



Santa Rosa County Human Resources

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March 31, 2008

To: Board of County Commissioners
Constitutional Officers
Appointing Authorities
County Attorney
County Human Resource Policy Manual Holders

SUBJECT: Human Resources Policy Update

On March 25, 2008, the Santa Rosa County Board of County Commissioners approved changes/amendments to the Santa Rosa County Human Resources Policies at their regular meeting. Enclosed are the revised policies. Please update your Manual as indicated below. A complete copy of revisions can be found under the 'Human Resources' folder of the X:\Interdepartmental-files.

Remove Policy 80-1; replace with amended policy 80-1

- **SECTION XIV (D) Student Appointment** - modified to reduce required enrollment hours, and allow students one semester or quarter off per year. Additional changes made limit student employment to 3 years during high school and 4 years of college.

Remove Policy 80-10; replace with amended policy 80-10

- **SECTION II (3)** – added informational sentence regarding part-time workweek hours required for insurance eligibility.
- **SECTION III (A)** – added wording to clarify typical hours in a workweek for part-time personnel.
- **SECTION IX (Selling of Leave)** – removed this section. The program was never implemented.

***Subsequent sections of 80-10, section IX, have been renumbered as required**

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