



## Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name:** Jacqueline Martin
2. **Organization/Title/Telephone:** Human Resource Manager
3. **Meeting Date:** Tuesday, October 17, 2023
4. **Requested Motion/Action:**  
Review County Policy #207 HOURS OF WORK  
Specifically section (9)i pertaining to administrative leave compensation
5. **Agenda Presentation:** Yes  No  N/A
6. **Time Requested:** Click or tap to enter a date.  
(Request will be granted if Possible) allotted time not more than 15 minutes
7. **Is this Item Budgeted (If Applicable):** Yes  No  N/A
8. **If no, State Action Required:**
  - a. **Budget Action:**
  - b. **Financial Impact Summary Statement:**
  - c. **Detailed Analysis Attached**
  - d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.
9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**  
Current Policy:  

All nonexempt personnel who are released from work by the County Coordinator on a scheduled work day due to an impending or declared emergency or disaster, shall be compensated at their normal hourly rate for their normal work schedule for the remainder of their shift and up to one (1) additional normal scheduled work day from the date of the emergency or disaster is declared.
10. **Recommended Approval**
  - a. **Department Director:** Yes  No  N/A
  - b. **County Attorney:** Yes  No  N/A
  - c. **County Coordinator:** Yes  No  N/A
  - d. **Other:** Yes  No  N/A