

April 27, 2010

SUBJECT:**ORIGINATING DEPARTMENT:****Recruitment Expenses****Human Resources**

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POLICY:

The Board of County Commissioners desires to encourage highly qualified applicants for open government positions. To accomplish this, a policy to provide financial assistance in the form of meeting certain recruitment expenses—e.g. Travel, lodging and meals is hereby established.

PROCEDURE:

- a. Expenses for travel, lodging, and meals may be authorized when approved in writing by the County Administrator, who shall be considered a designated representative of the Board of County Commissioners pursuant to section 1 12.061 Florida Statutes.
- b. These expenses can be authorized for qualified candidates to fill open executive or professional positions as provided by State Law.
- c. Reimbursement shall be in accordance with 112.061 Florida Statutes.
- d. When authorized, the County will reimburse applicants at the current State established mileage rate.
- e. Reimbursement for air travel costs will be at air coach rates.
- f. County staff will minimize recruitment costs through careful screening and, utilization of alternative methods such as in-depth telephone interviews.

FOOTNOTES & REFERENCES TO RELATED AR'S: Supersedes AR 7.15 dated August 16, 1998; AR 7.15-1 dated January 6, 1999.