

Alachua County Administrative Services

Human Resources

Kim Baldry, CPM, SPHR, Human Resources Manager
Karen P. Gerding, CPM, PHR, Human Resources Supervisor

December 19, 2011

MEMORANDUM

To: Randall H. Reid
County Manager

Via: Betty Baker
Administrative Services Director

From: Kim Baldry, CPM, SPHR
Human Resources Manager

Subject: Revisions to Policies: #7-4 (Sick Leave Transfer); #5-10 (Out of class status); #2-2 (Standards of Conduct); #7-6 (Family and Medical Leave).

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COUNTY MANAGER

On Wednesday, December 14th I presented a number of policy change recommendations to you and the Leadership Team.

The following were presented:

Policy #7-4. 2 sentences were added to the General Rule informing employees that the transfer of leave is intended to allow employees time to recover and return to work and that this transfer of sick leave serves as a short term disability benefit to employees.

Policy #5-10 limits the amount of out of class pay an employee can receive to 10%.

Policy #2-2 added clients, vendor and members of the general public to the Board's policy regarding employee conduct towards others.

Policy #6-2 was not approved by the Leadership Team. This change would have required all employees to work the majority of their morning or afternoon scheduled hours in order to earn a 15 minute break.

There are 2 revisions I am attaching that I did not take to the Leadership Team – I will forward an e-mail to the team explaining these changes.

The first is an addition to #7-6 – Family Medical Leave. This addition references the definition of son/daughter for purposes of the use of FMLA. The definition was added to the policies in June of this year and it was felt it would be beneficial if there was a reference to the specific definition in the text of the policy.

The second addition to #7-6 – Family Medical Leave - is to add a new Federal requirement – reasonable break time for nursing mothers. That will be a separate section in this policy.

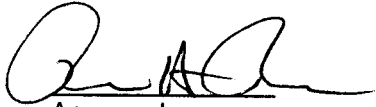
I am still waiting to hear from the Attorney's Office about some other revisions we have discussed – revisions to the discipline policy and the drug testing policy. Once those are approved by Legal I will bring them to Leadership Team for discussion. I am also waiting to hear from Legal and OMB re: the creation of a new type of employment appointment to address employees who work for another constitutional officer (Guardian Ad Litem). Once I hear back on the above I will present them to the

P.O. Box 1467 ■ Gainesville, Florida 32602-1467 ■ Tel. (352) 374-5219 ■ Fax (352) 374-5233
Suncom 651-5219 ■ TDD (352) 491-4431 ■ Home Page: <http://www.alachuacounty.us>



Leadership Team for discussion.

Please call if you have any questions. Upon your approval I will take these revisions to the Board of County Commissioners for approval and then distribute to all County employees. If I can get approval on the others (Discipline, Drug Testing and Types of Employment) fairly quickly I will take them to the Board at the same time; otherwise I will move forward with the policies that have already been vetted by leadership.



Approved
Randall H. Reid
County Manager

1/3/12
Date

Disapproved
Randall H. Reid
County Manager

KB
Attachments