



**St. Johns County Administrative Code
Section: Human Resources**

Title:	404 Compensation	Issued: April 1992
Reference: Fair Labor Standards Act (FLSA) F.S. 121.021 & F.S. 215.425, F.S.448.110		Revised: August 2007 June 2012 January 2023

404.1 Purpose

The purpose of this policy is to provide for the implementation of a uniform compensation administration practice authorized by the County Administrator for non-bargaining unit employees.

404.2 Concept

It is the policy of the County to establish and administer a system of compensation based on external competitiveness, internal equity, relative complexity and responsibility between classifications, market economic conditions, County financial policies and appropriate federal, state and local laws pertaining to compensation. This system shall be utilized to contribute to an environment conducive to employee recruitment, retention, motivation and productivity.

It is the practice of the County to establish and utilize a Pay and Classification Plan, which provides a systematic arrangement and inventory of positions grouped into classes/pay ranges indicative of the range of duties, responsibilities, and level of work performed. The classifications standardize the meaning, allocation and usage of the plan throughout the County based upon the similarity of work and duties performed.

404.3 Content of the Plan

The Plan includes groupings of positions into pay ranges on the basis of approximately equal difficulty and responsibility, which requires the same general qualifications and which can be equitably compensated within the same salary grade. Classification standardizes the meaning, allocation and usage of the job title throughout the County based on similarity of work and duties performed. It is indicative of the work of the classification and shall be used in all human resources, accounting, budget, and related official records.

Written job descriptions for each job title are established and updated as necessary. Job descriptions contain the nature of work and relative responsibilities of the classification, the necessary knowledge, skills, and abilities required for adequate performance of the work, and the desirable experience, education and training needed for recruiting into the classification.

404.4 Responsibilities

The Human Resources Department is responsible for the following:

- Recommending compensation systems, policies and procedures to the County Administrator and, as appropriate, the Board and ensuring adherence to those implemented.
- Developing, maintaining, and revising job descriptions as a component for compensation decisions.
- Providing compensation administration reports and data needed for program review and control.
- Reviewing and providing recommendations for revising base pay rates, pay structures, and pay practices at least annually to ensure effective recruitment, retention, motivation and productivity.
- Ensuring compliance with wage and hour laws and regulations.
- Consulting with employees, supervisors, and management on compensation administration issues.
- Maintaining the pay plan schedule of pay grades for each classification consisting of hourly or annual rates for the pay ranges.



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Department Directors have responsibility for the following:

- Ensuring that approved budgets can support all of the actual and anticipated compensation needs in their respective departments for each fiscal year.
- Ensuring that approved compensation administration policies, programs, and procedures are consistently followed in all divisions, departments, and sections of the County.
- Reviewing job descriptions and ensuring the Human Resources Director is informed of all new and changed jobs in order for the Human Resources Department to analyze, audit and establish appropriate classifications.
- Recommending revisions to compensation administration policies, procedures, and practices to the Human Resources Director when necessary.

404.5 Components

Pay ranges shall be established as a part of the Pay and Classification Plan. Pay ranges will include a salary grade and the minimum and maximum for each pay grade and are arranged in steps. Administrative guidelines will be developed and implemented based on local, state and federal law, effective management principles and best market practices.

404.6 Amendments

Revised pay ranges will be considered by the Human Resources Director in conjunction with studies indicating that revisions to the Pay and Classification Plan are necessary because of adjustments in internal equity or external competitiveness. Recommendations for amendments may be made by the Human Resources Director to the County Administrator after full review by the Office of Management and Budget.

404.7 Pay Administration Guidelines

All non-contract persons employed under the Board of County Commissioners shall be paid in accordance with the rates of pay set forth in the Pay Plan for the position to which they are hired. No employee shall be paid at a salary rate greater than the maximum or less than the minimum established for the position. Positions that require exception to this policy must have funding available and be approved by the County Administrator. Departments are responsible for managing their authorized funding for compensation and may not seek Board action for shortfalls.

404.8 Paychecks for Separated Employees

Employees separating from County service will normally receive their final paycheck on the next regularly scheduled payday following the date of termination of employment unless otherwise specified. Any monies owed the County may be deducted from final payments in accordance with the Fair Labor Standards Act (FLSA). Whenever possible, final paychecks shall include pay for hours worked and any unused leave that may be due the employee as provided for elsewhere in these policies and procedures.

404.9 Overtime

Overtime payment is governed by provisions of the Federal Fair Labor Standards Act. St. Johns County employees may be called upon and required to work overtime if, in the opinion of the supervisor, it is necessary to meet the demands of the job being performed. Except in emergency conditions, all overtime work must be approved, in advance, by the Department Director or designee.

Any nonproductive time off, such as a holiday, sick leave, jury duty, birthday day off, personal leave,



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administrative leave, vacation leave, funeral leave, or any other nonproductive time, paid or unpaid, shall not be counted as time worked in calculating overtime pay. Holidays are paid at the employee's hourly rate and shall not exceed eight (8) hours. When a holiday is worked (holidays are defined by the Board) all hours worked shall be paid at time and one half the hourly wage of the employee.

- All overtime pay is paid at time and one half the hourly wage of the employee.
- Double time wages are not authorized at any time unless specified in a Collective Bargaining Agreement.
- Employees who, without a legitimate excuse, refuse to work overtime shall be subject to disciplinary action.

404.9.1 Overtime Pay Categories

An employee's eligibility for overtime pay is determined by the employee's job classification and its classification as either non-exempt or exempt in the current pay plan. Non-exempt employees are eligible for overtime pay at one and one half times the employee's hourly wage. Exempt employees may be paid overtime wages at the discretion of the County Administrator, normally only under emergency conditions.

404.10 Paycheck Deductions and Garnishments

The law requires that the County make certain deductions from paychecks, such as Federal taxes, Medicare, and Social Security. There may also be deductions for certain benefits that require employee contributions, such as insurance premiums, etc. As a general rule, no deductions other than those legally required may be made from paychecks without the employee's written authorization.

Paychecks may also be subject to a wage garnishment if ordered by a court of law. Garnishments consist of deducting a certain amount from the employee's paycheck in order to help pay a debt or obligation such as child support, back taxes or a court judgment. When properly notified by an employee or an appropriate court or government agency, the County will withhold the amount requested to be garnished according to applicable law. Improper deductions are prohibited.

404.11 Return of County Property

All County property issued to the employee must be returned or accounted for to the satisfaction of the employee's Department Director or their designee. Failure to return County property may require repayment equal to the cost of the property, with deductions of any monies owed from final payments as listed in this section.

404.12 Errors

It is the responsibility of the employee to immediately notify either their supervisor or Human Resources if an error was made involving their paycheck. Corrections shall be made as determined by the Finance office.

404.13 Compensatory Time

St. Johns County does not allow compensatory time. All hours worked over forty (40) shall be paid to non-exempt employees at a rate of time and one half the employee's hourly wage in accordance with the Fair Labor Standards Act, St. Johns County policies and per collective bargaining agreements.

404.14 Performance Awards

A Performance Award may be a monetary or non-monetary recognition earned by an employee who has shown exceptional measurable performance over an extended period of time.

All employees are eligible to receive a Performance Award provided they meet the criteria identified in Section 215.425 of Florida Statutes. Groups are not eligible for a Performance Award.



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404.15 Emergency Disaster Pay Plan

Employees are responsible for assisting the County in protecting the public's health and safety during emergencies. As such, all employees are expected to participate as assigned during the emergency period and accept duty assignments, including safety sensitive assignments, in order to prepare and/or respond to the emergency situation. The general nature of these responsibilities will be based on the emergency roles or temporary emergency assignments assigned to County departments and divisions in the St. Johns County Emergency Management Plan or by the County Administrator as needed. Assignments are likely to vary during the emergency, and employees could be asked to work in areas or positions other than those to which they are normally assigned.

Assistant County Administrators, Department Directors or Division Managers shall ensure the availability of employees to protect, secure and recover County property, equipment and services from the effects of a disaster and make ready all available resources to respond to the event as requested by an Incident Commander or the County Emergency Operations Center.

County employees who are not assigned either an emergency support function responsibility or are not needed to close down a County office or facility within their division will be identified by their department as available for an emergency duty assignment. That reassignment may include assisting other departments and/or the Emergency Operations Center in carrying out emergency assignments or missions.

The County Administrator or designee has the discretion to provide emergency duty assignments to staff. Employees are required to report as assigned during a declared emergency.

Emergency/disaster pay provisions will be in effect when any natural, technological or other emergency or disaster requires a state of local emergency declaration by the Board of County Commissioners.

404.16 Job Status

The purpose of this policy is to provide for the implementation of a job status procedure authorized by the County Administrator.

It is the practice of the County to utilize its human resources in a manner that best meets the service demands of the County through the effective hiring of regular full time, regular part time, temporary full time, temporary part time, and contract employees.

All new employees, employees who have been re-employed after separation, or who have transferred to a different position, shall complete a six (6) month probationary period. This provides the department an opportunity to make an appraisal of the employee's abilities and overall performance. A probationary status employee must satisfactorily complete the six (6) month period by achieving an overall "Effective" rating on their performance evaluation to be eligible for regular status. Employees who are terminated during the introductory period do not have the right of appeal or a right to grieve under the provisions of a collective bargaining agreement. Probationary status may only be extended or reduced with the approval of the Human Resources Director.

Regular Full Time

Such positions require the employee to work an average of forty (40) or more hours per week on a regularly scheduled basis. Regular Full Time employees shall receive vacation leave, sick leave, group health insurance and the voluntary life policies.



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Regular Part Time

Such positions require the employee to work at least twenty (20) hours but less than forty (40) hours per week on a regularly scheduled basis. Regular Part Time employees who are regularly scheduled for twenty (20) to twenty-nine (29) hours per week on a regular basis shall receive vacation leave, sick leave or other types of leave on a pro rata basis and are not eligible for group health insurance and the voluntary life policies.

Contract

The positions of County Administrator and County Attorney shall be governed by their individual employment contracts. If at any time the County Commission amends the Human Resource Section of the Administrative Code to provide additional benefits for any classification of employees that are greater than those provided in the contract of the employees, the benefits for the County Administrator and County Attorney shall be amended accordingly.

404.17 Time Records

An electronic record shall be kept of all hours worked by employees for each pay period. Time sheets must record all leave time an employee has used in each pay period. Each pay period extends from Sunday of one week through Saturday of the following week, covering a two (2) week period. Time sheets must be approved by the employee and verified by the supervisor. Falsification of a time record is a breach of County policy and grounds for disciplinary action including termination of employment. Time sheets are submitted every other Monday in order to receive payment on Friday of the same week. Time records and associated leave records shall be kept by each Department for a period of three (3) years for audit purposes.

404.18 Direct Deposit

All employees hired after January 1, 2007, are required to directly deposit their paycheck into the financial institution of their choice. Direct deposit provides a fast, reliable, and safe means of paycheck delivery.

404.19 Meal and Rest Periods

Meal periods may be authorized once per work shift in thirty (30) minute increments not to exceed sixty (60) minutes unless otherwise pre-approved by management. Supervisors are encouraged to provide meal periods for employees but are not mandated to do so. Meal periods are not compensable.

Rest periods may be authorized by the supervisor and may not exceed fifteen (15) minutes. If rest periods are provided they may only be taken twice per work shift; once in the early part of the shift and once in the later part of the shift. Rest periods may not be combined with other time off nor may they be saved for later use. Employees granted rest periods may not leave the work premise (campus) as this time is compensable.

404.20 Charitable Contributions

Giving to charity is a way to help others and can provide a positive tax planning strategy. Some organizations are not qualified to receive deductible contributions so it is imperative that employees desiring to donate to charity research the organizations they are interested in supporting and consult with their tax advisor regarding any planned giving. St. Johns County offers the convenience of payroll deduction for those employees wishing to donate to the United Way of St. Johns County. Employees may designate the local organization within United Way or choose to support the United Way in general. In keeping with the United Way of St. Johns County policies, all funds remain in St. Johns County