

September 9, 2014**SUBJECT:****ORIGINATING DEPARTMENT:****Personnel Actions****County Administrator****Page 1 of 1****POLICY**

- a. It is the intent of the Board of County Commissioners that all personnel actions involving the selection, employment, supervision, suspension, discharge and removal of all positions and employees under the jurisdiction of the Board shall be governed by Chapter 125 Part III Florida Statutes.
- b. The Board will approve the employment of all department directors as established by Florida Statute 125.74(l)(k).

PROCEDURE:

- a. All personnel actions involving budgeted positions, other than department and office directors, shall be processed through the Human Resources Department by the department director and approved by the County Administrator, as appropriate.
- b. The exceptions to the above procedure are those actions that would change a budgeted position by transferring it to another department, or taking any action that would cause the salary accounts in any particular budget unit to exceed the amount budgeted.
- c. All personnel actions involving department, office and division directors can be approved by the County Administrator, within the constraints of the County Commission's approved budget, except that the Board shall confirm appointments of all department directors.
- d. Personnel Action Forms shall be used to process the addition of new employees to the payroll, to change the status of an employee, including termination, or to report personal information, as necessary, for an employee.
- e. The County Attorney or his/her designee will approve and sign all Personnel Action Forms for employees assigned to the County Attorney's Office, in lieu of the County Administrator.

FOOTNOTES & REFERENCES TO RELATED AR's: Supersedes: AR 7-08 dated February 14, 1984; AR 7.08-1 dated January 6, 1999; AR 7.01 dated April 27, 2010.