

Lee County Board Of County Commissioners    Blue Sheet No. 20021043  
**Agenda Item Summary**

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Approve change to Educational Assistance Policy 212:1 (4) (d) to read "The number of courses the employee has submitted for reimbursement in the calendar year shall not be limited." This action would be retroactive to January 1, 2002 and forward from thereafter.  
 To adopt a resolution to amend the administrative code.

**WHY ACTION IS NECESSARY:** To give employees more flexibility to arrange their courses better.

**WHAT ACTION ACCOMPLISHES:** Provides employees with the flexibility to take courses as their professional and educational needs require.

**2. DEPARTMENTAL CATEGORY:**  
 COMMISSION DISTRICT # CW

C6A

**3. MEETING DATE:**

10-01-2002

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON

**5. REQUIREMENT/PURPOSE:**  
 (Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER    N/A
- B. DEPARTMENT      Human Resources
- C. DIVISION          N/A
- BY:                    George Williams

**15 min TIME REQUIRED:**

**7. BACKGROUND:**

The current policy states that the number of courses cannot exceed two courses in a semester. Updated policies would allow unlimited number of approved courses in a calendar year if they were directly job related. This gives employees greater flexibility.

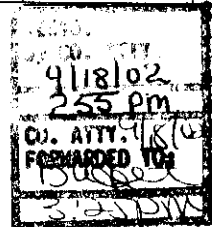
**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
		George A. Williams 9/18/02		Andrea Raset	AOA 9/18/02	OM 9/18/02	Risk 9/18/02	GC 9/18/02	9-19-02

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER



**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

**CATEGORY:**  
**Human Resources/Employees**

**CODE NUMBER:**  
**AC-6-1**

**TITLE:**  
**Personnel Policies and Procedures Manual  
(Appendix "A")**

**ADOPTED:**  
**8/3/88**

**AMENDED:**  
**5/11/94; 6/6/00; 6/27/00; 12/12/00; 12/19/00  
5/08/01; 7/24/01; 2/12/02; 4/23/02; 10/10/1/02**

**ORIGINATING DEPARTMENT:**  
**Human Resources**

**PURPOSE/SCOPE:**

This manual contains and describes all existing personnel policies, and was developed as a perpetual guideline for consistent interpretation of personnel policies.

This manual is part of this Administrative Code and is under separate cover as Appendix "A", Personnel Policies and Procedures Manual.

**POLICY/PROCEDURE:**

LEE COUNTY RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE LEE COUNTY BOARD OF COUNTY COMMISSIONERS RELATING TO AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE AS ADOPTED BY LEE COUNTY ORDINANCE NO. 97-23; PROVIDING FOR APPROVAL OF CERTAIN AMENDMENTS TO THE LEE COUNTY ADMINISTRATIVE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners is the governing body in and for Lee County, a political subdivision of the State of Florida; and,

**WHEREAS**, the Board of County Commissioners has previously enacted Lee County Ordinance No. 96-01, creating a charter form of government for Lee County pursuant to Section 125.80 and ff., Florida Statutes, and which was approved and ratified by the Electorate of Lee County on November 5, 1996; and,

**WHEREAS**, the Board of County Commissioners has previously enacted Lee County Ordinance No. 97-23, which adopted the Lee County Administrative Code pursuant to Section 2.2.E. of Ordinance No. 96-01, the Lee County Charter; and,

**WHEREAS**, Lee County Ordinance No. 97-23 at Section III allows and provides for amendments to the Lee County Administrative Code to be made by Resolution of the Board of County Commissioners at a regularly scheduled Board of County Commissioners' meeting; and,

**WHEREAS**, certain amendments to the Lee County Administrative Code are now being proposed, and the Board of County Commissioners finds that such proposed amendments are acceptable, serve a public purpose and are consistent with the terms

and conditions of Lee County Ordinance No. 96-01, the Lee County Charter.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY**

**COMMISSIONERS THAT:**

1. The above preamble is hereby accepted and approved as being true and accurate, and is adopted and incorporated herein as if set out further at length.
2. The proposed amendment(s) to the Lee County Administrative Code 6-1 (attached hereto as Exhibit A), is (are) approved, and are hereby directed to be incorporated into the Lee County Administrative Code as indicated in the amendment(s).
3. The provisions of this Resolution are severable, and it is the intention to confer to the whole or any part of this Resolution, the powers herein provided for. If any of the provisions of this Resolution shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the other remaining provisions of this Resolution. It is hereby declared to be the Board's legislative intent that this Resolution would have been adopted had such an unconstitutional provision not been included herein.
4. This Resolution shall become effective immediately upon its adoption by the Board of County Commissioners.

The foregoing Resolution was offered by Commissioner \_\_\_\_\_,  
who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_

and, being put to a vote, the vote was as follows:

ROBERT JANES \_\_\_\_\_  
DOUGLAS ST. CERNY \_\_\_\_\_  
RAY JUDAH \_\_\_\_\_  
ANDREW COY \_\_\_\_\_  
JOHN E. ALBION \_\_\_\_\_

DULY PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**ATTEST:**  
**CHARLIE GREEN, CLERK**

**BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA**

By: \_\_\_\_\_  
**Deputy Clerk**

By: \_\_\_\_\_  
**Chairman**

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
**Office of the County Attorney**