

OFFICE OF THE CHIEF JUDGE
THIRD JUDICIAL CIRCUIT
STATE OF FLORIDA

ADMINISTRATIVE ORDER NO. 97-06

IN RE: PERSONNEL RULES AND
REGULATIONS FOR COUNTY
FUNDED EMPLOYEES

ORDER

WHEREAS the Boards of County Commissioners of the counties of the Third Judicial Circuit have begun funding positions for the courts of the circuit, and

WHEREAS it becomes desirable and possible to place all court employees of the circuit under one uniform personnel system;

It is, therefore,

ORDERED AND ADJUDGED as follows:

- 1) All court employees of the Florida State Courts System, whether funded by the State or the counties, serve at the pleasure of the appointing authority.
- 2) All court employees in the Third Judicial Circuit, whether funded by the State of Florida, or by the Boards of County Commissioners, will be governed by the regulations and policies contained in the State of Florida Personnel Regulations Manual of the State Courts System, with the following exceptions:

FILED AND RECORDED IN PUBLIC
RECORDS OF COLUMBIA COUNTY, FL

1997 FEB 20 PM 4:00

RECORD VERIFIED

P. Robert Carson
CLERK OF COURTS
COLUMBIA COUNTY, FLORIDA
BY *MCK* D.C.

97-02260

BK 0835 PG 0298
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A. Court employees funded by the counties shall accrue annual leave consistent with the Clerk of Courts employees of the county administering funds. The administering county presently is Columbia County and accrual rates are currently as follows:

Up to 10 years service	12 days per year
10 to 20 years service	15 days per year
Over 20 years service	20 days per year

B. Annual leave accumulated shall be limited to working days (240 hours) on December 31 of any calendar year. Any hours accumulated over 240 shall be forfeited on December 31.

C. Court employees separating from employment with the court system shall receive any vacation leave credit earned as of the date of separation, not to exceed 240 hours.

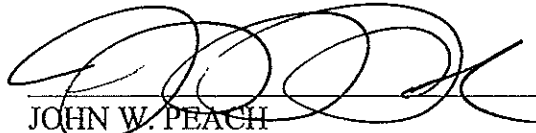
D. County funded court employees shall earn sick leave credits at the rate of one (1) day per month. To receive compensation for sick leave, the employee shall notify his or her supervisor prior to, if possible, or otherwise as soon as practicable after the time set for beginning his or her daily duties. There shall be no limit on the number of sick leave hours an employee may accumulate.

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E. Court employees funded by the counties shall complete bi-weekly time sheets consistent with those used by the employees of the Clerk of Courts of Columbia County. Said time sheets shall be forwarded to the Court Administrator as soon as possible after the completion of the last workday of the bi-weekly pay period.

DONE AND ORDERED in chambers at Jasper, Hamilton County, Florida, this 17th
day of February, 1997.


JOHN W. PEACH
CHIEF JUDGE

cc: Clerks of Court

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