

LAKE COUNTY
BOARD OF COUNTY COMMISSIONERS

POLICY

Title: **Budgetary Position Control Policy**

Number:

Cancels:

Approved:

I. **OBJECTIVE**

To control expenditures on positions through control of the number of positions each department or office is authorized to fill.

II. **DIRECTIVES**

- A. The total number of regular full-time positions and part-time positions working 30 hours or more per week shall be approved in the adopted budget and may not be exceeded without the approval of the Board of County Commissioners.
- B. Any regular position working less than 30 hours may be authorized by the County Manager. Any upgrade to regular full-time or part-time working 30 hours or more per week shall be approved either in the adopted budget or by approval of the Board of County Commissioners.
- C. The County Manager, as the designated Budget Officer, may authorize position realignments between departments or offices.
- D. It is the responsibility of the Office of Human Resources, under the direction of the County Manager, to implement this policy.

III. **RESERVATION OF AUTHORITY**

The authority to issue or revise this policy is reserved for the Board of County Commissioners.

BOARD OF COUNTY COMMISSIONERS
LAKE COUNTY, FLORIDA

Welton G. Cadwell, Chairman

This _____ day of _____, 2003.

ATTEST:

James C. Watkins, Clerk of the
Board of County Commissioners
of Lake County, Florida

Approved as to form and legality:

Sanford A. Minkoff
County Attorney