

INDIAN RIVER COUNTY
MEMORANDUM

TO: Jason Brown
County Administrator

FROM: Suzanne Boyll
Human Resources Director

DATE: October 10, 2022

SUBJECT: Revision to Administrative Policy AM-205.1 Probation and AM-702.1 Sick Leave

BACKGROUND:

Indian River County has established administrative policies outlining various policies, practices and procedures applicable to County employees. Human Resources is recommending the following revisions:

AM-205.1 Probation

1. Removes language restricting probationary employees from applying for transfers or promotions.
2. Clarifies the extension of probation in limited circumstances not to exceed a total of 18 months.
3. Identifies the method of documentation and approval that is needed when a probationary employee is dismissed during probation.

AM-702.1 Sick Leave

1. Provides a conversion to vacation leave of one-half of the sick leave hours over the maximum accrual at the end of each year for employees hired on or after October 1, 2011.

FUNDING:

The budgetary impact for the sick leave to vacation leave conversion will vary annually. Funding for these expenses will be paid from each department budget that is impacted.

RECOMMENDATION:

Staff respectfully requests the Board of County Commissioners approve the revisions to AM-205.1 Probation and AM-702.1 Sick Leave.

ATTACHMENTS:

- AM-205.1 Probation (draft and markup)
- AM-702.1 Sick Leave (draft and markup)