

CARRY OVER #1

Lee County Board Of County Commissioners Agenda Item Summary

Blue Sheet No. 20060101

1. ACTION REQUESTED/PURPOSE:

Adopt revisions to the following Lee County Policies: 101, 201, 202, 204, 210, 211, 307, 311, 312, 401, 402, 404, 405, 406, 407, 408, 504, 506, 508, 601, 602, 700.

Adoption of the resolution to amend Administrative Code 6-1.

2. WHAT ACTION ACCOMPLISHES:

Updates policies that did not meet the needs of the organization and brings unified policies into effect.

3. MANAGEMENT RECOMMENDATION:

Adopt revisions.

4. Departmental Category: **6**

CO #1

5. Meeting Date: **05-23-2006**

6. Agenda:
 Consent
 Administrative
 Appeals
 Public
 Walk-On

7. Requirement/Purpose: (specify)
 Statute
 Ordinance
 Admin. Code 6-1
 Other

8. Request Initiated:
 Commissioner
 Department Human Resources
 Division
 By: Dinah L. Lewis, Director

9. Background:

Ongoing process to update and revise Policies and Procedures Manual.

10. Review for Scheduling:

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services				County Manager/P.W. Director
					Analyst	Risk	Grants	Mgr.	
					RK 2/16	2/15/06	2/16/06	2/15/06	

H. Commission Action:

Approved
 Deferred
 Denied
 Other

JAMES S (4-1) JUDAH-NAY

RECEIVED BY
COUNTY ADMIN:

COUNTY ADMIN
FORWARDED TO:

Date: 2/17/06

Time: 4:50

Admin: [Signature]

ON 5-16-06 IWK to
 5-23-06
 ON 5-23-06 4-1 w/ Judah
 + Bending-James

**MANAGEMENT & PLANNING COMMITTEE
AGENDA REQUEST FORM
COMMISSION DISTRICT #**

PRESENTED BY: Dinah L. Lewis
Human Resources Director

REQUESTED BY: Ray Judah
Commissioner

TITLE OF ITEM FOR THE AGENDA: Revisions to the Lee County Policies and Procedures Manual

1. DESCRIPTION AND OBJECTIVE OF THE ISSUE

Discuss revisions to the Lee County Policies and Procedures Manual.

2. PROPOSE POLICY, PROCEDURE OR PLAN OF ACTION

Back-up materials to be provided under separate cover.

3. OPTIONS (List Advantages/Disadvantages of Each Option Listed)

4. FINANCIAL IMPACTS/FUNDING SOURCE

5. STAFF RECOMMENDATIONS, AND JUSTIFICATION FOR RECOMMENDATIONS

6. Mandated: Y N X

BY WHAT AUTHORITY?

DEPARTMENT DIRECTOR SIGNATURE

COUNTY MANAGER SIGNATURE

MEETING DATE

TIME REQUIRED

Dinah L. Lewis
4-19-06

Donald Stuever

5/1/06

10 minutes



**MEMORANDUM FROM THE
OFFICE OF THE COUNTY MANAGER**

Date: April 18, 2006

To: Commissioner Ray Judah
Commissioner Tammy Hall
Commissioner Robert Janes
Commissioner Douglas St. Cerny
Commissioner John Albion

From: William H. Hammond
Deputy County Manager

A handwritten signature in black ink, appearing to read "William H. Hammond", written over the typed name and title.

RE: **Policies and Procedures Manual**

Additional information was requested regarding the proposed changes to the Policies and Procedures (P & P) Manual, last discussed at the Board meeting on February 28, 2006. Following is in response to this request.

1. Pay for Work During Emergencies (Number 504). No change to the provision for regular pay during the first 40 hours of work has been proposed. This is the fairest and most effective way to handle emergency situations, so that essential personnel are available, and non-essential employees are not exposed to dangerous conditions unnecessarily. A survey of pay practices was conducted by Collier County last fall (results attached), which shows a disparity of practices. Lee County is mid-spectrum.

2. Vacation Leave (Number 402). A change to allow for higher vacation accrual as a recruiting tool is proposed, with approval by the County Manager or County Attorney. This change addresses situations where a very experienced candidate with significant vacation accrual is being recruited (especially from another governmental agency). Such authority will allow us to continue to recruit the best. While such an approach will rarely be used, it is very important to have an option.

3. Leave of Absence (Number 404). This change clarifies that Directors may grant a Leave of Absence of up to 12 weeks during a five-year period. This is **in addition** to Family and Medical Leave (up to twelve weeks in any 12-month period), and other standard leaves for military/bereavement/other provided in the P & P Manual. Staff recommends this provision to ensure

consistency and fairness among departments so that employees handling workloads during co-worker absences are not overburdened.

4. Family and Medical Leave (Number 405). Two changes are proposed that require comment. **First**, a change in the usage of paid vacation time during Family and Medical Leave (FML) would require employees to use all accrued sick and vacation leave before going onto unpaid leave. This change was requested by a number of supervisors, who believe that the employee returning after FML will be more reliably at work thereafter. Currently, the Policy allows employees to keep up to 80 hours of accrual vacation leave before using unpaid leave during FML, resulting in continuing non-FML absences once the employee returns. In some cases, employees handling workloads during co-worker absences have become overburdened under current policy.

Second, a change is proposed to remove grievance procedures as the mechanism for appeals of position restoration after FML, since FML is a non-disciplinary process. Instead, Human Resources is designated as the department to discuss comparable positions. Staff recommends this change for consistency and efficiency in addressing position restoration concerns.

5. Bereavement and Civic Duty leaves (Number 406). This change clarifies that an employee returning from Bereavement Leave may extend the leave by using accrued vacation time. In situations where the employee has a medical need for additional time away, they may also use their accrued sick leave. There have been some situations, under the current policy, where employees have assumed they are able to automatically use sick time after bereavement leave, such as to extend a family vacation. This change clarifies the circumstances for using vacation and sick time in connection with bereavement leave.

Please contact me if you have questions or need additional information. We hope to schedule this item for a Board meeting very soon. Thank you.

FPPA Survey of Emergency Pay Policies
November 1, 2005
Mostly Non-bargaining unit
Presented on a Per Day Basis When the Agency is Closed

<u>Agency</u>	<u>Non exempt</u>	<u>Exempt (some exclude Directors and above)</u>
Alachua	Worked: Did not provide Did not work: Did not provide	Worked: Regular pay plus hours worked in excess or regular schedule paid for at straight time Did not work: Did not provide
Altamonte Springs	Worked: Hours worked paid at 1.5 X Did not work: Regular pay	Worked: Regular pay Did not work: Regular pay
Bartow	Worked: Hours worked paid at 1.5 X Did not work: Regular pay	Worked: Hours worked paid at 1.5 X or received comp time Did not work: Regular pay
Boca Raton	Worked: Regular pay. OT rules apply. Plus pay for hours worked Did not work: Regular pay	Worked: Regular pay. Additional pay at discretion of City Manager. Did not work: Regular pay
Broward County Sheriff	Worked: Regular pay. OT rules apply Did not work: Regular pay	Worked: Regular pay Did not work: Regular pay
Central FL Regional Trans Authority	Worked: Regular pay. OT rules apply Did not work: Regular pay	Worked: Paid at 1 X for all hours worked Did not work: Regular pay.
Cocoa Beach	Worked: Regular pay. OT rules apply. One half of time worked added to PTO banks Did not work: Regular pay	Worked: Regular pay. One half of time worked added to PTO banks Did not work: Regular pay
Coral Gables	Worked: Paid at 1.5 X for hours worked Did not work: ?	Worked: Paid at 1.5 X for hours worked Did not work: ?

Coral Springs

Worked: Regular pay. OT rules apply.
Plus up to 8 hours of comp time.
Did not work: Regular pay

Worked: Regular pay plus up to 8
hour of comp time
Did not work: Regular pay.

Charlotte County

Worked: Regular pay for hours
regularly scheduled to work. Plus
regular pay for hours worked. OT rules
apply.
Did not work: Regular pay

Worked: Regular pay. Additional base pay on
an hour-by-hour basis if authorized by the County
Manager
Did not work: Regular pay.

Crystal River

Worked: Regular pay. OT rules apply
Did not work:??

Worked: Regular pay plus overtime.
Did not work: ??

Dade City

Worked: Regular pay; plus regular pay for
number of hours worked. OT rules apply?
Did not work: Regular pay

Worked: Regular pay; plus hour per hour
comp time for hours worked.
Did not work: Regular pay

Davie

Paid according to contract

Worked: Regular pay. Plus paid at 1.5 X for
hours worked in excess of 40 per week
Did not work: Regular pay

DeLand

Worked: Regular pay. OT rules apply.
Did not work: Leave without pay or may
use vacation or comp time

Worked: Regular pay. Plus comp time or pay
on a hour per hour basis for hours
worked in excess of regular work week.
Will be paid only if FEMA reimburses.
Did not work: Leave without pay or may
use vacation or comp time

Dunedin

Worked: Regular pay. OT rules apply
If work outside normal scheduled hours or
if called back, pay is at 1.5 X.
Did not work: Regular pay

Worked: Regular pay. Plus 1 X pay for hours
worked outside normal scheduled hours
or for hours worked over 50 per week. May
choose time off in lieu of pay
Did not work: Regular pay

Escambia County

Worked: Regular pay. OT rules apply. Additional pay at discretion of County Mgr. Did not work: ?

Worked: Regular pay plus 1 X pay for hours worked over 40 per week. Did not work: ?

Fl Lauderdale

Worked: Regular pay. OT rules apply. Plus credited with 8 hours paid leave time Did not work: Regular pay

Worked: Regular pay plus up to 8 hours of paid leave on an hour for hour basis Did not work: Regular pay

Ft Myers

Worked: Regular pay plus pay at 1.5 X for hours worked. Did not work: Regular pay

Worked: Regular pay Did not work: Regular pay

Ft Walton Beach

Worked: Paid at 1.5 X for hours worked whether or not have worked 40 hours in the week prior to and following full activation. Paid at 2 X for hours worked during a full activation. Did not work: Regular pay for 10 calendar days

Worked: Paid at 1.5 X for hours worked whether or not have worked 40 hours in the week prior to and following full activation. Paid at 2 X for hours worked during a full activation. Did not work: Regular pay for 10 calendar days

Highlands County

Worked: Regular pay. OT rules apply Did not work: Regular pay.

Worked: Regular pay plus pay at 1 X for hours worked in excess of 50 per week Did not work: Regular pay

Hillsborough County

Worked: Regular pay. No additional pay; will receive hour-for-hour additional time off. OT rules apply Did not work: Regular pay for up to 5 days

Worked: Regular pay. No OT or comp time Did not work: Regular pay for up to 5 days

Homestead

Worked: Paid at 1.5 X for each hour worked Did not work: ?

Worked: Paid at 1.5 X for each hour worked Did not work: ?

Jupiter

Worked: Paid at 1.5 X for all hours worked regardless of whether or not they have worked 40 hours. Did not work: Regular pay

Worked: Regular pay plus accue 1 hr leave for each hr worked. Did not work: Regular pay

Keys Energy	<p>Worked: "Holiday" (regular) pay plus 1.5 X for all hours worked.</p> <p>Did not work: "Holiday" (regular) pay</p>	<p>Worked: "Holiday" (regular) pay plus hour per hour comp time for all hours worked in excess of 2 per day.</p> <p>Did not work: "Holiday" (regular) pay</p>
Lake County	<p>Worked: Paid 2 X for all hours worked and for all hours worked outside normal work hours or 5 days whichever is less.</p> <p>Did not work: Regular pay up to 5 days</p>	<p>Worked: Regular pay plus pay for all hours worked outside normal work hours or 5 days whichever is less.</p> <p>Did not work: Regular pay up to 5 days</p>
Lakeland	<p>Worked: Bargaining unit?</p> <p>Did not work: Bargaining unit?</p>	<p>Worked: Regular pay plus at the City Mgr's discretion 1 X for hours in excess of normal workday or comp time on an hour per hour basis</p> <p>Did not work: Unpaid leave or annual leave</p>
Lake Mary	<p>Worked: Paid for early release hour to complete their work day plus pay for the actual hours worked including rest periods. OT rules apply</p> <p>Did not work: ?</p>	<p>Worked: Regular pay</p> <p>Add'l comp as determined by City Manager</p> <p>Did not work: ?</p>
Lee County	<p>Worked: Regular pay. OT rules apply.</p> <p>Did not work: Regular pay.</p>	<p>Worked: Regular pay. Plus are paid for hrs worked in excess of 40 hours</p> <p>Did not work: Regular pay.</p>
Manatee County	<p>Worked: Hours worked are paid at 2.5 X or accrued as comp time at 1.5 X regardless of # hrs worked in week</p> <p>Did not work: Regular pay.</p>	<p>Worked: Hours worked are paid at 2.5 X or accrued as comp time at 1.5 X regardless of # hrs worked in week</p> <p>Did not work: Regular pay.</p>
Marion County	<p>Worked: All hours worked paid at 1.5 X.</p> <p>Did not work: Regular pay.</p>	<p>Worked: Regular pay. Additional pay at discretion of County Manager.</p> <p>Did not work: Regular pay.</p>
Martin County	<p>Worked: Regular pay. OT rules apply.</p> <p>Did not work: Regular pay.</p>	<p>Worked: Regular pay plus OT for hours in excess of 40 per week.</p>

Did not work: Regular pay.

Miami

Worked: Regular pay. OT rules apply
Plus 1/4 hr comp time for each hr worked
Did not work: Regular pay

Worked: Regular pay. Plus 1/4 hour comp
time for each regularly scheduled hour
worked and one hour per each hour
worked in excess of regular schedule
Did not work: Regular pay

Miramar

Worked: All hours worked paid at 1.5 X
Did not work: Regular pay

Worked: Regular pay plus accrue comp
time
Did not work: Regular pay

North Miami

Worked: Regular pay. OT rules apply.
Plus hour per hour vacation credits up
to a maximum of 8 per day.
Paid for all time including rest and meal
periods.
Did not work: Regular pay (admin leave)

Worked: Regular pay plus hour per hour
vacation credits up to a maximum of 8 per
day. Paid for all time including rest
and meal periods
Did not work: Regular pay (admin leave)

Ocala

Worked: All hours worked paid at OT rate.
Did not work: Regular pay

Worked: All hours worked paid at OT rate.
Did not work: Regular pay

Okaloosa County

Worked: Paid at 2 X for hours worked
regardless if work 40 hours per week.
Did not work: Regular pay

Worked: Paid at 2 X for hours worked
regardless if work 40 hours per week.
Did not work: Regular pay

Orlando

Worked: Regular pay. OT rules apply
Did not work: Regular pay.

Worked: Regular pay. If work more than
50 hours per week, get a comp day.
Did not work: Regular pay

Palm Beach County
Solid Waste Auth.

Worked: Regular pay plus 1.5 X for all
hours worked. OT rules apply.
Did not work: Regular pay

Worked: Regular pay plus hour for hour
comp time for actual hours worked.
At mgmt discretion may instead receive
straight time pay in addition to regular pay.
Did not work: Regular pay

Palm Beach Sheriff
Worked: Regular pay. OT rules apply
Did not work: Regular pay

Worked: Regular pay. Additional pay at the discretion of the Sheriff
Did not work: Regular pay

Parkland
Worked: Regular pay. OT rules apply.
Did not work: Regular pay

Worked: Regular pay plus comp time
Did not work: Regular pay.

Pinellas County
Worked: Paid at OT rate for hours worked. If work less than normal number of hours paid for those unworked hours as well. CIC workers - OT rate for hours worked plus regular pay.
Did not work: Regular pay

Worked: Paid at OT rate for hours worked. If work less than normal number of hours paid for those unworked hours as well. CIC workers - OT rate for hours worked plus regular pay.
Did not work: Regular pay

Pasco County
Worked: Regular pay. OT rules apply.
Did not work: Regular pay

Worked: Regular pay plus a maximum of 40 hours of leave on an hour for hour basis based upon the hours worked in excess of normal work hours.
Did not work: Regular pay.

Ponce Inlet
Worked: Regular pay. OT rules apply.
Did not work: Must use leave or comp time

Worked: Regular pay plus additional comp at the discretion of Town Manager if work hours exceed 6/12 hours past normal work week. Paid at 1.5 X or 1 X.
Did not work: Must use leave or comp time

Port of Palm Beach
Worked: Regular pay plus pay at 1.5 X for hours worked. OT rules apply.
Did not work: Regular pay.

Worked: Regular pay plus hour per hour vacation credit for all hours worked.
Did not work: Regular pay

Port St Lucie
Worked: Regular pay. OT rules apply. Plus 8 additional hours per day up to a max of 3 days.
Did not work: 8 hours per day up to a max of 3 days. After 3 days use vacation or personal time

Worked: Regular pay plus up to 8 hours per day for a max of 3 days.
Did not work: Regular pay

Punta Gorda Worked: Hours worked paid at 2 X regardless of whether have worked 40 hours in the week.
Did not work: Regular pay

Worked: Hours worked paid at 1.5 X regardless of whether have worked 40 hours in the week.
Did not work: Regular pay

Sarasota County Worked: Regular pay. OT rules apply. Plus admin leave credit on an hour by hour basis for each hour worked.
Did not work: Regular pay. Duration determined by County Manager

Worked: Regular pay plus straight time for hours worked or comp time.
Did not work: Regular pay.

Sarasota-Manatee Airport Authority Worked: Regular pay plus 1 X for hours actually worked. OT rules apply
Did not work: Regular pay.

Worked: ?
Did not work: ?

St. Lucie County Worked: Regular pay plus 1.5 X for hours actually worked. OT rules apply.
Did not work: Regular pay up to 3 days

Worked: Regular pay plus 1 X for hours worked in excess of the regular work week at the discretion of the County Mgr.
Did not work: Regular pay up to 3 days

St. Pete Beach Worked: Regular pay. OT rules apply
Did not work: Regular pay

Worked: Regular pay plus additional comp if work in excess of 50 hours per week
Did not work: Regular pay

Tampa Worked: Regular pay plus pay for hours actually worked. OT rules apply.
Did not work: Regular pay

Worked: Regular pay plus pay for hours actually worked at 1 X or hour per hour comp time
Did not work: Regular pay

Titusville Worked: Regular pay. OT rules apply
Did not work: Regular pay. At some point must take leave

Worked: Regular pay plus paid at 1 X for all hours worked
Did not work: Regular pay. At some point must take leave.

Venice Worked: Paid 2 X for actual hours

Worked: Paid 2 X for actual hours

worked. OT rules apply
Did not work: Regular pay

worked.
Did not work: Regular pay

Volusia County
Worked: Regular pay. OT rules apply
Did not work: Regular pay

Worked: Regular pay plus comp time at 1X
or leave added to leave banks
Did not work: Regular pay

Wellington
Worked: 2X hourly rate up to
24 hours in a day regardless
of whether they have worked
40 hours in the week.
Did not work: regular pay.

Worked: Paid at regular rate; additional pay
at discretion of Village Manager
Did not work: regular pay.

Wilton Manors
Worked: Regular pay. OT rules apply.
Plus earn admin leave on an hour for
hour basis not to exceed hours
in a normal work day
Did not work: Regular pay

Worked: Regular pay plus 1.5 X for hours
worked in excess of 40 per week.
Did not work: Regular pay

Winter Haven
Worked: Regular pay. OT rules apply.
Plus pay at straight time or comp time
for 8 additional hours
Did not work: Regular pay

Worked: Regular pay
Did not work: Regular pay

Winter Park
Worked: Regular pay. OT rules apply.
Plus 8 hours of comp time.
Did not work: Regular pay

Worked: Regular pay plus 8
hours comp time
Did not work: Regular pay

LEE COUNTY RESOLUTION NO. 06-05-41

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 Janes, who moved its adoption. The motion was seconded by Commissioner St. Cerny and, being put to a vote, the vote was as follows:

ROBERT JANES	<u>AYE</u>
DOUGLAS ST. CERNY	<u>AYE</u>
RAY JUDAH	<u>NAY</u>
TAMMARA HALL	<u>AYE</u>
JOHN E. ALBION	<u>AYE</u>

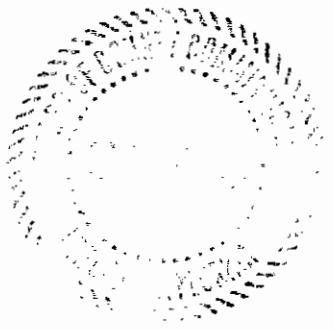
DULY PASSED AND ADOPTED this 23rd day of May, 2006

ATTEST:
CHARLIE GREEN, CLERK

BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

By: Michele S. Cooper
Deputy Clerk

By: [Signature]
Chairman



APPROVED AS TO FORM:

By: [Signature]
Office of the County Attorney

**EXHIBIT A
ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Human Resources/Employees	CODE NUMBER: AC-6-1
TITLE: Personnel Policies and Procedures Manual (Appendix "A")	ADOPTED: 08/03/88
	AMENDED: 10/17/90; 07/24/91; 5/11/94; 07/05/95; 09/23/97; 06/30/98; 04/06/99; 05/18/99; 06/06/00; 06/27/00; 12/12/00; 12/19/00; 05/08/01; 07/24/01; 02/12/02; 06/04/02; 07/09/02; 08/01/02; 10/01/02; 10/08/02; 08/12/03; 08/10/04; 03/01/05; 05/23/06
	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:

ATTACHMENT: Personnel Policies and Procedures Manual is Sent Under Separate Cover as (Appendix "A")

Carney, Shirley A.

From: Figueroa, Stephanie
Sent: Wednesday, May 24, 2006 8:48 AM
To: HR - DEPT REPS; Tong, Lorna J.
Cc: Coram, Patricia K.; Lewis, Dinah L.
Subject: Updated Policies

Good Morning! The following information below will be communicated this evening via a broadcast e-mail...

The following policies have been revised based on changes approved by the Lee County BOCC effective May 23, 2006:

Policies 101, 201, 202, 204, 210, 211, 307, 311, 312, 401, 402, 404, 405, 406, 407, 408, 504, 506, 508, 601, 602, 700

Please contact your Employee Relations Representative if you have any questions

Please update your hardcopy manuals using the attached link.

Note to Supervisors: Please print out and post in a prominent area; or distribute to all those employees who do not have access to GroupWise/Outlook.

http://www.lee-county.com/HumanResources/policies/table_of_cont.pdf