

INDIAN RIVER COUNTY  
MEMORANDUM

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TO: Jason Brown  
County Administrator

FROM: Suzanne Boyll  
Human Resources Director

DATE: January 26, 2022

SUBJECT: Revision to Administrative Policy AM-202.1 Hiring, AM 502.1 Vacation, and AM-702.3 Short-Term Absences

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**BACKGROUND:**

Indian River County has established administrative policies outlining various policies, practices and procedures applicable to County employees. Human Resources, in consultation with the County Administrator and Department Directors, has updated the County's Hiring, Vacation and Short-Term Absences policies. The updates apply to non-union employees of the County. The updates are necessary to improve our ability to recruit and retain qualified staff and included the following recommended revisions:

AM-202.1 Hiring

1. Provides for an increase in relocation assistance from up to \$2,000 to up to \$5,000 as approved by the County Administrator or County Attorney.

AM-502.1 Vacation

1. Provides for prior service credit for qualifying local, state, or federal service (to include active duty military) when establishing new hire vacation accrual rates. Up to five (5) additional days may be awarded up to a maximum total accrual of 15 days per year. Provides for existing employees to be able to submit for service credit of up to five (5) additional days.
2. Removes the requirement to complete the new hire probation in order to request vacation leave and allows for vacation leave to be requested after it is accrued (monthly).
3. Clarifies how vacation is credited each month and defines which type of paid leave is excluded from consideration in the accrual calculation requirement of working at least one-half of the budgeted hours in the month.

AM-702.3 Short-Term Absences

1. Clarifies bereavement leave for non-union employees working 112 hour schedule.
2. Clarifies the requirement to provide documentation supporting the request for bereavement leave.
3. Clarifies where subpoenas for jury duty will be maintained.

4. Provides for an additional administrative leave day for non-union exempt employees.

The recommended revisions will provide the ability for new employees to access to paid leave benefits and to maintain work/life balance. In addition the revisions, provide the ability to recruit experienced individuals and recognize prior public service when establishing the vacation leave benefit and provide for a competitive relocation assistance benefit to assist in recruiting qualified individuals.

**FUNDING:**

The budgetary impact for the administrative leave day and the increase in vacation accruals would be limited to any additional labor costs associated with back filling a position that required overtime to be paid. This is expected to be minimal as not all position absences require back filling when a day off is taken. The increase in relocation assistance will be \$3,000 per approved relocation. These costs will vary annually. Funding for these expenses will be paid from each department budget that is impacted.

**RECOMMENDATION:**

Staff recommends the Board approve the revisions to AM-202.1 Hiring, AM-502.1 Vacation, and AM-702.3 Short-Term Absences.

**ATTACHMENTS:**

AM-202.1 Hiring (markup)

AM-502.1 Vacation (markup)

AM-702.3 Short-Term Absences (markup)