

RESOLUTION NO. 2025- 216

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING REVISIONS TO THE ADMINISTRATIVE CODE, SECTION 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 June, 2025.

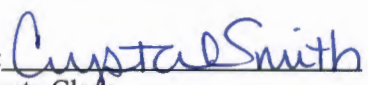
BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA

Rendition Date JUN 17 2025

By: 

Krista Joseph, Chair

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

By: 
Deputy Clerk



St. Johns County Administrative Code

Section: Human Resources

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

- All overtime pay is paid at time and one half the hourly wage of the employee.
- Double time wages are not authorized at any time 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.