

RESOLUTION 2016-07  
Personnel Policies and Procedures/Employee Handbook  
Wednesday, August 3, 2016

**WHEREAS**, the Spring Lake Improvement District (hereinafter "District") was created by the Florida Legislature and codified in Chapter 1971-669, Laws of Florida, as amended by Chapter 2005-342, Laws of Florida, as amended by Chapter 2012-264, Laws of Florida and;

**WHEREAS**, Chapter 298 of the Florida Statutes authorizes the Board of Supervisors, hereinafter referred to as the "Board", of the Spring Lake Improvement District, hereinafter referred to as "District", to prescribe, and establish policies and procedures for the District and;

**WHEREAS**, pursuant to said authority the "District" did a comprehensive analysis on personnel policies and procedures pertaining to the personnel operations of the District and for inclusion in an Employee Handbook and;

**WHEREAS**, it is the policy of the State of Florida that all state, county, and municipal records are open for personal inspections and copying by any person, as outlined in Florida Statute Chapter 110, and;

**WHEREAS**, the Board is adding Section 11.46 Public Records Requests into the Personnel Policy and Procedures manual according to the attached Exhibit "A"

**WHEREAS**, the "Board" having reviewed such additions, it is upon consideration:

**RESOLVED BY THE BOARD OF SUPERVISORS OF THE SPRING  
LAKE IMPROVEMENT DISTRICT, HIGHLANDS COUNTY,  
FLORIDA TO ADD SECTION 11.46 PUBLIC RECORDS  
REQUESTS AS ATTACHED IN EXHIBIT A.**

Addition will become effective this 3rd day of August, 2016

Spring Lake Improvement District

By: Bill Lawens  
Bill Lawens, Chairman

Attest:

By: Gary Behrendt  
Gary Behrendt, Vice Chairman

## **Exhibit “A”**

### **Public Information Requests to Employees 11.46**

11.46 All employees are required to forward the name, address and telephone number of anyone who approaches the employee with a verbal public information request to the District Manager within 24 hours of receiving such request, or if the request is in writing, then the employee shall forward the written public information request to the District Manager within 24 hours of receipt of such written request.