

*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.: AP 1-2  
Revision No.: 1

Effective: 12/12/17  
Review Date: 10/26/17

## **Responsibilities for Board Policies and Administrative Procedures**

**SCOPE:** Except where expressly indicated, this procedure applies to all persons employed by the Board of County Commissioners.

### **PROVISIONS:**

#### **1. Board Responsibilities.**

- a. The Board of County Commissioners (“Board”) is responsible as a matter of law and in its role as employer to establish broad employee policies for its employees which guide the Administrating Officials in their administration of Board policies, development and implementation of supporting procedures, and further delegations of authority.
  - b. Board Policies will appear in the Employee Handbook at the beginning of each section, identified as “Board Policy.” Proposed changes to “Board Policy” must be approved by the Board before taking effect.
  - c. Administrative Procedures will appear in the Employee Handbook following the section identified as “Board Policy.” Proposed changes to “Administrative Procedures” must be approved by both Administrating Officials before taking effect.
2. **Administration.** The Administrating Officials shall be responsible for the overall administration of the Board Employee Policies, including proposing changes, revisions and updates to such policies for approval by the Board.
3. **Administrative Responsibilities.** The Administrating Official shall be responsible for:
- a. Ensuring that policies are administered fairly and equitably;
  - b. Providing employment services for all departments including recruitment, screening, and testing (where required and appropriate in accordance with Equal Employment Opportunity guidelines);
  - c. Providing initial orientation of employees to include familiarization with policies, rules and regulations, benefits, working conditions, etc.;
  - d. Providing custody, maintenance and disposition of the official personnel files and records to include employment, fringe benefits, training and other forms and records as required in accordance with Chapter 119, Florida Statutes;

- e. Providing and/or coordinating employee training programs;
  - f. Maintaining and updating, as necessary, the position classification plans;
  - g. Fostering and developing programs for the improvement of employee relations, morale and effectiveness;
  - h. Conducting evaluative organizational studies to determine the effectiveness of the human resources program in the County;
  - i. Developing and promulgating departmental procedures to supplement Employee Policies,
  - j. Providing copies of changes to the Board; and
  - k. Delegating tasks to accomplish the foregoing responsibilities.
4. Nothing in these Employee Policies is intended to form or add to an express or implied contract.
5. The Human Resources Department will assist in interpreting and answering questions regarding Board Policies and Administrative Procedures. Each policy will contain a reminder to bargaining unit employees to check whether specific policies apply or are governed by Collective Bargaining Agreement.
6. If Collective Bargaining Agreements are silent or not in direct conflict, policies apply within the bargaining unit. Employees and local union officials can check with the Human Resources Department with any questions.

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County Manager

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County Attorney