

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members AGENDA ITEM 7B

From: Council's Budget/Personnel Committee

Date: May 19, 2017 Council Meeting

Subject: Proposed Amendments to Update the Personnel Policy and Procedure

Introduction

Members of the Budget/Personnel Committee met on April 21, 2017, to discuss proposed amendments to the Personnel Policy and Procedure. Committee members in attendance were Chairman Doug Smith, Commissioner Tod Mowery, Vice Chairman Reece Parrish, Commissioner Peter O'Bryan, Councilman Jeff Hmara, and Councilmember Michael Davis. Council staff members in attendance were Michael Busha, Thomas Lanahan, Stephanie Heidt, and Liz Gulick. The Budget/Personnel Committee reviewed staff's proposal and recommended that the amendments be presented to Council for approval.

Background

Council's Personnel Policy and Procedures Manual establishes policies and standards related to employment, employee relations, compensation, benefits, employee conduct and other personnel practices of the Council. The manual was last revised on December 12, 1998. This update is intended to bring Council's personnel policies and procedures into compliance with current labor laws, clarify existing policy, and add policy in response to changes in technology, personnel management techniques and salary ranges.

Analysis

Staff performed a complete review of Council's Personnel Policy and Procedure and identified a number of proposed changes that will improve clarity, align the document with administrative practices at Council, address current labor laws, correct minor errors, incorporate current management techniques, and ensure that procedures forming the basis of all personnel action are impartial and equitably applied. The document was also reviewed by Council's Attorney with suggested revisions incorporated.

Based on input of the Budget/Personnel Committee, staff revised the draft to consistently use the term "terminate" instead of "dismiss"; clarify when deductions can be made from an employee's final paycheck; align the eligibility for health insurance with Federal definitions; and clarify under what circumstances immediate termination would be warranted.

Furthermore, Section 5.1 requires an annual performance evaluation for each staff member. The Budget/Personnel Committee suggested that staff consider conducting these more frequently (such as quarterly), but in a less formal fashion. This concept is being explored by the Executive Director and he will bring changes, if any, to the Budget/Personnel Committee for review.

The entire document, depicting revisions in ~~strikeout~~ and underline format, is attached and significant changes are summarized below:

### **Section 1-General Provisions**

- Reorganize for clarity
- Add procedures for revisions

### **Section 2-Employment**

- Update and expand the non-discrimination policy to align with Council's federal, state and local contractual obligations and the Florida Constitution
- Clarify the availability and accrual of leave during probation
- Enhance travel expense procedures to detail differences based on the type of contract (federal, state, local) and incorporated them into the policy, replacing an addendum
- Add provisions for deduction of funds for various potential obligations to Council from an employee's final paycheck
- Add provisions for absence without leave and retirement notice

### **Section 3-Job Grades and Pay Ranges**

- Revise text to use "pay" instead of "salary" to clarify that the rules apply to salary and hourly employees
- Align policy in regards to setting pay ranges with current practice in order to remain competitive in the labor market
- Align merit pay policy with current practice at Council
- Add provision for establishing the pay rate of promoted, transferred, and demoted employees

### **Section 4-Benefits**

- Provide for approval by the Executive Director of vacation leave accrual in excess of 20 days due to work production requirements
- Clarify accruals for part-time employees
- Require notice of use of sick leave and allow prorated use of sick leave when out on workers compensation
- Leave provisions related to Jury Duty and other legal proceedings clarified
- Add Council insurance coverage for employees who work an average of 30 or more hours per week during any month in accord with current law
- Add a provision to recover educational reimbursement if the employee leaves within 2 years of the course completion
- Incorporate an existing addendum concerning professional dues into the main body of the policy

### **Section 5-Professional Development**

- Clarify performance evaluation procedures

### **Section 6-Standards of Conduct and Code of Ethics**

- Expand scope to include ethics
- Reorganize and enhance provisions dealing with conflicts of interest
- Clarify which Council employees are “reporting individuals” for State gift law purposes
- Add provision regarding employee honesty

### **Section 7-Discipline and Grievance**

- Revise to provide for progressive discipline, including a sequence of disciplinary actions such as counsel, verbal warning, written reprimand, suspension, demotion, and termination
- Clarify under what circumstances immediate termination would be warranted
- Clarify list of causes for disciplinary action
- Align employee rights with updated non-discrimination policy (see Section 2)

### **Appendix A**

- Revise Receptionist/Administrative Assistant and Accounting Clerk to show hourly pay rates since these are not salaried positions
- Delete Urban Designer/Town Planner job grade since this function is now performed on an as-needed basis through consultants
- Revise the pay ranges to align with current staff salaries, including the potential for future approved raises

### **Recommendation**

Council should approve the proposed amendments to the Personnel Policy and Procedure.

Attachment