



**Levy County Board of County Commissioners**  
 PO Box 310, Bronson, Florida, 32621  
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### Levy County Quarterly Department Report

#### Department Information

<b>Name of Department</b>	<b>Human Resources</b>
<b>Name of Department Head</b>	<b>Jacqueline Martin</b>

#### Department Deliverables

<b>Deliverable</b> <i>(To be determined by the Department Head)</i>	<b>Second Quarter FY</b> <i>(January-March 2026)</i>	<b>Third Quarter FY</b> <i>(April-June 2026)</i>	<b>Fourth Quarter FY</b> <i>(July-September 2026)</i>
Work with Management and Labor Attorney on drafting and updating Personnel Policies & Procedures as needed.	<ul style="list-style-type: none"> <li>◆ HR 2025-16 , Hours of Work</li> <li>◆ HR 2025-71, Acceptable use of (AI) Artificial Intelligence</li> </ul>		
Digitize HR Operations	<ul style="list-style-type: none"> <li>◆ Migrated all payroll documentation onto ADG for the clerk’s office to access effective 3/1/2026.</li> <li>◆ Tracking all ADG payroll changes via payroll log system.</li> <li>◆ Adding personnel forms to county website for easy access</li> </ul>		
Budget FY 2027	<ul style="list-style-type: none"> <li>◆ Supplied Finance &amp; Administration Department with</li> </ul>		

Charlie Kennedy, Vice Chair, District 1  
 Rock Meeks, District 2  
 Desiree Mills, District 3  
 Tim Hodge, Chair, District 4  
 Johnny Hiers, District 5



	Personnel Budget for FY 2027 ♦ Supplied Finance & Administration with Personnel Benefits & Workers Compensation Budget for FY 2027		
Review Job Classifications and Job Descriptions of all county positions and update as needed.	♦ Worked with Legal to review safety sensitive criteria and update job classifications and job descriptions for 3 Departments: Road, Public Safety and Public Works.		
<b>Comment:</b>			

### Department Highlights

#### BETTER WORK LIFE BALANCE AND PRODUCTIVITY

With HR 2025-16, Hours of Work- Our main focus was adding policy language that addresses salary and leave procedures for Executive, Non-Exempt Staff. This was done to phase out the past practice of allowing Exempt staff to flex and bank hours worked over 40 in lieu of compensatory time off. It was an honor based system that was difficult to keep track of and had compliance issues. Deadline for completion was met: January 21, 2026. A special meeting was held on 3/12/2026 for all exempt staff to go over policy and answer any questions.

Quarterly HR Performance Measures	
<b>Total New Hires</b>	<b>15</b>
<b>Total Terminations:</b> 18--Retired (6), Resigned (6), Part-Time/On Call: Unable to Work (5), Term Expired- Board Appointed Member (1)	<b>18</b>
<b>Total Promotions</b>	<b>8</b>
<b>Total Transfers</b>	<b>1</b>
<b>Turnover Rate</b>	<b>6.72%</b>
<b>Retention Rate</b>	<b>93.3%</b>