



Administrative Changes to the Personnel Rules and Unified Personnel Board Policies & Procedures

Summary

- Title change: Update the Personnel Rules and the Unified Personnel Board policies and procedures to change “Director of Human Resources” to “Chief Human Resources Officer.”
- Link removal: On the Unified Personnel Board policies, remove an outdated link in the footer.
- Appointing Authorities definition: In the Personnel Rules Definitions, update two of the Appointing Authorities names to match the current structure.

Background

Previously, the title was Director of Human Resources, but the Screening Committee changed the title to Chief Human Resources Officer for the job posting and advertisements. On February 1, 2024, the Unified Personnel Board approved the selection of a candidate for the Chief Human Resources Officer position.

At the Unified Personnel Board meeting on June 6, 2024, the Board approved administrative changes to the Personnel Rules and Unified Personnel Board policies to replace all references to the Director of Human Resources with Chief Human Resources Officer. While making this edit, HR staff also removed an outdated link in the policy documents and updated two Appointing Authorities’ names in the Personnel Rules Definitions.

Updates

1. **Personnel Rules:** Changed Director of Human Resources to Chief Human Resources Officer in the following Personnel Rules and updated the revision date to 6/6/24 (no updates needed to Personnel Rules Introduction, 4, and 8).
 - Rule 1
 - Rule 2
 - Rule 3
 - Rule 5
 - Rule 6
 - Rule 7
 - Definitions (also updated Section 2-1 to change the Executive Director of ~~the Pinellas Planning Council~~ to the Executive Director of **Forward Pinellas** and delete the ~~Executive Director of the Pinellas County Construction Licensing Board~~)
2. **Unified Personnel Board Policies:** Removed the outdated link of www.pinellascounty.org/hr/policies in the footer for all policies and changed the

Director of Human Resources to Chief Human Resources Officer as indicated below. Updated the revision date to 6/6/24 on the policies with a title change.

- UPB Policy #1: Employee Identification (title change)
- UPB Policy #2: Selection for Classified Service Positions (title change)
- UPB Policy #3: Employee Performance Management Program (title change)
- UPB Policy #4: Employee Training – Tuition Reimbursement (title change)
- UPB Policy #5: Outside or Non-County Employment
- UPB Policy #6: Personnel Files
- UPB Policy #7: Nepotism
- UPB Policy #8: Resignation from County Service
- UPB Policy #9: Transfer to Inactive Service
- UPB Policy #10: Discipline Policy
- UPB Policy #11: Grievance Process (title change)
- UPB Policy #12: AFIN: A Friend in Need Program (title change)
- UPB Policy #13: Respectful Workplace Behavior/Anti-Bullying Policy

3. **Family and Medical Leave (FMLA) Handbook:** Changed the Director of Human Resources to Chief Human Resources Officer and updated the revision date to 6/6/24.
4. **Unified Personnel Board Appeal Procedures:** Changed the Director of Human Resources to Chief Human Resources Officer and updated the revision date to 6/6/24.