



MATT REYNOLDS
CLERK OF THE CIRCUIT COURT & COMPTROLLER
PUTNAM COUNTY, FLORIDA

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Expectations and Code of Conduct

Each employee shall demonstrate professional behavior that supports team efforts and enhances team behavior, performance, and productivity. Each employee shall maintain a positive work atmosphere by working in a cooperative manner. Disrespect, bullying, and/or harassment of co-workers, management, and/or external individuals will not be tolerated.

Employment Information

Work Schedule – 37.5 hours weekly, M-F, 8:30 – 5:00, one hour unpaid lunch break for hourly employees, coordinated with supervisor – paid breaks at discretion of supervisor

All serve at the pleasure of the Clerk

Bi-Weekly Pay Frequency Direct Deposit Preferred

Six (6) month probation, for new hires and/or position changes

Offers contingent on results of Drug Test, Medical Review and Criminal Background Check

Employee Benefits

Medical Insurance – BCBSFL, High Deductible with co-pays, employer subsidy varies; must work for Clerk or BOCC Officer for 2 complete months (uninterrupted) before eligible

Dental and Vision – subsidy varies

Life Insurance – subsidy for 1x annual rate up to \$50k

Supplemental Life Insurance available for employee and family – no employer subsidy

Flexible Spending for Medical and Dependent Care – no employer subsidy

*FRS – Florida Retirement System - Defined Benefit or Investment Plan – employer subsidy varies based on position; employee contributes 3%

*Education Assistance (after 1 year) – up to \$1,000 for undergrad and \$2,000 for graduate per fiscal year, if budget allows.

*Eleven Paid Holidays per year plus one Personal Holiday (earned when probation ends); Part Time employees receive prorated amount per holiday if normally scheduled to work on that day

*Annual Leave (pro-rated for part-time employees)

Maximum Rollover at year end/Payout at termination = 240 hours

Vacation Accruals:

0-5	years	12 days/year
5-10	years	15 days/year
10-15	years	18 days/year
15-20	years	20 days/year
>20	years	22 days/year

*Sick Leave – 13 days/year (pro-rated for part-time employees). Rolls indefinitely. Upon termination, 25% of sick leave balance pays out, up to 480 hours total. Payout requires 8 years of service, or FRS vesting rate for pension plans as of starting date with any FRS employer.

*Experience Pay/Longevity Pay (pro-rated for part-time employees). If budget allows, paid annually on work anniversary; begins at \$400 on second anniversary; increases by \$100 every 3-4 years.

*Payroll Deductions available for Deferred Compensation (457(b)), Exercise Club, Tuition Program; no employer subsidies.

*Employee of the Quarter/Year Award

*Travel/Training Reimbursement

Note: All benefits require Regular, FT (30 hours/week) status except those marked with asterisk

Paid Holidays

Typically, 11 paid holidays and one personal holiday (after probation period) are provided per year for regular employees (not temporary).

Notes:

If a holiday falls on a Saturday, you will have the previous Friday off.

If a holiday falls on a Sunday, you will have the subsequent Monday off.

If a conflict exists between the Board of County Commissioners and the 7th Circuit, a solution will be communicated as early as possible.

New Year's Day	1 st work day of the year
Martin Luther King Birthday	3 rd Monday in January
Good Friday	varies
Memorial Day	last Monday in May
Independence Day	July 4 th
Labor Day	first Monday in September
Veteran's Day	November 11 th
Thanksgiving	4 th Thursday and Friday of November
Christmas	Two holiday days, dates varies
Personal Holiday	Employee choice, with Manager/Supervisor approval; available after probationary period. It must be taken within the fiscal year or is lost.

Neither Company paid holidays nor employee elected time off will be considered for calculation of overtime/comp time, i.e., only hours actually worked between Sunday and Saturday will be considered.