



St. Johns County Administrative Code Section: Human Resources

Title:	401 Introduction	Issued: April 1992
Reference: F.S. 125.74, SJC 2006-128, & SJC 2023-23		Revised: August 2007 June 2012 January 2023

401.1 Purpose

The purpose of this policy is to provide overall guidance to management, staff, and volunteers. The policy does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The County reserves the right to change any portion of this policy at any time.

401.2 Establishment of the County

St. Johns County was established in 1821. St. Augustine, the County seat, was founded in 1565 by Spanish explorers and is the nation's oldest city. The County encompasses approximately 608 square miles and is located in the northeast region of the State of Florida directly south of Duval County, Florida (Jacksonville), and is bordered on the west by the St. Johns River, on the south by Flagler County and on the east by the Atlantic Ocean.

401.3 Structure of the County Government

St. Johns County provides numerous and various services to the public as a general-purpose local government. The Board of County Commissioners of St. Johns County is organized under Article III of the State of Florida Constitution, which empowers the creation of counties as a political subdivision of the State. St. Johns County is a non-chartered County and has the power of self-government as provided by general law and through County ordinances. There are five commission members elected at large serving four-year terms of office. The County Administrator serves as the Chief Administrative Officer of the County, in accordance with F.S. 125.74.

401.4 Scope

The policies in the St. Johns County Administrative Code cover all employees of St. Johns County Board of County Commissioners. The wages, hours and working conditions of all employees in a collective bargaining unit are governed by the terms of the applicable agreement. To the extent that any provision in the General Procedures in bargaining unit agreements conflicts with provisions in this manual, the collective bargaining unit agreement will govern. St. Johns County Resolutions 2006-128 and 2023-23 authorizes the County Administrator to make all administrative changes to the Administrative Code established by the Board of County Commissioners.