

INDIAN RIVER COUNTY  
MEMORANDUM

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To: Jason Brown  
County Administrator

From: Suzanne Boyll *SB*  
Human Resources Director

Date: June 30, 2017

Subject: Approval of Administrative Policies AM-702.2 Family and Medical Leave (FMLA), AM-701.1 Attendance and Punctuality, AM-301.3 Overtime, AM-301.1 Payroll/Salary Administration, and AM-501.1 Disclosure of Benefits

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**Background**

**AM-702.2** - The Family and Medical Leave Act of 1993 (FMLA) is a federal law that provides eligible employees with job protected leave when they need to take leave for specified family and medical reasons. The FMLA is enforced by the Department of Labor. The proposed policy is a new policy which identifies the circumstances that qualify for FMLA, establishes how the County will comply with the Act, and communicates what is needed from an employee when the employee will be absent due to a FMLA qualifying reason.

Following approval of this policy, employees will be notified of the new policy and Human Resources will conduct training to orient managers, supervisors and other key personnel in procedures that need to be followed to comply with the FMLA and this policy.

**AM-701.1** – The Attendance and Punctuality policy has been updated to include clear expectations regarding attendance, work schedules and absences from work to include FMLA absences.

**AM-301.3** – The Overtime policy has been updated to clearly define that overtime is time worked above the standard work week schedule, define that there is straight time overtime as well as time and one-half overtime paid (37.5 hour work schedule), and include paid emergency leave (hurricane pay) as time worked in the calculation of overtime. These changes are recommended based on feedback from FEMA following Hurricane Matthew to incorporate how we calculate payroll when there is a declared emergency and paid emergency leave is provided.

**AM-301.1** - The Payroll/Salary Administration policy has been updated to reflect the current play plan classes.

**AM-501.1** - The Disclosure of Benefits policy has been updated to reflect current employee benefits.

**Recommendations:**

Staff recommends and respectfully requests the Board of County Commissioners approve Administrative Policies AM-702.2 Family and Medical Leave (FMLA), AM-701.1 Attendance and Punctuality, AM-301.3 Overtime, AM-301.1 Payroll/Salary Administration, and AM-501.1 Disclosure of Benefits.