

Personnel Rules and Policies: What Supervisors Need to Know

The [Unified Personnel System Rules and Policies](#) have been updated, and are effective January 1, 2016. There are 8 rules instead of 28.

Rule 1	The Classification Plan
Rule 2	Filling Positions
Rule 3	Compensation
Rule 4	Time Off
Rule 5	Reduction in Force
Rule 6	Discipline
Rule 7	Employee Grievances
Rule 8	Political Activities

The rules and policies have been simplified to make them easier to understand for all employees. Supervisors may wonder “What are some of the biggest changes?”

Beverly Waldron, Human Resources Interim Director, says, “From a supervisory perspective there are several advantages. They are in **simpler language**, topics (e.g. filling positions) are **consolidated** into one rule, there is more **departmental discretion in pay** decisions for promotions and demotions, and both the **discipline and grievance** rules have been clarified to make each more easily understood.”

With the many changes to the rules and policies, supervisors will not only have questions of their own, but can expect their employees to have questions.

It is important for supervisors to familiarize themselves with these changes, so that they can answer employees’ questions.

There are guides and FAQs which explain what has changed and how the new rules incorporate the information from the old rules.

- [Frequently Asked Questions \(FAQs\)](#)
- [What Changed in the Personnel Rules](#)

Space limitations prevent a comprehensive review, but the following few highlights may help supervisors begin to understand many of the revisions.

Grievances: In Personnel Rule 7, the time to file a grievance was changed from 10 working days to 15 calendar days to avoid confusion about working on a weekend, holidays, alternate work schedules, etc.

Filling Positions: Personnel Rule 2 includes information regarding recruitment, eligible registers, promotions, demotions, transfers, reclassifications, etc. Previously, a supervisor would have to search through several different rules to find information about these topics. Now with the updated rules, a supervisor will refer to one rule when they have questions about filling a position.

Compensation: Now with all information about pay consolidated in Personnel Rule 3, a supervisor will not have to cross-reference as many as eight different rules for answers about pay. Two of the biggest changes in this area include

- General pay increases will be calculated on the midpoint of a pay grade range, rather than employees’ actual salary.
- Promotional increases. There is more discretion with a range of 4 to 10%, as determined by the Appointing Authority.

Some rules converted to policies: Supervisors should familiarize themselves with the [Unified Personnel Board Policies](#). There are now 11 Unified Personnel Board policies regarding items that are administrative or procedural in nature.

Through continuous conversation with employees, supervisors will play a major role in helping everyone understand the Personnel Rules changes as the Unified Personnel System continues to move forward in helping Pinellas County Government be an employer of choice.

Human Resources is always available to provide guidance regarding the rules and policies. If you would like more information, please call us at 464-3506.