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

Procedure No.: AP-42
Revision No.: 2

Effective:
Review/Revision Date: 3/11/2021, 2/13/2025

LETTER OF PROMULGATION

In accordance with the authority granted by the Alachua County Charter, all Administrative Procedures contained in this manual are hereby promulgated. Procedures issued shall remain in effect until superseded or cancelled by the County Manager's Office.

Dated this _____ day of _____, 2026.