

GILCHRIST COUNTY
BOARD OF COUNTY COMMISSIONERS
RULES & PROCEDURES

INITIAL ADOPTION
JULY 10, 2006
Resolution 06-28

Version: November 24, 2014

TABLE OF CONTENTS

ARTICLE 1. GENERAL PROVISIONS

SECTION 1.1.	COMMISSION MEETINGS - OPEN TO THE PUBLIC
SECTION 1.2.	COMMISSION MEETINGS - REGULAR
SECTION 1.3.	COMMISSION MEETINGS - SPECIAL SECTION
SECTION 1.4	COMMISSION MEETINGS - EMERGENCY
SECTION 1.5.	COMMISSION MEETINGS - INSPECTION TRIPS
SECTION 1.6.	QUORUM
SECTION 1.7.	ELECTION OF CHAIR AND VICE-CHAIR
SECTION 1.8.	NEW COMMISSIONERS
SECTION 1.9.	PRESIDING OFFICER
SECTION 1.10.	RULES OF ORDER
SECTION 1.11.	PARLIAMENTARIAN
SECTION 1.12.	CLERK OF THE COMMISSION; MINUTES
SECTION 1.13.	APPEARANCE BEFORE THE COMMISSION
SECTION 1.14.	SERGEANT AT ARMS
SECTION 1.15.	REQUIRED ATTENDANCE OF OFFICIALS
SECTION 1.16.	SEATING ARRANGEMENT
SECTION 1.17.	PREPARATION OF AGENDA AND NOTICES
SECTION 1.18.	MEETING; ORDER OF BUSINESS
SECTION 1.19.	REGULAR ORDINANCE PROCEDURE
SECTION 1.20.	RESERVED
SECTION 1.21.	RESERVED
SECTION 1.22.	RESERVED
SECTION 1.23.	CONTACT BY EMPLOYEES BETWEEN COUNTY DEPARTMENTS
SECTION 1.24.	PRIVATE USE OF COUNTY BUILDINGS
SECTION 1.25.	PARKING
SECTION 1.26	EMPLOYEE USE OF EMPLOYER FURNISHED TRANSPORTATION
SECTION 1.27.	EMPLOYEE GIFTS
SECTION 1.28.	COLLECTION AND DISCLOSURE OF SOCIAL SECURITY NUMBERS

ARTICLE 2. FINANCE

SECTION 2.1	STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
SECTION 2.2	USE OF COUNTY CREDIT CARD
SECTION 2.3	RISK MANAGEMENT, COUNTY CONTRACTS FOR SERVICES
SECTION 2.4	PURCHASE ORDERS
SECTION 2.5	REIMBURSEMENT OF ATTORNEYS FEES AND COSTS
SECTION 2.6	CONTRACT APPROVAL

SECTION 2.7	GUIDELINES AND PROCEDURES FOR HARDSHIP WAIVER FROM PAYMENT OF SPECIAL ASSESSMENTS
SECTION 2.8	PROCEDURES FOR DELINQUENT AND UNCOLLECTIBLE EMS ACCOUNTS
SECTION 2.9	INVESTMENT POLICY
SECTION 2.10	REQUESTS FOR BIDS OR PROPOSALS
SECTION 2.11	SOLE-SOURCE PURCHASES

ARTICLE 3. ROADS & RIGHT-OF-WAY

SECTION 3.1	STORM DEBRIS REMOVAL FROM PUBLIC RIGHT-OF- WAY
SECTION 3.2	ROAD CLOSINGS
SECTION 3.3	COUNTY ROAD IMPROVEMENT PLAN
SECTION 3.4	SPEED LIMITS ON COUNTY ROADS
SECTION 3.5	ACCEPTANCE OF PRIVATE ROADWAYS INTO COUNTY SYSTEM
SECTION 3.6	EMERGENCY MAINTENANCE OF PRIVATE ROADWAYS
SECTION 3.7	TREE TRIMMING ON COUNTY RIGHT OF WAY

ARTICLE 4. RATES AND CHARGES

SECTION 4.1	HART SPRINGS PARK
SECTION 4.2	BUILDING DEPARTMENT
SECTION 4.3	PLANNING AND ZONING
SECTION 4.4	EMERGENCY MEDICAL SERVICES
SECTION 4.5	ROAD DEPARTMENT
SECTION 4.6	ANIMAL CONTROL SERVICES
SECTION 4.7	SOLID WASTE DEPARTMENT
SECTION 4.8	AGRICULTURAL COMPLEX

ARTICLE 5. SPECIAL DEPARTMENT POLICIES

SECTION 5.1	Department of Public Safety Entrance and Exit Procedures
SECTION 5.2	RESERVED
SECTION 5.3	RESERVED
SECTION 5.4	RESERVED

ARTICLE 6. DOCUMENTS AND COMMUNICATIONS

SECTION 6.1	PUBLIC RECORDS; INSPECTION; DUPLICATION
SECTION 6.2	COMMISSION MAIL; CIRCULATION; DUPLICATION
SECTION 6.3	ELECTRONIC COMMUNICATIONS
SECTION 6.4	COMMUNICATION WITH THE PRESS

ARTICLE 7. PERSONNEL

SECTION 7.1	GENERAL PROVISIONS
SECTION 7.2	PRECONDITIONS OF EMPLOYMENT
SECTION 7.3	PAY AND ADVANCEMENT
SECTION 7.4	OTHER EMPLOYEE BENEFITS

<i>SECTION 7.5</i>	<i>LEAVE AND HOLIDAYS</i>
<i>SECTION 7.6</i>	<i>JOB PERFORMANCE AND EVALUATION</i>
<i>SECTION 7.7</i>	<i>STANDARDS OF CONDUCT AND ETHICS</i>
<i>SECTION 7.8</i>	<i>ADMINISTRATION</i>

(INTENTIONALLY LEFT BLANK)

ARTICLE 1. GENERAL PROVISIONS

SECTION 1.1. COMMISSION MEETINGS - OPEN TO THE PUBLIC

- A. All meetings of the Gilchrist County Commission, and of committees thereof, shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, F.S.
- B. The exception shall be those meetings statutorily exempt, such as executive collective bargaining sessions - Section 447.605(1), F.S.; meetings regarding risk management claims - Section 768.28(15), F.S.; and litigation meetings pursuant to Section 286.011(8) F.S. The Commission shall follow all statutory requirements for exempt meetings.
- C. Because of the need to comply with seating capacity requirements of the fire code, there may be occasions when entrance by the public to the Commission Chambers or other meeting rooms shall be limited.
- D. All meetings of the Commission shall be conducted in a public building.
- E. For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures will be allowed in County Commission meeting rooms. Other signs, placards, banners shall not disrupt meetings or interfere with others' visual rights.

SECTION 1.2. COMMISSION MEETINGS - REGULAR

- A. Regular meetings of the Gilchrist County Commission shall be held on the 1st Monday and on the 3rd Monday of the month in the Commission Meeting Room, 210 S Main Street, Trenton, Florida, unless advertised otherwise. Meeting times shall be as advertised.
- B. From time to time, regular meetings may be adjusted by the Commission to accommodate a holiday schedule or other special circumstances. Prior notice of such change shall be provided to the public, the Clerk and the media. A minimum notice of 24 hours is required but greater notice will be attempted.

SECTION 1.3. COMMISSION MEETINGS - SPECIAL

- A. A special meeting may be called, orally or in writing by the Chair, or, in the absence of the Chair, by the Vice Chair.
- B. The call for a special meeting shall be in writing and shall contain time, place and business to be conducted. The notice of special meeting shall be located at a

designated area on the first floor of the Gilchrist County Courthouse to be designated as the Board of County Commissioner's notice Board. Notice shall also be posted on the main entrance door to the Gilchrist County Courthouse and the building housing the County Administrator. An agenda outlining the business to be conducted will be available prior to the meeting. No business other than the business specified on the agenda for the special meetings shall be conducted. Special meetings shall be held upon no less than twenty-four (24) hours public notice.

- C. Each Commissioner, the Clerk of the Court, the County Administrator and the County Attorney shall be given 24 hours prior notice of the special meeting. Such notice can be provided verbally, either in person or by telephone contact. If this means of contact is not achieved, a copy of the call for the special meeting may be delivered (which may be by facsimile transmission) to the person's residence, place of employment, or other location, whichever site is most likely to ensure the person's receipt of the notice.
- D. Twenty-four hours prior notice of the special meeting shall be provided to the business office of each local media organization that has on file a written request for notice of special meetings. Such notice shall be provided by telephone call to the media organization's business office or by delivery (which may include a facsimile transmission) of a copy of the call for the special meeting to the media organization's business office.
- E. Special meetings may be scheduled on days or evenings in addition to the first and third Monday of the month.
- F. There will not be a separate agenda item titled 'Public Participation'. Citizens shall be allowed to comment only on items listed on the agenda.
- G. If there is no longer a need for a special meeting, the entity that called the meeting is authorized to cancel such meeting.

SECTION 1.4. COMMISSION MEETINGS - EMERGENCY

- A. An emergency meeting may be called orally or in writing by the Chair (also referred to as Presiding Officer), any one Commissioner, or the County Administrator.
- B. The call for an emergency meeting if in writing shall contain the time, place, and business to be conducted. An agenda outlining the business to be conducted will be available prior to the meeting. No other business than that listed on the agenda shall be conducted. Emergency meetings may be held, when practical, upon the most reasonable notice allowable under the circumstances.

- C. Each Commissioner, the Clerk of the Court, the Sheriff, the County Administrator and the County Attorney shall be given the most reasonable notice allowable under the circumstances. Such notice may be provided verbally, either in person or by telephone contact. If this means of contact is not achieved, a copy of the call for the emergency meeting may be delivered (which may be by facsimile transmission) to the person's residence, place of employment, or other location, whichever site is most likely to ensure the person's receipt of the notice.
- D. The most reasonable notice allowable under the circumstances of the emergency meeting shall be provided to the business office of each local media organization that has on file a written request for notice of emergency meetings. Such notice shall be provided by telephone call to the media organization's business office or by delivery (which may include a facsimile transmission) of a copy of the call for the emergency meeting to the media organization's business office.
- E. Emergency meetings may be scheduled on days or evenings in addition to the first and third Mondays of the month.
- F. There will not be a separate agenda item titled 'Public Participation'. Citizens shall be allowed to comment on items listed on the agenda.
- G. If there is no longer a need for an emergency meeting, the entity that called the meeting is authorized to cancel such meeting.

SECTION 1.5. COMMISSION MEETINGS - INSPECTION TRIPS

- A. The Chair, Commission, or County Administrator may call for an inspection trip.
- B. Advance notice of inspection trips shall be given in the same manner as special meetings, and attendance by the public shall be allowed. Minutes of the inspection trip shall be made.

SECTION 1.6. QUORUM

- A. A quorum for the transaction of business by the Commission consists of three (3) Commissioners.
- B. Once a quorum has been established, a majority of Commissioners present at the meeting shall be required to carry a motion, unless by statute, ordinance or other regulation, an extraordinary majority of the Commission is required for approval of an item (e.g. emergency ordinances, gas tax).

SECTION 1.7. ELECTION OF CHAIR AND VICE-CHAIR

- A. The Clerk shall preside over the election of officers.

- B. Procedures for electing officers are as follows:
1. On the second Tuesday of November each year, or as soon thereafter as practical, the Commission elects a Chair from among its members. The Clerk calls for nominations for Chair; nominations require a second. A roll-call vote is conducted by the Clerk if there is more than one nomination.
 2. In conjunction with the above election, a Vice-Chair is also elected in a like manner. The Vice-Chair continues to have all the rights, privileges and immunities of a member of the Commission.
- C. In case of the absence or temporary disability of the Chair, the Vice-Chair serves as Chair during the absence. In case of the absence or temporary disability of the Chair and the Vice-Chair, an Acting Chair, selected by members of the Commission, serves during the continuance of the absences or disabilities. If a vacancy occurs in the office of Chair, the members of the Commission, at their next regular meeting, selects a Chair from among their number for the unexpired term.
- D. In addition to the powers conferred upon the Chair as Chair, the Chair continues to have all the rights, privileges and immunities of a member of the Commission. This shall not, however, be interpreted to include the power to make or second motions, unless the gavel is temporarily transferred to the vice chair in accord with Roberts Rules of Order.

SECTION 1.8. NEW COMMISSIONERS

- A. The term of County Commissioners elected to office shall commence on the second Tuesday following the general election as specified in Florida Statutes Section 100.041.
- B. A swearing-in ceremony for new commissioners will be coordinated by the County Administrator .
- C. The County Clerk, County Administrator and County Attorney shall provide an orientation program.

SECTION 1.9. PRESIDING OFFICER

- A. The Chair presides at all meetings of the Commission, and is recognized as the head of the County for all ceremonial purposes.
- B. As Presiding Officer, the Chair shall:

1. Open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.
2. Announce the business to come before the Commission, in accordance with the prescribed order of business.
3. Recognize all Commissioners who seek the floor under correct procedure. All questions and comments are to be directed through the Presiding Officer and restated by her/him, and s/he declares all votes.
4. Preserve order and call to order any member of the Commission who violates any of these procedures; and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.
5. Expedite business in every way compatible with the rights of members.
6. Conduct the meeting in an impartial manner, subject to the Chair's right to participate as a Commissioner member in debate.
7. Declare the meeting adjourned when the Commission so votes, or at any time in the event of an emergency affecting the safety of those present.

SECTION 1.10. RULES OF ORDER

Commission meetings shall be governed by Robert's Rules of Order, newly revised, so long as they do not conflict with ordinances, statutes, or these rules.

SECTION 1.11. PARLIAMENTARIAN

- A. The County Attorney shall serve as parliamentarian, and shall advise the Presiding Officer as to correct rules of procedure or questions of specific rule application.
- B. The parliamentarian calls to the attention of the Presiding Officer any error in the proceedings that may affect the substantive rights of any member, or may otherwise do harm.

SECTION 1.12. CLERK OF THE COMMISSION; MINUTES

- A. The Clerk of the Court shall make correct minutes of the proceedings of each regular, special or emergency Commission meeting. The Clerk shall be responsible for recording County Commission workshops. Minutes of these workshops are the responsibility of County Commission staff.

- B. The Clerk places the minutes on the agenda for approval by the Board. Such minutes stand confirmed at the regular Commission meeting without a reading in open meeting, unless some error is shown. In such event, an appropriate correction is made. A copy of the minutes of the regular Commission meeting for which minutes have been approved shall be available for review at the Office of the Deputy Clerk for the Board of County Commissioners.
- C. Upon request, of a majority of the County Commissioners, the Deputy Clerk may be requested to provide a verbatim transcript of excerpts of tapes of Commission meetings.

SECTION 1.13. APPEARANCE BEFORE THE COMMISSION

- A. Those desiring to address the Commission on a matter pending before it, or which needs the attention of the Commission may do so upon recognition and introduction by the Chair.
- B. After being recognized, the person should:
 - 1. step up to the speaker's rostrum and give her/his name;
 - 2. unless further time is granted by the Commission and/or the Presiding Officer, limit the address to five minutes; and
 - 3. address all remarks to the Commission as a body, and not a member thereof.
- C. Employees of the County may address the Commission on matters of public concern. Employee comments that address an active grievance/arbitration, employee appeal matter or a personnel dispute will not be entertained as a part of Public Participation. Employees will be advised of the appropriate forum and process for presenting or discussing such matters.
- D. The Commission may discuss the matter, assign it to a committee, refer it to the County Administrator for review and comment, question the speaker and/or take other appropriate action.
- E. Speakers should make comments concise and to the point, and present any data or evidence they wish the Commission to consider. No person may speak more than once on the same subject unless granted permission by the presiding officer.
- F. No person other than a member of the Commission, and the person having the floor, may be permitted to enter into any discussion, either directly or through a

member of the Commission, without permission of the Presiding Officer. No question may be asked except through the Presiding Officer.

- G. Speakers should refrain from personal attacks, loud/boisterous speech or other disruptive conduct.
- H. It shall be unlawful for any person to in any way interfere with, or interrupt, the orderly procedure of the Commission, any Commissioner, or the person speaking who has been properly recognized by the Presiding Officer.
- I. If the Presiding Officer or the Commission declares an individual out-of-order, the individual will be requested to relinquish the speaker's rostrum. If the person does not do so, the person shall be subject to removal, from the Commission Chambers or other meeting room, and may be arrested by the Sheriff, subject to Section 810.08(1), F.S.
- J. Prior to the beginning of a meeting or public hearing, the Presiding Officer may require that all persons who wish to be heard sign in with the Clerk, giving their names, the agenda item and whether they wish to speak as a proponent, opponent, or otherwise.
- K. If a sign-in sheet is required, any person who fails to sign in may not be permitted to speak until all those who signed in have done so.
- L. The Presiding Officer, subject to concurrence of the majority of the Commission, is authorized to establish speaker time limits and otherwise control presentations to avoid repetition.

SECTION 1.14. SERGEANT AT ARMS

- A. The County Administrator, or designee, shall be sergeant-at-arms of the Commission meetings.
- B. The County Administrator shall carry out all orders and instructions given by the County Commission for the purpose of maintaining order and decorum at the Commission meeting.

SECTION 1.15. REQUIRED ATTENDANCE OF OFFICIALS

- A. In addition to Commissioners, County officials whose regular attendance shall be required at meetings of the Commission are the: Clerk of the Court, County Administrator, County Attorney, or their designees.
- B. A representative of the Gilchrist County Sheriff's Office may be present to provide security and assistance in maintaining order.

SECTION 1.16. SEATING ARRANGEMENT

Commissioners shall occupy respective seats in the Commission chambers as assigned to them by the Presiding Officer.

SECTION 1.17. PREPARATION OF AGENDA AND NOTICES

- A. The County Clerk is responsible for the preparation of the agenda.
- B. The Chair, any Commissioner or other Constitutional Officer may place an item on the agenda. The County Administrator or County Attorney may also place an item on the agenda.
- C. Citizens wishing to be placed on the agenda should contact the County Clerk, County Attorney or the County Administrator, who may, in turn, place an item on the Agenda.
- D. A copy of the agenda and supporting materials shall be prepared for Commissioners, the public and the media before 5:00 PM on the Thursday prior to the regular Commission meeting or Public Hearing except when legally observed holidays impact copying and distribution.
- E. The agenda, as well as lengthy reports that are part of agenda documentation, shall be available for review in the County Clerk's office.
- F. All agenda items or request to address the Board of County Commissioners shall be submitted in writing to the Secretary to the Board/Deputy Clerk on the Friday ten (10) days before the meeting at which the person wishes to place an item before the Board of County Commissioners or to speak to the Board at a time certain. This request must be provided to the Secretary to the Board before 3:00 p.m. on that Friday. If either that Friday or the following Monday is a holiday, the request must be into the Secretary to the Board/Deputy Clerk on the Thursday eleven (11) days prior to the Board of County Commissioners' meeting by 3:00 p.m.
- G. The Board has adopted a form for the submittal of requests to place items on the agenda or to request a time certain to address the Board. This form shall be submitted to the Secretary to the Board/Deputy Clerk at the same time other requests are submitted.
- H. All resolutions, ordinances and proclamations must be provided on disk or by email using Microsoft Word or Word Perfect format.
- I. The Chairman of the Board, the Clerk to the Board, the Secretary to the Board, the County Administrator , and the County Attorney may meet or otherwise

confer at a time to be selected by the chairman on the Monday following the Friday when agenda items are submitted. This meeting will be to prepare the agenda and to ensure that all supporting materials will be submitted to the Secretary to the Board on the following Wednesday.

- J. The Secretary to the Board shall be responsible for publishing the agenda and noticing the meeting as required by law. The County Attorney shall be responsible for noticing all ordinances, as required by law. All departments are responsible for preparing and publishing any other special notice required for items to be brought by the Department before the County Commission.
- K. Failure to follow this procedure shall not effect the validity of any action taken by the County Commission if the action otherwise complies with the requirements of law.

SECTION 1.18. MEETING; ORDER OF BUSINESS

The business of all regular meetings of the Commission should be transacted as follows, provided, however that the Presiding Officer may, by simple majority vote or consensus of the Commission, re-arrange items on the agenda to more expeditiously conduct the business before the Commission:

- A. Approval of the Agenda.** Except for matters advertised for public hearings or which require special notice, items may be added to, or removed from, the agenda. Agenda items may be reordered. A motion to approve the agenda approves any amendments to the Agenda and adopts the Agenda.
- B. Public Participation.** Time shall be allotted during ~~at the end of~~ the meeting for public comments. Any citizen who wishes to speak shall have the opportunity to speak, subject to the Chair's authority to maintain order and limit the comments to avoid repetition, personal attacks, and the like. The County Commission may take final action in response to public comment, or may request additional information and/or comment and set the matter for action at a later meeting.

Employees of the County may address the Commission on matters of public concern. Employee comments that address an active grievance/arbitration, employee appeal matter (all of which are extensively covered in the Personnel Regulations and the collective bargaining agreement) or a personnel dispute will not be entertained as a part of Public Participation. Employees will be advised of the appropriate forum and process for presenting or discussing such matters.

The Chair may assign issues which require additional examination to a Commissioner. If assigned, the Commissioner will provide a report to the County Commission when the examination of the issue is complete.

- C. Adjournment.** No meeting shall be permitted to continue beyond 11:00 P.M. without the approval of a majority of the Commission. A new time limit must be established before taking a Commission vote to extend the meeting. In the event that a meeting has not been closed or continued by Commission vote prior to 11:00 P.M., the items not acted on are to be continued to 9:00 a.m. on the following day, unless state law requires hearing at a different time or unless the Commission, by a majority vote of members present, determines otherwise.

[History: Resolution 2013-01]

SECTION 1.19. REGULAR ORDINANCE PROCEDURE

- A. This policy shall be followed by the staff of the Board of County Commissioners in preparing an ordinance for the County. This policy applies to all ordinances other than ordinances for comprehensive plan amendments and land development regulation amendments.
- B. The Board of County Commissioners shall instruct the County Attorney to prepare an ordinance on a specific subject.
- C. The Chairman of the Board of County Commissioners may appoint one commissioner and one or more staff members as a committee to assist in the preparation of an ordinance on a specific subject.
- D. The attorney will prepare a short title and the remainder of the ordinance for the Board of County Commissioners.
- E. The Clerk of the Commission shall assign a date and time for the ordinance to be heard before the Board of County Commissioners.
- F. The Attorney shall prepare the proper notice as required by law, ensure that it is properly published in the Gilchrist County Journal, and transmit the complete ordinance to the Clerk of the Commission to have it on hand prior to the advertisement.
- G. If the ordinance passes at the public hearing, the Clerk of the Commission shall ensure that all required signatures, including the signature of the Chair of the Board of County Commissioners and of the Clerk of the Commission are affixed on the last page of the ordinance. The Clerk shall then send a certified copy of the ordinance or the original ordinance to the Secretary of State in Tallahassee.
- H. The Clerk of the Commission will ensure that the County Attorney and the County Administrator are provided with signed copies of the ordinance.

SECTION 1.20. RESERVED

SECTION 1.21. RESERVED

SECTION 1.22. RESERVED

SECTION 1.23. CONTACT BY EMPLOYEES BETWEEN COUNTY DEPARTMENTS

- A. If there are problems between county departments, only Department Heads may communicate with another Department Head. Employees, who have not been designated by the County Administrator or Department Head, may not communicate in any way with an employee of another department concerning complaints between the respective departments or about any other service provided by Gilchrist County.
- B. If an employee of the county perceives a problem in any service provided to a citizen, or with the department for which the employee works, that employee shall make the head of the department for which the employee works aware of the problem. The Department Head shall then prepare a report in writing to the County Administrator. The County Administrator shall deal with the problem as appropriate.
- C. A violation of this policy by an employee shall subject that employee to disciplinary action in accordance with the personnel policies of Gilchrist County.

SECTION 1.24. PRIVATE USE OF COUNTY BUILDINGS.

The following policies, rules and procedures shall apply whenever an individual or organization desires to use the county facilities delineated below.

- A. The following county buildings (hereafter referred to as “facilities”) are available for use by private individuals or organizations:
 - 1. Donnie Center, 7030 SW CR 334
 - 2. Leggett Center, 430 NW CR 138
 - 3. Osteen Center, 4760 NE SR 47
 - 4. Osceola Center, 1020 SE CR 337
 - 5. Southeast Center, 6980 SE 70 Avenue
 - 6. Cruse Center, 3449 NW 50th Street
- B. An application for use of a facility must be completed, signed by the person to be responsible for use of the facility, and submitted at least 72 hours prior to the proposed use. When making a reservation, the responsible person shall give the name and nature of the group that will be using the facility, the time and date of the proposed use, name and daytime telephone number of the responsible person, and the expected attendance.

- C. The County shall grant authorization to use the facilities on a non-discriminatory basis in compliance with all constitutional mandates. Subject to this policy of nondiscrimination, the County reserves the right to deny use of any facility, or to rescind permission to use a facility, whenever the County Administrator determines that to do so in the public interest of the county. PERMISSION TO USE A FACILITY DOES NOT IN ANY WAY CONSTITUTE AN ENDORSEMENT BY THE COUNTY OF A GROUP'S BELIEFS, WRITINGS, OR ACTIVITIES.
- D. The rental fee for a facility shall be \$30, plus a refundable damage deposit of \$50.
- E. The County Administrator, or designee, shall be responsible for administering this program for rental of facilities.
- F. The person who makes the meeting room reservation is responsible for ensuring that use of the room is in accordance with these policies, rules and procedures. Failure to comply will result in forfeiture of the right to use any facility in the future. The rules herein shall be printed on the back of the application with a place for the representative to acknowledge that the rules have been read and understood.
- G. It is requested that the County be given no less than 48 hours notice of cancellation of any approved use of a facility.
- H. County and county-sponsored events shall take precedence over those sponsored by other organizations.
- I. Attendance at the function shall not exceed the posted capacity of the facility.
- J. Use of a facility shall begin and end within the time specified on the application.
- K. When a facility is to be used by persons under 18 years of age, the meeting room application must be made by a supervising adult who shall remain on the premises of the facility throughout the use of the facility where persons under the age of 18 are present.
- L. Animals are not allowed in the facilities with the exception of service animals and animals that are part of a planned program approved in advance by the County.
- M. Alcoholic beverages shall not be served or consumed within any facility and all facilities shall be tobacco-free at all times.
- N. Where chairs and tables are available within a facility, they may be used so long as they are returned to their former positions when the meeting is over.

- O. The County shall not be expected to provide personnel to assist in any aspect of the meeting or clean-up of the facility.
- P. The County will not store items for users of a facility and will not be held responsible for items left behind.
- Q. Users shall clean up the facility and leave it in the same condition as it was found, and shall be responsible for the cost of any necessary clean-up or repair of the facilities. Where any repair or clean-up by the County is required, the damage deposit may be retained to cover County costs, but shall not be deemed to limit the County's right to seek additional damages to cover cleaning or repair costs.
- R. Use of Gilchrist County Fire Rescue Station 2 (Northeastern District) shall be subject to the following special rules:
 - 1. The rules and procedures above shall apply except for A, C, D, and K.
 - 2. The use of Fire Rescue Station 2 shall be limited to use by governmental entities and other uses that are related to or benefit Gilchrist County Fire Rescue or Station 2 thereof.
 - 3. Application made pursuant to paragraph B above shall be submitted to the Director of Public Safety who shall decide whether all conditions for use of Station 2 have been met and based thereon shall approve or deny the application.

[History: Resolution 2013-22]

SECTION 1.25. PARKING

- A. Between the hours of 8 a.m. and 5 p.m., all county employees shall avoid parking in the on-street parking spaces along Southeast First Avenue between the Courthouse and the County Commission meeting room. These spaces shall be reserved for visitors to the courthouse and other county buildings.
- B. Exceptions to the foregoing:
 - 1. County employees may request permission by the County Commission to park along Southeast First Avenue for medical reasons or other extenuating circumstances.
 - 2. Employees with handicapped parking stickers may park in such spaces.
- C. Reserved spaces within county-owned parking areas may be established only by the County Commission. County employees shall not request that parking

spaces be reserved on city streets adjacent to the Courthouse without the express approval of the County Commission.

SECTION 1.26. EMPLOYEE USE OF EMPLOYER FURNISHED TRANSPORTATION

A. POLICY:

It is policy of the Board of County Commissioners to have written procedures in accordance with applicable state statutes and Internal Revenue regulations regarding the utilization, documentation, and federal income tax reporting of the use of County owned vehicles by authorized personnel.

B. PROPER USE:

1. Some employees drive County vehicles when performing work for the County. The County may review motor vehicle reports of the employees to ensure that they are maintaining valid driver's licenses and safe driving records. These employees are also required to notify their immediate supervisors of any moving violation within (1) working day after the citation is received. Employees driving County vehicles are authorized to assist citizens in emergency situations arising from such matters as vehicle break downs.
2. Drivers with unsatisfactory motor vehicle reports or who have had their licenses suspended shall be prohibited from driving County vehicles when performing work for the County, and shall be otherwise dealt with in accordance with County policy and procedures relating to their continued employment.
3. Some employees, as part of their duties, are assigned County vehicles. IT CANNOT BE STRESSED STRONGLY ENOUGH THAT THESE VEHICLES SHALL BE USED FOR COUNTY BUSINESS ONLY.
4. All employees shall obey all traffic laws of the State of Florida and operate their vehicles in an appropriate manner, including the proper use of seat belts to be worn at all times, provided that the vehicle is equipped with such.
5. Safety shall be of prime concern to the employee at all times. Also, the vehicle operator is personally liable for any traffic fines due to a violation of traffic laws.
6. Employees shall be responsible for a daily pre-trip inspection of their vehicles to ensure that they are in good and proper working order.

All vehicles will carry County identification on both sides of the vehicle unless deemed otherwise by the County Commissioners. All County furnished vehicles are to be kept in a clean and appropriate manner.

7. No vehicle shall leave Gilchrist County without the permission of the Department Head, County Administrator, a County Commissioner or under emergency situations only.
8. Employer furnished transportation is for the use of the employee only, and may be driven only by employees who have received authorization from their Department Head.
9. Authorization to drive vehicles to and from home on a long-term basis must be granted by the Board of County Commissioners. Only vehicles designed for general transportation (such as automobile, light trucks, vans) may be used in this manner. The use of heavy equipment, or other equipment not commonly associated as personal transportation to and from home is prohibited.
10. All shopping, pick-ups, and deliveries should be scheduled during normal hours of operation.

C. PROCEDURES:

1. The County Administrator upon approval of the Board of County Commissioners may from time to time designate certain employees who are allowed commuting use of County owned vehicles. Such commuting use will only be allowed when there exists a bona fide benefit to the County for such commuting use.
2. Employees who are allowed commuting use of vehicles are prohibited from using the vehicles for other personal use except on a **de minimis** basis. Such **de minimis** use might include such things as a stop for lunch between two business locations, or a brief stop at a convenience store on the way to or from home from work.
3. Managerial employees who are salaried, have job responsibilities that require work beyond a typical 40 hour week, or who are on call may be allowed personal use beyond **de minimis** use with full Board of County Commissioners approval, with limitations set forth by the Board.
4. All vehicle use which is not in the normal daily business hours of operations will be documented by the employee and kept on file for proof of County use. This is NOT required of vehicles used for 911 emergencies.

5. Before assignment of a vehicle a memorandum of understanding will be signed by the employee, specifying the IRS benefit that will be charged back to that employee based on the current IRS definitions for vehicle use.
6. In addition to these procedures, County employees who are assigned County owned vehicles must comply with all other County policies, and state and federal laws applicable to the utilization of such vehicles.

D. FRINGE BENEFIT STATUS:

Take home vehicle:

Employees who commute in vehicles other than "Qualified Non-Personal Use Vehicles" will be considered to be receiving taxable fringe benefit income subject to federal income and employment (FICA) taxes. Based upon current IRS regulations, the taxable fringe benefit for these employees will be computed based upon \$3.00 per day commuting round trip.

The employee will be required to write in the number of vehicle days that the vehicle is used on their bi-weekly time sheet.

This taxable benefit will be added to the taxable income of affected employees on a bi-weekly basis.

[History: Resolution 2012-05; Resolution 2014-24]

SECTION 1.27. EMPLOYEE GIFTS

- A. "Employee Gift" means any money, tangible personal property, or other benefit provided to a county employee above and beyond the compensation specifically authorized by the Board of County Commissioners for such employee. This shall include prizes or other rewards given pursuant to a raffle, competition, or other contest or game of chance.
- B. No Department shall provide an Employee Gift to a county employee without first obtaining the express consent of the Board of County Commissioners.

SECTION 1.28. COLLECTION AND DISCLOSURE OF SOCIAL SECURITY NUMBERS

- A. For purposes of this section, the following definitions shall apply:

Agency shall mean any department, employee or other entity of county government subject to oversight by the Gilchrist County Board of County Commissioners.

Commercial Activity means the provision of a lawful product or service by a commercial entity. Commercial activity includes verification of the accuracy of personal information received by a commercial entity in the normal course of its business; use for insurance purposes; use in identifying and preventing fraud; use in matching, verifying, or retrieving information; and use in research activities. It does not include the display or bulk sale of social security numbers to the public or the distribution of such numbers to any customer that is not identifiable by the commercial entity.

Commercial Entity means any corporation, partnership, limited partnership, proprietorship, sole proprietorship, firm, enterprise, franchise, or association that performs a commercial activity in this state.

- B. No agency shall collect an individual's social security number unless the purpose of such collection is stated in writing and unless it is:
 - 1. Specifically authorized by law to do so; or
 - 2. Imperative for the performance of that agency's duties and responsibilities as prescribed by law.
- C. Social security numbers collected by an agency may not be used by that agency for any purpose other than the purpose provided in the written statement.
- D. An agency collecting an individual's social security number shall provide that individual with a copy of the written statement required in subsection B.
- E. Each agency shall review whether its collection of social security numbers is in compliance with subsection B. If the agency determines that collection of a social security number is not in compliance with subsection B, the agency shall immediately discontinue the collection of social security numbers for that purpose.
- F. All social security numbers held by an agency shall be treated as confidential and exempt from disclosure under the Florida open records laws.
- G. Notwithstanding subsection F above, and pursuant to the exemption in Section 119.071(5), Florida Statutes, social security numbers may be disclosed to another agency or governmental entity if disclosure is necessary for the receiving agency or entity to perform its duties and responsibilities.
- H. Notwithstanding subsection F above, and pursuant to the exemption in Section 119.071(5), Florida Statutes, an agency may not deny a commercial entity engaged in the performance of a commercial activity access to social security numbers, provided the social security numbers will be used only in the

performance of a commercial activity and provided the commercial entity makes a written request for the social security numbers. The written request must:

1. Be verified as provided in Section 92.525, Florida Statutes;
2. Be legibly signed by an authorized officer, employee, or agent of the commercial entity;
3. Contain the commercial entity's name, business mailing and location addresses, and business telephone number; and
4. Contain a statement of the specific purposes for which it needs the social security numbers and how the social security numbers will be used in the performance of a commercial activity. The aggregate of these requests shall serve as the basis for the agency report required in subparagraph 9.

An agency may request any other information reasonably necessary to verify the identity of a commercial entity requesting the social security numbers and the specific purposes for which the numbers will be used.

- I. As provided by Section 119.071(5), Florida Statutes:
 1. Any person who makes a false representation in order to obtain a social security number, or any person who willfully and knowingly violates this Section, commits a felony of the third degree.
 2. Any public officer who violates this paragraph commits a noncriminal infraction, punishable by a fine not exceeding \$500 per violation.
- J. The County Clerk shall file a report with the Executive Office of the Governor, the President of the Senate, and the Speaker of the House of Representatives by January 31 of each year. The report shall list:
 1. The identity of all commercial entities that have requested social security numbers during the preceding calendar year; and
 2. The specific purpose or purposes stated by each commercial entity regarding its need for social security numbers.
 3. If no disclosure requests were made, that shall be indicated.

ARTICLE 2. FINANCE

SECTION 2.1 STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM

- A. Effective March 17, 2014, the State Housing Initiatives Partnership (SHIP), Local Housing Assistance Program (LHAP) is modified and amended to include the following changes:
1. Adding Suwannee River Economic Council, Inc. as SHIP Administrator.
 2. Increase the purchase price limit to \$160,000.00.
 3. Revise Green Initiative Standards.
 4. Remove necessity for SHIP Loan Committee.
 5. Revising applicant contributions to include home inspections and removing 600 collective Beacon score requirement.
 6. Revising repayment of SHIP lien terms.
 7. Removing moderate income categories from owner occupied rehabilitation.
 8. Increasing Emergency Repairs to \$7,500.00.
 9. Removing low and moderate categories from emergency repairs.
 10. Add owner-occupied rehabilitation to exceptions for contribution requirements.
 11. Include income award levels and cap maximum down payment award level at 50% of purchase price.
- B. The complete Gilchrist County SHIP Local Housing Assistance Plan (LHAP) for fiscal years 2013/2014, 2014/2015, and 2015/2016 is on file with the Suwannee River Economic Council, Inc., as Administrator of the Local Housing Assistance Program, which is responsible for implementation and administration of the program.

[History: Ordinance No. 2002-29; Ordinance No. 2014-03; Resolution 2014-07]

SECTION 2.2 USE OF COUNTY CREDIT CARD

A. Generally.

This policy relates to the use of any and all gasoline, telephone, purchasing and other credit cards issued by Gilchrist County, or its departments herein referred to collectively as “County Cards.” The availability and use of county cards is not intended to replace the county purchase order system and will be closely monitored for purchase order compliance.

B. Acceptable Uses, Limits, and Procedures

1. County cards shall be used solely for official county business, and shall not be used for personal or private purchases.
2. County cards shall be issued only to individuals who have appropriate approved purchasing authority. Authorized use of county cards shall be limited to the person whose name appears on the face of the county card, or who has been issued a county card by the finance department or the county administrator’s office. County cards shall not be loaned to other individuals.
3. Each department or county employee receiving a county card shall be bound by these limits, policies, and procedures. Any and all exceptions to these rules and limits must be approved and documented by the Gilchrist County Commission.
4. Intentional misuse or fraudulent abuse of any county card may result in disciplinary action, up to and including dismissal and or criminal sanctions.
5. In addition, the authorized holder of the county card shall promptly reimburse the county for any unacceptable purchases.

C. Liability for Payment

1. The county is liable for all authorized charges made by its employees using a county card; the county’s finance department is responsible for processing all county card payments according to the terms of the contract with the bank issuing the county card.
2. The county does not accept liability for the following:
 - a. Unauthorized use of the county card.
 - b. Account numbers that are fraudulently used.

- c. Purchases made with stolen or lost cards.

D. Auditing & Documentation

- 1. All employees that receive a county card will be given a copy of this policy and be required to acknowledge receipt of the policy by signing.
- 2. Departments and individuals holding county cards are responsible for maintaining adequate documentation (original receipt) supporting all county card purchases.
- 3. Departments shall process a purchase order request for all purchases made on a county card within 5 days. The purchase order request and all original documentation will be turned in for processing to the Finance Department

E. Security

- 1. Departments and individuals with a county card shall be responsible for safeguarding county cards at all times.
- 2. Departments and individuals shall ensure that county cards are kept in secure locations and that account numbers on the county cards are not posted or left in conspicuous places.
- 3. Employees are responsible for immediately and properly reporting lost or stolen county cards to the county administrator and to the finance department.
- 4. All county cards shall be returned to finance upon request or upon termination of employment.

F. Authorized Users

The following is the list of authorized users of credit cards to be issued pursuant to this policy:

Employee	Limit
County Extension Agent	\$2,000.00
4-H Coordinator	\$2,000.00
County Fire Chief/EMS Director	\$4,000.00

Division Chief Fire/EMS Training Coordinator	\$1,000.00
Three (3) Squad Captains Fire/EMS	\$1,000.00 (Each)
Emergency Management Chief	\$2,000.00
Senior Animal Control Officer	\$2,000.00
Hart Springs Park Manager	\$2,000.00
Maintenance Supervisor	\$2,000.00
Road Superintendent	\$2,000.00
Solid Waste Supervisor	\$2,000.00
County Administrator	\$5,000.00

[History: Resolution 2013-23; Resolution 2014-17; Resolution 2014-22]

SECTION 2.3 RISK MANAGEMENT, COUNTY CONTRACTS FOR SERVICES

- A. When the County enters into a contract or hires an independent contractor by contract, the insurance portion of the contract shall be worded to protect the County from liability to the extent possible. The following two basic components should be a part of every such contract:
1. A hold harmless agreement indemnifying the County for any and all damages, liability, losses or defense costs arising out of the contractor's work and finished product.
 2. A requirement that the contractor shall provide evidence of insurance in the form of a certificate of insurance with the County added as an additional insured. Limits of coverage should be no less than those limits carried by the County, but may be lowered or raised based upon the nature of and risk imposed by the contractor's activity.
- B. The County should include in all contracts, where appropriate, contract language in substantially the following forms:
1. Hold Harmless/Indemnification/Payment on Behalf of County

In consideration of the sum of one hundred dollars (\$100.00) acknowledged to be included in the Contract Price, the [other party] agrees to indemnify, defend, and hold harmless the County from and against, and to pay on behalf of the County, any and all claims, costs,

losses and damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) attributable to personal injury, bodily injury, sickness, disease, or death of any person, or to loss of, damage to, or destructions of tangible property, including loss thereof provided that such claim, cost, loss or damage is caused in whole or in part by act or omission of the [other party], its subsidiaries, affiliates, contractors, subcontractors, or the officers or employees of any of them, regardless of whether or not caused in part by any negligence or omission of a person or entity indemnified hereunder.

The obligations of the [other party] under the preceding paragraph shall not extend to any claim, cost, loss, or damage arising out of any defect in design, specification, drawing, report, survey or change order prepared or furnished to the [other party] by the County or agent of the County, or the failure of the County or agent of the County to give direction or instruction required to be given to the [other party], provided that such defect, erroneous direction or instruction or failure to give direction or instruction is the sole cause of the claim, cost, loss or damage. The obligations of the [other party] shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the [other party] under workers compensation acts, disability benefits acts, or other employee benefit acts.

2. Loss Control and Safety

Precaution shall be exercised at all times by the [other party] for the protection of all persons, including employees and property. The [other party] shall be expected to comply with all laws, regulations or ordinances related to safety and health, shall make special effort to detect hazardous conditions, and shall take prompt action where loss control or safety measure should reasonably be expected.

The County may order work to be stopped if conditions exist that present immediate danger to persons or property. The [other party] acknowledges that such stoppage will not shift responsibility for any damages from the [other party] to the County.

3. Insurance

a. Basic Coverage Required

The [other party] shall procure and maintain the insurance described below, except for coverage's specifically waived by the County, on policies and with insurers acceptable to the County.

These insurance requirements shall not limit the liability of the [other party.] The County does not represent these types of amounts of insurance to be sufficient or adequate to protect the [other party's] interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the [other party's] insurance policies shall be endorsed to name the County as an additional insured.

Except for workers compensation, the [other party] waives its right of recovery against the County to the extent permitted by its insurance policies.

The [other party's] deductibles/self-insured retention shall be disclosed to the County and may be disapproved by the County, and shall be reduced or eliminated at the option of the County. The [other party] is responsible for the amount of any deductible or self-insured retention.

Insurance required of the [other party], or any other insurance of the [other party], shall be considered primary, and insurance of the County shall be considered excess, as may be applicable to claims which arise out of the Hold Harmless, Insurance, Certificates of Insurance, and any Additional Insurance provisions of this agreement.

b. Workers Compensation Coverage

The [other party] shall purchase and maintain workers compensation insurance for all workers compensation obligations by state law and employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease.

The [other party] shall also purchase any other coverage required by law for the benefit of employees.

c. General, Automobile and Excess or Umbrella Liability Coverage

The [other party] shall purchase and maintain coverage on forms no more restrictive than the latest editions of the Commercial or Comprehensive General Liability and Business Auto policies of the Insurance Services Office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employees liability required in the Workers Compensation Coverage section) and the total amount of coverage required.

d. Additional Insurance

[The county should require other specialized forms of insurance as may be necessary given the activities and responsibilities of the other party.]

4. Certificates of Insurance

Required insurance shall be documented on Certificates of Insurance which provide that the County shall be notified at least 30 days in advance of cancellation, non-renewal, or adverse change.

New Certificates of Insurance are to be provided to the County at least 15 days prior to coverage renewals.

If requested by the County, the [other party] shall furnish complete copies of the [other party's] insurance policies, forms and endorsements.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the County, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the [other party's] obligation to fulfill the insurance requirements herein.

5. In accordance with the 1989 State Fair Housing Act (Fla. Statutes S. 760.20), the County and any contractors hired with CDBG funds shall not discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection therewith, because of race, color, national origin, sex, handicap, familial status, age, or religion.

SECTION 2.4 PURCHASE ORDERS

- A. A purchase order is the vendor's authorization to ship supplies, materials, equipment or to perform services specified therein. It constitutes a contract between the County and the vendor, and as such, it is a legal document and may not be changed by anyone other than the County Administrator, Finance Director or duly authorized representative. An approved purchase order must be obtained in advance of obligation of any county funds except in the following cases:

1. Salaries and benefit payments which are included in the annual budget.
2. Workers Compensation payments.
3. Unemployment payments.
4. Travel expenses incurred in the course of official duties for a County employee and any advance payment made by the employee on behalf of the employee's official duties.
5. Minor, non-routine, repair or service of equipment, not to exceed \$500.
6. Postage and postage meter rentals.
7. Newspaper and magazine advertisements.
8. Court orders.
9. Purchase of surplus equipment and services from other local, state or federal agencies.
10. Appraisal services.
11. Airline tickets.
12. Other Agency contributions specifically budgeted annually.
13. Miscellaneous materials and supplies under \$100.00 which must be prepaid.
14. Title searches and title insurance.
15. Subscriptions, renewal, books.
16. Engineering for County-approved projects.
17. Application for permits.
18. Notary public applications.
19. Refunds for overpayment of ambulance fees.
20. Refunds for camping and lodge/pavilion deposits.
21. Refunds for community development fees.

22. Membership dues up to \$500 or dues specifically budgeted annually (i.e.: FAC, NACo, etc).
 23. Instructor fees up to \$1,000.00 per event.
 24. Transportation of bodies to medical examiner.
 25. County Commissioner bonds.
- B. A blanket purchase order is a purchase order which is issued to an approved pre-selected vendor for a specified period of time with a maximum dollar limit. Each department head will be responsible for monitoring their individual blanket purchase orders to insure that purchases are made within the guidelines and dollar limits set forth. Blanket orders are approved for the following goods and/or services:
1. Construction supplies, lumber, hardware items, and small dollar material purchases and services.
 2. Direct Purchases by the County, of supplies, materials and equipment from vendors identified in an awarded subcontractor's bid.
 3. Automotive and heavy equipment parts, supplies and minor repair services.
 4. Utilities.
 5. Building supplies and materials and minor repair parts and services.
 6. Asphaltic concrete inspections, concrete inspections, concrete testing, and soil sampling and testing services.
 7. Building equipment maintenance and minor parts and service.
 8. Copying/printing services and small-dollar photographic supplies with no unit price greater than \$100.00.
 9. Plaques and inscription services, not to exceed \$250.00.
 10. Maintenance on small office machines such as dictating equipment, calculators, recording equipment, electronic staplers, time clocks, and typewriters.
 11. Routine operating and cleaning supplies.

Under no circumstances are capital outlay items (items that cost \$1,000 or more and have life of over 1 year) to be purchased on blanket purchase orders. Exceptions may be made during an emergency situation as provided below.

- C. Prior to requesting a Purchase Order for items or services of \$1,000 to \$10,000 in value, quotes shall be obtained, where feasible, from at least three different suppliers of the item or service.
- D. Purchase orders shall be delivered to the Clerk of Court, Finance Office in the Courthouse or Fax (352) 463-4050. They will be processed as soon as possible, usually within 24 hours.
- E. A copy of purchase order shall be available from the Finance Department after it has been properly signed, entered into the system and has an assigned purchase order number.
- F. All vendor invoices shall be mailed directly to the Clerk of Court, P.O. Box 37, Trenton, Florida 32693-0037. Invoices must be signed by the Department Head certifying that the product and/or service received was what was ordered, is in good condition and should be paid for as ordered. The Clerk is mandated by the State of Florida to pay proper invoices within a designated time. It is the responsibility of every Department Head to assist in this process and to come by the Finance Office at least once a week to make sure all invoices are signed. A check will not be cut without the proper signature on the invoice.

SECTION 2.5 REIMBURSEMENT OF ATTORNEYS FEES AND COSTS

- A. The intent of this policy is to implement Section 111.07, Florida Statutes, which authorizes counties to provide legal representation to any of its officers, employees, or agents for an act or omission arising out of or in the scope of his or her employment or function.
- B. As used in the balance of this policy, the words "successfully defend or prevail" shall apply to individual counts, charges and/or allegations, and shall mean the dismissal, the finding of not guilty, or a verdict in favor of the person covered herein. A failure to successfully defend or prevail against one or more counts, charges or allegations shall not necessarily affect the application of the policy to other counts charges and/or allegations which were successfully defended or against which the officer or employee prevailed.
- C. "Reasonable attorney's fees" shall mean fees earned by an attorney licensed to practice law in the State of Florida, based on the customary per hour rate charged in Gilchrist County, Florida, for similar work performed by attorneys within the County.

- D. The Board of County Commissioners may, pursuant to the procedures set forth herein, reimburse present and former county commissioners and county public officers, and their present and former employees and agents, including appointees of the Board or such officers, for the reasonable attorney's fees and costs that such persons have incurred when they successfully defend or prevail in civil, criminal, and/or ethical investigations and/or actions that arise out of and in connection with their scope of county employment or county function, while acting in their official capacity, and while serving a public purpose. The Board of County Commissioners shall determine if the attorney's fees and costs shall be reimbursed and, if so, in what amount.
- E. Any person who believes that he or she is allowed or entitled to payment for reasonable attorney's fees and costs pursuant to the provisions of this policy shall file within 30 days of conclusion of the matter a written request for fees and costs with the County Attorney. The request shall at the minimum state:
1. The name and current address of the person making the request.
 2. A description of the entity conducting the investigation or proceeding.
 3. The case number or file number of the investigation or proceeding, if known.
 4. A description of each count, charge and/or allegation made or being investigated and the date(s) that the alleged wrongful incidents are alleged to have occurred.
 5. The person's office or position of employment with the county on the dates when the alleged wrongful incidents are alleged to have occurred.
 6. A narration of the reasons why the person believes that the request meets the criteria set forth in this policy and that his or her attorney's fees and costs should be reimbursed by the county.
 7. The name, address, and telephone number of the attorney representing such person against the counts, charges, and/or allegations described in D above.
 8. A description of the fee arrangement or agreement between the person and his or her attorney; the amount of attorney's fees and costs paid to the date of the written request for attorney's fees and costs; and the total balance due, if any, of all attorney's fees and costs that have been incurred in defense against the counts, charges, and/or allegations.
 9. Such other information as the Board of County Commissioners and/or the County Attorney may reasonably require.

- F. Within a reasonable time following receipt of the written request for payment of attorney's fees and costs, the County Attorney shall prepare and present an agenda item for consideration by the Board. The County Attorney shall include a recommendation on the applicability of this policy to the request for payment of attorney's fees and costs. The Board may: (1) request additional relevant information from the applicant; (2) continue the request to a date and time certain; or (3) take action upon the written request and determine if the attorney's fees and costs shall be reimbursed and, if so, in what amount.
- G. Upon receipt of the written request, the County Attorney shall also communicate with the County's insurance providers to determine and advise the Board whether such insurance providers will indemnify the County for any attorney's fees and costs incurred by the applicant in defense against such counts, charges, or allegations.
- H. Notwithstanding anything to the contrary stated or implied herein, this policy does not address or pertain to recall proceedings or to employee discipline or termination proceedings. In the event such recall, discipline or termination proceedings occur concurrently with the issues and/or proceedings covered by this policy, such recall, discipline or termination proceedings shall not affect the application of this policy to the covered proceedings.
- I. This Policy shall become effective upon adoption and shall apply to all pending and future requests for reimbursement of attorneys fees and costs.

SECTION 2.6 CONTRACT APPROVAL

- A. The following types of contract obligations shall, in all cases and regardless of contract amount, be brought before the County Commission for approval prior to execution by any county official:
 - 1. Grant application and acceptance, where the grant recipient would be Gilchrist County or the County Commission.
 - 2. All interlocal agreements to which Gilchrist County or the County Commission would be a party.
- B. The types of contract obligations that may be entered into and executed by county staff, without County Commission approval, include the following types if within the monetary limits of the County's purchasing rules:
 - 1. Credit card receipts.
 - 2. Repair orders.
 - 3. Delivery receipts.

4. Agreements for purchases pursuant to blanket purchase orders.

SECTION 2.7 GUIDELINES AND PROCEDURES FOR HARDSHIP WAIVER FROM PAYMENT OF SPECIAL ASSESSMENTS

- A. The purpose of this Section is to provide the method for obtaining relief from the payment of a special assessment based on financial hardship when such relief is authorized by the applicable special assessment resolution or ordinance.
- B. Under the special assessment resolutions and ordinances, the County Commission is authorized to adopt policies to implement the hardship provisions which may contain additional limitations, such as on the amount of assets the applicant may own, and procedures and deadlines for applying for the waiver.
- C. When a Hardship Waiver is granted pursuant to this Section, the assessment otherwise due from the property owner shall be paid from the Board of County Commissioner's General Revenue Fund.
- D. Subject to the asset limitations below:
 1. A person who, or family which, for the preceding 12 months had an average family income which is below 100% of the federal poverty level is eligible for a Hardship Waiver from the next annual imposition of a special assessment.
 2. Other persons or families whose income exceeds 100% of the federal poverty guidelines adjusted for family size, may also be eligible if the person or family can demonstrate hardship by the diminishment of income to or below the 100% federal guideline, adjusted for family size, for reason beyond their control, such as unusual medical expenses, natural disaster or catastrophe to person or home, or loss of employment.
- E. In addition to the income levels, the following asset limitations shall apply:
 1. Couple: \$3,000
 2. Single Individual: \$2,000
- F. In determining the assets of an individual, the following shall be exempt:
 1. One Motor vehicle.
 2. All equipment, supplies, appliances, or other items needed for the medical maintenance of a household member,.
 3. Equity in owner occupied home.

4. Personal property essential to self-support.
 5. Life insurance if cash surrender value does not exceed \$1,500.
- G. The procedure for applying for Hardship Waiver shall be as follows:
1. A Hardship Waiver shall be granted on an annual basis only. Application for the Waiver must be made annually before March 31st of the current fiscal year.
 2. The Special Assessment Coordinator shall prepare an application form for applying for the Hardship Waiver. The Application shall request sufficient written documentation to determine eligibility for a Waiver.
 3. Application forms for Hardship Waiver may be requested in writing or orally, in person or by telephone, from the Special Assessment Coordinator, at any time during normal business hours. In order to be considered, the Application must be complete and provide all required information.
 4. Application forms for Hardship Waiver should be initiated by the specific property owner affected. A substitute may make the request when the property owner is prevented from doing so by good cause such as age, illness, disability, or illiteracy. Applications may be submitted in person or by U.S. Mail.
 5. Determination of eligibility for Hardship Waiver will be made within 30 calendar days. The applicant will receive a copy of the County's written determination by U.S. Mail.

SECTION 2.8 PROCEDURES FOR DELINQUENT AND UNCOLLECTIBLE EMS ACCOUNTS

- A. The purpose of this Section is to provide the procedures to be followed for handling delinquent and UNCOLLECTIBLE accounts relating to services provided by Gilchrist County Emergency Medical Services (EMS).
- B. Delinquent accounts shall be sent to the collection agency after a minimum of 90 days from the date of the mailing of the first invoice. Prior to sending to the collection agency, the patient shall receive at least 1 invoice, 2 statements, and a final notice. Accounts shall be transferred to the collection agency on a monthly basis as they become eligible pursuant to the foregoing procedure.
- C. At the discretion of EMS, transfer of an account to the collection agency may be delayed if there is an ongoing effort by the patient to pay the delinquent account. All patients shall be advised of the opportunity to set up a payment plan or other

method for satisfying amounts due to EMS.

- D. If it is determined that EMS has an incorrect billing address for a patient, and the correct address is not available, the account may be sent to the collection agency prior to the expiration of the 90-day period, and without completion of the full billing process as set forth in B above.
- E. A quarterly report shall be provided to the County Commission showing transferred account totals and all accounts written off.

SECTION 2.9 INVESTMENT POLICY

A. Scope

- 1. This investment policy applies to all funds held by or for the benefit of the Gilchrist County Board of County Commissioners and the Gilchrist County Clerk's Office, hereinafter collectively referred to as the County.
- 2. These policies were adopted pursuant to Florida Statutes, Section 218.415, and Section 125.01, Florida Statutes. Bond proceeds may be further limited or expanded by their respective bond resolutions or covenants and shall not be considered to be in conflict with this Investment Policy.

B. Investment Objectives

The County shall strive to achieve with each investment opportunity, the following objectives, in order of priority:

SAFETY – The primary objective of the County's investment activities is the protection of investment capital.

LIQUIDITY – The County's investment strategy will provide sufficient liquidity such that cash flow requirements are met through the utilization of marketable securities with structured maturities.

INVESTMENT INCOME – In investing public funds, the County will strive to maximize the return on the portfolio but will minimize investment risk.

C. Investment Performance and Reporting

- 1. A portfolio report shall be provided annually by the Clerk of the Circuit Court and Finance Officer to the Board of County Commissioners. The report shall include a breakdown of the portfolio as well as its overall performance and the current market pricing.
- 2. The Clerk shall be notified immediately upon deviations from currently approved investment policies.

3. If the county portfolio is diversified beyond investments in the State Board of Administration Local Government Surplus Funds Trust Fund, the Florida Local Government Investment Trust, savings accounts in state-certified qualified public depositories, and certificates of deposit in state-certified public depositories, then the Clerk shall provide a quarterly portfolio report to the Board.

D. Prudence and Ethical Standards

1. The “prudent person” standard shall be used in the management of the overall investment portfolio.
2. The Finance Officer, or persons performing the investment function, acting as a “prudent person” in accordance with these written policies and procedures, exercising due diligence and investing in investments authorized by law, shall be relieved of personal responsibility for an individual security’s credit risk or market price changes provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
3. The “prudent person” standard is herewith understood to mean the following: Investment shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived from the investment.
4. Officials responsible for making investment decisions must annually complete eight (8) hours of continuing education in subjects or courses of study relating to investment practices and products.

E. Authorized Investments

The Clerk of Circuit Court may purchase investment securities, at prevailing market rates, at an appropriate amount thereof in:

- The Local Government Surplus Funds Trust Fund, the State Investment Pool administered by the State Board of Administration, also known as S.B.A.
- The Florida Local Government Investment Trust, administered by the Florida Association of Court Clerks and the Florida Association of Counties, also known as F.L.G.I.T.
- Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
- Savings accounts in state-certified qualified public depositories.

- Certificate of deposit in state-certified public depositories.
- Direct obligations of the U.S. Treasury.
- Repurchase Agreements (for purchase and subsequent sale) secured by investments authorized above.
- Government National Mortgage Association.
- Obligations of the Government Sponsored Enterprises (GSE's), including Federal Farm Credit Banks, Federal Home Loan Bank or its district banks and Federal Home Loan Mortgage Corporation, including mortgage-backed securities guaranteed by the Federal Home Loan Mortgage Corporation.
- Obligations of the Federal National Mortgage Association, including Federal National Mortgage Association participation certificates and mortgage pass-through certificates guaranteed by the Federal National Mortgage Association (U.S. "Instrumentalities").
- Interest-bearing obligations with a fixed maturity of any corporation within the United States. Investment in all corporate securities (including asset backed instruments) shall be limited to:
 - a. 20% of the market value (excluding commercial paper) of the total investment portfolio at the time of purchase.
 - b. Those securities rated "AA" or higher by Standard & Poor's and Moody's rating services. Securities rated on the lower tier of the "AA" rating must have a stable outlook to be eligible for purchase.
 - c. No more than 2% (at market value) of the total portfolio in the securities of any single issuer.
 - d. Those investment securities that are not convertible companies doing business with Iran and with the Sudan, will be disqualified as eligible issuers.

F. Maturity and Liquidity Requirements

1. To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements.
2. Investments of current operating funds shall, with the exception of funds placed in the FLGIT, have maturities of no longer than 1 year.

3. Investments of bond reserves, construction funds and other non-operating funds shall have a term appropriate to the need for funds, and in accordance with debt covenants, but shall not exceed 5 years, unless specifically required by the terms of the bond documents.
4. Term to maturity shall be governed by the County's safety and liquidity constraints. As previously stated, maturities will be timed to coincide as closely as possible with known cash needs. A dynamic cash flow model will be utilized to continually monitor the projected cash receipts, matched against pending monthly liabilities. Unless matched to a specific cash flow requirement, the clerk will invest only in securities with either a final maturity or an average life of ten (10) years or less.

G. Portfolio Composition

1. Prudent investing necessitates that the portfolio be diversified as to instruments and dealers.
2. The following maximum limits are guidelines established for diversification by instrument. These guidelines may be revised by the Clerk of Circuit Court for specific circumstances:

State Investment Pool	100%
FLGIT	75%
Money Market Funds	25%
Certificates of Deposits	75%
U.S. Treasury Bills/Notes	75%
Repurchase Agreements	15%

H. Risk and Diversification

1. Assets held shall be diversified to control the risk of loss resulting from the over concentration of assets in a specific maturity, issuer, instrument, dealer, or bank through which these instruments are bought and sold.
2. Diversification strategies within the established guidelines shall be reviewed and revised periodically as necessary by the appropriate management staff.

I. Authorized Investment Institutions and Dealers

1. The County shall only purchase securities from financial institutions, which are located within the State of Florida and are qualified as public depositories by the Treasurer of the State of Florida. Documented lists of the authorized financial institutions and dealers/brokers will be developed and maintained by the Finance Officer and approved by the Clerk of

Circuit Court. The Clerk's Office will maintain a list of Clerk authorized broker/dealers and registered representatives to provide investment services, to be selected by the Clerk with the Board of County Commissioners approval.

2. Repurchase Agreements will be conducted through, and negotiated only with primary securities broker/dealers or Qualified Public Depository financial institutions. A written Master Repurchase Agreement will be negotiated with any institutions with which the County through the Clerk of Circuit Court enters into a specific repurchase agreement.
3. If at any time the Clerk of Circuit Court is appropriately notified of any threat to the integrity of the investment portfolio, proper security measures may be suggested and implemented, and the Clerk of Circuit Court shall have the option to further restrict investment in selected instruments, to conform to the then-present market conditions.

J. Third Party Custodial Agreements

1. Should the County purchase U.S. Treasury Bills/Notes then the Clerk of Circuit Court shall execute a Third-Party Custodial Safekeeping Agreement with a commercial bank, which is chartered by the United States Government or the State of Florida.
2. All such securities purchased and/or collateral obtained by the Clerk of Circuit Court shall be properly designated as an asset of the County and held in safekeeping by the bank and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by an authorized Clerk staff member.
3. The Third-Party Custodial Safekeeping Agreement shall include letters of authority from the Clerk of the Circuit Court, details as to responsibilities of each party, notification of security purchases, sales, delivery, repurchase agreements, wire transfers, safekeeping and transactions costs, and procedures in case of wire failure or unforeseen mishaps including liability of, each party.

K. Bid Requirement

1. Although in most situations the competitive bid process shall be utilized, there is no obligation to secure competitive bids from all financial institutions and dealer/brokers on the approved list. Rather, a decision will be made by the Clerk of the Circuit Court through the Finance Officer as to the institutions that have been the most competitive over the preceding weeks and these will be contacted for a bid.

2. After the Clerk of the Circuit Court, through the Finance Officer, has determined the approximate maturity date based on the cash flow needs and market conditions and has analyzed and selected one or more optimal types of investments, a minimum of 2 qualified banks and/or dealers shall be contacted and asked to provide bids on the securities in question.
3. Bids shall be held in confidence until the highest bid is determined and awarded.
4. Documentation shall be retained for all bids, with the winning bid clearly identified.
5. If for any reason the highest interest rate bid was not selected, then the reasons leading to that decision shall be clearly indicated on the bid forms.
6. If the maturing investment is a certificate of deposit, the present holder of the funds shall be one of the contacts made, subject to the portfolio diversification requirements in this policy.
7. In certain circumstances where a dealer or bank informs the County of a potential purchase or sale that must be completed within minutes of notification, the competitive bidding policy shall be waived. The Clerk of the Circuit Court or Finance Officer shall have final approval on these particular transactions before they have been completed.
8. Competitive bids are not needed for the placement of funds with the State Board of Administration Local Government Investment Trust (FLGIT).
9. Notwithstanding the above, in order to afford financial institutions within Gilchrist County opportunities to enhance the economy of the local area, certificates of deposit may be purchased from a local institution provided that the following additional conditions have been satisfied:
 - a. The institution, or branch office, is located within the boundaries of Gilchrist County.
 - b. The institution has the highest and best bid of all such bidding institutions.
 - c. The institution awarded the bid is subject to the portfolio limitation requirements and may not exceed said limitations.
 - d. Banks included on the approved list must be Qualified Public Depositories, as determined by the State of Florida.

L. Internal Controls

1. The Clerk of the Circuit Court shall exercise and monitor a set of internal controls to be conducted through the Finance Officer, which are designed to protect the County's funds and ensure proper accounting and reporting of the securities transactions.
2. Such internal controls shall consist of the following:
 - a. All securities purchased or sold shall be transferred only under the "delivery versus payment" (D.V.P.) method to ensure that funds or securities are not released until all criteria relating to the specific transaction are met.
 - b. The Clerk of the Circuit Court is authorized to accept, on behalf of and in the name of Gilchrist County, bank trust receipts or confirmations as evidence of actual delivery of the obligation or securities in return for investment of funds.
 - c. Trust receipts or confirmations shall fully describe the various obligations or securities held. The receipt or confirmation shall state that the investment is held in the name of Gilchrist County.
 - d. Written documentation and/or confirmation of telephone transactions and wire transfers shall be maintained.
 - e. There shall be adequate separation of duties with clear delegation of authority among investment personnel.
 - f. Custodial safekeeping shall be properly utilized.
 - g. Operation review and performance evaluations and reporting, interim and annual, shall be performed by the Finance Officer.
 - h. There shall be an avoidance of bearer-form securities.
 - i. There shall be no physical delivery of securities.
 - j. There shall be no collusion.
 - k. Written dealer confirmation and monthly and/or quarterly custodial account statements shall be maintained.
 - l. All daily investment activity shall be coordinated and reviewed by the Finance Director. Investments are under the direct control of the Clerk of the Circuit Court. In the absence of the Finance Officer and

Clerk of the Circuit Court, investment activity shall be approved by the appropriate, designated Finance office staff and approved by the Finance Officer or Clerk of the Circuit Court.

- m. The following positions are designated by the Clerk of the Circuit Court as having the authority to initiate all investment activities:
 - (1) Clerk of the Circuit Court.
 - (2) Finance Officer.
 - (3) All other designees shall be at the discretion of the Clerk of the Circuit Court.
- n. Periodic training and educational opportunities will be provided and made available concerning investments and related subjects for appropriate investment personnel.
- o. Such additional internal controls as established by the Clerk of the Circuit Court.

[History: Resolution No. 2013-38]

SECTION 2.10 REQUESTS FOR BIDS OR PROPOSALS

- A. The Gilchrist County Clerk of Court, or designee, is hereby designated as the Purchasing Agent for the County.
- B. Unless otherwise specifically directed by the County Commission, all requests for bids, requests for proposals, or any other invitation to have firms submit sealed bids or proposals to provide goods or services to the County (hereafter "RFP") shall be issued by the Clerk as Purchasing Agent for the County.
- C. The Clerk shall develop standardized forms to be used for all RFPs which shall be used for all RFPs issued by the County. The forms shall provide that all responses to the RFP and requests for additional information shall be made to the Clerk, and that the Clerk shall be responsible for opening and documenting all bids.
- D. Where a county department, excluding constitutional officers, has received approval from the County Commission to issue an RFP, the department shall provide information to the Clerk sufficient for the Clerk to prepare the RFP. All department heads shall cooperate with the Clerk in the drafting of RFPs.

SECTION 2.11 SOLE-SOURCE PURCHASES

- A. The County's purchasing regulations allow for the exemption of sole source purchases from competitive bidding. Use of this exemption shall be allowed only when it is clearly determined to be impractical to procure the product or service through the usual competitive bidding process. Sole source purchases must be justified and approved by the Board of County Commissioners.

- B. Examples of circumstances when use of the sole-source exemption may be appropriate include the following:
 - 1. A purchase order is made to the original manufacturer or provider, and the part or service is not available through distributors.

 - 2. There is only one area distributor of the original manufacturer.

 - 3. The item or service is proprietary in nature.

 - 4. A part is needed for existing equipment, and there are no other interchangeable parts.

 - 5. There is only one known item that will meet the specialized needs of a department or perform the intended function.

 - 6. A part or piece of equipment is required as part of an ongoing standardization process, approved by the Board of County Commissioners.

ARTICLE 3. ROADS & RIGHT-OF-WAY

SECTION 3.1 STORM DEBRIS REMOVAL FROM PUBLIC RIGHT-OF-WAY.

- A. The Gilchrist County Road Department, and any other County departments or state agencies which are assisting Gilchrist County, shall remove storm debris from public rights-of-way. The primary objective of removing storm debris is to provide emergency access to the citizens of Gilchrist County. The Road Department and cooperating departments and agencies are authorized to remove storm debris from public roads and rights-of-way in as expeditious and efficient a manner as possible.

- B. Where it can be determined that the storm debris fell onto public right-of-way from private property, the debris shall be removed from the public right-of-way, and if necessary cut to manageable lengths. Debris coming from private property onto public right-of-way shall be placed onto the private property from whence it came. If the Road Department or cooperating department or agency cannot determine from whence the debris came, it shall place the debris on public property for removal at public expense. Any debris which has fallen from within the public right-of-way onto the public right-of-way shall be removed, to the extent needed for access, from that public right-of-way at public expense.

- C. Where it can be determined that the storm debris has damaged public property, evidence of that damage and from whence the debris came, shall be documented, if at all possible, prior to the removal of the debris.

SECTION 3.2 ROAD CLOSINGS

- A. Pursuant to Sections 336.09, 336.10, and 336.12, Florida Statutes, the Board of County Commissioners has the authority, on its own motion, or upon the request of any public agency, or upon petition of any person or persons, to vacate or abandon any road within the jurisdiction of the County.

- B. The Board of County Commissioners shall instruct the County Administrator to publish notice of the public hearings in the Gilchrist County Journal as required by state law.

- C. The Board of County Commissioners shall instruct the County Attorney to prepare the resolution for the road closing as required by state law.

- D. At the advertised public hearing before the Board of County Commissioners, the Board of County Commissioners shall make certain findings of fact as to whether or not the public health, safety and welfare of the community will be served by the closing, whether or not access will be denied to any property by the vacation

of the road, and any other pertinent facts which the Board of County Commissioners believes should apply to the proposed vacation of right-of-way.

- E. If the Board of County Commissioners approves the resolution vacating the public right-of-way, the notice of the adoption of the resolution by the Board of County Commissioners the County Clerk shall publish and record the resolution as required by state law.
- F. A citizen wishing to petition for a road closing shall file an application for the road closing. An application for road closings shall be available from the County Administrator. The application for road closing shall include the following:
 - 1. Name of the applicant
 - 2. Name of all owners of parcels of property adjacent to the road to be closed.
 - 3. Joinder of all property owners along the section of road to be closed. The signatures of all property owners shall be notarized.
 - 4. A clear description of the section of road to be closed
 - 5. A statement that the road closing will not hinder ingress/egress to any property now obtaining access from the road.
- G. After the submission of a completed application by the citizen, the County Administrator will review the application for sufficiency. After sufficiency of the application is determined by the County Administrator, the County Administrator will prepare a recommendation to the Board of County Commissioners as to the request for road closing. The County Administrator will also notify and request comment from the local electric utility and local telephone company serving the area to see if there are any objections from those public utilities.

SECTION 3.3 COUNTY ROAD IMPROVEMENT PLAN

- A. The County Commission shall prepare a five-year road improvement plan to guide the commission's expenditure of road improvement funds. The Gilchrist county Road Improvement Plan shall be updated annually. It is not intended that funding necessarily be available to cover the costs of all projects included in the Plan, but rather that the Plan will guide decision making when funding becomes available.
- B. The Gilchrist County Road Improvement Plan shall prioritize road improvement projects that would be desirable to accomplish over the succeeding five years. The prioritization of projects shall be based on consideration of the following:

1. School bus traffic.
 2. Needed access by law enforcement, fire and emergency medical services.
 3. Alleviation of hazardous conditions.
 4. Current and projected traffic levels.
 5. Financial feasibility.
 6. Protection and/or enhancement of prior public investment.
 7. Other enhancement to the public welfare.
- C. For each project listed on the Road Improvement Plan, the following information shall be provided:
1. A description of the segment of roadway to be improved.
 2. The rationale for including the proposed improvement in the Plan.
 3. A description of the general design characteristics of the proposed improvement, including width of roadway, whether the roadway will be paved or not, etc.
 4. Whether additional right-of-way will be required, and if so, a description of what will be needed.
 5. If possible, an estimate of the cost of the improvement, including any necessary right-of-way purchases.
 6. A list of possible funding sources for the proposed improvement.
- D. A draft of the initial Road Improvement Plan shall be prepared by the Road Improvement Committee hereby created to consist of the following:
1. The Chair of the County Commission, or designee.
 2. The County Road Superintendent.
 3. The County Clerk.
 4. The County Administrator.
 5. The County Planner.

6. The County Attorney.
- E. The Road Improvement Committee shall meet annually to prepare a recommended update to the Road Improvement Plan, and shall thereafter promptly present the recommended update to the County Commission. The County Commission shall annually adopt an updated Road Improvement Plan.

SECTION 3.4 SPEED LIMITS ON COUNTY ROADS

- A. Pursuant to Florida Statutes, the speed limit on county roads within business districts and residence districts, as these districts are defined by Florida law, is 30 miles per hour; the speed limit on all other county roads is 55 mph. Pursuant to and consistent with state law, the County hereby adopts the following standard for determining whether a roadway is within a residential and/or business district: If there are 10 or more houses and/or businesses fronting on a 1-mile segment of the roadway, that segment of the roadway shall be deemed to run through a residential and/or business district.
- B. Speed limits on county roads need not be posted except in the following circumstances:
 1. The County Commission has adopted a speed limit different than the statutorily imposed limits set forth in paragraph A above.
 2. The County has determined that due to excessive speeding, requests of citizens, or other reasons, the statutorily imposed speed limits set forth in Paragraph A should be posted.
- C. The decision to post the statutorily imposed speed limit on a segment of county road shall be made as follows: Upon a complaint or request relating to excessive speed on a county road, the County Commission may direct that the Superintendent of Roads conduct an investigation as follows:
 1. Determine the uses along the road segment and apply the statutory definitions to determine if the road is in a business or residence district.
 2. If the road is in a business or residence district:
 - (a) Decide whether, based on public safety or other considerations, to post the 30 mile per hour speed limit imposed by statute;

OR

- (b) Decide that some speed limit other than 30 mph may be the proper speed and recommend to the full County Commission to conduct an investigation to determine what speed is appropriate.
3. If the road is not in a business or residence district:
- (a) Decide whether, based on public safety or other considerations, to post the 55 mile per hour speed limit imposed by the statute;

OR

- (b) Decide that some speed limit other than 55 miles per hour may be the proper speed and recommend to the full County Commission to conduct an investigation to determine what speed is appropriate.

SECTION 3.5 ACCEPTANCE OF PRIVATE ROADWAYS INTO COUNTY SYSTEM

- A. This subsection sets forth standards and conditions for the acceptance of non-county roadways into the county road system.
- B. Conformance to these standards will not guarantee acceptance of a private roadway into the county system. Such acceptance will be contingent on financial feasibility, available manpower, and extent of community benefit as determined by the Gilchrist County Commission.
- C. The Gilchrist County Commission may accept an existing private roadway into the county road system if the following criteria are met:
 - 1. If the roadway is in a platted subdivision, the roadway shall meet the requirements for roadways in new subdivisions as set forth in the Gilchrist County Land Development Code. The Commission may accept a non-conforming roadway into the system if the roadway is to be brought up to county standards by way of the funding mechanism required by 3 below.
 - 2. If the roadway is not in a platted subdivision, the Commission shall determine the design requirements for the roadway based on the use of the roadway, traffic counts, type of traffic, and other relevant considerations. The Commission may accept a non-conforming roadway into the system if the roadway is to be brought up to the prescribed standards by way of the funding mechanism required by 3 below.
 - 3. The costs to the County of the initial road and right-of-way work, and all future maintenance costs, necessary to bring the road up to and then maintained at County standards, shall be covered by the creation of a

Special Assessment District, a Municipal Services Benefit Unit, a Municipal Services Taxing Unit, or combination thereof. An exception to this requirement may be made if the roadway is listed on the County Road Improvement Plan and a source of funding is identified that would adequately cover the costs of upgrading and maintaining the roadway.

SECTION 3.6 EMERGENCY MAINTENANCE OF PRIVATE ROADWAYS

- A. The County Commission may authorize emergency repairs to roadways not within the county road system if the repair is necessary to protect life or property, and the need for the repair is not likely to recur on a regular basis.
- B. The repair must be approved by a 4/5 vote of the County Commission.

SECTION 3.7 TREE TRIMMING ON COUNTY RIGHT OF WAY

- A. Where the Road Department determines that trimming of trees and brush is necessary along or above any county right of way, the trimming shall extend no further horizontally than the right of way line, and no further vertically than 13 feet 6 inches.
- B. The County Commission may authorize trimming beyond these limits on a case-by-case basis.
- C. Where a private party for private purposes, such as the moving of a mobile home, seeks trimming beyond these limits, the private party may obtain authorization from the County Commission to undertake such trimming. The County Commission shall place conditions on the authorization, including, at a minimum, that the private party agrees to hold the County harmless for any personal or property damage resulting from such trimming, and that the private party shall cover all costs of such trimming.

ARTICLE 4. RATES AND CHARGES

SECTION 4.1 HART SPRINGS PARK.

<p>Daily Entry</p>	<p>Child (Up to 5 years): Free Regular: \$4 Senior (60 and over): \$2 Car or boat load: \$12</p> <p>Off-Season: Regular: \$2 Senior (60 and over): \$1 Car or boat load: \$5</p>	<p>Does not include pool use.</p> <p>Car or boat load: Max 6 persons; additional pay regular admission</p>
<p>Annual Entry Pass</p>	<p>Family (5 persons, 1 park): \$75 (additional person(s) can be added for \$20.00 each, with a total of 8 people per pass)</p> <p>Senior (60 and over): \$12</p> <p>Senior (65 and over): Free (With completed application and Proof of Gilchrist County Residency)</p>	<p>Does not include pool use.</p> <p>Does not include pool use.</p> <p>Includes Pool Use.</p> <p>Annual Pass good for one year from date of purchase.</p>
<p>Pool Use</p>	<p>Daily: Regular: \$5 Child (up to 2 years): Free Senior (60 and over): \$2.50</p> <p>Off-Season: Regular: \$2.50 Child (up to 2 years): Free Senior (60 and over): \$1.25</p> <p>Annual: Add \$150 to Annual Entry Pass Amount or \$150/year/person for pool use only. Semi-Annual: (6 month pass): \$100.00 per person for pool use only.</p>	<p>Annual pool pass purchased with annual entry pass allows use of pool by all persons on annual entry pass.</p> <p>For Senior Citizens who are 60 and over; or for medical purposes only; prescription required for waiver of fee.</p>
<p><i>Rules and Procedures Manual</i></p>		<p><i>Version: 11.24.14</i></p>
		<p><i>Page 54</i></p>

RV Camping	Day:	\$ 24	Rates are for 4 people per site. \$4 extra per night per extra person. Includes tent camping at RV site with electric.
	Week:	\$144	
	Month:		
	30 Amp	\$410	
	50 Amp	\$425	
Primitive/ Tent Camping	Day (up to 4 people):	\$20	Maximum stay: 2 weeks
	Additional people (per person):	\$4	
	Week:	\$75	
Group Camping	Per person:	\$2	More than 10 people in tent camping area only
Pool Pavilions	Friday, Saturday and Sunday:		Includes park entry fee for up to 10 guests
	\$50 for up to 4 hours		
	Monday through Thursday:		
	\$10/hour (2 hour minimum)		
	DJ, Band or Karaoke hook-ups:		
	\$25 extra		
Hart Springs: Pavilions	A or B:	\$65	Plus normal entrance fees, except as otherwise specifically provided.
	A and B:	\$95	
	Off-Season:		Off-Season Rates include admission fee to park for all persons attending event.
	A or B:	\$75	
	A and B:	\$125	
	Non-Profit Organizations, weekday, A or B, year-round, half day, includes admission:	\$50	\$20 deposit to be paid on day of use and refunded if pavilion left clean.
	Non-Profit Organizations, weekend, A or B, year-round:		
	Fee includes admission		

Hart Springs: Shelters	Per day: \$25	Plus normal entrance fees.
Hart Springs: Spring House	Per night: \$125	May be increased to \$150/night by Hart Springs Park Manager if seasonal demand warrants.
Storage	Per vehicle/month \$25	RVs, Cars, Trailers, Boats, etc.
Harts Springs Diving Program	<p>Guest divers: \$18 plus regular park admission</p> <p>Annual pass for guest divers: \$150</p> <p>Guides: Regular admission, or annual park pass</p> <p>Guide diving with another Guide: \$18 plus 2 regular park admissions</p>	These rates shall supersede any rates adopted as part of the "Hart Springs Diving Program"
<p>Notes:</p> <ol style="list-style-type: none"> 1. Off-Season is November 1 through March 31. 2. Weekend is Friday, Saturday, Sunday. 3. The air-conditioned pavilions are available at no charge for official functions of the Board of County Commissioners and the Gilchrist County School. At the park manager's discretion, other uses of the pavilions may be allowed free of charge where the proposed function is directly related to the mission of promoting safe and enjoyable use of Gilchrist County's recreational resources. This may include, but is not limited to, the Gilchrist County River Cleanup planning and organizational meetings, the Tri-County Tourism Taskforce, and the Hart Springs Flotilla 7-14 of the US Coast Guard Auxiliary. 4. A person must be 18 years or older to rent park facilities. 		

[History: Resolution 2012-34; Resolution 2013-21; Resolution 2014-25]

SECTION 4.2 BUILDING DEPARTMENT.

The fees to be charged by the Gilchrist County Building Department shall be as follows:

GENERAL	
Stop work Order (working without permit or major code violation)	\$100
Plan copy per sheet	\$1
Permit Reinstatement Fee	½ of permit fee per year up to a maximum of 1 ½ times the permit fee
Re-Inspection	\$65
Minimum Permit Fee	\$95
911 Sign	\$20
PLAN REVIEW	
Residential Plan Review	\$150 per review
Minor Structure Plan Review	\$50 per review
Commercial Plan Review	\$200 per review
FIRE	
Fire Inspection and Review	\$.08 sq ft (\$100 minimum)
Fire Alarm	\$150
Fire Sprinklers	\$1 per head plus fire review fee
Hood Systems	\$150
ROOFING	
Re-Roofing Residential	\$125
Re-Roofing Commercial	\$6 per 100 sq ft
Roof Over	\$.15 sq ft
Residential and Commercial Compliance: Change of Occupancy, Fire Safety Inspection and Report	\$100

MANUFACTURED STRUCTURES	
Mobile Home Pre-Inspection	Local: \$75 Adjacent County or Community: \$100 Other: \$1 per site map mile round trip
Mobile Home, includes sub fees	\$325 Flat
DCA Modular, plus sub fees	\$.10 sq ft plus review (\$250 minimum), plus subcontractor fees
House Move-on, plus sub fees	\$150.00
Mobile Home Compliance Permit includes electric, plumbing, HVAC up to four inspections/Reroof	\$125
Sheds	\$95
RV/Camper	\$150
OTHER	
New Construction, plus review and sub fees	\$.15 sq ft (\$150 minimum)
Remodeling, plus sub and review fees	\$.10 sq ft (\$100 minimum)
Heat/AC/Exhaust/Ventilation	\$95 per system
Plumbing	\$95 per bath group residential = 2-baths commercial = ladies & mens restroom
Pools	\$200
Electric 200 amp	\$95 per 200 Amps
Demolition	\$100
Other required inspections or permits, fuel gas, bulk storage, event tents	\$95

SECTION 4.3 PLANNING AND ZONING

The fees to be charged by the Gilchrist Planning and Zoning Department shall be as follows. For good cause shown, the County Administrator may establish a payment plan over a period of up to one year for the payment of any fee set forth in this section.

STAFF DETERMINATIONS	
Floodplain Determination: Written	\$30
Land Development Code Interpretation: Written	\$125
Lot Split Determination: Written	\$45
Land Use Determination: Written	\$40
PERMITS	
Demolition (Not covered by Building Code)	\$50
Development of Major Impact: Final Site Plan Not Included	\$900
Development of Major Impact: Final Site Plan Included	\$1,500
Home Occupation	\$50
Sign	\$50
Special Use: Final Site Plan Not Included	\$450
Special Use: Final Site Plan Included	\$900
Temporary Use	\$100
SUBDIVISION	
Lot Split	\$50
Minor Subdivision (5 lots or less)	\$1,200
Major Subdivision (more than 5 lots)	\$2,400, plus \$50 per lot
Paving and Drainage Inspection	\$80
Final Site Inspection	\$250
Final Site Re-Inspection	\$150
DEVELOPMENT	
Development of Regional Impact	\$25,000

Florida Quality Development	\$10,000
Future Land Use Map Compliance	\$60
Site Plan Review	\$600
Final Inspection: Site Plan	\$250
Final Re-Inspection: Site Plan	\$150
AMENDMENTS	
Land Development Code: Text Amendment	\$800
Comprehensive Plan: Text Amendment	\$3,000
Future Land Use Map: Small-Scale Amendment	\$1,000
Future Land Use Map: Large-Scale Amendment	\$2,500
Special Mapping Decision	\$300
RELIEF	
Appeal to Planning Commission or County Commission	\$150
Variance	\$425
MISCELLANEOUS	
Compact Disk: Comprehensive Plan, Future Land Use Map, LDC	\$5
Copy: 8 ½ x 14 or smaller, per page	\$0.15
Copy: 11 x 17, per page	\$0.25
Copy: Half-Size Plans	\$2.50
Copy: Full-Size Plans	\$5
Notarization	\$4

[History: Resolution 2012-35]

SECTION 4.4 EMERGENCY MEDICAL SERVICES

The fees to be charged by the Gilchrist County Emergency Medical Services shall be as follows:

DESCRIPTION OF PROGRAM	AMOUNT
<p>Advanced Life Support (ALS) Transport Fee 1:</p> <p>The base ALS transport fee charged to each patient who is transported by any ground or air ambulance and receives any of the listed procedures. This fee is inclusive of, but not limited to, any of the following procedures:</p> <ol style="list-style-type: none"> Cardiac Monitor Vascular access (including catheters, saline locks, administration sets, blood draws, and all fluids) Obstetrical Kits Medications 	<p>Approved Medicare Rate</p>
<p>Advanced Life Support (ALS) Transport Fee 2:</p> <p>The base ALS transport fee charged to each patient who is transported by any ground or air ambulance and receives at least three administrations of medication(s) by IV push/bolus or continuous infusion and/or the provision of at least one of the following ALS procedures. This fee is inclusive of, but not limited to, any of the following procedures:</p> <ol style="list-style-type: none"> Cardio-pulmonary resuscitation Defibrillation/cardioversion Endotracheal/Nasotrachea intubation Central venous line Cardiac pacing Chest decompression Surgical airway Intraosseous line Medications 	<p>Approved Medicare Rate</p>
<p>Basic Life Support (BLS) Transport Fee (Emergency):</p> <p>The base transport fee charged to each patient requiring transport where no ALS procedures are administered.</p>	<p>Approved Medicare Rate</p>
<p>Basic Life Support (BLS) Transport Fee (Non-Emergency):</p>	<p>Approved Medicare Rate</p>

DESCRIPTION OF PROGRAM	AMOUNT
<p>Advanced Life Support/Non-transport:</p> <p>The fee charged to each patient who receives any of the following procedures and is not transported via ground or air ambulance:</p> <ul style="list-style-type: none"> a. Obstetrical Kits b. Medications 	\$150
<p>Basic Life Support/Non-transport:</p> <p>The fee charged to each patient who receives any of the following procedures and is not transported via ground or air ambulance:</p> <ul style="list-style-type: none"> a. Sterile bandaging/dressing b. Splinting/immobilization c. Oxygen Administration d. Irrigation with sterile fluid 	\$100
<p>Non Transport/No ALS or BLS Treatment:</p> <p>The fee that will be charged to each patient to whom an ambulance responds, but does not receive any BLS or ALS treatment.</p>	\$60
<p>Trauma Fee:</p> <p>A supplemental fee to be charged to each trauma patient who requires ALS 1, ALS 2, or BLS intervention, full spinal immobilization that includes cervical immobilization device, pediatric immobilization device, collar, backboard, and/or straps.</p>	\$75
<p>Extrication Fee:</p> <p>A supplemental fee to be charged to each trauma patient who requires mechanical extrication (excluding hand tools).</p>	\$75
Mileage	Approved Medicare or Medicaid Rate

DESCRIPTION OF PROGRAM	AMOUNT
<p>Collection Fee:</p> <p>A supplemental fee assessed to accounts placed with a collection agency. The fee will be the current contracted collection agency percentage fee of the balance due at the time the account is transferred to the collection agency. The collection fee will be removed if the account is removed from placement with the collection agency.</p>	35% of balance due

SECTION 4.5 ROAD DEPARTMENT

The fees to be charged by the Gilchrist County Road Department shall be as follows:

Limerock per load to other governmental entities	\$150
Delivery of asphalt per load (delivery only)	\$200

SECTION 4.6 ANIMAL CONTROL SERVICES

Adoption	\$90	Per animal, for dogs, cats and horses.
Animal Pick Up	\$25	Per trip, if the animal control officer is called to a location to pick up one or more animals.
Impoundment	As set forth in Sec. 14-91, Gilchrist County Code.	

SECTION 4.7 SOLID WASTE DEPARTMENT

The fees to be charged by the Gilchrist County Solid Waste Department shall be as follows:

Bagged Household Garbage	No charge.
Construction and Demolition Materials (Clean)	\$3.00 per 100 pounds \$60 per ton

Construction and Demolition Materials (Mixed)	\$11.25 per 100 pounds \$225 per ton
Tree and Yard Trimmings	\$3 per 100 pounds
Furniture, Appliances, Mattresses, Electronics (Not mixed with household trash)	\$3 per 100 pounds \$60 per ton
Tires	\$6 per 100 pounds
Used Oil	\$.25 per gallon
Auto/Marine Batteries	No charge.
<p>Notes:</p> <ol style="list-style-type: none"> 1. Payments may be made in cash or check. 2. Invoicing may be approved by the County Commission subject to the following: <ol style="list-style-type: none"> a. A cash bond equaling 2 months of dumping fees must be deposited with the Department. b. Invoiced amounts must be paid in full within 30 days of receipt. c. Any user which is in arrears shall be denied access to the County's solid waste drop-off sites. d. Any invoice paid by check that is returned by the bank for any reason shall have the privilege of payment by invoice revoked for a period of not less than 6 months. 3. Any disputes concerning the amount charged shall be noted by the operator at the time of drop-off with a written explanation of the dispute signed by the operator and the person disputing the charges. At the time of the dispute the entire amount in dispute shall be paid by the user and held in escrow until a final decision is made. The Director shall make a decision within 10 days and make a written report to the person disputing the charges as well as to the County Administrator. The decision of the Director may be appealed in writing to the County Commission within 10 days of the date of the written report of the Director. If the County Commission finds in favor of the fee payer, the disputed amount shall be returned immediately. 	

[History: Resolution 2012-10]

SECTION 4.8 AGRICULTURAL COMPLEX

The fees to be charged for use of the Gilchrist County Agricultural Complex shall be as follows:

Arena Rental	General: \$400.00 per day Nonprofit/Governmental: \$200.00 per day Plus Cleaning Deposit: \$100.00 Daytime Rate: (Monday thru Friday Only) \$200.00 per day (See Notes)
Concession Rental	General: \$100.00 per day Nonprofit/Governmental \$50.00 per day Plus Cleaning Deposit: \$50.00
Vendor Space	\$ 25.00 each
Camping	\$ 24.00 per night

Notes: For "Daytime Rate"

1. No events will be allowed under the "Daytime Rate."
2. Arena will be as-is.
3. Arena will be used as available and must be scheduled in advance with the County Administrator's Office.
4. Arena use will be during daylight hours only (no lights).
5. Arena will be for practice and exercise only.
6. Renter must have \$1,000,000.00 liability insurance with a certificate provided in advance naming the Gilchrist County Board of County Commissioners as additional insured.

[History: Resolution 2012-48; Resolution 2014-39]

ARTICLE 5. SPECIAL DEPARTMENT POLICIES

SECTION 5.1 DEPARTMENT OF PUBLIC SAFETY ENTRANCE AND EXIT PROCEDURES.

A. INTRODUCTION.

The Gilchrist County Emergency Operations Center is a secure facility that houses extensive electronics equipment, supplies, and sensitive information. Therefore, building security and monitoring of personnel and visitors entering and exiting the building is of high priority.

B. PURPOSE.

The building security procedure is designed to ensure the safety and security of the personnel and property located within the Gilchrist County Public Safety Building.

C. PROCEDURES.

The following is a list of procedures that will be followed at all times with the Exception of situations that are listed in Section V of this policy.

- 1) All public safety administrative staff will have a key or combination authorization for building access.
- 2) All entry and exit doors will remain locked except for the main lobby door, which will be open Monday through Friday 8 a.m. to 5 p.m..
- 3) All visitors must check in with the administrative assistant in the lobby and sign in on the provided sign-in sheet.
- 4) All visitors must provide proper identification when requested by the administrative assistant.
- 5) When a visitor arrives, the administrative assistant will contact the employee to be seen and that employee will escort the guest while they are in the building. Persons will not be allowed in unless they have a

purpose for being in the building.

- 6) Media personnel must be cleared for entry through the County Administrator's Office.
- 7) The only door that will be allowed for access to the building will be the front door in the main lobby. No other door will be allowed for use as entry into the building by visitors.
- 8) All exterior doors (except the main lobby entrance), shall remain secured at all times. No exterior door shall be propped open.
- 9) If at any time a visitor becomes hostile or argumentative due to their access being restricted, the administrative assistant will immediately contact the nearest department head for assistance. Should the visitor become violent or abusive, the administrative assistant will immediately contact law enforcement by dialing 911.

D. PRE-AUTHORIZED PERSONNEL.

The following is a list of personnel that are pre-authorized to enter the building and are not required to sign in or out of the building and shall be allowed full access to all areas of the building for business and duty related purposes:

- 1) Emergency Management Director;
- 2) Gilchrist County Fire Chief;
- 3) Gilchrist County EMS Chief;
- 4) Approved janitorial staff;
- 5) On duty EMS and Fire Department staff. (This applies only to staff on Squad 1, Med 1, and Med 2. Volunteer firefighters do not apply);
- 6) Gilchrist County Building Inspector;
- 7) On duty Public Safety Administrative Assistants; and
- 8) On duty EMS billing clerk.

E. EXCEPTIONS.

Exceptions to this policy may be made under the following circumstances:

- 1) During a scheduled training course, attendees will be allowed access in and out of the building during their assigned course times only after they have properly signed an approved course roster, and a copy of that roster has been provided to the administrative assistant. The assigned instructor will be responsible for all students and will require a student to leave the building should their behavior become unacceptable. A copy of the sign in sheet will remain on record in the administrative assistant's files.
- 2) Exceptions to the main lobby door for other than normal working hours will be under the direction of the designated administrative personnel.
- 3) Scheduled school tours will only require the teacher or tour guide to sign in, provide a list of the number of students, time and date of entrance and exit, and name of entity they represent. Staff will verify that the same number of students that entered also exited the building by referring to the provided student list.
- 4) In an emergency situation, Law Enforcement, Firefighters, and EMS personnel will be granted access without delay. The appropriate Department head will complete an incident report describing the incident. Any other exception to this policy will be made by the County Administrator or their designee. All approved exceptions to this policy will be clearly communicated to appropriate staff and will be posted in a conspicuous location for all visitors to clearly see.

F. **DEFINITIONS.**

- 1) **VISITOR** – Any person that is not currently assigned to the Gilchrist County Public Safety Building as their primary work location, or any person that is assigned to the Gilchrist County Public Safety Building and is not currently on duty. Public Safety Department Heads are considered “on duty” at all times and are not classified as visitors.
- 2) **EMS/FIRE DEPARTMENT STAFF** – Full time or part time EMS personnel and Fire personnel that are currently on paid duty as Station 1 or Station 5.
- 3) **VOLUNTEER FIREFIGHTER/EMS** – Firefighters or EMS personnel that are not full time or part time paid staff, or are not on paid duty. Volunteer Staff

will not be allowed to access building without proper procedure.

- 4) **ADMINISTRATIVE ASSISTANT** – Full time, paid staff who are assigned as Administrative Assistants to either the Fire Department, EMS Department, or Emergency Management Department.
- 5) **DEPARTMENT HEADS** – Gilchrist County Fire Chief, EMS Chief, or Emergency Management Director.

G. ENFORCEMENT.

- 1) Staff will be given 45 days after the release date of this policy to become completely compliant with this policy. During that time no punitive measures will be taken, instead Department Heads will correct actions of staff and remind them of the policy and the importance of compliance with procedures.
- 2) After 45 days, adherence to this policy will be strictly enforced and Progressive discipline will be utilized to ensure compliance with policy.
- 3) First offense, the employee will be given a verbal warning and counseled with about the importance of following procedure.
- 4) Second offense within 90 days will result in a written warning to the employee and a copy will be forwarded to the County Administrator.
- 5) Third offense within 90 days will be referred to the County Administrator for disposition. Discipline will be determined by the County Administrator and could possibly result in termination.
- 6) Visitors intentionally attempting to circumvent proper entrance and exit procedures could be barred from future access to the building.
- 7) Employees intentionally attempting to circumvent proper entrance and exit procedures will be referred to the County Administrator for discipline up to and including termination.
- 8) Volunteer staff intentionally attempting to circumvent proper entrance

and exit procedures will be referred to the County Administrator for discipline up to and including release as a volunteer for the County.

This policy is effective as of March 18, 2013. The County Administrator or designee has the authority to suspend, alter, or cancel this policy.

[History: Approved by Board of County Commissioners March 18, 2013]

SECTION 5.2 RESERVED.

SECTION 5.3 RESERVED.

SECTION 5.4 RESERVED.

****The remainder of this page have been intentionally left blank.****

ARTICLE 6. DOCUMENTS AND COMMUNICATIONS

SECTION 6.1 PUBLIC RECORDS; INSPECTION; DUPLICATION.

- A. Pursuant to Chapter 119, F.S., all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business by the County, are public records. A public record (including information stored in computers) is open to public inspection and duplication, unless exempted by law.
- B. If the purpose of a document prepared in connection with the official business of the County is to perpetuate, communicate or formalize knowledge, then it is a public record regardless of whether it is in final form, or the ultimate product of the County.
- C. 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. Except as provided by E below, or as specifically provided by state law, there shall be no charge for inspection of public records.
- D. The custodian shall furnish a copy or a certified copy of the record upon payment of the required fee. Unless otherwise prescribed by state law, the following fees shall be charged:
1. 15 cents per one-sided copy of documents of not more than 14 inches by 8 ½ inches, with an additional charge of 5 cents for each two-sided duplicated copy.
 2. \$1 per copy for a certified copy of a public record.
 3. For all other copies, the charge shall be the actual cost of duplication of the record. The phrase "actual cost of duplication" means the cost of the material and supplies used to duplicate the record, but it does not include the labor cost or overhead cost associated with such duplication. However, the charge for copies of county maps or aerial photographs supplied by county constitutional officers may also include a reasonable charge for the labor and overhead associated with their duplication.
- E. If the nature or volume of public records requested to be inspected, examined, or copied pursuant to this policy is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by county personnel, the county may charge, in addition to the actual cost of duplication, a

special service charge that is reasonable and based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the county or attributable to the county for the clerical and supervisory assistance required, or both. "Information technology resources" means data processing hardware and software and services, communications, supplies, personnel, facility resources, maintenance, and training.

- F. A person who has custody of a public record and who asserts that an exemption provided in state law applies to a particular public record or part of such record shall delete or excise from the record only that portion of the record with respect to which an exemption has been asserted and validly applies, and such person shall produce the remainder of such record for inspection and examination.
- G. If the custodian of a public record contends that the record or part of it is exempt from inspection and examination, the custodian shall state the basis of the exemption, including the statutory citation to an exemption created or afforded by statute. If requested by the person seeking to inspect or copy the record, the custodian shall state in writing and with particularity the reasons for the conclusion that the record is exempt.

SECTION 6.2 COMMISSION MAIL; CIRCULATION; DUPLICATION.

- A. All mail addressed to the Chair and the Commissioners which is received pursuant to law or in connection with the transaction of official County business, is a public record (Chapter 119, F.S.).
- B. Received mail or other communications shall be handled as follows:
 - 1. Each Commissioner will receive the original of items addressed to her/him. Mail with the words similar to "Personal", "Confidential" or "For the Addressee Only", shall be delivered unopened to the addressee.
 - 2. Publications and lengthy agenda materials for other boards on which Commissioners serve will not be copied; only the agenda will be circulated. Items of considerable length (such as petitions) will not be copied. Instead, a memorandum will be distributed which announces the availability and location of the item in the office.
 - 3. The Chair and Commissioners who receive individually-addressed mail will be responsible for replying or requesting that the item be placed on the agenda for formal Commission consideration. The Clerk to the Commission shall be responsible for ensuring that mail addressed to the Presiding Officer or the Commission is properly answered or placed on an agenda.

4. The County Administrator may answer individual complaint mail.

SECTION 6.3 ELECTRONIC COMMUNICATIONS

A. Generally.

1. This policy applies to all employees of Gilchrist County serving under the Gilchrist County Commission.
2. This policy applies to all use of county electronic equipment. In addition, the policy shall apply when a county employee is conducting county business on personal or other non-county equipment.
3. The purposes of this policy are to:
 - a. Prevent employees serving under the Gilchrist County Commission from engaging in unlawful or inappropriate conduct by email and other electronic communications.
 - b. Establish allowable uses and privacy expectations by county employees when using county electronic equipment.
 - c. To ensure compliance with the state open records laws.
4. Violation of any the policies herein may result in disciplinary action, up to and including dismissal.
5. Every current and future employee, or other person using County Electronic Equipment, shall sign the following declaration:

I have read and agree to comply with each of the rules set forth in this policy and understand that any failure to comply with the policy may be grounds for disciplinary action, up to and including dismissal.

Signature: _____

Printed Name: _____

Date: _____

B. Definitions

1. "Electronic Communications" is defined to include email, text messages, instant messages, and voice mail messages.

2. "County Electronic Equipment" is defined to include all computers, laptops, cell phones and PDAs that are issued or paid for by the county for use within county offices or vehicles, and includes all such equipment that employees are allowed to take home.

C. Private Use

1. It is permissible to use County Electronic Equipment for incidental personal purposes. This does not include uses requiring substantial expenditures of work time, uses for profit, or uses that would otherwise violate these policies or county policy regarding employee time commitments. Cell phone usage that occurs during hours when the employee is not working for the county will not be counted for purposes of determining whether the employee's usage violates this policy, provided that the County is reimbursed for all private use as set forth in paragraph 5 below.
2. Employees have no expectation of privacy when using County Electronic Equipment, even when the equipment is used for incidental personal purposes.
3. Management has the right to access all electronic communications created, received or stored on County Electronic Equipment without prior notification to the employee.
4. Employees may not create their own password-protected email account on County Electronic Equipment.
5. Employees shall compensate the County for all private use of cell phones, regardless of whether such usage creates additional costs for the county.
6. The following procedures shall be followed for the collection of charges for private cell phone use:
 - a. The County Administrator's Office will make copies of all monthly cell phone bills and provide them to each employee who has a County cell phone.
 - b. Each person assigned a County cell phone will review the monthly bill and highlight all private/personal calls received or made during that period.
 - c. The total number of minutes will be totaled and multiplied at .10 cents per minute for in plan minutes and .45 cents per minute for

ALL MINUTES if the plan has been exceeded. If the total is less than \$1.00, no reimbursement to the County is required.

- d. The employee will submit both the reimbursement and a copy of the monthly bill with personal calls identified, to the County Administrator's Office.
- e. When all monthly reimbursement payments and corresponding bills are received by the County Administrator's Office, they will be forwarded to the Finance Department to be reviewed and monies deposited into the appropriate accounts.
- f. If upon review of the monthly bill there appears to be a discrepancy in the reimbursement, the Clerk of Courts Office will verify calls, to determine if they were private calls or business related.
- g. If a discrepancy is found, it will be forwarded to the County Administrator's Office to be handled with the appropriate Department Head.

D. Use Restrictions.

- 1. Employees shall be aware that **both the sender and the County can be held liable** if:
 - a. A message is sent or forwarded that contains any libelous, defamatory, offensive, racist or obscene material.
 - b. A message is sent or forwarded that contains confidential information.
 - c. A message is knowingly sent or forwarded containing a virus.
- 2. Any received message that contains material that is fraudulent, harassing, sexually explicit, profane, obscene, defamatory, or otherwise unlawful, including offensive material concerning race, sex, color, national origin, religion, age, disability, or characteristic protected by law, regardless of intent, shall be reported to the County Administrator. Such material shall never be forwarded, except by direction of the County Administrator.
- 3. County employees are prohibited from using County Electronic Equipment:
 - a. To send any message that contains material that is fraudulent, harassing, sexually explicit, profane, obscene, defamatory, or

otherwise unlawful, including offensive material concerning race, sex, color, national origin, religion, age, disability, or other characteristic protected by law, regardless of intent.

- b. To save or solicit sexually-oriented materials.
- c. To send chain letters, gamble, or engage in any activity in violation of local, state or federal law.
- d. To send unsolicited commercial or advertising material.
- e. To forge or attempt to forge an email message, or disguise or attempt to disguise identity, or use another person's account when sending a message.
- f. To access or download copyrighted material in an unlawful manner.
- g. To introduce any form of computer virus into the system.

E. Confidential Information

1. County employees shall not send confidential information by means of Electronic Communications. If in doubt, employees shall check with their supervisor before sending information.
2. If an employee receives confidential information by way of Electronic Communications, the employee shall notify the sender that county policies forbid this type of information to be sent or received on County Electronic Equipment.
3. Employees shall be aware that Florida has a broad public records law, and that all correspondence by Electronic Communications may be subject to disclosure.
4. All outgoing emails shall include the following notifications:
 - Under Florida law, email addresses are public records. 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.
 - The information contained in this email is privileged and confidential information intended only for the entity to which it is addressed. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution, copying, or taking action in reliance

upon this email is strictly prohibited. If you have received this email in error, please immediately notify the sender and delete this email entirely.

F . Security.

1. Employees shall take great care in opening or saving attachments received by email. Viruses can travel through attachments and shut down a network.
2. Before opening or storing an email attachment, an employee shall positively identify the sender and shall ensure that virus protection software is activated.
3. Employees shall be aware that emails can be forwarded, and the content of the message altered, without the sender's knowledge. It is important to send all email messages to the county email archive to create a record of the message as it was originally sent.
4. Access to the county's email system is a privilege of employment only. Upon termination of employment, the use of the system shall cease.

G. Archiving

1. The intent of this policy is to ensure that Gilchrist County is in compliance with Chapter 119, Florida Statutes, with regard to the maintenance of emails that qualify as public records.
2. An email is a public record and covered by this policy if it is made or received pursuant to law or ordinance or in connection with the transaction of official business by any county employee or county agency.
3. All emails that qualify as a public record and that are made by a county employee or county agency shall include in the subject line a description of the email's contents sufficient to allow the efficient location of emails relating to the subject.
4. All emails that qualify as a public record and that are made by a county employee or county agency shall be copied to the following address for archiving: archive@gilchrist.fl.us.
5. All emails that qualify as a public record and that are received by a county employee or county agency shall be forwarded to the following address for archiving: archive@gilchrist.fl.us.

6. Emails shall be maintained in the archive for the length of time as required by the records management rules of the Florida Department of State.
7. The email archive shall be searchable so that citizens may request of the county clerk that e-mails on specific subjects, or by and/or to certain individuals, may be retrieved and provided as requested.

SECTION 6.4 COMMUNICATION WITH THE PRESS

A. General Policy

Gilchrist County shall maintain a policy of openness and transparency with regard to relations with the press. However, in order to ensure that accurate and consistent information is provided to the public, the following rules shall be adhered to by County officials and employees.

B. Press Releases

Press releases may be prepared by any county employee, but must be approved by both the employee's Department Director and by the County Administrator. Press releases prepared by Department Directors shall be approved by the County Administrator.

C. Press Requests for Interviews

1. County employees shall refer interview requests to the employee's Department Director or to the County Administrator.
2. Department Directors may respond to interview requests if clearly within the purview of the Director's responsibilities, or may refer the request to the County Administrator. If a Department Director conducts an interview, the Director shall promptly provide to the County Administrator a summary of the interview, including the time and date of the interview, the name of the reporter, and what news organization the reporter represents.
3. The County Administrator may respond to interview requests, or may refer reporter to any county employee or Department Director who has specialized knowledge or particular information desired by the reporter. If an interview is conducted by an employee or Department Director, the employee or Director shall promptly provide to the County Administrator a summary of the interview, including the time and date of the interview, the name of the reporter, and what news organization the reporter represents.
4. In order to promote openness and transparency in government, County Commissioners are encouraged to freely respond to press requests for

interviews relating to policy issues facing the County. A County Commissioner should, however, refer requests to the County Administrator if the subject of the interview deals with administrative matters which the County Administrator is best able to address. Commissioners should also keep in mind that discussion of upcoming quasi-judicial hearings, and the issues to be addressed in such hearings, should be avoided.

D. Advanced Press Directives

The County Commission or County Administrator may direct that all requests for interviews on a particular subject shall be handled by the County Administrator or Chair of the County Commission.

E. Emergencies

These rules are subject to the special rules that apply during a declaration of emergency by the County.

ARTICLE 7. PERSONNEL

SECTION 7.1 GENERAL PROVISIONS

A. Purpose

The purpose of these policies is to ensure:

1. That fair and equitable treatment of all employees will be maintained in all areas of personnel matters.
2. That administration of the personnel system will be conducted with integrity and concern for the individual employee.
3. That the public will best be served by having a personnel system which recognizes an individual's worth and applies objective and uniform policies and procedures.
4. That appointments, promotions and other actions be based solely on the ability of the individual concerned to meet the demands of the positions to be filled.
5. That tenure of employees covered by these procedures shall be subject to their good behavior, satisfactory performance of work as indicated by evaluation reports, necessity for the performance of work and the availability of funds.

B. Personnel Administrator

The Personnel Administrator shall be the County Administrator.

C. Employee Handbook

1. The County Commission shall have prepared, and adopt by resolution, an Employee Handbook that sets forth and explains the policies in this Article.
2. Such handbook shall be provided to all new and existing employees, and each such employee shall acknowledge by his or her signature the receipt, review, and understanding of the Handbook.

D. Veterans Preference

1. The provisions of Sections 295.080 and 295.085, Florida Statutes, provide veterans with preference in various employment activities.

2. Pursuant to this state law, the County shall follow procedures summarized below:
 - a. Re-employment - Allow a veteran to return to the position held, or a similar one, within a year of the veteran's normal separation date.
 - b. Hiring Preference - As specified in Section 295.07, Florida Statutes.
 - c. Report on Non-Selection - If a complaint is filed due to a non-veteran being hired over a qualified veteran, the complainant shall file a written request as provided in Section 295.11, Florida Statutes.

E. Preference Afforded to Residents

When filling vacancies, the County shall afford preference to qualified applicants who are Gilchrist County residents. The purpose of this preference is to help ensure that county employees are in touch with the needs of the citizens of Gilchrist County, and to reduce transportation-related problems for staff.

F. Equal Employment Opportunity

1. Gilchrist County shall employ and retain employees based on their qualifications and without regard to the employee's race, color, religion, sex, national origin, age, marital status, or disability.
2. The County shall not tolerate harassment or intimidation of its employees in any form including sexual harassment. Any employee who feels that he or she has been subjected to any type of harassment in violation of this policy shall report the violation to his or her immediate supervisor. If the employee feels that he or she has been subjected to harassment by his or her immediate supervisor, the employee shall report the violation to the County Administrator, or if the County Administrator is the immediate supervisor, then to the Board of County Commissioners. The employee shall provide a written report of the alleged violation to the Personnel Administrator.
3. All levels of management are responsible for implementing, ensuring employees are aware of, and enforcing this Equal Employment Opportunity policy. All employees are likewise expected to share in our commitment to this program by reporting any suspected violations directly to any member of the Board of County Commissioners, the County Administrator, or the immediate supervisor of the employee, with a written report to the Personnel Administrator.
4. Gilchrist County shall protect all applicants and employees of the County and the applicants and employees of its contractors from discrimination

on the basis of race, color, religion, sex, national origin, disability, age and genetics.

G. Anti-Nepotism

Section 112.3135, Florida Statutes, restricts the employment of relatives of "public officials" which is defined as including any employee with authority to appoint, employ, promote, or advance individuals, or with authority to make recommendations for the appointment, employment, etc. The Statute definition of "relative" includes the immediate family as well as more remote kin. Compliance with this statute is mandatory.

H. Open Door Policy and Team Approach

1. The County shall maintain an open door policy under which all employees have the right to deal directly with their supervisors with respect to all working conditions.
2. The County is opposed to an outside third party interfering in our working relationship with our employees. When management and employees work toward common goals, such outside interference is unnecessary.
3. The County recognizes and accepts its obligation to provide employees with good working conditions, good wages and benefits, fair treatment and the personal respect which each employee deserves.
4. Employees are directed to deal directly with their supervisor, except as otherwise provided in these policies.

I. Policy Regarding Unions

1. The Board of County Commissioners of Gilchrist County, Florida, operates its county government through a district and county-wide system of organization. The County has always maintained an open-door policy between its employees and their direct supervisors and department heads, from the very bottom all the way up to the top. Staff may use this system without fear of retaliation or reprimand.
2. The Board of County Commissioners believes that imposition of an outside organization between the employees and the employer would be detrimental to the overall county operations, and that both the employees and the employer would lose. At present, any employee can directly discuss any aspect of the terms, hours, conditions, or wages regarding their employment, without the necessity of going through an intermediary.

The imposition of a union could restrict this right and privilege. The collective bargaining process can be time-consuming, expensive and ineffective.

3. It is not necessary for our employees to pay dues to a union in order to receive fair treatment and competitive wages and benefits.
4. It is therefore the policy of this county that it opposes unionization of county employees and encourages all personnel to work with us in providing a more efficient county operation serving all of our citizens.

J. Office Hours

All County offices shall be open to the public at least eight hours per day, Monday through Friday. Each Department Head should maintain an office open to the public from 8:00 a.m. until 5:00 p.m., unless otherwise authorized by the Board of County Commissioners.

K. Work Week

1. The standard work week for employees shall be 8 hours per day, 40 hours per week, Monday through Friday.
2. Lunch and other break periods are scheduled in a manner to best meet the needs of the department. The exact time an employee takes lunch and other breaks shall be determined by the employee's supervisor. Lunch time may not be accumulated for use at a later time.
3. An employee shall not necessarily be entitled to work 8 hours a day or 40 hours a week.
4. The County may approve a work schedule for certain positions or classes which differs from that considered standard. Upon approval, such a schedule shall become the standard for those employees affected.

L. Classification of Employees and Entitlement to Benefits

1. Regular, Full-Time: The employee is assigned to an established position that is regularly scheduled for an average of more than 30 hours per week. Such employees shall be entitled to full benefits provided by the County.
2. Regular, Part-Time: The employee is assigned to an established position that is regularly scheduled for more than 20 but less than 30 hours per week. New regular, part-time employees shall be entitled to 50% of health benefits provided by the County if hire date is after October 1, 2011.
3. Temporary: The employee is assigned to a position that is not intended to exceed 6 months in duration. New temporary employees shall not be

entitled to any benefits provided by the County.

4. Casual: An employee who is assigned to a position that requires the employee to be on-call, or otherwise work irregular hours. New casual employees shall not be entitled to any benefits provided by the County.
5. Volunteer: A person who volunteers his or her time to the County, and works under County supervision. Such persons shall not be entitled to any benefits provided by the County.

M. Dispute Resolution

1. An employee with a job-related problem should first discuss the problem with his or her supervisor.
2. If the employee feels that the supervisor has not provided an adequate response, the employee may then discuss the matter with the County Administrator.
3. If the employee feels that the County Administrator has not provided an adequate response, the employee may then put the problem in writing and submit it to the Board of County Commissioners. The employee shall submit such written request for review by the County Commission within 10 working days of the decision by the County Administrator.
4. After the Board of County Commissioners has a chance to investigate the matter and discuss it with the supervisor, a decision will be reached at a public meeting and such decision shall be final action by the County.
5. The County encourages employees to use this procedure for any work-related problem or interpretation of these personnel policies. The County shall take no adverse action against an employee for use of this procedure.
6. An employee who has been terminated by a supervisor other than the County Administrator may request that the matter be reviewed by the County Administrator. Such request shall be provided to the County Administrator within 5 working days of termination, and the County Administrator shall provide a written response to the employee within 5 working days of receiving the request. If the County Administrator does not take action satisfactory to the employee, or it was the County Administrator who terminated the employee, the employee may request that the County Commission review the matter. The employee shall file a request for review by the County Commission with the clerk of the Commission within 10 working days of receipt of the County Administrator's response, or termination by the County Administrator, as the case may be. The matter shall be placed on the next available

agenda of the County Commission, and the terminated employee shall have the right to appear before the Commission.

[History: Resolution 2014-40]

SECTION 7.2 PRECONDITIONS OF EMPLOYMENT

A. Loyalty Oath

1. In accordance with Florida law, each County employee shall take the following oath before a notary public:

As a citizen of the State of Florida and of the United States of America or a legal alien, being employed by or as an officer of the Gilchrist County Board of County Commissioners and a recipient of public funds as such, I do solemnly swear and affirm that I will support the Constitution of the United States and of the State of Florida.

2. A copy of this oath must be signed by each employee and filed in the records of the County before the Board can approve any voucher for the payment of salary, expenses, or other compensation to the employee.
3. Any person who fails to execute this oath shall be immediately discharged and shall not be permitted to receive any payment as an employee of the County. Any person subsequently found to have made a false statement in the above oath may be guilty of the crime of perjury under Florida law.

B. Physical Examination

1. All applicants who are selected for employment may be required to satisfactorily pass a physical examination before beginning work, including a urinalysis or blood test for illegal drugs or alcohol.
2. The cost of this examination shall be paid by the County.
3. The employee may be asked for other physical examinations after employment if he or she has been sick or injured, with the physical examination to be conducted by a medical service provider approved by the County.

C. Probationary Period

1. All employees shall serve a probationary period of 90 days following the date of their employment.

2. The purpose of the probationary period is to evaluate the employee's work quality, attendance, and other performance factors, and to determine how well the employee fits in with the organization. It also gives the employee an opportunity to look at the County and decide whether the employee likes the new job and surroundings.
3. Department Supervisors have the authority to extend an employee's probationary period from an additional 30 to 90 days. Requests for extensions may be made for any just reason, and should be made in writing by the Department Supervisor to the County Administrator. The extension shall take effect upon written approval by the County Administrator.
4. Satisfactory completion of the probationary period shall not be construed to mean that the employee has been given a property interest in his or her employment with the County.
5. Employees shall accrue annual leave and sick leave credits during the probationary period, but such leave may not be used during the probationary period.
6. During the probationary period, more experienced employees shall share their knowledge and help the new employee adjust to his or her duties and various procedures at Gilchrist County.

SECTION 7.3 PAY AND ADVANCEMENT

A. Wage and Hour Procedures

1. The minimum wage and overtime provisions of the Fair Labor Standards Act apply only to nonexempt personnel. All employees shall be notified as to whether or not they are exempt. The following definitions shall apply:
 - a. Exempt Personnel: Those employees determined to be exempt, including administrative, executive, and professional positions as defined under the Fair Labor Standards Act, and therefore not covered by the overtime compensation provisions of the Act.
 - b. Non-Exempt Personnel: Staff covered by the overtime compensation provisions of the Fair Labor Standards Act.
2. The following rules apply to non-exempt personnel:
 - a. Employees shall not work overtime (over 40 hours) in any work week without the express approval of the employee's supervisor. If an employee does work overtime, the employee will be paid 1 ½ times the employee's regular hourly rate.

- b. Employees shall be responsible for accurately maintaining his or her time records. Employees shall either punch a time card or fill out time sheets, on a daily basis, indicating the time work begins, lunch break, and end of work. If any employee needs to leave his or her work area during working hours for any reason not pertaining to County business, he or she shall punch the time card or write in on the time sheet upon leaving and returning. Employees shall not report to work until the employee is required to begin work. No employee shall punch a time card or fill out a time sheet more than 15 minutes prior to the time when the employee is required to begin work. No employee may punch another employee's time card or ask another employee to punch his or her time card. No work by an employee may be performed on behalf of the County unless such employee is clocked in.
- c. Employees shall not take work to be completed at home unless authorized. All work performed by an employee for the County should be performed during regularly scheduled or authorized work hours.
- d. Employees shall be encouraged to leave the employee's work area during the employee's entire lunch break. Employees shall not perform any unauthorized work for the County during the employee's lunch break.
- e. If an employee is asked to attend a training or educational seminar, and the seminar is conducted during the employee's normal work week, the employee shall be paid for the time traveling to and from the location of the seminar.
- f. Weekend work and night work is strictly prohibited unless authorized by an employee's supervisor.
- g. If an employee is asked to work overtime, the Appointing Authority may offer the employee compensatory time which the employee may accept in lieu of overtime payment. Compensatory time shall be determined at one and one-half times the hours that are actually worked overtime. The maximum number of hours of comp time that any employee may accrue shall be 160.
- h. During a declared state of emergency, exempt employees shall be compensated at the rate of 1½ times that of the straight hourly rate.

B. Pay Increases

All County employees shall be evaluated periodically and pay increases will be awarded based on employee performance, as well as the County's ability to grant

such increases. All employees shall be free to contact his or her supervisor at any time to discuss work performance.

C. Cost of Living Increases

1. Regular employees of Gilchrist County shall receive the cost of living increase effective the date specified as the effective date of the increase by the Board of County Commissioners.
2. Any cost of living increase shall apply to probationary employees only after the probationary employee has successfully completed his or her probationary period and is made a regular employee of Gilchrist County.
3. An employee changing from a probationary employee to a regular employee shall receive the cost of living increase on the effective date of his or her change in status and shall not receive the cost of living increase retroactively to the date of employment.

D. Longevity Pay Bonuses

1. Longevity Pay Bonuses shall be as follows:

Continuous Years of Service	Amount
5	\$500.00
10	\$2,500
15	\$3,500
20	\$5,000
25	5% pay increase

2. The above policy is strictly based on anniversary date.
3. Any employment by Gilchrist County may be counted towards years of service for purposes of longevity pay, provided that such service is continuous.

E. Overtime/Compensatory Time

1. Overtime shall be considered a potential part of every job. Refusal by an employee to work overtime without valid reason may be cause for disciplinary action.
2. Compensatory time off will be scheduled jointly by the employee and supervisor to alleviate adverse effects on the operations of the activity.
3. Accrued compensatory time may be paid out at Christmas, calendar year end, or fiscal year end with Supervisor and County Administrator approval, providing that funds are available.

F. "Rainy Day" Rules

- a. When an employee reports to work but is sent home due to inclement weather or other unforeseen circumstance, the employee shall be paid for the time actually spent at work, or for 1 hour, whichever is greater.
- b. If due to being sent home because of inclement weather or other unforeseen circumstance the employee would receive less than the employee's normal bi-weekly paid hours, the employee may use annual leave to make up the difference so that the employee receives a bi-weekly pay check in the usual amount.
- c. Nothing in this section shall constitute the basis for an employee refusing a supervisor's order that the employee report to work to make up for the day lost due to the employee having been sent home.

G. Advancement

1. When in the best interest of the County and in keeping with the County's professional standards, an effort shall be made to move employees to higher level positions as these openings occur.
2. The County shall promote employees based on merit and qualifications, including whether the employee has taken additional courses or training to increase his or her present knowledge or learn a new skill.

- H. Beginning on January 1, 2012, all new employees shall be required to participate in direct deposit of pay checks. Existing employees shall have the option to participate, or not, in direct deposit of pay checks.

[History: Resolution 2012-03]

SECTION 7.4 OTHER EMPLOYEE BENEFITS

A. Retirement Plan

1. County employees are members of the Florida Retirement System and the County contributes a percentage of each employee's salary to the plan.
2. Booklets explaining the program shall be provided to employees upon employment.
3. Retired or severed County employees may choose to discontinue to participate in the group medical insurance programs provided by COBRA (federal policy) and the Florida Retirement System, as applicable.

B. Life Insurance

1. Basic Life Insurance (Policy as of December 2, 2013)

It is a policy of the Board that any employee with a hire date of December 2, 2013 or before with 10 years of consecutive service with Gilchrist County and having attained 62 years of age, or any employee having 30 or more years of service with Gilchrist County at any age, may continue their basic life insurance coverage, with the Board being responsible for the benefit.

2. Basic Life Insurance (Policy after December 2, 2013)

It is a policy of the Board that any employee retiring with 10 years of consecutive service with Gilchrist County and having attained 64 years of age, or any employee having 30 or more years of service with Gilchrist County at any age, may continue their basic life insurance coverage, with the Board paying the premium on behalf of the retiree, for 12 months from date of retirement.

C. Health Insurance

1. The County shall determine its contribution, if any, toward employee life and major medical insurance on an annual basis. Employees who refuse to participate in the County's group health insurance program are required to sign a waiver of coverage. There is no compensation offered to employees in lieu of health insurance coverage.
2. It is a policy of the Board that any employee retiring with 10 years of consecutive service with Gilchrist County and having attained 64 years of age, or any employee having 30 or more years of service with Gilchrist County at any age, may continue their health insurance coverage, with the

Board paying the premium on behalf of the retiree, for 12 months from date of retirement.

3. If an employee qualifies for the 12-month health insurance benefit described in paragraph 2 above, but is eligible for Medicare at the time of retirement, or becomes eligible within the 12-month insurance benefit period, the retired employee shall be required to convert his or her insurance coverage to Medicare with a Medicare Supplement upon the date of eligibility. The County shall pay the cost of the employee's supplemental insurance up to a maximum of \$250, for the 12-month insurance benefit period described in paragraph 2 above, or such portion of the period that remains after the employee becomes eligible for Medicare. If the County has entered into a contract with a provider of enrollment consultation and assistance services, the employee shall be required to use such services in order to obtain the most appropriate and economical supplemental coverage.
4. Nothing herein is intended to negate the option available to retired former employees pursuant to Section 112.0801, Florida Statutes. If this election is made, all premiums shall be paid by the retiree.

D. Worker's Compensation

1. All employees are covered by Worker's Compensation Insurance from the first day of employment.
2. If an employee is injured on the job, the employee must report, as required by law, any injury immediately to the employee's supervisor regardless of the extent of the injury.
3. If an injury requires the employee to lose time from work, he or she shall have lost time charged to accrued sick leave for regular full-time employees. To be paid for any time off due to an on-the-job injury, an employee must provide his or her supervisor with verification of treatment by a physician for each separate incident.
4. Where injury is caused by the willful refusal of the employee to use a safety appliance or observe a safety rule required by statute or lawfully promulgated by the Division of Worker's Compensation and the Department of Labor and Employment Security, and brought to his or her attention prior to the accident, the compensation shall be reduced 25% as stated in Florida State Statute Section 440.09(4).
5. After the first 7 calendar days the employee shall receive a Worker's Compensation check plus a County payroll check to complete a full pay

check. Sick leave credits shall be deducted for the time paid by the County.

6. If an employee loses 2 weeks or more, then the first 7 calendar days shall be picked up by the compensation carrier, and that time will be adjusted as stated above.
7. When sick leave credits are exhausted, annual leave may be used with written permission from the employee. As long as an employee receives a payroll check for leave time, the normal deductions will be taken. Once all leave is exhausted and an employee is receiving only a Worker's Compensation check, the County shall continue to contribute life and health insurance premiums as budgeted for the applicable year, with the employee paying that amount normally contributed by him or her. The employee's contribution will be payable the first of each month for that month. Payroll deductions will commence immediately upon the employee's return to work.
8. When all sick and annual leave benefits are exhausted, the employee shall receive only the Worker's Compensation check.
9. If the employee was under the influence of alcohol or illegal drugs at the time of injury, the employee may forfeit all Worker's Compensation benefits.
10. The Palms Medical Group shall be the designated medical facility.
11. This section is to be read in conjunction with the family leave section set forth herein.
12. An employee who is off due to an on-the-job injury shall continue to earn sick and annual leave benefits until all accrued leave is exhausted. When leave is exhausted, the employee will receive only a Worker's Compensation check for the remainder of the disability. Leave accrual will commence once the employee returns to work.

E. Travel Reimbursement

1. Authorization - All travel which has a cost of more than \$50.00 must have prior authorization. Employee requests are approved by their Department Heads. Where the travel will involve an overnight stay, it must also be approved in advance by the Board of County Commissioners.
2. Documentation - Reimbursement documentation, allowable expenditures and maximum amount will be the same as provided in Section 112.061, Florida Statutes, and Regulations for Employees of the State of Florida.
3. Special Instructions - To clarify specific situations, the following will apply to all travel:
 - a. The traveler will clarify any questions on mode of travel before departure.
 - b. The most economical method of travel shall be chosen. Consideration will include the nature of the business, number of persons making the trip, and most efficient means of travel.
 - c. When two or more persons travel to the same general location the least possible number of vehicles will be used. Separate vehicles may be used for their own convenience, but this shall be at the traveler's own expense with no mileage allowance authorized.
 - d. Mileage payments will be based on the most direct route using a reliable online mapping service such as MapQuest or Google.
 - e. No traveler shall be paid mileage or transportation expenses when he or she is transported by another person.

F. Tuition Reimbursement

1. The Board of County Commissioners believes that it is in the best interest of Gilchrist County to establish a tuition reimbursement plan for employees of the Board of County Commissioners. This policy shall apply to volunteer firefighters where public money is used to fund the educational expenses.
2. Tuition and textbook reimbursement is available for employees of the Board of County Commissioners who successfully complete a course of study for which the employee had received prior written approval to take by the personnel director, and the employee's department head. Such approval must have been obtained within 6 months of the starting date of the course.
3. The course must be job-related or enhance the abilities and talents of the employee for his or her job.
4. The Board of County Commissioners may reimburse employees only if funds are available. This policy does not guarantee that tuition and/or textbook costs will be reimbursed.
5. The employee must make a request for reimbursement within 60 days of successful completion of the course to be approved as required under the County's standard purchasing policies. Successful completion means either a pass in a pass/fail situation or a C or above in a graded situation. Successful completion also means that, if the course was taken to permit the employee to take a licensing examination, the employee passed that licensed examination within 1 year of the completion of the course. In a case involving a licensing examination, the employee must make a request for reimbursement within 60 days of passing the licensing examination.
6. Any employee who accepts reimbursement must sign a note and an agreement that requires the employee to reimburse the County on a pro-rated basis for any amount paid for tuition and/or textbooks if the employee voluntarily leaves or is terminated within 2 years of receiving reimbursement pursuant to this policy.
7. The reimbursement of educational expenses shall not obligate the Board of County Commissioners to grant time off or leave for the taking or completion of a course or program of instruction.
8. An employee shall not be permitted to utilize any space, personnel, equipment, or supplies of the office by which he or she is employed in the process of fulfilling any of the requirements imposed by the course work for which he or she is being reimbursed. This shall not apply to any courses that are part of an educational program that the employee is required by law to take

to perform the duties of the employee's position.

[History: Resolution 2014-18]

SECTION 7.5 LEAVE AND HOLIDAYS

A. Generally

1. New employees must complete the three-month probationary period before being eligible for any leave time payment.
2. Requests for annual leave will be made in writing to the Department Head by employees, or to the Board of County Commissioners by the Department Heads. Seniority will be considered in developing the department's leave schedule. The Department Head has full authority to establish the leave schedule which is subject to change by the Department Head or the Appointing Authority in the event of changing operational or emergency requirements.

B. Annual Leave

1. Employees accrue paid annual leave based on the number of years of employment. One week will be allowed on or near the first anniversary of employment. Those with longer service will be granted leave on the schedule below:

1 year	one week per year
2 - 9 years	two weeks per year
10 years or more	three weeks per year

2. A maximum of 240 hours of annual leave may be accumulated. Any accumulated in excess of this amount will be forfeited. Subject to the conditions set forth above, employees will be paid for annual leave upon termination.
3. Part time employees who are eligible for other benefits will accrue annual leave at a rate of $\frac{1}{2}$ the regular accrual rate for a full time employee with one year of service. Accrual rate will not increase with years of service.

C. Sick Leave

1. Employees shall accrue one work day of sick leave per month of employment, with a maximum accrual of 480 hrs. Sick leave is to be considered a privilege, not a right. Sick leave will be charged in the

amount used. Sick leave will not be granted for any sickness, injury or disability arising from a felonious act on the part of the employee. Employees shall be compensated for ½ the hours of accumulated sick at termination.

2. Part time employees who are eligible for other benefits will accrue sick leave at ½ the rate of a full time employee.
3. Each employee must notify their immediate supervisor by 9:00 a.m. on the first day of absence from job and must sign a statement concerning the circumstances of said sickness after returning to work, or at the end of each pay period. Failure to do so may result in loss of pay for the period of absence. Each supervisor must recommend approval or disapproval of sick leave. Medical proof may be required by the Department Head, Appointing Authority or Personnel Administrator from the employee before approving payment for sick leave. Shift employees must notify supervisor 2 hours prior to the beginning of shift.
4. Upon termination, while in good standing of retirement, employees shall be paid for unused sick leave at the rate of ½ day of pay for each day of unused sick leave.
5. Employees who accrue more than the 480-hours maximum may be granted one day of annual leave for every three days of unused sick leave. This leave will be added to the employee's regular annual leave.
6. Sick leave may be donated to another employee only under the following circumstances:
 - a. The County Administrator announces that donations of sick leave will be accepted on behalf of another employee who is in need of additional sick leave; and,
 - b. The donation by an employee shall be anonymous, and must not be more than 40 hours, nor less than 8 hours. In no event shall the employee donate a number of sick leave hours that leaves such employee with a balance of less than 80 hours of sick leave.

D. Military Leave

1. Active Duty - Any employee who enters active military service shall be granted a military leave of absence without pay which shall extend for one year beyond the termination of compulsory service or first enlistment as applicable. Such an employee shall be entitled to be restored to the vacated position without the loss of seniority, provided application is made within one year of honorable discharge and provided the employee is

physically and mentally capable of performing satisfactorily in the position. In the event that the vacated position no longer exists, the employee shall be re-employed in other positions for which he or she is qualified, provided such re-employment does not necessitate the laying off of another employee who was appointed at an earlier date than the person returning from military leave.

2. **Emergency Duty** - Any employee who is a member of an organized military reserve of the United States or the National Guard and who is ordered to perform emergency duty under the supervision of the United States Government or the State of Florida, shall be granted a leave of absence during the period of such activity up to a maximum of 30 calendar days.
3. **Annual Training** - An employee who is a reserve member of the United States Armed Forces or the National Guard shall be eligible for leave of absence for compulsory, temporary duty. This includes annual training and other calls for duty for training. The maximum paid leave is 10 working days per year. Any such employee shall receive the pay differential in the amount by which the employee's normal wages, calculated on the basis of standard workweek, exceeds any pay received as a result of performing this duty. Unpaid military leave may be requested by the employee for absences in excess of this limit, subject to the approval of the Department Head and Appointing Authority. Requests for military leave will be submitted in writing at least 30 days prior to the effective date of the leave. A copy of the employee's military pay voucher shall be submitted with the request for pay differential.

E. Funeral Leave

An employee who has a death in the immediate family may be granted up to 2 workdays paid leave charged against sick leave. Immediate family is defined as spouse, children, grandchildren, parents, grandparents, sisters, brothers, or in-laws of previously named relatives.

F. Training Leave

Leave with pay of up to 5 workdays may be granted to any employee for job-related training. This must have the prior written approval of the Department Head and the Appointing Authority. Exceptions to the 5-day limit will be considered.

G. Jury Duty

1. An employee who is called for jury duty or is summoned to appear as a witness on behalf of any town, city, county, state, or federal government, shall be granted leave with pay upon presentation of the summons.
2. Witness fees and jury fees received for services performed with Gilchrist County by the employee in the line of duty and while on full pay status shall be turned over to the employer.
3. When an employee has been granted leave for Court attendance and is excused by proper court authority, he or she shall report back to his or her official place of duty whenever the interruption in jury or witness duty will permit. Failure to do so may cause loss of benefits and/or disciplinary action.
4. Leave with pay for court attendance shall not be granted when the employee is the defendant or is engaged in personal litigation, except when the personal litigation is a result of an act performed by the employee as part of official duty. Annual leave, however, may be granted for such purposes.

H. Leave of Absence

1. When sufficient personal reasons require, an employee, at the County Administrator's discretion, may be granted an extended leave of absence without pay. A leave of absence will be granted for an initial period of up to 60 days, and employees may request extensions of up to 30 days which may be granted at the County Administrator's discretion. No leave, however, may be extended beyond one year from the beginning date of the leave.

2. The County may continue to make its regular payment to continue to cover the employee under its group health plan (through the end of the month in which the employee requests leave or whatever employee selects). Thereafter, employees on leave may continue their benefits under the County's group health insurance plan provided the employee pays the entire monthly premiums due during the leave. Employees who wish to continue their insurance coverage should so advise the County's Administrator before beginning their leave.
3. Leaves will be without pay except that employees may be required to use any accrued (paid vacation days and other accrued benefits) during a leave. However, while on leave of absence, employees will not accrue paid leave days of any kind.
4. Because operations sometimes require that vacant positions be filled, a personal leave of absence shall not guarantee that the job will be available when the employee returns from a leave. An effort, however, shall be made to place the employee in his or her previous position or a comparable job which the employee is qualified to perform. If no such position is available, the employee may be eligible for rehire as a new employee if he or she is qualified and his or her work history warrants rehire.

I. Family and Medical Leave

1. For employees with at least 12 months of service who have worked an average of more than 24 hours per week over the preceding 12 months (1,250 hours), unpaid leave for childbirth, adoption of a child, or a serious health condition of the employee or his or her immediate family member (spouse, child, parent), will be granted without pay for up to a maximum of 12 weeks in any 12-month period. Intermittent leave for childbirth or adoption will not normally be granted. All leave granted under this section will be counted against an employee's annual family and medical leave entitlement.
2. The County shall determine the amount of leave available under this section for an eligible employee by using a rolling 12-month period measured backward from the date an employee uses any such leave.
3. Employees must provide 30 days advance notice of any foreseeable leave request under this provision. If 30 days notice is not practical, such as in the case of a medical emergency, leave should be requested as soon as practicable under the circumstances requiring the leave.

4. To request leave for a serious health condition, the employee will be required to submit certification from a medical doctor (or other appropriate health care provider) stating:
 - a. the date on which the serious health condition began;
 - b. the probable duration of the condition;
 - c. the appropriate medical facts within the knowledge of the health care provider regarding the condition; and
 - d. for a serious health condition of an employee's family member, a statement that the employee is needed to care for that family member and an estimate of the amount of time needed for the employee to care for the family member; or

for the employee's own serious health condition, a statement that the employee is unable to perform the essential job functions of his or her position; or

if leave for intermittent medical treatment is requested, the dates and duration of such treatment.
5. When leave for a serious medical condition is foreseeable, employees must provide such a medical certification within 15 calendar days of their leave request unless it is not practicable under the particular circumstances to do so despite their diligent good faith efforts. If an employee fails to provide such timely certification, the leave request may be denied until a reasonable period after the required certification is provided. When such a leave is not foreseeable, an employee must provide certification as soon as reasonably possible under the circumstances requiring the leave. Failure to provide a medical certification within a reasonable time under the circumstances may result in denial of the continuation of the employee's leave.
6. The County shall maintain coverage under its group health plan for any employee granted family or medical leave on the same basis as coverage would be provided if that employee was not on such a leave and continued to be employed. Payment of the employee contribution for such health coverage shall be due at the same time as it would be made if by payroll deduction; shall be due on the same schedule as payments are made under COBRA; may be prepaid pursuant to our cafeteria plan; or made at the same time as if by payroll deduction; made on the same schedule as COBRA payments. The employee shall consult with the

County Administrator if he or she wishes to make arrangements to continue insurance during the leave.

7. Employees who take leave under this policy due to their own serious health condition will normally be required to provide a fitness-for-duty certification from their health care provider stating that they are able to resume the essential functions of their job. Whether such a certification will be required will depend upon the nature of the illness and the duration of the absence, and will be required in all cases where job safety to the employee and others must be determined.
8. Upon return from a family or medical leave, an employee shall be returned to the same or an equivalent position unless the employee fails to provide a required fitness-for-duty medical certification or is a key employee whose reinstatement would cause substantial and grievous economic injury to the County's operations. For the purposes of this policy, a key employee is defined as a salaried employee eligible for leave under this policy whose pay is among the top 10% of all County employees within a 75 mile radius of the employee's work site.
9. Employees who do not qualify under the above family or medical leave service requirements or who have exhausted family or medical leave under this section may also request leave for family or medical reasons in accordance with provisions governing personal leave. Also, as to family and medical leaves, the County specifically reserves all rights available to employers under the Family and Medical Leave Act of 1993 even if those rights are not specifically referenced in this policy.

J. Procedure for Requesting Leave and/or Extension

1. If an employee needs a leave of absence, the employee must file a written request with his or her supervisor. This written request, together with any required supporting documentation, must be submitted at least 30 days before the date on which the requested leave is to begin, unless the need for a leave is not sufficiently foreseeable to give such notice. In that case, the employee must submit the written request and supporting documentation as soon as practicable. If the leave is foreseeable, the employee shall make a reasonable effort to schedule any planned leave so as not to unduly disrupt the County's operations. A leave of absence, or any extension of a leave, must be approved by the County Administrator.
2. If the leave of absence is granted, the leave will begin on the first work day which is missed as a result of the emergency or other situation requiring the leave. Should the employee request an extension of the leave of

absence, the employee must furnish his or her supervisor with a written request for an extension before the expiration of the original leave of absence or most recent extension. The County Administrator may request documentation, including certification by a medical doctor (or other appropriate health care provider), of any circumstances requiring a leave or extension.

K. Termination

An employee shall be considered as having resigned his or her position if he or she:

1. Fails to return to work on the first day after his or her leave of absence or authorized extension expires; or
2. Gives a false reason for any requested leave of absence.

L. Recall to Duty

1. All County employees on annual leave or regular days off shall be subject to recall by their Department Head, County Administrator, or the County Commission in the event of an emergency which necessitates their services.
2. Non-exempt employees recalled to duty will be compensated at the rate of 1½ times that of the straight hourly rate with a minimum pay equal to 2 hours of straight time, regardless of lesser time actually worked.

M. Holidays

1. A list of holidays will be published annually by the Board. This list shall be distributed to all County Offices.
2. The holiday itself will be the day off with pay, provided that if the holiday falls on a normal non-workday, an alternate day will be established by the Board as the paid holiday
3. The following rules shall apply with regard to the various classifications of employees:
 - a. Regular, Full-Time
 1. If the employee has the day of the holiday off, the employee shall receive 8 hours of regular pay.

2. If the employee is required to work on the day of the holiday, the employee shall receive 8 hours of regular pay, plus 1.5 times regular pay for the number of hours worked.
 3. The foregoing may be modified by the County Commission to meet the specific circumstances of particular departments.
- b. Regular, Part-Time
1. If the employee has the day of the holiday off, the employee shall receive 4 hours of regular pay.
 2. If the employee is required to work on the day of the holiday, the employee shall receive 4 hours of regular pay, plus 1.5 times regular pay for the number of hours worked.
- c. All other categories
1. The employee receives no pay for taking the holiday off.
 2. If the employee is required to work on the holiday, then the employee shall be paid 1.5 times regular pay for the number of hours worked.
4. An employee's un-excused absence either on the day immediately preceding or following a holiday will result in the forfeiture of said employee's right to be paid for the holiday.

N. Salaried-Exempt Leave

1. The County recognizes that employees classified as "salaried-exempt" under state and federal labor laws have a certain amount of discretion to set their times of work during the work week.
2. Notwithstanding this discretion, such employees are required under state and federal labor laws to request and take leave for extended absences from work during normal working hours.
3. The policy of the County is that when a salaried-exempt employee is to be away from his or her job for more than a continuous period of 4 hours during that employee's normal working hours, that such absence shall require a request for and the taking of leave. Such request for leave shall be made pursuant to the procedures in these personnel policies.

4. Notwithstanding the rule in 3 above, when a salaried-exempt manager of Hart Springs Park is away from his or her job for more than a continuous period of any 48 hours, such absence shall require a request for and the taking of leave. Such request for leave shall be made pursuant to the procedures in these personnel policies.
5. Where other employees have non-standard work weeks, for example fire fighters and EMS employees, different rules may be developed and applied to meet the requirements of these unusual situations.

[History: Resolution 2012-06]

SECTION 7.6 JOB PERFORMANCE AND EVALUATION

A. Generally

1. It is the County's policy to review each employee's performance following the probationary period and/or as needed.
2. The County Commission shall conduct an annual performance review of the County Administrator and County Attorney during the month of August.

B. Evaluation

1. An objective, written evaluation of an employee may be prepared as needed. This evaluation shall be prepared by the Department Head and filed by the Personnel Administrator.
2. An objective written evaluation may be prepared in the following additional situations:
 - a. Completion of probationary period.
 - b. Promotion, transfer, or change in job assignment.
 - c. Disciplinary action.
 - d. Separation from service.
 - e. Any other pay adjustment.

C. Counseling

Upon initial employment or transfer, the immediate supervisor shall personally counsel each employee on job requirements and establish mutual goals for the employee to attain.

SECTION 7.7 STANDARDS OF CONDUCT AND ETHICS

A. Generally

1. Each employee is a representative of the County to the general public and should bear in mind that public taxes pay his or her salary.
2. It is the policy of the County that employees work together efficiently and safely, and to have a code of personal conduct based on honesty and fair play. If an employee is not considerate of others and does not observe reasonable rules of conduct, disciplinary action must be taken. Depending on the severity of the disciplinary problem, disciplinary probation or discharge may be necessary for serious or repeated violations.

B. Specific Examples of Required Conduct

The items listed below are examples of the standards expected of a County employee, but are not intended to be all-inclusive. These standards may be further elaborated upon later in this section.

1. Outside Employment - No employee shall engage in any outside employment or other activity which interferes in any way with the full performance of his or her duties and responsibilities to the County.
2. Acceptance of Money or Gifts - No employee shall seek or accept any thing of value that would cause a reasonably prudent person to be, or seem to the public to be, influenced in the discharge of official duties.
3. Financial Interest - No employee shall have a direct or indirect financial interest that conflicts substantially or appears to conflict substantially with his or her official duties and responsibilities, or engage in financial transactions as a result of relying on information obtained through employment.
4. Use of Government Property - No employee shall use or allow the use of County, State, or Federal property of any kind for other than officially approved activities.

5. Lost/Damaged Public Property
 - a. All employees shall immediately report to their Department Head any accident, loss or damage to public property or equipment assigned to or used by them. Should such property damage or equipment be found bearing evidence of damage which has not been reported, it shall be considered prima facie evidence that the last person using the property or equipment was responsible for this damage and shall subject the employee to reimbursement charges and/or disciplinary action.
 - b. Employees shall also notify their Department Head of any defects or hazardous conditions existing in any public equipment or property. Department Heads shall take appropriate action to correct these conditions.
 - c. Should any County employee be involved in an accident involving a publicly-owned vehicle which results in damages of more than one hundred dollars (\$100.00), the employee will be required to appear before the Appointing Authority to ascertain whether the employee is responsible for the damages. Should the employee be found responsible, the Board may require the employee to appear to determine the amount of liability and establish the amount of reimbursement to the County. The reimbursement required may be in full or in part.
6. Use of Government Information - No employee shall use or allow the use of official information gained through employment, which has not been made available to the general public, for furthering a private interest.
7. Gambling - No employee shall participate in any gambling activity of any kind while on duty or while on County owned or leased property.
8. Civil Disorders - No employee shall engage in a riot or civil disorder when acts of violence causing danger to property or injury to persons who are involved.
9. General Conduct - No employee shall engage in criminal, infamous, dishonest, immoral, or obviously disgraceful conduct, or other conduct injurious or prejudicial to the County.
10. Dress Code - Each employee shall dress modestly or appropriately to his or her position or job function.

11. Drugs and Alcohol - No County employee may purchase, consume, or be under the influence of any alcohol or controlled substance while on County time.

C. Specific Examples of Violations

Listed below are offenses which are considered to be serious enough to result in discipline, up to and including discharge. This is not meant to be a complete list of such offenses, and the list may be supplemented at any time.

1. Falsification of written records or reports, including, but not limited to, false statements on applications for employment, expense records or travel account forms.
2. Misappropriating, damaging or destroying property of this office, property of other employees or property of the public.
3. Insubordination or refusal to obey instructions.
4. Possession or use of any intoxicant or illegal drugs, including alcohol or marijuana, during the working day, including immediately before or during lunch periods, or reporting to work under the influence of such substances.
5. Filling out another employee's time card or falsification of time records.
6. Smoking in prohibited areas.
7. Fighting, disorderly conduct, horseplay, practical jokes, or pranks on office premises or during working time.
8. Absenteeism, tardiness, and/or leaving the job during working hours without permission from your supervisor.
9. Violation of or disregard of safety rules or common safety practices.
10. Refusal to work overtime, when requested.
11. Possession of any unauthorized fireworks or explosives.
12. Unauthorized use of telephones or violation of the long distance policy.
13. Violation of established policies, such as vacation, sick time, medical or general testing requirements.

14. Accepting a gift, loan, reward, promise of future employment, or personal service that may represent a conflict of interest in the performance of official duties.
15. Disclosure or use of information not available to the public for any employee's personal gain or benefit or the gain or benefit of any other person or business entity.
16. Conviction of a felony or misdemeanor involving moral turpitude or dishonesty.
17. Contraction of some mental or physical ailment or defect, which incapacitates the employee for usable service to the County.
18. Conviction of acts which amount to insubordination or disgraceful conduct, whether such acts are committed while on or off duty.
19. Engaging in offensive or disrespectful language or conduct toward the public, toward other County officers, or toward other employees.
20. Receiving any fee, gift or other valuable asset in the course of employment or connection therewith from any person, firm, or corporation which such fee, gift, or asset is accepted with the understanding or implication that the donor shall or actually does receive favors or services not customarily accorded to the general public.
21. Taking an active part in a political campaign while on duty or within any period of time during which the employee is expected to perform services for the County.
22. Engaging in harassment of, or discrimination against, any other employee or citizen.
23. Any other misconduct prejudicial to the interests of the County.

D. Unlawful Acts, Prohibitions, and Penalties

1. The following specific acts are considered unlawful in the administration and operation of the County personnel system:
 - a. No person shall make any false statement, falsify any rating, report or in any manner commit or attempt to commit any fraud preventing the impartial execution of the policies set forth herein.

- b. No person shall directly or indirectly give, render, pay, offer, solicit, or accept any valuable consideration for any appointment, proposed appointment, promotion, or pending position appointment, whether or not the position exists.
 - c. No Personnel Department employee, or any other person shall act in such a way to obstruct any person in his right to appointment, nor furnish to any person any special information for the purpose of affecting the rights or prospects of any person with respect to employment in the County's service.
2. Penalties for willful violation of any use of the provisions of County personnel policies and procedures may include, but are not limited to:
- a. Dismissal from service and forfeiture of annual and sick leave and all other employee benefits.
 - b. Ineligibility for appointment to or employment in any position for the County.
 - c. Suspension without pay for a period up to 5 days as determined by the Appointing Authority.

E. Attendance and Promptness

- 1. Employees of the County shall be expected to report for duty on time and to complete a regularly scheduled work day. If an employee is late reporting for duty, or leaves duty early, he or she may be docked for time lost. Further, an employee shall be expected to be present for duty every day he or she is scheduled to work.
- 2. If an employee is to be absent or late, it shall be the responsibility of the employee to notify his or her supervisor at once. The requirements of notification for each department shall be strictly adhered to. Tardiness and/or absenteeism shall be cause for disciplinary action, up to and including dismissal.

F. Telephone Calls

- 1. Personal telephone calls, both incoming and outgoing, should be restricted to emergencies only and must be kept brief. Personal long distance calls shall not be made from County phones without prior approval of the Supervisor, and then in emergency situations only.

2. Emergency telephone calls shall be immediately directed to the proper work area, and callers shall be informed of the employee's exact telephone number and extension so that an emergency call may be completed as quickly as possible.
3. See Section 6.3 of this Policy Manual for special rules relating to use of county-issued cell phones and other forms of electronic communications.

G. Outside Employment

1. Before an employee may accept outside employment, he or she must have the permission of the County.
2. The request for permission shall be submitted in writing with the name and location of the employer, the type of business he or she is engaged in, your duties as an employee, and the number of days and hours you will be expected to work. This information shall be used to determine that the outside employment is not in violation of County policy or the State Conflict of Interest Laws, and will not affect or restrict the employee's availability for, or efficiency of, his or her work for the County, and will not cause embarrassment to the County in any way, directly or indirectly.

H. Prohibition of Political Activity

1. It is in the public interest and of County benefit to prohibit county employees, including volunteers such as volunteer fire fighters, from taking an active part in a political campaign while on duty or within any period of time during which the employee is expected to perform services for the County.
2. All employees must comply with Section 104.31, Florida Statutes, which imposes restrictions on the political activities of State, County, and Municipal officers and employees. Federal law relaxes some of these restrictions for federally-funded job positions.
3. The following examples are provided as guidelines for complying with this prohibition of political activity while on duty:
 - a. It is a violation of this policy to wear a campaign button, hat, t-shirt or other campaign-related apparel at any time while an employee is performing services within the scope of the employee's job description, is on a break but remains at the work place, or is operating a county vehicle. An employee shall not wear such apparel in a situation where the employee is representing the county at a public meeting or gathering.

- b. It is not a violation of this policy to wear a campaign button, hat, t-shirt or other campaign-related apparel while such employee is engaged in an unpaid activity tangential to, but not within, the employee's job description. Thus, for example, an employee may wear such apparel while serving food at a fund-raiser to support the activities of volunteer fire fighters.
- c. It is a violation of this policy to place overly large signs on a vehicle, truck, or trailer and park such vehicle, truck, or trailer in a parking space clearly associated with a county building or facility.
- d. It is not a violation of this policy to park a vehicle with standard-sized campaign stickers or magnetic signs in a designated county employee parking area.

I. Safety

- 1. The County has a vital interest in the safety and well being of each employee, and it is the County's intent to provide safe and healthful working conditions.
- 2. Employees shall cooperate in the following:
 - a. Taking precautions in the prevention of accidents to the employee or others.
 - b. Bringing conditions felt to be dangerous to the attention of the supervisor.
 - c. Ensuring proper and safe operation of any equipment used in the performance of County work.
 - d. Observing all safety regulations.
 - e. Reporting any injury promptly to the supervisor, who has the responsibility of providing medical attention or first aid and completing an accident report.

J. Controlled Substance Use

- 1. Employees are expected to report to work without illegal drugs or non-prescribed controlled substances in their body system. This requirement is based on the fact that any measurable amount of an illegal drug can impair that person's performance, even if the impairment is not readily apparent. While employees are responsible for their own choice of

lifestyle, the County will not tolerate even a small risk that illegal drug use by employees may cause or contribute to injuries, property damage or other performance problems.

2. Accordingly, employees may be selected for individual testing if they appear to be under the influence of drugs or exhibit signs or symptoms of illegal drug use. This may require an employee to submit a breath, blood, or urine sample to designated medical personnel for analysis.
3. Employees should report anyone that they suspect may be under the influence of drugs or alcohol.

K. Motor Vehicle Use and Record Checks

1. The County shall periodically review motor vehicle reports of employees who drive County vehicles, or use their own vehicles when performing work for the County, to ensure that the employees are maintaining valid driver's licenses and safe driving records. Such employees are subject to having their driving records verified through the State of Florida motor vehicles records, and shall notify their immediate supervisors of any moving violations within 1 working day after the citation is received.
2. New employees must have a CDL license at the time of hire when their job description requires it. For other positions, the new hire will be required to obtain the CDL within the 90-day probationary period.
3. Drivers with unsatisfactory motor vehicle reports or who have had their licenses suspended may be prohibited from driving County vehicles and/or from using their personal cars when performing work for the County. If this prevents an employee from performing his or her duties, the employee may be reassigned to another position, suspended or discharged at the discretion of the Department Head.
4. It is essential that county vehicles shall be used for county business only.
5. All vehicles, either owned by the County or privately, when on a job site, must be locked if said vehicle is accessible by a prison inmate.

L. Solicitation and Distribution

1. To ensure that all employees are permitted to devote their full attention to their duties and to prevent unnecessary interference with our operations, it is the policy of the County that:

- a. There will be no solicitation of employees or distribution of literature during working time.
 - b. There will be no distribution of literature during working time or in working areas.
 - c. There will be no solicitation or distribution of literature on office premises at any time by persons who do not work for the County.
2. Solicitation for whatever purpose is not permitted without express authority from the County, its appointed authority or the Department Head. If a solicitor calls upon an employee during working hours, he should be informed in a courteous manner that solicitation is not permitted.
 3. To best serve the public, no personal or private business should be conducted in working areas during working time. Employees as well as outsiders are prohibited from soliciting County employees during working hours. Employees and outsiders are also prohibited from distributing literature in areas where actual work of public employees is performed, such as offices and other public installations.
 4. Solicitations which are prohibited include, but are not limited to, solicitation for magazines or periodical subscriptions, membership in organizations, and political contributions. Distributions which are prohibited include, but are not limited to, political literature, advertising, brochures, packages of materials, leaflets, or information bulletins.
 5. Strict compliance with this rule is required by all employees. Violation of this rule will be grounds for discipline up to and including discharge.

M. Gifts

County employees shall at all times comply with state ethics laws relating to the solicitation and acceptance of gifts.

N. Housekeeping

All employees should keep their desks and surrounding areas clean, neat and free of unsightly clutter.

SECTION 7.8 ADMINISTRATION

A. Personnel Records

1. Each employee shall have his or her own personnel file.

2. The file shall contain information concerning the employee's position, salary, advancement, promotions, leave, absence, commendations and reprimands.
3. Employees should be made aware of the following:
 - a. The importance of keeping their personnel record current.
 - b. The need to promptly notify the Personnel Director of any change of address, phone number, number of dependents, etc.
 - c. That the need to keep the personnel file current is the employee's responsibility and failure to do so may result in loss of benefits.
 - d. That the employee should always advise the Personnel Director of any special training courses completed, and that copies of diplomas or certificates should be forwarded to the Personnel Director to become a permanent part of the personnel file.

B. Requests for Information

1. When an employee receives an outside request for information about records, procedures, or other internal matters, the employee shall refer the person to the Clerk unless the employee has been specifically authorized to release such information.
2. No records, official documents, material, manuals or other properties of the County are to be loaned, given or sold to any outside person or concern by any employee without approval of the Clerk or its appointed authority.
3. The Personnel Director has the responsibility for answering inquiries concerning former employees. Accordingly, all employees should refrain from answering letters or telephone inquiries concerning former employees. All inquiries concerning past employment shall be directed to the Personnel Administrator.

C. Employee Resignation

1. Employees who decide to leave the County shall provide 2 weeks written notice unless otherwise agreed to by all parties.
2. Employees who fail to provide this written notice may be disqualified from receiving unused sick leave and vacation leave to which they may be otherwise entitled.

D. Employee Death

The employee's spouse, if any, shall receive all benefits due the deceased. If there is no surviving spouse, benefits will be paid to the estate, unless otherwise designated in writing by the employee and filed with the Personnel Administrator.

E. Problem Solving Procedure

1. Employee relations at Gilchrist County should be based on mutual understanding and trust between the County Officials, its supervisors and its employees. The County shall treat employees as individuals of dignity, and shall handle any problem or complaints without prejudice.
2. If an employee has a job-related problem, the employee should first discuss this problem with his or her supervisor. If the employee feels that he or she has not received an adequate response from the supervisor, the employee may then discuss the matter with the Personnel Director. If the problem is still not resolved, the employee may put the problem in writing and submit it to the Board of County Commissioners. After the Board of County Commissioners has a chance to investigate the matter and discuss it with the applicable supervisor, a decision will be reached, which will be final.
3. Supervisors are advised to encourage the use of this policy, and no adverse action will be taken against the employee for use of this policy.

F. Disciplinary Measures

1. Disciplinary measures which may be taken are verbal counseling, written reprimand, suspension without pay and discharge. Any of these actions may be taken at any time depending upon the severity of the offense and after careful consideration of the frequency of violations, the length and quality of service and the overall performance of the employee being disciplined.
2. An employee who is arrested for a felony shall be immediately suspended from County employment without pay. An employee who is arrested for a misdemeanor may be suspended from County employment without pay. The suspended employee shall be given an opportunity to appear before the Board within 45 days of the date of suspension. At that hearing, the Board of County Commissioners may terminate the employee, reinstate the employee pending the outcome of the criminal charge, or render such other disciplinary action that may be appropriate to the situation. If found guilty and circumstances warrant, an individual may be terminated. Vacation leave credits may be paid in lieu of suspension without pay.

G. HIPAA Privacy Policy

1. Gilchrist County sponsors a fully insured health plan providing health insurance benefits to covered staff and their dependents (the “Plan”). This policy addresses the practices that Gilchrist County will follow in connection with the Plan.
2. The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) and its implementing regulations restrict the ability to use and disclose protected health information (“PHI”). Inasmuch as the administration of the Plan is handled entirely by the insurance company, neither the County Administrator nor his staff will have access to PHI. If in the future, the County Administrator anticipates having access to PHI, the County Administrator will promptly adopt a revised HIPAA privacy policy that complies with HIPAA and its implementing regulations and will make such revised policy available to the participants in the Plan and staff of Gilchrist County.
3. Notwithstanding the absence of any access to PHI by the County Administrator and his staff, the County Administrator adopts the following policy regarding participant rights under HIPAA.
4. The County specifically prohibits any staff member from intimidating, threatening, coercing, discriminating against, or taking other retaliatory action against individuals for exercising their rights, filing a complaint, participating in an investigation, or opposing any improper practice under HIPAA. Any staff member who violates this mandate shall be disciplined by the County Administrator, as he deems appropriate under the circumstances up to and including termination of appointment.
5. No individual shall be required to waive his or her privacy rights under HIPAA as a condition of treatment, payment, enrollment or eligibility for the Plan.
6. The County’s privacy policies and procedures, if applicable, shall be documented and maintained for at least six years. Policies and procedures must be changed as necessary or appropriate to comply with changes in the law, standards, requirements and implementation specifications (including changes and modifications in regulations). Any changes to policies or procedures must be promptly documented. If a change in law impacts the privacy policy, the privacy policy will be promptly revised and made available. A copy of this policy will be made available to any participant in the Plan who requests it.

H. HIRING POLICY

1. Generally

- a. The Department Head shall notify the Human Resource Manager of any employment opening.
- b. The Department Head may indicate to the Human Resource Manager a preference for the internal hiring process or as an advertised position to be open to the public.
- c. The Human Resource Manager, in consultation with the County Administrator, shall determine whether the position should be advertised generally, or that the internal hiring process should be followed.
- d. If the opening is for a Department Head, the County Administrator shall perform all tasks assigned below to the Department Head.

2. Advertised Position

- a. The position may be advertised in the Gilchrist County Journal and through Florida Crown Workforce. Supervisory Positions, Department Heads, and any specialized positions may be advertised in specialized trade/professional magazines, websites, or publications.
- b. An advertised position may remain open for at least 2 weeks, but may be advertised as open until filled.
- c. Should the Human Resource Manager determine that there are not enough applicants meeting the minimum qualifications, the Human Resource Manager may seek to advertise the position in other places.
- d. All applications may be submitted through Florida Crown Workforce at any of the office locations.
- e. The Human Resource Manager may evaluate which applicants meet the minimum qualifications based on the job description of the advertised position with respect to education, training and experience of the applicants as state on the official employment applications.

- f. The Human Resource Manager may perform a criminal background and driver's license check on each qualified applicant.
 - g. Applications meeting the minimum qualifications may be referred to the Department Head for further consideration.
3. Internal Hiring Process
- a. The Department Head will notify the Human Resource Manager of an employment opening and the intent to hire within.
 - b. The position will be posted at all of the hiring department's office locations. The Department Head shall notify all the department's part-time/on-call employees of the opening by phone, e-mail, etc.
 - c. Current employees must notify the Human Resource Manager of interest in the open position, and submit an application with a letter of intent.
4. Preferences
- a. The veteran and local resident preferences set forth in 7.1 D and E of these personnel policies shall be accorded to eligible applicants.
 - b. Applicants who have submitted the required Veterans' preference documentation, and are determined to be eligible for Veterans' preference, will be identified by the Human Resource Manager when the referral is made to the Department Head.
 - c. An applicant eligible for Veterans' Preference will be given special consideration at each step of the employment selection process.
5. Interview Process
- a. The Department Head will notify the Human Resource Manager of the selection(s) for the interview process. Departments may interview all qualified applicants or may reduce the applicant pool by screening the applications according to job description criteria.
 - b. The screening process shall apply consistent application of screening criteria, without regard to race, color, religion, age, marital status, sex, national origin, and/or disability.

- c. Interviews will be conducted by the Department Head and the Human Resource Manager. A selection committee may be used as determined by the County Administrator.
 - d. All interview materials to be used by the department shall be approved in advance by the County Administrator.
 - e. A single list of questions must be developed prior to the interviews, and be asked to all interviewed applicants. Additional questions may be asked to clarify answers or to address entries on the application.
 - f. The interview questions must be job-related and seek information regarding the applicant's job-related qualifications.
6. Reference Checks
- a. Reference checks should be the final interview step and should only be done by the Human Resource Manager.
 - b. A single list of questions shall be asked for all reference checks. Additional questions may be asked to clarify answers or to address entries on the application.
7. Selection Process
- a. Upon completion of the interview process, the Department Head will notify the Human Resource Manager of the choice for hire or if additional information is needed.
 - b. After review by the County Administrator, the Department Head may make an offer of employment contingent upon drug test results and, if applicable the results of pre-employment physical, criminal background check and drivers license check.
 - c. The County Administrator will present the final selection for a Department Head position to the Gilchrist County BOCC for confirmation.
 - d. The Human Resource Manager will contact chosen applicant and coordinate a Pre-Employment drug screening and Pre-Employment Physical if needed.
 - e. Upon notification of the candidate's successful completion of the drug test, physical examination, criminal background check, and/or

driver's license check, the Department Head shall be given approval to hire.

- f. The Department Head will notify the Human Resource Manager of the new employee's start date and send written notification of the hire to all interviewed applicants.
- g. If a selection is not made from this recruitment effort, the Human Resource Manager will re-advertise and begin the hiring process anew.

[History: Resolution 2012-31]