

# Board of County Commissioners Employee Policies

## 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.*

Policy No.: 1-1

Effective: 12/12/2017

Revision No.: 2

Review Date: 10/26/2017

### ADMINISTRATION

1. The Board of County Commissioners of Alachua County ("Board") establishes these Employee Policies and authorizes Administrating Officials to supplement these policies with supporting procedures, provided that those supplements are not in conflict with Board Policies or any Collective Bargaining Agreement.
  - a. The Administrating Officials will provide a clear and meaningful process when supplementing Board Employee Policies with procedures for employee input, review, and comment that specifically include the County Attorney, Human Resources, Equal Opportunity, Risk Management, Office of Management & Budget and Peer Review Committee.
  - b. Supplements to Board Employee Policies or any amendments to Administrative Procedures as provided herein will produce the public policy outcomes of building trust within the organization and the citizens served by Alachua County, creating workforce accountability and responsibility while producing a high level of work quality, with fairness, opportunities, pay equities, and work equities.
  - c. Supplements to Board Employee Policies or any amendments to the Administrative Procedures as provided herein will avoid a structure or process that allows arbitrary or capricious decisions by Administrating Officials, Department Directors, Supervisors and others in a position of authority or otherwise.
2. Any supplemental supporting procedures carry the weight and authority of Board Policy.
3. The Employee Policies, regulations and procedures, as adopted, shall apply to all employees in the classified service falling under the jurisdiction of the Board, unless otherwise noted. In the event of a direct conflict with any provision of the Employee Policies and any part of a Collective Bargaining Agreement with the County, the provisions of the Collective Bargaining Agreement will supersede the policies as to any employee subject to that Collective Bargaining Agreement. If there is no direct conflict between Collective Bargaining Agreement and policies, these policies apply. If there are any questions contact Human Resources. Administrating Officials may make limited

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exceptions for certain categories of employees where specifically allowed herein, but may not delegate this authority.

4. No delegation of authority is intended to allow modification of Board Policy.