



BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS

**INTER-OFFICE
MEMORANDUM**

TO: Department/Office Directors
FROM: Carol L. Sheffield, Personnel Manager
SUBJECT: Updated Merit System Policies and Procedures
DATE: January 4, 2010

The Board of County Commissioners approved revisions to the Merit System Policies effective 12/15/09 and revisions to the Merit System Procedures were approved 12/16/09. Please find below a brief synopsis of the revisions. Updated Merit System Policies and Procedures manuals have been provided for your convenience.

Merit System Definitions - Modifies the definition for "Open Positions" to include internal candidates. Adds a definition for "Lists of Applicants" that identifies these as the lists of names of persons who applied for an open position in the County Service.

Policy II, Pay Plan - Provides that sick leave used for a work related injury covered under the Workers' Compensation program will count for the purposes of overtime calculation; includes entitlement of non-exempt employees to be paid for compensatory time when separating from County Service; includes entitlement of overtime exempt employees to be paid for compensatory time when separating from the County Service in good standing up to 80 hours; and provides that the County Manager is authorized to waive 80 hour cap when in the best interest of the County, not just during declared emergency conditions.

Procedure II, Pay Plan - Requires documentation of non-exempt employees' acceptance of compensatory time with a Compensatory Time Agreement; clarifies that employees may not request that compensatory time be cashed-in for payment; and provides direction for the management of compensatory time balances that are in excess of the 80 hours maximum.

Policy III, Recruitment, Applications, Examinations and Certifications - Clarifies that recruitment of candidates for open positions in the Career Service "that are being advertised for external applicants" will be done in a manner to assure all segments of the public have the opportunity to apply and be considered for such positions; clarifies that no individual shall be denied the right of filing an application for employment in any open position "being advertised for external applicants" in the "Career" Service.

Procedure III, Recruitment, Applications, Examinations and Certifications - Directs appointing authorities to use AO-26 to conduct appropriate background checks of all applicants under final consideration for temporary or permanent appointment; and provides that upon a candidate being selected for final consideration, the appointing authority will provide a completed checklist of background checks conducted to the Human Resources Office before an offer of employment is made.

Policy IV, *Appointments* - Clarifies that employees hired to fill established permanent positions in the Career Service must receive a minimum of "Successful Performer" in each rating category on his/her performance evaluation, "have completed all mandatory training" and "have no documented evidence of major disciplinary action" to be given a permanent appointment in the Career Service; Modifies section II.II. B to add the word "interest."

Procedure IV, *Appointments* - Clarifies the terms used in the process of appointments.

Policy V, *Probationary Periods* - Provides explanation that employees on Disciplinary Probation are not entitled to use Merit System grievance or appeal procedures. Modifies reference to "Successful Performer" for release from probation and "Needs Improvement" for extending probationary period for career service positions.

Procedure V, *Probationary Periods* - Provides modified language that employees who are promoted only have a three month probationary period instead of six month probationary period to be consistent with the Merit System Policy.

Policy IX, *Leave* - Modifies eligibility requirements for payment of unused sick leave from employees who terminate during their "original probationary period" to employees who terminate during their "first nine months of permanent employment". Permits employees disabled as the result of a non-work related injury or illness and eligible to receive a benefit from Short Term Disability Insurance to utilize accrued leave to supplement the STDIP benefits equal to 80%. Allows partial day absences to be made for personal reasons for FLSA Overtime Exempt Employees. Adds "Covered Veteran" and "Qualified Exigency Leave" to the definitions for the FMLA. Adds "or a covered veteran" to Service Member "Caregiver" Leave.

Procedure IX, *Leave* - Modifies language on annual and sick leave accrual to distinguish between accruals for part-time and full-time employees.

Policy X, *Promotions, Transfers and Demotions* - Replaces "meets expectations" with "needs improvement". This will allow consistency with the modifications to the Performance Evaluation Process.

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Please call me if you have any questions.

Attachments

cc: Board of County Commissioners
Howard Tipton, County Manager
Each Assistant County Manager
Cindy Colman, Payroll Supervisor, County Finance