

Putnam County Clerk of Courts (as of 9/24/19)
Applicant Information

Work Schedule – 37.5 hours weekly, M-F, 8:30 – 5:00, one hour unpaid lunch break for hourly employees, coordinated with supervisor – paid breaks at discretion of supervisor

Pay is Bi-Weekly

Requires Direct Deposit

All hired on 6 month probation

All serve at the pleasure of the Clerk

Offers contingent on results of Drug Test, Medical Review and Criminal Background Check

Note: All benefits require Regular, FT (30 hours/week) status except those marked with *

Medical Insurance – BCBSFL, High Deductible with co-pays, employer subsidy varies; must work for Clerk or BOCC Officer for 2 complete months (uninterrupted) before eligible

Dental and Vision – subsidy varies

Life Insurance – subsidy for 1x annual rate up to \$50k

Supplemental Life Insurance available for employee and family – no employer subsidy

Flexible Spending for Medical and Dependent Care – no employer subsidy

*FRS – Florida Retirement System - Defined Benefit or Investment Plan – employer subsidy varies based on position; employee contributes 3%

*Eleven Paid Holidays per year plus one Personal Holiday (earned when probation ends); part-time employees and students earn holiday hours on a pro-rated basis, if scheduled to work on the day the holiday falls

*Annual Leave (pro-rated for part-time employees)

0-5 years 12 days/year

5-10 years 15 days/year

10-15 years 18 days/year

15-20 years 20 days/year

>20 years 22 days/year

Maximum Rollover at year end = 480 hours

Maximum payout at termination, for FRS purposes = 240 hours

*Sick Leave – 13 days/year (pro-rated for part-time employees). Rolls indefinitely. Upon termination, 25% of sick leave balance pays out, up to 480 hours total. Payout requires 8 years of service, or FRS vesting rate for pension plans as of starting date with any FRS employer.

*Experience Pay/Longevity Pay (pro-rated for part-time employees). If budget allows, paid annually on work anniversary; begins at \$400 on second anniversary; increases by \$100 every 3-4 years.

*Education Assistance (after 1 year) – up to \$1,000 per fiscal year, if budget allows.

*Payroll Deductions available for Deferred Compensation (457(b)), Exercise Club, Tuition Program; no employer subsidies.

Paid Holidays

Typically, 11 paid holidays and one personal holiday are provided per year for regular employees (not temporary).

Notes:

If a holiday falls on a Saturday, you will have the previous Friday off.

If a holiday falls on a Sunday, you will have the subsequent Monday off.

If a conflict exists between the Board of County Commissioners and the 7th Circuit, a solution will be communicated as early as possible.

Part – time employees hired after 1/1/19 will be paid for holidays based on the average percent of time they are scheduled to work relative to full time employees.

New Year's Day	1 st work day of the year
Martin Luther King Birthday	3 rd Monday in January
Good Friday	varies
Memorial Day	last Monday in May
Independence Day	July 4 th
Labor Day	first Monday in September
Veteran's Day	November 11 th
Thanksgiving	4 th Thursday and Friday of November
Christmas	December 25 th
Personal Holiday	Employee choice, with Manager/Supervisor approval; available after probationary period. It must be taken within the fiscal year or is lost. Our fiscal year is 12 months ending 9/30/YY.

Neither Company paid holidays nor employee elected time off will be considered for calculation of overtime/comp time, i.e., only hours actually worked between Sunday and Saturday will be considered.