

# Administrative Procedure

## Alachua County, Florida

*Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.*

Procedure No.: AP 2-2

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### Employee Empowerment Five Step Guide

**SCOPE:** This procedure applies to all persons employed by the Board of County Commissioners.

**PROVISIONS:**

1. Employees of the Board are empowered by management to take actions necessary to be a customer-oriented service provider, based upon the Alachua County Five Step Empowerment Guide.
2. When faced with a decision, each employee should determine the answers to the following questions:
  - a. Is the action I am considering legal?
  - b. Is the action I am considering being done in accordance with County or departmental policy?
  - c. Is the action I am considering ethical and in the best interest of the citizens of Alachua County?
  - d. Is the action I am considering based upon the values of our organization?
  - e. Am I personally willing to be held accountable for this action?
3. If the answer is "yes" to all five questions, then employees are encouraged to take appropriate action.
4. If the answer to one or more of the questions is "unknown" or "no," check with your supervisor prior to acting independently.

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County Manager

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County Attorney