

RESOLUTION 2026 –14

Personnel Policies and Procedures

Wednesday, August 12, 2026

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, pursuant to the authority granted therein 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 the "District", to prescribe and establish policies and procedures for the District and;

WHEREAS from time to time the District revises its policies and procedures and;

WHEREAS the July 2025 personnel policies and procedures needed revision and;

WHEREAS the attached personnel policies and procedures have been reviewed by Board and staff.

NOW THEREFORE, BE IT RESOLVED THE DISTRICT BOARD APPROVES THE UPDATED PERSONNEL POLICIES AND PROCEDURES AS ATTACHED.

This Resolution shall become effective on this 12th day of August 2026.

Spring Lake Improvement District

By: _____
Kay Gorham, Board Chair

Tim Roland, Board Secretary

Personnel Policy Revisions

August 12, 2026

THE FOLLOWING REVISIONS TO THE PERSONNEL POLICIES ARE BEING RECOMMENDED TO THE BOARD. THE AREAS HIGHLIGHTED ARE THE REVISIONS AND/OR NEW POLICIES.

11.12.04 Overtime and Inconvenience Compensation

Nonexempt employees may not work overtime, or receive inconvenience pay, without the expressed prior approval of the District Manager. Rate of pay will be established by the Board for each fiscal year.

11.30.01 Workmen's Compensation

The District offers a number of light duty functions for those employees willing to return to work and approved by a physician. Employees can secure this list and discuss options with the District Manager.

11.33.03 Training and Professional Development

A number of licenses and certifications come at a high cost to the District. Employees are required to remain with the District for a certain period of time after receiving their license or certificate. Employees will sign an agreement with the District acknowledging their commitment and reimbursement to the District for failure to adhere to the requirements. This agreement and period of time will be discussed and agreed upon with the District Manager.