



St. Johns County Administrative Code
Section: Human Resources

Title:	402 Employment	Issued: April 1992
Reference: F.S. 435, F.S. 295, SJC 2003-64 FAC 55A-7		Revised: August 2007 June 2012 January 2023

402.1 Equal Opportunity Employment

St. Johns County is an equal opportunity employer. All employment actions are taken without regard to race, religion, national origin, color, sex, sexual orientation, gender identity, ancestry, veteran or current military status, marital status, age, disability, pregnancy or other related medical condition, genetics, or other consideration protected by federal, state or local law. The Board of County Commissioners has adopted an Equal Employment Opportunity Plan, which outlines its goals and responsibilities, and the implementation process may be reviewed by contacting the County’s EEO Officer, the Human Resources Director.

402.2 Recruitment

St. Johns County selects the best and most fully qualified applicants for position vacancies. Position vacancies are advertised through Human Resources and are posted on the Internet. The only means to apply for a vacant position is electronically via the Online Application System (OAS).

Employees must meet the requirements of the job description, be capable of performing the essential functions of the job (with or without a reasonable accommodation), have a satisfactory work record, and not be in a probationary status to apply for an advertised vacancy. Employees must post their application/resume in the OAS during the advertisement period to be considered for the vacant position.

The County Administrator reserves the right to hire or promote individuals to vacancies without posting the position if it is the best interest of the County. The Board of County Commissioners shall approve all Department Director New Hires.

402.3 Job Postings

The County believes in promoting employees from within and utilizes a web-based platform to advertise positions. All regular full time and regular part time employees have an opportunity to apply for positions in which they are interested.

402.4 Veterans’ Preference

St. Johns County values the service and skills of veterans and complies with the Florida Statute governing Veterans’ Preference. In order to receive preference, the applicant must furnish appropriate documentation at the time of application by uploading relevant documents to the OAS.

Florida Statutes, Chapter 295, sets forth certain requirements for public employers to accord preferences, in appointment, retention, and promotion, to certain veterans and spouses of veterans who are Florida residents. The relevant portions of the law apply to “the state and its political subdivisions.”

The County will follow the requirements of Florida Statutes, Chapter 295, and Chapter 55A-7, F.A.C., in determining eligibility for Veterans’ Preference, along with the County’s Veterans Recruitment Plan (update to



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F.S. 295 on 7/1/21) that establishes annual goals for ensuring the full use of Veterans in our workforce.

402.5 Employment of Persons with Disabilities

St. Johns County complies with the Americans with Disabilities Act, As Amended (ADA, AA) and prohibits discrimination against individuals with disabilities. All persons shall be treated fairly and given opportunities equal to those provided to all others working or seeking to work here.

The ADA, AA prohibits discrimination against people with disabilities in every aspect of employment. The listing is not inclusive and serves only to highlight some of the provisions in the law:

- Recruitment, advertising, and job application procedures.
- Hiring, upgrading, promotion, demotion, transfer, layoff, termination, right of return from layoff, and rehiring.
- Rates of pay or any other form of compensation and changes in compensation.
- Job assignments, job classification, organizational structures, position descriptions, lines of progression, and seniority lists.
- Leaves of absence, sick leave, or any other type of leave.
- Fringe benefits by virtue of employment, whether or not administered by the employer.
- Selection and financial support for training, including apprenticeships, professional meetings, conferences and other related activities, and selection for leaves of absence to pursue training.
- Activities sponsored by the employer including social and recreational programs.
- Any other term, condition, or privilege of employment.

402.6 Employment of Relatives

The County permits the employment of qualified relatives of existing County employees as long as such employment does not, in the opinion of the County, create actual or perceived conflicts of interest. For purposes of this policy, "relative" is a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation.

402.7 Background Screening

Level I background screenings are required for all applicants who have been extended a conditional offer of employment and persons who have sought volunteer opportunities. Background screenings include, but are not limited to, national and local criminal history check, driver license record checks, national sex offender check, and employment history check. Employees/volunteers who are required by State Statute to undergo a Level II background screening shall do so in strict compliance with the Statute.

402.8 Monitoring/Inspecting

In order to promote the safety and welfare of its employees, visitors, and citizens, and to ensure the security of its property, the County may use reasonable methods to monitor, inspect, and/or conduct surveillance of any portion of its premises, property, or employees. Employees have no expectation of privacy in any area in which County business is conducted, any work area, break area, or other area on the County's premises that is open to public view. In addition, employees who use County vehicles are subject to monitoring, inspection, and surveillance during such use. The County's monitoring may include, but is not limited to the use of video surveillance, GPS tracking devices, or other electronic methods of surveillance.

402.9 New Employee Orientation

In the first few months of employment, every new employee shall be scheduled to participate in an orientation program conducted by the Human Resources Department. During this mandatory training, each employee will



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receive important information regarding St. Johns County policies and benefit programs and other information necessary to acquaint the employee with St. Johns County government.

402.10 Anniversary Date

Anniversary dates are established twelve (12) calendar months, to the day, following the date of hire or reinstatement.

402.11 Hours of Work

A regular workweek for County employees is forty (40) hours during a seven-day period (Sunday – Saturday). Because of varying requirements placed upon each department, there is no standard scheduled hours of work.

402.12 Punctuality

The attendance and punctuality of employees are essential to the smooth operation of the County and the delivery of services to the community. Employees are expected to be at work at the time scheduled except when prior permission for absence has been approved by the Department Director or designee or when serious illness or other emergencies occur.

402.13 Continuous Service Awards

An annual ceremony will be held to recognize the continuous year service milestones of employees. Employees shall be recognized in five (5) year increments.

402.14 Employee of the Year

St. Johns County shall annually recognize one (1) employee as the Employee of the Year. The employee must have clearly demonstrated creativity, exemplary performance, provided exceptional organizational contributions, and modeled excellent service to the public.

402.15 Personnel Files

The Human Resources Department maintains the official personnel files for all employees. These files contain documentation regarding all aspects of employment such as performance appraisals, disciplinary actions, and letters of commendation. Employees may review their own personnel file at any time by contacting Human Resources to schedule a time for review. To maintain up-to-date files, Human Resources must be notified of any changes to employee personal information including: name, telephone number, home address, marital status, beneficiaries, and individual to notify in case of an emergency. Personnel files are subject to public inspection under the Public Records Act.

402.16 Attendance and Leave Records

Each department is required to accurately record all hours worked by each employee in the electronic timekeeping system, as well as a complete and accurate record of all authorized approved leave. The responsibility for the accuracy and maintenance of all attendance and leave records rests with each department. Falsification of leave records by an employee is cause for dismissal.

402.17 Driver's License and Record

In order to meet the operational needs of the organization all employees are required to have and maintain a valid Florida driver's license unless waived by the Human Resources Department. Employees who fail to inform their supervisor, and continue to drive a County vehicle or use their privately-owned vehicle while in the conduct of County business after having their Florida driving privileges (license) cancelled, suspended, or revoked, may have their employment terminated. It is the employee's responsibility to maintain insurance on any personal



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vehicle used to conduct County business in accordance with state law. In the event of an accident the “at-fault” driver’s insurance is primary.

402.18 Exit Interviews

Employees separating from the County will have the opportunity to participate in an exit interview with a representative from the Human Resources Department. The purpose of the meeting is to discuss the reason for separation and to use that information to improve the organization. Employees leaving County employment as a result of work rule violations, unsatisfactory performance, or related reasons will not normally be scheduled for such an interview. Information shared in the exit interview process shall be documented and retained in order to trend data and help provide generalized feedback to the department.