period forfeit all accrued vacation leave.

Payments for unused accrued vacation will be made in a lump sum. In the case of the employee's death, payment for accrued vacation will be made to the employee's estate or as otherwise provided by law.



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408.5.3 Unforeseen Emergency

In an unforeseen emergency situation, employees who have completed one (1) year of employment may request to be paid up to a maximum of forty (40) hours [*unless otherwise specified*] of their vacation hours per fiscal year. Approval for the request is at the discretion of the County Administrator and dependent on employee provided documentation, subsequent to recommendations from the Department Director and Human Resources.

408.5.4 Charitable Vacation Donation

Employees may donate up to twenty-four (24) hours of their accrued vacation leave to the United Way of St. Johns County each fiscal year. 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.

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. The option for charitable giving provided under this policy is subject to review and cancellation at any time by the County.

408.6 Sick Leave

Sick leave shall be considered an earned benefit. Full time and part time employees will accrue sick leave each pay period over twenty-six (26) pay periods. The amount of sick leave which an employee accrues depends on their status.

- Part time employees who work less than a forty (40) hour work week earn sick leave on a prorated basis.
- Full time employees who are not in a temporary status earn 3.6960 hours of sick leave every pay period for eighty (80) hours of work [*unless otherwise specified*].
- Employees who move from one Board of County Commissioners position to another retain their leave anniversary date and accrued sick leave balance, provided there is no break in employment.
- Employees on an approved leave of absence may continue to earn sick hours each pay period.
- Sick leave earned during any pay period is credited to the employee on the last day of that pay period or in case of separation, on the last day the employee is on the payroll.

408.6.1 Use of Accrued Sick Leave

Use of sick leave may not be requested prior to accrual. Sick leave may only be used with the approval of the employee's Department Director or designee for the following qualifying purposes:

- Employee's own personal illness, injury, scheduled health related appointment, or exposure to a contagious disease.
- Employee's care of an immediate family [defined as spouse, child, or parent] who is ill, injured, convalescing or for a scheduled health related appointment.
- Employee has reported for work, but in the judgment of the supervisor is unable to work due to personal illness, injury, or exposure to a contagious disease.

Employees must notify their immediate supervisor of any planned use of sick leave as soon as they are aware of the need and are expected to make a reasonable effort to schedule appointments so as not to unduly disrupt department operations. For any unplanned use of sick leave, employees must notify their immediate supervisor no later than the first hour of the first day of the absence unless otherwise directed by the department. The Department may require the employee to submit a physician's note upon return to work or after three (3) consecutive workdays of absence before authorizing additional use of sick leave. If the employee is unable to



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return to work after all sick leave has been exhausted, the employee must use accrued vacation leave before being placed in a leave without pay status.

New employees may use accrued sick hours starting on the first of the month following six (6) months of employment. Regular status employees who have been promoted or transferred into another Board of County Commissioners position may request to use their available sick hours while on a probationary status.

408.6.2 Payment for Accrued Sick Leave

Sick hours are paid at the employee's current rate of pay. Unused sick leave may be accumulated to a maximum of twelve hundred (1,200) hours *[unless otherwise specified]*.

- Full and part time employees with at least six (6) years of continuous service, who leave the employment of the County as a result of a voluntary resignation or retirement, may be paid for one-fourth (1/4) of all unused accrued sick leave, not to exceed three hundred (300) hours. If an employee fails to give their Department Director or designee at least two (2) weeks' notice prior to resigning, or if the employee is discharged by the County, the unused sick leave will be forfeited unless otherwise determined by the County Administrator.
- Full and part time employees with at least six (6) years of continuous service, who leave the employment of the County as a result of a layoff or reduction in force, may be paid for one-fourth (1/4) of all unused accrued sick leave, not to exceed three hundred (300) hours.
- Employees who separate from the County with less than six (6) years of continuous service will forfeit any unused sick leave.

All such payments for unused sick leave will be made in a lump sum. In the case of the employee's death, payment for accrued sick leave will be made to the employee's estate or as otherwise provided by law.

408.7 Leave of Absence

A leave of absence is any authorized extended absence from work for medical, military or domestic violence related reasons. Employees may be eligible for up to a maximum of one hundred and eighty (180) calendar days of leave during any 12-month period except as allowed for military leave under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

408.7.1 Requesting Leave and Complying with County Policy

Employees must comply with County's guidelines for requesting a leave of absence and provide enough information for the County to reasonably determine whether the Family Medical Leave Act (FMLA), USERRA, or Domestic Violence law may apply to a request.

- Employees generally must request leave thirty (30) days in advance when the need for leave is foreseeable or as soon as possible if the leave is unforeseeable.
- The County may require certification in support of the leave of absence request and annual recertification for a recurring request.
- Employees must report on their status and intent to return to work as required while on a leave of absence.

408.7.2 Scheduling of Intermittent Leave

If an employee needs an intermittent leave of absence, the employee must make a reasonable effort to schedule leave so as not to unduly disrupt department operations. Employees requesting intermittent leave may be



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temporarily transferred to another job with equivalent pay and benefits that better accommodates recurring periods of leave, with the approval of the Department Director and Human Resources. Upon return from approved leave, all reasonable efforts will be made to place the employee in their former position. In the event this is not possible, the employee will be provided with the opportunity to apply for vacant positions.

408.8 Family and Medical Leave Act (FMLA)

It is the County's policy to comply with all applicable laws that afford protection rights to employees who need family and medical leave, including the FMLA. The FMLA entitles eligible employees of the County to take up to twelve (12) work weeks of unpaid, job-protected leave in a defined twelve (12) month period for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. An eligible member may also qualify for Qualified Exigency Leave due to a spouse, son, daughter, or parent being on covered active duty or having been notified of an impending call or order to covered active duty in the armed forces. This benefit also provides up to twelve (12) workweeks of FMLA leave.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also care for the service member while they suffer from a serious injury or illness (referred to as Military Caregiver Leave). Under this type of FMLA leave, an employee is entitled to a maximum of 26 weeks of leave in a twelve (12) month period beginning on the first day that the employee takes this form of leave.

408.8.1 FMLA Eligibility

Employees are eligible if they have worked for the County for at least 12 months and have at least one thousand two hundred fifty (1,250) hours of service with the County during the twelve (12) month period immediately preceding the leave. All leave covered by Workers' Compensation will also be counted as FMLA leave to the extent the leave qualifies as permitted by law.

408.8.2 Measuring the FMLA 12-Month Period

The County has established the twelve (12) month period as a rolling 12-month period measuring backward from the first date an employee uses FMLA leave. Each time an employee takes FMLA leave, the remaining entitlement is the balance of the twelve (12) weeks that has not been used during the preceding twelve (12) month period.

408.8.3 Leave Increments for Child Birth, Adoption, or Foster Care Placement

Leave taken for bonding with the employee's child must be taken as a continuous block of leave and cannot be taken intermittently. However, the employee may be entitled to intermittent leave to attend counseling sessions, appear in court, consult with their attorney or the birth parents' representative(s), or for travel to complete an adoption before the actual placement. An employee's entitlement to leave for bonding expires twelve (12) months after the date of the birth, adoption, or placement of the child. Eligible spouses who both work for the County are limited to a combined total of twelve (12) workweeks of leave in a twelve (12) month period for the birth and bonding of a newborn child or the placement of a child with the employees for adoption or foster care.

408.8.4 Health and Supplemental Insurance Coverage

If an employee is enrolled in group health and supplemental insurance, the employee is entitled to the continuation of insurance coverage during leave, on the same terms as if they had continued to work. The County will pay its portion of the premium for insurances in force in accordance with other County policies. The employee must make any normal contributions to the cost of the health and supplemental insurance premiums through payroll deduction. An employee on unpaid leave must make arrangements to pay the normal employee



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portion of insurance premiums in order to maintain insurance coverage. Failure to do so may result in termination of coverage.

408.8.5 Substitution with Accrued Leave and Return to Work

The County requires employees to use accrued sick and vacation leave while on applicable family and medical leave including supplementation of any non-paid leave. Employees must follow the County's normal leave guidelines in order to substitute paid leave.

Employees returning from leave for their own serious health condition must provide certification from their health care provider that states they are able to resume work and perform the essential duties of their regular job. If an employee is not able to perform all the essential duties of their regular job and would like to request transitional duty, any restrictions must be discussed and approved by the department and Human Resources.

408.9 Military Service Leave

It is the County's policy to comply with all applicable laws that afford protection rights to employees serving duty with the military, the Reserve and National Guard, including the Uniformed Services Employment and Reemployment Rights Act (USERRA). It is the responsibility of the employee to notify their department and Human Resources of upcoming military duty by providing a copy of official orders or appropriate military certification as soon as possible.

Employees who require time off work to fulfill military obligations shall be entitled to a leave of absence from their position with eligible pay during the period in which the employee is engaged in annual field training, coast defense exercise, or other active duty or training exercises, or who is ordered by the Selective Service Board to appear for an examination for induction into the military service. The County will utilize the fiscal year for the purpose of complying with annual leave calculation and pay.

408.9.1 Health and Supplemental Insurance Coverage

If an employee is enrolled in group health and supplemental insurance, the employee is entitled to the continuation of insurance coverage during leave, on the same terms as if they had continued to work for up to twenty-four (24) months under USERRA. The County will pay its portion of the premium for insurances in force in accordance with other County policies. The employee must make any normal contributions to the cost of the health and supplemental insurance premiums through payroll deduction. An employee on unpaid leave must make arrangements to pay the normal employee portion of insurance premiums in order to maintain insurance coverage. Failure to do so may result in termination of coverage.

408.9.2 Substitution with Accrued Leave and Return to Work

Under the USERRA an employee may elect to use accrued vacation while on military service leave. Upon an employee's return from military service, they will be eligible for reinstatement as provided in the USERRA. The employee must report to work and provide the County with a discharge certificate of satisfactory completion of service within the time period dictated by the USERRA.

408.10 Domestic Violence Leave

Employees who have worked for the County for at least three (3) months may request to take up to three (3) working days of leave from work in any twelve (12) month period if the employee or a family or household member of the employee is the victim of domestic violence or sexual violence. Such leave may be for the purpose of seeking an injunction or legal services for protection against domestic violence, obtaining medical care or mental health counseling to address physical or psychological injuries resulting from the act of domestic violence, or obtaining services from a victim services organization.



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Employees may use accrued sick and vacation while on domestic violence leave including supplementation of any non-paid leave. Employees must follow the County's normal leave guidelines in order to substitute paid leave.

408.11 Sick Pool

Full time employees who have completed one (1) continuous year of employment with the Board of County Commissioners may voluntarily elect to participate in a sick pool to have access to a source of additional hours in the event they exhaust their own leave balances.

408.11.1 Membership

Eligible employees must have a minimum of eighty (80) hours of combined sick and vacation leave and submit a pool agreement form to join the sick pool. Employees must donate forty (40) hours of sick and/or vacation leave to join or rejoin the pool [*unless otherwise specified*]. Leave hours donated to join or remain active in the pool are permanently forfeited. Employees may be required to donate eight (8) hours to the pool annually to maintain membership.

408.11.2 Use of Pool Hours

Employees must submit a request along with certification from a health care provider to Human Resources for approval of use. Employees must exhaust all accrued sick and vacation hours prior to using pool hours and may only use a maximum of two hundred (200) pool hours in a calendar year [*unless otherwise specified*]. Pool hours may only be used after employees have been absent for five (5) continuous work days, and in cases of illness, accident, or injury to self, but not for absences relating to Workers' Compensation or intermittent leave.

Unused pool hours shall not be transferred or converted to cash upon the employee's transfer to a position not eligible for such benefit or separation (under any condition). Substantiated abuse of pool use may result in the revocation of membership and repayment of hours.

408.12 Compassionate Leave

Compassionate hours are a means to offset financial challenges in the event an employee exhausts their own leave balances due to acute illness, accident, or injury to self or to serve as the primary caregiver to an immediate family member [defined as the employee's spouse, child or parent]. Approval for use of compassionate hours is at the discretion of the County Administrator.

408.12.1 Donors

Employees must complete their six (6) month introductory period and submit a donor form to be able to voluntarily donate vacation hours to an approved recipient. Employees must donate a minimum of eight (8) hours and have at least eighty (80) hours remaining after the donation. Donated hours are transferred from the donor to the recipient as needed.

408.12.2 Recipients

Employees must complete their six (6) month introductory period, submit a request form to their department director for review and provide certification from a health care provider to Human Resources. Employees may not directly or indirectly solicit donations. If approved, employees must exhaust and continue to exhaust all accrued sick, vacation, and sick pool hours (if applicable) prior to receiving donated hours. Employees may receive a maximum of two hundred forty (240) donated hours with the exception of Senior Management [three hundred twenty (320) hours] and 24/48 Personnel [three hundred sixty (360) hours] in any six (6) month period from the first date of use.



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Title: 409 Conduct	Issued: Apr 1992
Reference: F.S. 112	Revised: Aug 2007 June 2012

409.1 Solicitation

Salespeople, canvassers and other persons not employed by the County are prohibited from visiting work areas without permission from the County Administrator and are further prohibited from conducting business, or soliciting contributions or memberships during employee work time. This policy does not prohibit distribution of literature during employee's breaks in areas not designated as part of the employees' work area. Soliciting contributions or memberships during employee work time is prohibited.

409.2 Visitors

Visitation to any work area should be minimal unless it is directly related to work as disruptions impact productivity.

409.3 Smoking

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in County buildings and County vehicles is not permitted. Smoking is permitted during normal break times and in designated areas only.

409.4 Postings of Notices, Flyers, Advertisements

The Intranet and bulletin boards shall be used to communicate official government information on equal employment opportunity, wages and hours, health and safety, and other issues.

Designated bulletin boards may be used for County related business. Any person, official, department, employee or outside organization requesting to post any bulletin at or in a County Building must have the permission of the department whose bulletin board will be used. If permission is granted, the item must be posted on a designated bulletin board or area reserved for this purpose. There shall be no postings on doors, walls, windows, or other areas not designated for such postings.

County Message Board

County employees are permitted to post items on the electronic bulletin board, entitled "County Message Board," providing all County Ordinances are adhered to and prohibited items as noted below are not posted. Messages sent to the "Everyone Group," "BCC All Group," and the County Message Board must be approved by the County Administrator or designee.

Postings

Material that contains content that is obscene, pornographic, libelous, promotes any religious activities or any political activities of a partisan nature, advocates violence, bigotry, or bias based on race, color, religion, sex, national origin, marital status, age, disability or genetics are not allowed. Postings of a commercial nature for personal financial gain or promotion of commercial ventures are also prohibited. Employees selling personal items on an individual basis who are not engaged in a commercial enterprise may post items for sale on the County Message Board if approved by the County Administrator or his/her designee. Employees wishing to announce events and non-profit fundraisers must obtain permission from the County Administrator, or designee, prior to posting.



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409.5 Political Activities

Employees are permitted to be politically active but are not permitted to be a candidate for political office, to hold political office, or to hold an office in a political party as an employee of the County. Active or passive political campaigning or solicitation for political contributions during working hours is prohibited.

409.6 Conflict of Interest

County employees shall not have personal investments in any enterprise, which could create substantial conflict between their private interests and the public interest. It is important that employees do not maintain such relationships with organizations, businesses or individuals with which they have official County business. Such behavior might be construed as evidence of favoritism, coercion, unfair advantage, or collusion.

409.7 Personal Business

Employees shall only conduct official County business during work hours. Personal business may not be conducted at work. The use of County property and/or equipment may not be used for personal business.

409.8 Personal Appearance and Grooming

Employees are expected to take pride in their personal appearance and meet appropriate grooming standards as enforced by each Department Director.

409.9 Dress Code

Work attire shall reflect our customer oriented and professionally operated organization. In order to balance the County's image with the employee's freedom to make his or her own wardrobe choices, casual business attire is acceptable in the office environment during regular business hours. Department policy may vary based on safety regulations, tasks performed, and the customers served.

409.10 Performance Evaluations

Written employee evaluations will be prepared at least annually, by the supervisor or department director. Employee evaluations are used for, but not limited to, the following:

- To inform the employee of their work performance in the reporting period.
- To recognize the employee's potential for promotion.
- To determine the employee's eligibility for salary advancements.
- As a basis for taking disciplinary action against the employee.
- To determine training needs.

Employees who have completed the introductory/probationary period of six (6) months shall have their performance evaluated.

409.11 Outside Employment

Employees who engage in secondary employment may not allow that employment to interfere or conflict with County work and interest. Military service is not considered outside employment. Outside employment must be approved by the Department Director and Human Resources using the designated form. Outside employment may not:

- Conflict with the employee's duties with the County.
- Have an association with any business that has an unfavorable or questionable reputation that would reflect negatively on the County.
- Conflict with business or contractual agreements with the County.



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409.12 Confidentiality

Employees shall not disclose confidential information gained through their employment with any person who does not have the need to know. Employees are also prohibited from using such privileged information for their personal gain or benefit.

409.13 County Telephone Use

County provided telephones (land lines and cellular phones) are intended for the conduct of St. Johns County business and are a tool for carrying out the County's day-to-day operations. All calls are to be handled in a professional manner.

Personal incoming and outgoing phone calls should be a rare occurrence and are restricted to local or toll-free calls only. Department Directors shall review all telephone bills and ensure that all calls are County business related. Charges for emergency personal calls that incur cost shall be reimbursed by the employee to the County. The Department Director shall be responsible for documenting the payment of charges and forwarding such payments to the Comptroller's Finance Department.

409.14 Cell Phone Use

The use of personal cellular phones or other communication devices is restricted to non-duty time, such as breaks, lunch, etc.

Cellular Phone Use in Vehicles

The policy and procedure for the safe use of cellular devices in vehicles is located in the Employee Handbook.

409.15 Computer Use

Any employee using a St. Johns County computer is considered a user, and is obliged to comply with the policy. The County computer system may only be used for the purpose of conducting County business and may only be accessed by authorized users. All employees are required to read, understand and comply with the Computer Use Policy. A Policy Acknowledgement form must be completed by every user and shall be maintained in each employee's personnel file.

409.16 Appropriate Conduct

Employees are expected to adhere to accepted business principles in matters of professional and personal conduct and exhibit a high degree of personal integrity at all times. Employees must refrain from behaviors that may be harmful to self and others or that might be viewed unfavorably by employees or the public. St. Johns County is an "at will" employer as defined by Florida Law. Types of behavior and conduct that St. Johns County considers inappropriate and which could lead to disciplinary action up to and including termination of employment without prior warning include, but are not limited to, the following (this list is not all-inclusive):

- Negligence.
- Inefficiency.
- Inability to perform assigned duties.
- Insubordination.
- Willful violation of County rules and regulations.
- Conduct unbecoming of a public employee.
- Misconduct.
- Use of alcoholic beverages or narcotics while engaged in County business.
- Reporting to work intoxicated or under the influence of non-prescribed drugs.



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- Arrest of any crime involving moral misconduct.
- Arrest of a felony.
- Falsifying employment or other County records.
- Violating the Prohibition of Unlawful Harassment policy.
- Establishing a pattern of excessive absenteeism or tardiness.
- Using County supplies/materials or other property for personal purposes.
- Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
- Fighting or using obscene, abusive, or threatening language or gestures while on the job.
- Stealing.
- Possessing unauthorized firearms.
- Disregarding safety or security regulations while on the job or while on County property.
- Making false allegations or claims.
- Making unauthorized recordings.
- Purposely Damaging to County property

409.17 Disciplinary Action

St. Johns County uses a progressive discipline process. Progressive steps will be followed with regard to employee disciplinary matters except in matters where management determines the matter should be addressed outside of the progressive system.

Normally, the supervisor will administer appropriate corrective or disciplinary action. Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations.

Disciplinary actions may take the form of: verbal warning, written warning, suspension, change in assignment, reduction in pay, demotion, or termination. All disciplinary action other than verbal and written warnings must be discussed with the Human Resources Director or designee prior to such action. Disciplinary action (verbal or otherwise) must be documented on the Corrective Action form and submitted to Human Resources for inclusion in the employee's personnel file. The County Administrator reserves the right to modify disciplinary action as necessary.

409.18 Grievance/Appeals

The County is committed to providing fair treatment to all employees and will ensure each concern is handled in an efficient and equitable manner. This policy establishes a procedure in the employee handbook, to provide a way for employees to solve problems, resolve disputes, and appeal employment decisions which may rise regarding the application, meaning or interpretation of the County's practices and procedures. This procedure does not apply to new employees serving their initial six (6) month probation, contract employees, and temporary employees. Employees who have concerns regarding discrimination or harassment should follow the procedure explained in the Prohibition of Unlawful Harassment policy.

The County encourages employees to discuss concerns with their supervisor without fear of reprisal. It is the intent and desire of the County to address complaints informally. Both supervisors and employees are expected to make every effort to resolve problems as they arise.

409.19 Resignation

Employees who resign after giving a minimum of two (2) weeks' advanced notice may be entitled to the payment of accrued leave in accordance with the policy.



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409.20 Abandonment of Position

Employees who are absent for three (3) consecutive working days without authorized leave will be considered to have abandoned their position and will have their employment terminated.

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

410.1 General Provisions

Florida Statute dictates the number of positions that may be designated Senior Management Service Class (SMSC) 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 Class shall be subject to suspension, dismissal, reduction in pay, demotion, increases in pay, 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 Class positions. Appraisals are performed at minimum once each fiscal year.

410.3 Attendance and Leave Provisions

The County Administrator shall establish the work hours and leave provisions for employees in SMSC.

410.4 Benefits

SMSC employees receive all of the benefits afforded by the Florida Retirement System. Subject to the appropriation of funds, the County shall pay health premiums for each full time SMSC employee.

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 SMSC employees with a county vehicle, monthly car allowance, or monthly mobile device allowance.



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Title: 411 Prohibition of Unlawful Harassment	Issued: Jan 2006
Reference: U. S. Code Title VII	Revised: June 2012

411.1 Commitment

St. Johns County is committed to maintaining a work environment free of harassment on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (over 40), marital status, disability, and/or genetics. The County will not tolerate unlawful harassment of any employee by any supervisor, co-worker, vendor, client, or other parties while on the job. Workplace harassment may violate one or more of the following: Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, as Amended or the Florida Civil Rights Act. All employees are responsible for maintaining a workplace that is free of unlawful harassment and intimidation. The County is committed to promptly and thoroughly investigating all complaints of unlawful harassment. If, after a thorough investigation, it is determined that the County's policy against unlawful harassment has been violated, immediate and appropriate disciplinary action up to and including termination of employment may be taken.

411.2 Definition and Examples of Unlawful Harassment

Unlawful harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of the individual's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (over 40), marital status, disability, or genetics. Violations of the County's policy prohibiting unlawful harassment may include, but are not limited to, the following:

- Conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
- Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.
- Conduct that otherwise adversely affects an individual's employment opportunities; epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (over 40), marital status, disability or genetics; and written or graphic material, including e-mails and computer screen displays, that denigrates or shows hostility toward an individual or group because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation) gender, national origin, age (over 40), marital status, disability or genetics and that is placed on walls, bulletin boards, or elsewhere on the County's premises, or circulated in the workplace. This also includes acts that purport to, or are meant to be, jokes or pranks, but that are hostile or demeaning, such as hate mail, threats, defaced photographs, or other such conduct.

Violations of the County's policy prohibiting unlawful harassment may also occur when the intended target of the conduct is not offended, but others reasonably find the conduct to be intimidating, hostile or abusive.

The County is equally committed to maintaining a work environment free of sexual harassment. The County will not tolerate the sexual harassment of any employees by any supervisors, co-workers, vendors, clients, or anyone else. All employees are responsible for maintaining a workplace that is free of sexual harassment and intimidation. The County is committed to promptly and thoroughly investigating all complaints of sexual harassment. If, after a thorough investigation, it is determined that a violation of the County's policy prohibiting sexual harassment has occurred, immediate and appropriate disciplinary action up to and including discharge may be taken.



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411.3 Definition and Examples of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors and any other physical, verbal or visual conduct of a sexual nature constitute sexual harassment when:

- 1) Submission to the conduct is an explicit or implicit term or condition of employment or continued employment.
- 2) Submission to or rejection of the conduct is used as a basis for employment decisions affecting an employee, such as promotion, demotion or evaluation.
- 3) The conduct has the purpose or effect of creating a hostile or offensive work environment.

Violations of the County's policy prohibiting sexual harassment may include, but are not necessarily limited to:

- Unwelcome sexual propositions.
- Sexual innuendo.
- Sexually suggestive remarks.
- Vulgar or sexually explicit comments, gestures or conduct.
- Sexually oriented kidding, teasing or practical jokes.
- Physical contact such as brushing against another's body, pinching or patting.
- The publication to anyone of documents (including pictures and text) in the workplace that contain any material that is of a sexual nature.
- Using the computer or any other electronic device to access any Web site, or any other resource that contains material that is of a sexual nature.
- Abusive or intimidating conduct or remarks directed at a person or persons based upon their gender,

Violations of the County's policy prohibiting sexual harassment may also occur when the intended target of the conduct is not offended, but others reasonably find the conduct to be intimidating, hostile or abusive.

Responsibility

All managers and supervisors shall be responsible for immediately notifying the Human Resources Department of any complaints of harassment since knowledge by management is legally construed as knowledge by the County. It is the responsibility of all employees to attend harassment training as required. Managers and supervisors are expected to prevent and eliminate harassment in their respective work areas. It is the responsibility of all employees to report harassing or discriminating conduct.



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Title: 412 Drug Testing	Issued: Apr 1992
Reference: F.S 440.102 & F.S. 397.311	Revised: Aug 2007

412.1 Purpose

The St. Johns County Board of County Commissioners has a vital interest in maintaining safe, healthy and efficient working conditions for its employees. Being under the influence of drugs or alcohol on the job may pose serious safety and health risks, not only to the user and to those who work with the user, but also to the public. The possession, use or sale of an illegal drug or alcohol in the workplace also poses unacceptable risks for safe, healthful and efficient operations. The St. Johns County Board of County Commissioners recognizes that its ability to provide a safe and satisfactory level of service to the citizens of St. Johns County is dependent upon the physical and psychological health of our employees. Accordingly, it is the intent of the County to maintain a safe working environment, protect County property and equipment, and facilitate efficient operations. With these basic objectives in mind, the County has established a Drug-Free Workplace Policy to include drug and alcohol testing for County Commission employees and candidates seeking employment. There is a zero tolerance for drug and alcohol abuse in the workplace. County employees will be subject to disciplinary action up to and including termination, even for the first offense if they test positive for the presence of illegal drugs and/or alcohol in their system, or if they are found in possession of, under the influence, selling, trading, offering for sale illegal drugs, or engaged in any illegal drug usage (whether on or off the job).

The purpose of this policy is to define the St. Johns County Board of County Commissioner's position regarding employees whose job performance is adversely affected by alcohol and/or drug abuse, or engaging in illegal drug activity. Both subjects are addressed in the Employee Handbook containing the Drug-Free Workplace Policy with oversight from the Human Resources and Risk Management Department. All employees shall sign an Acknowledgment Form stating that they have received and read a copy of this procedure when they are hired. Being under the influence of alcoholic beverages, or possession or being under the influence of illegal drugs on County property or any work site, or while on duty is a serious violation of this policy, and will subject the employee to disciplinary action up to and including termination. An employee will be required by their supervisor to submit to a blood/urine or other test for alcohol or illegal drug if reasonable suspicion exists to believe the employee is under the influence of alcohol or drugs. Other testing may be required as set forth in any separate drug-testing policy. Employees who are directed to submit to tests for alcohol or illegal drugs under these circumstances and who test positive or refuse or fail to submit to these tests when and as directed, through Risk Management, will be subject to immediate termination. Employees who are convicted or sentenced for illegal drug/alcohol activity on or off the job will be considered in violation of this policy and subject to termination of employment. Employees must notify their supervisor of any criminal statute conviction or when under medically prescribed treatment with a controlled substance that may limit their ability to perform their job. The complete Drug Free Workplace policy can be found in the Employee Handbook. Contact Risk Management for further information.

412.2 Types of Testing

St. Johns County reserves the right to conduct the following types of testing:

- Job Candidate Substance Abuse Testing.
- Current Employee Substance Abuse Testing.



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- Routine Fitness-for-Duty Testing.
- Reasonable Suspicion Testing.
- Post-Accident/Injury Testing.
- Random Testing.
- Return-to-Duty Testing.
- Follow-up Testing.

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Title: 413 Reduction in Force	Issued: Dec 2006
Reference: F.S. 215.425	Revised: June 2012

413.1 Purpose

The purpose of this policy is to prescribe the manner in which employees of St. Johns County may be treated should a Reduction in Force (RIF) become necessary. A RIF may result in the separation, involuntary demotion, reassignment, or reduction in work hours of affected employees.

413.2 Scope

All County employees under the administrative authority of the County Administrator.

413.3 Reduction in Force Plan

In the event a RIF is necessary due to reorganization, work shortage, loss of funding, outsourcing/privatization or other reasons, the Human Resources Director shall consider the following items in order to develop the reduction in force plan:

- The reason(s) for the reduction in force.
- Area(s) affected by the reduction in force.
- Job titles within the area(s) affected.
- Number of positions in each job title(s) that may be eliminated.
- Business or operational needs of the Department/Division.

Additionally, the Human Resources Director may determine this policy does not apply where employees receive another job within the Board of County Commissioners or St. Johns County Government. Further details regarding construction of the plan can be found in the Employee Handbook.