

**RESOLUTION 97-127**

**RESCINDED 10-28-13**

RESOLUTION NO. 97-127

A RESOLUTION ESTABLISHING A SUPPLEMENTAL POLICY FOR  
COUNTY EMPLOYEES

WHEREAS, a policy is necessary that sets forth certain procedures for county employees; and

WHEREAS, the Board of County Commissioners finds that an orderly chain of command will benefit all of the employees.

NOW, THEREFORE, be it resolved this 28<sup>th</sup> day of April, 1997, by the Board of County Commissioners of Nassau County, Florida as follows:

A chain of command for all county employees shall be in effect as follows:

1. County employees are required to provide supervisors with any and all information regarding personnel matters, grievances, complaints, suggestions, or general information.

2. All county employees shall adhere to this resolution or the county's Personnel Policy, or Union contracts, as regards contacting those employees that are in a supervisory capacity if those policies provide a different procedure.

3. The immediate supervisor shall be contacted with any personnel matter, grievance, complaint, question or suggestion. If the employee feels that the immediate supervisor is part of the grievance or personnel matter, then the next supervisor shall be contacted or the department head. If either the next supervisor or department head is part of the grievance or personnel matter then the county personnel policy shall be followed.

4. The supervisor shall provide the information to his/her superior and/or department head.

5. Department heads shall provide information to the County Coordinator.

6. County employees shall not contact the County Coordinator directly regarding a county personnel matter, complaint or grievance unless requested by the County Coordinator or supervisor/department head or pursuant to existing written policies of the county.

7. County employees shall not contact a County Commissioner directly regarding a county personnel matter, complaint regarding the employee's particular department, or grievance and such information shall be handled pursuant to this policy.

8. Nothing in this policy shall prohibit any county employee from contacting a county commissioner directly about any other matter nor prohibit a county commissioner from directly contacting a county employee.

9. Any violation of this policy shall be deemed a violation of the County Personnel Policies and Procedures and will subject the employees to disciplinary action.

10. This policy shall be effective as of June 1, 1997.

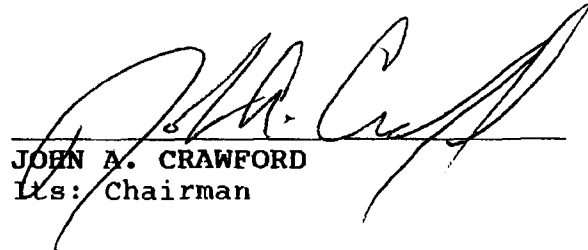
11. Copies of this policy shall be posted on all county bulletin boards and the County Coordinator shall ensure that all

employees are made aware of the policy through department meetings.

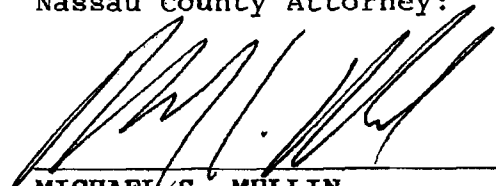
ATTEST:

BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA

  
\_\_\_\_\_  
J. M. "CHIP" OXLEY, JR.  
Its: Ex-Officio Clerk

  
\_\_\_\_\_  
JOHN A. CRAWFORD  
Its: Chairman

Approved as to form by the  
Nassau County Attorney:

  
\_\_\_\_\_  
MICHAEL S. MULLIN