

A RULE PROVIDING FOR THE METHOD OF ESTABLISHING SENIORITY FOR ALL CLASSIFIED EMPLOYEES OF THE COUNTY; AND PROVIDING THE PROCEDURES FOR MAINTAINING SENIORITY; AND FURTHER PROVIDING RETENTION FORMULA AND REDUCTION IN FORCE LAY OFF; AND PROVIDING FURTHER THE PROCEDURES FOR RESIGNATION PRIVILEGES AND PENALTIES. THIS RULE WILL ALSO PROVIDE FOR REINSTATEMENT OR REEMPLOYMENT OF VETERANS.

SECTION I.

A classified service register will be established by seniority for all classified employees of the County, listing each name, and opposite each name the respective class of each employee. This service register maintained shall be kept up to date and names shall be added of persons entering the classified service either by promotion or employment. Names of persons leaving the classified service by retirement, resignation, or termination shall be deleted from this register.

- A. County Commissions Taxing Authority is divided into the following departments/divisions:
amended: 11/12/2015

0010 County Commissions	
0011 County Administrator	2350 South Service Center Maintenance
0012 County Attorney	2360 Administrative Complex Maintenance
0014 Grants Management	2400 Landfill
0018 Economic Development	2420 Mosquito Control
0030 Clerk to the BCC	
0031 Clerk to the Courts	2500 Animal Services
0040 Property Appraiser	2600 Parks Department
0050 Tax Collector	3000 Public Services
0060 Supervisor of Elections	3100 Building Inspection
0075 Sheriff	3200 Veterans Service
0100 Office of Management and Budget	3300 Community Planning, Zoning & Development
0120 Information Technology	3301 Community Housing Program
0121 Geographical Information Systems	3400 Emergency Management
0130 Administrative Services	3410 Emergency Communications
0140 Procurement	3420 E-911 Program
0200 County Engineer	4010 Tourist Development Office
0300 Public Information Office	5000 Judicial System
0400 Human Resources & Risk Management	5002 Law Library
0610 Santa Rosa County Library System	5004 Court Innovations
0620 Black Water Soil Conservation	5016 Court Facility
0630 Co-op Extension	5017 Juvenile –Teen Court Program
0660 Navarre Beach (Water/Sewer)	5018 Juvenile Justice
0662 Navarre Beach (Other)	5019 Domestic Violence Grant
0750 Self Insurance	
2000 Public Works	
2100 Road & Bridge	
2300 Building Maintenance	5501 County Probation
2340 Public Services/Auditorium Maintenance	

SECTION II. The hire-in date of each employee shall be the basis for establishing seniority, with the following exceptions: Amended: 8/23/2007

A. An employee who is laid off with a good employment record and re-enters the classified service within six (6) months from the date of lay-off may retain their original hire-in date without any loss of time consumed in lay-off.

B. Former employees, upon re-entering the classified service, will be granted credit for previous classified or unclassified service, provided separation does not exceed 6 months from the date of separation. Credit for previous service must have been of permanent nature (either full-time or part-time) and verifiable. amended: 03/13/2003

SECTION III. Resignations. When resigning or retiring from a position, an employee should submit a "Notice of Resignation" at least two weeks prior to the effective date of resignation unless a briefer notice is mutually agreed upon in writing by the appointing authority and the employee. This notice must be submitted to the appointing authority and supervisor for forwarding to Human Resources (HR). Some departments may find it necessary to request that certain positions give more than two weeks notice. In these cases the department will be responsible for establishing this request with the employee. Amended: 5/31/2007

A. Any person who resigns from county service shall not, during such separation, be certified from any eligible promotion register.

B. A resignation is considered a voluntary act on the part of the employee and shall not be forced or accepted as means of avoiding disciplinary action.

C. No resignation shall be required in advance or as a condition of appointment or employment.

D. An employee who resigns will automatically terminate their seniority if separation exceeds six (6) months.

E. Supervisors are required to secure all County property from the employee on or before the last day of work. Amended: 5/31/2007

F. Prior to the effective date of resignation, the employee should contact HR to arrange for an exit interview. Amended: 5/31/2007

G. For employees who are currently working, the effective date of resignation is the last day the employee performs duties for the County. However, for those employees who are on an official leave of absence, the effective date will be the date the employee notifies Santa Rosa County of their intent to resign. Amended: 5/31/2007

SECTION IV. Reduction in force/lay-off.

A. When it becomes necessary because of budget reduction, lack of work, lack of funds, program or grant discontinuation, technological replacement, or any condition of serious financial distress that may be determined or declared at any time, the appointing authority may, proceed to lay off an employee or employees in such a manner as it deems in the best interest of its operation. Amended: 8/23/2007

1. All regular employees in the classified service who are laid off shall be given a minimum of thirty (30)

days notice of such lay off prior to the effective date thereof.

B. The order of layoff of all employees shall be determined by the appointing authority based on such factors which may include, but shall not be limited to, seniority, veterans preference, and relative efficiency of the employee and effective operation of the functions of the appointing authority. Amended: 8/23/2007

1. No regular employee shall be laid-off while another person in the affected class is employed in a provisional, temporary or seasonal basis.
2. In accordance with Chapter 295, Florida Statutes, certain veterans and spouses of certain veterans may be eligible for preference in retention when layoffs are necessitated.
3. Where the County is able to forecast a layoff in advance, the appointing authority may establish a time period wherein employees subject to a pending layoff will be permitted to apply for open positions. During this period, such employees shall, when being considered by interviewing departments, receive preference in hiring where they are otherwise equally qualified with other candidates. Nothing herein, however, is intended to require the hiring of any such employee by a department where another candidate is more qualified for the position.
4. Employees scheduled for layoff may, if offered by the appointing authority, elect to accept transfer to vacant positions for which they are qualified. Such transfer offers may be made at the discretion of the appointing authority and must be accepted by the employee within 3 days of receipt of the written offer. The employee's pay rate would be adjusted in accordance with Policy for any other County employee changing positions within the County.

C. The County will continue to pay the appointing authority's portion of health insurance premiums through the end of the month in which the lay-off occurs for the employee and family coverage. After this coverage period, the employee must determine whether he/she wants to pay for the health plan. An employee electing to continue paying the premium under COBRA will be notified and be given sixty (60) days to determine if he/she elects to be covered. The employee will then have forty-five (45) days to make premium payments, ensuring no break in health coverage. He/she will be eligible to continue payment at group rates for at least eighteen (18) months at the Santa Rosa County current group policy costs. If requested by the employee, Santa Rosa County will pay the first month individual premium under COBRA. Amended: 8/23/2007

D. When an employee is laid off under the provision for reductions in force, their name shall be placed upon a preferred eligible list bearing the title of the class of the position from which they were laid off for a period of one (1) year. In the event several persons within the same class are laid off, or in the event of subsequent layoffs, these persons' names shall be placed on the preferred eligible list, in order of seniority for a period of one (1) year. In the event two (2) or more preferred eligible lists are established which are of classes within the same series (i.e. Clerk I, Clerk II), those employees who are on the preferred eligible list of the higher class shall have priority for re-appointment over those persons whose names are on the preferred eligible list of the lower class. Amended: 8/23/2007

E. Under no circumstances is a lay off to be considered a disciplinary action and is not subject to appeal. Amended: 8/23/2007

F. Retention of Benefits. Employees who are separated because of lay off are not considered to have a break in service if reemployed within a six (6) month period immediately following lay off, time off the payroll shall be considered leave without pay. Also, any lump sum payment for earned annual and sick leave shall have no effect on their continuous service with the County Classified Service System. Employees shall retain all sick

leave credits for which they are not paid. Amended: 8/23/2007

SECTION V. Veteran's Reinstatement/Reemployment.

A. Active duty Voluntary or Involuntary. A reservist or National Guardsman desiring to return to their classified position must meet the following eligibility criteria:

1. The job that was held must have been a permanent appointment.
2. The "veteran" must have left that job for the purpose of entering active duty.
3. The period of active duty must not be longer than four years. It can be up to five years if the period beyond four years is an extension "at the request and for the convenience of the Federal Government."
4. Release from active duty must be under honorable conditions.
5. Application for reemployment must be within 90 days after release from active duty. (Veterans Reemployment Rights Law 38USC 2021, 2024)
6. The Veteran must present a copy of their separation orders.
7. The Veteran will be awarded preference in Promotion (See Rule 94-1).

B. During the absence of an employee with permanent status, the position which they held shall be filled by a substitute employee.

1. The Veteran will be returned to their previous position at the step in the salary range to which they would have been entitled had their service not been interrupted by service in the Armed Forces. However, if the crisis that spawned the call-up ends, and the employee volunteers for an additional tour of duty when they become eligible for separation, their position must be held for as much as four years after the emergency duty called. Upon reinstatement to the position, the employee's continuity of service shall not be affected.

2. A Veteran who was called to active duty during a probationary period will not be entitled to reinstatement. This Veteran may however, request to be placed on the register for the position which was vacated. If an active register does not exist for this position at the time of the Veterans separation, then a register will be established.

3. All employees affected by the return of a Veteran shall be entitled to transfer if a vacancy exists. If no vacancy exists these employees shall be entitled to have their name placed on the register from which they were certified.

SECTION VI. The effective date of this rule shall be July 1, 2002.