

RESOLUTION NO. R2011-06

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILDWOOD, FLORIDA AMENDING PERSONNEL POLICIES AND PROCEDURES SECTION 6.6 HOLIDAY PAY; 6.7 TIME SHEETS/PREPARATION OF PAYROLL; 6.9 PAY PERIODS; 6.10 GARNISHMENT; 6.12 RETIREMENT SYSTEM; 6.16 CONTINUANCE OF MEDICAL COVERAGE; SECTION 7.1 HOLIDAY LEAVE; 7.2 VACATION LEAVE PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, City Staff has reviewed the Personnel Policies and Procedures and recommends that these policies and procedures be amended, and

WHEREAS, the City Commission of the City of Wildwood has determined that the Personnel Policies and Procedures of the City of Wildwood should be amended

NOW THEREFORE, BE IT RESOLVED, by the City Commission of the City of Wildwood, Florida:

SECTION 1. The City of Wildwood Personnel Policies and Procedures attached hereto as Exhibits A thru H are hereby adopted.

SECTION 2. A copy of the amended sections of the Personnel Policies and Procedures shall be made available to every Wildwood employee after this Resolution is adopted and to each new employee as they are hired.

SECTION 3. This Resolution shall take effect immediately upon its final adoption by the City Commission of the City of Wildwood, Florida.

DONE AND RESOLVED, this 13th day of June, 2011, in regular session, by the City Commission of the City of Wildwood, Florida.

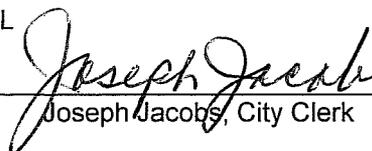
CITY COMMISSION
CITY OF WILDWOOD, FLORIDA



Ed Wolf, Mayor

SEAL

ATTEST:



Joseph Jacobs, City Clerk

EXHIBIT "A"
Commission Meeting June 13, 2011

Policy 6.6. HOLIDAY PAY.

A. SUBJECT. Holiday pay.

B. PURPOSE. To establish a policy for paid holidays for employees.

C. POLICY. It is the policy of the City to provide paid holidays for employees.

D. PROCEDURE.

1. Eligible employees will receive holiday pay provided they ~~work a full shift on their last scheduled work shift prior to the holiday, or work a full shift on their first scheduled work shift following the holiday.~~ Work their scheduled day before and work their scheduled day after the Holiday unless on pre-approved vacation leave or sick leave. Should the employee call in sick on one or the other ~~who are not able to work both~~ either of these two days because of illness they shall be required to provide a notice from their physician to receive holiday pay. ~~unless on previously approved sick leave.~~
2. Employees on approved vacation or excused sick leave ~~with pay~~ when a holiday occurs, shall not be charged vacation or sick leave for the holiday unless their regular schedule is more than 8 hours per day and they choose to utilize vacation and/or sick accruals to complete their full shift.
3. Eligible employees will NOT receive holiday pay if:
 - a. The employee is on layoff status; the employee is a temporary or seasonal employee; or the employee is on leave of absence without pay, excluding FMLA, when the holiday occurs.
 - b. The employee is requested to work during the holiday and refuses.
4. Employees who work a traditional schedule and who are regularly scheduled to work on a day that is observed by the City as a holiday are entitled to time off without loss of pay for that day.
 - a. Full time employees who are eligible to have the holiday off will receive pay for the number of hours they are normally scheduled to work with the exception of the half-day holidays for which the employee will receive four hours of pay.
 - b. Part time employees who are eligible to have the holiday off will receive pay for the number of holiday hours proportionate to their normal work schedule.
5. Employees who work a non-traditional schedule where shifts must be covered seven days per week, and their shift begins on the holiday observed ~~upon the day the holiday falls~~ shall be compensated as follows:
 - a. Full Time Employees who through normal scheduling are required to work on a holiday will receive pay two and a half times (Holiday Premium Pay – HP) their normal regular rate of pay for the number of hours worked on the actual holiday. ~~They will also receive eight (8) hours in their Holiday Bank. The banked hours must be taken off within the 12 months following the date of banking, unless time limit is otherwise extended by the City Manager due to extenuating circumstances.~~

- b. ~~Employees who work part time and who through normal scheduling are required to work on a holiday will receive pay two and a half times (Holiday Premium Pay – HP) their normal regular rate of pay for the number of hours worked on the actual holiday. They will also receive a number of hours in Holiday Bank, proportionate to their normal work hours. Said hours must be taken off within the 12 months following the date of banking, unless time limit is otherwise extended by the City Manager due to extenuating circumstances.~~

- c. ~~Employees who through normal scheduling have the observed holiday as one of their scheduled days off, shall not receive pay for the day, but shall receive eight (8) hours in their Holiday Pay Bank. Said hours shall be taken within the 12 months following the date of banking, unless time limit is otherwise extended by the City Manager due to extenuating circumstances.~~

- d. ~~Banked Holiday hours in 4., a., b., and c., shall not be included in the Vacation accruals nor be included in the normal holiday pay but shall be a separate accrual column and pay type. The hours may be used as Holiday Banked leave and may be used in conjunction with vacation leave, sick leave, and/or other holidays. Banked Holiday hours are not cumulative beyond 12 months from the date of banking (, unless time limit is otherwise extended by the City Manager due to extenuating circumstances), shall not be paid out upon termination, nor be used as terminal leave.~~

The City Commission reserves the right to alter its holiday policy at any time.

EFFECTIVE DATE: March 8, 2010

LAST REVISED: April 26, 2010

EXHIBIT "B"
Commission Meeting June 13, 2011

Policy 6.7. TIME SHEETS/PREPARATION OF PAYROLL

- A. SUBJECT. Time sheets/preparation of payroll.
- B. PURPOSE. To establish guidelines for preparation of employee time cards and City payrolls.
- C. POLICY. Uniform guidelines for preparation of employee time cards and City payrolls will assure compliance with all federal and state laws related to compensation.
- D. PROCEDURE.
1. Employees are responsible for keeping their own time on departmental designated forms, signing and turning it in to the ~~employee's~~ Department Head or designee.
 2. ~~Time sheets are to be completed by the Department Head or designee~~ Employee's time on the departmental designated forms will be transferred by the Department Head or designee to the timesheet that is turned in to the Finance Department and ~~The time sheet shall include:~~ employee name; employee number; department; pay period; hours to be compensated broken down on a daily basis into hours worked; holiday time, sick leave, compensatory time, vacation, leave without pay, etc; ~~employee signature;~~ and signed by the Department Head and/or designee. ~~supervisor's signature.~~
 3. The time sheets shall be submitted to the Finance Department for processing no later than 10:00 a.m. on the first workday following the last day of a pay period. The Finance Department shall compute earnings as well as deductions. Any changes in salary shall be provided to the Finance Department on a form approved by the City Manager and contain all necessary signatures. ~~The form must be signed by the Department Head and the City Manager.~~
 4. Pay, per Resolution 888 adopted by the City on August 9, 2004, mandates direct deposit ~~will be~~ may be made either by check or into an Institution chosen by the employee. Should an unforeseen circumstance arise within payroll where pay would not be direct deposited, checks would be issued. An employee's paystub/check may be released to the employee's spouse, designated family member, or to another person only if authorized in writing by the employee. ~~Employees are expected to cash their paychecks on their personal time.~~
 5. Payroll records shall be maintained by the City for the time required by public records laws. Requests for corrections to the previous time sheet due to inadvertent oversights shall be submitted on the approved correction form to the Finance Department with the current periods time sheet.
 6. Falsification of time on departmental designated forms and/or time sheets ~~records~~ for payroll purposes is reason for disciplinary action up to and including termination.

7. Employees should ~~may~~ direct any inquiries concerning payroll matters to the Finance Department.
8. Advance pay may be approved at the City Manager's discretion in the event of an employee emergency. Advance pay and repayment shall follow the guidelines set forth on the Advance of Pay Request form.

EFFECTIVE DATE: August 24, 2009

LAST REVISED: _____

EXHIBIT "C"
Commission Meeting June 13, 2011

Policy 6.9. PAY PERIODS.

- A. SUBJECT. Pay periods.
- B. PURPOSE. To define a uniform pay period for City employees.
- C. POLICY. A uniform pay period schedule for City employees will assure compliance with federal and state compensation laws.
- D. PROCEDURE.
 - 1. City employees are paid bi-weekly. There are 26 pay periods in the year.
 - 2. If a payday falls on any holiday, the day of pay shall be the last working day preceding the normal payday.
 - 3. Wages and salaries are calculated on an hourly basis.
 - 4. Paystubs will be available ~~distributed by~~ in the Finance Department ~~to each department by nine a.m.~~ on the Friday following the close of the pay period. Each paystub includes a statement of earnings, deductions, vacation, sick leave balances, and compensatory time balances for the period covered by the payment.

EFFECTIVE DATE: August 24, 2009

LAST REVISED: _____

EXHIBIT "D"
Commission Meeting June 13, 2011

Policy 6.10. GARNISHMENT and/or CHILD SUPPORT.

- A. SUBJECT. Garnishment and/or Child Support.
- B. PURPOSE. To define a procedure for handling garnishment and/or child support of an employee's wages.
- C. POLICY. A uniform policy for handling garnishment and/or child support of a City employee's wages will assure that such garnishment orders are properly followed and that the rights of the employee are also served.
- D. DEFINITION. ~~Garnishment is defined as~~ A legal stoppage of a specified sum from wages to satisfy a creditor.
- E. PROCEDURE.
 - 1. Any notice of garnishment will be received and properly processed within the Finance Department. ~~signed for by the Personnel Officer.~~
 - 2. ~~The Personnel office will notify the~~ employee will be notified, in writing, that the garnishment and/or child support order has been received and will be processed on the next paycheck period.
 - 3. ~~The Personnel Office will forward a copy of the notice to the Finance Department for processing.~~
 - 4. The Finance Department will make the necessary deductions from the employee's wages and a check for the designated garnished amount will be written and forwarded to the Creditor as directed.

EFFECTIVE DATE: August 24, 2009

LAST REVISED: _____

EXHIBIT "E"
Commission Meeting June 13, 2011

Policy 6.12. RETIREMENT SYSTEM.

- A. SUBJECT. Retirement system.
- B. PURPOSE. To outline procedures for the administration and eligibility of the Retirement System.
- C. POLICY. All City employees participate under the State Retirement System.
- D. PROCEDURE.
 - 1. All employees with certain exceptions as noted in Section 6.1., are required to participate in the State Retirement System
 - 2. The Retirement System provides for retirement benefits and disability protection when a member meets the plan requirements.
 - 3. Employees who plan to retire from the system are encouraged to contact the Retirement System at least 90 days in advance of the anticipated retirement date to secure estimate of benefits information and to finalize the retirement date. This action should also be coordinated with Human Resources ~~the Personnel Office.~~

EFFECTIVE DATE: August 24, 2009

LAST REVISED: _____

EXHIBIT "F"
Commission Meeting June 13, 2011

Policy 6.16. ~~CONTINUANCE OF MEDICAL COVERAGE COBRA.~~

- A. ~~SUBJECT. Continuanace of Medical Insurance Coverage (COBRA).~~
- B. ~~PURPOSE. To comply with the requirements of the Federal Comprehensive Budget Reconciliation Act (COBRA) in regards to the continuance of medical insurance coverage.~~
- C. ~~POLICY. Extended coverage and conversion privileges of the City's Insurance plans are provided in accordance with law. Contact Human Resources for additional information. Employee and/or dependent medical coverage under the current plan may cease as a result of one of the following events~~
- ~~1. Termination of employment.~~
 - ~~2. Change to nonparticipating employment status such as reduction in hours.~~
 - ~~3. Divorce or legal separation.~~
 - ~~4. Dependent child became ineligible (attained age 23).~~

~~D. PROCEDURE.~~

- ~~1. Employees or dependents may elect to continue medical coverage beyond the date that it would otherwise terminate by doing one of the following:~~
 - ~~a. Convert the group medical coverage to an individual policy provided directly by the insurance carrier. Employees will be sent benefit information and rates regarding conversion options directly from the insurance company. For additional information, contact the Personnel Office.~~
 - ~~b. Continue to participate in the group medical coverage plan under the criteria outlined below:~~
 - ~~i. Rights of Employee. Employees presently covered by the insurance plan or health maintenance organization (HMO) may continue this coverage for up to 18 months from the date that employment terminates or status changed to a nonparticipating (non insured) employment status provided that the employee pay the full cost of premium and any administrative fee (up to a 2%) that may be imposed.~~
 - ~~ii. Rights of a Spouse of Employee. The spouse of an employee covered by the medical plan or a sponsored HMO has the right to continue coverage if the employee was terminated or changed to nonparticipating employment status, or if a divorce or legal court decreed separation from the employee took place. Coverage under these circumstances may continue for a period of time as allowable under state law, provided that the spouse pay the premium in full and any administrative fee (up to a 2%) that may be imposed.~~
 - ~~iii. Rights of Child(ren). Dependent children of an employee covered by the medical plan or a sponsored HMO has the right to continue coverage if a group health coverage under the medical plan is lost because of termination of a parent's employment or change to~~

~~nonparticipating employment status; parents' divorce or legal court-decreed separation; the dependent ceases to be a "dependent child" under the medical plan (attains age 23). Coverage under these circumstances may continue for a period of up to 36 months provided that the spouse pay the premium in full and any administrative fee (up to a 2%) that may be imposed.~~

~~2. Election.~~

~~a. If an employee or eligible spouse or dependent does not elect to continue coverage, group health insurance will end as scheduled under the plan.~~

~~b. If an employee elects to continue group medical coverage, the employee or eligible spouse or dependent is responsible for paying the entire cost (both employer and employee share). This cost will be subject to periodic rate changes. Employees are not required to show that they are insurable (by taking a medical exam) to continue the coverage.~~

~~c. Continued coverage may be terminated earlier than the 18 or 36 month period if group medical plans for all other employees are terminated, or if the employee or eligible spouse or dependent:~~

~~i. fails to remit the required monthly payments within 31 days of the due date;~~

~~ii. becomes eligible under any other group medical plan;~~

~~iii. a covered spouse remarries and becomes eligible to be covered under a group medical plan;~~

~~iv. becomes eligible for Medicare.~~

~~3. It is the employee and/or employee's spouse's responsibility to take all steps necessary of coverage through the COBRA program.~~

EFFECTIVE DATE: August 24, 2009

LAST REVISED: _____

EXHIBIT "G"
Commission Meeting June 13, 2011

Policy 7.1. HOLIDAY LEAVE.

- A. SUBJECT. Employee Holiday Leave
- B. PURPOSE. To establish holiday leave procedures.
- C. POLICY. It is the policy of the City to provide holiday leave to City employees for certain official holidays.
1. This policy shall apply to all full time regular employees and part time regular employees.

D. PROCEDURE.

1. Holidays
- a. The following shall be observed by the City as official holidays:
- | | | |
|---------------------------|---------------------------|------------------|
| New Years Day | Martin Luther King Jr Day | Memorial Day |
| Independence Day | Labor Day | Thanksgiving Day |
| Friday after Thanksgiving | ½ Day Christmas Eve | Christmas Day |
| Floating Day | ½ Day New Year's Eve | |
- b. Holiday pay shall be as provided for in Policy 6.6.
- c. ~~Holidays will begin at 12:00 midnight and end at 11:59 p.m. Time worked on a holiday shall consist of only the actual hours worked between the beginning time and the ending time of the observed holiday.~~
- d. When a holiday falls on Saturday, the Friday immediately preceding shall be observed as the holiday. When the holiday falls on Sunday, the Monday immediately following shall be observed as the holiday.
- e. Sub Section d. shall not apply to the police department employees who work 24/7 shifts. For those employees the holiday shall be observed upon the day the holiday falls.
- f. Each Department Head ~~will~~ shall endeavor to ~~assure~~ ensure that work on holidays is shared by all employees who qualify for the type of work.
- g. Each Department Head ~~will~~ shall endeavor to ~~assure~~ ensure that no employee ~~is~~ will ~~required to~~ work the same holiday in consecutive years, ~~nor be required to~~ will work two consecutive holidays unless the holidays are on two consecutive days (i.e. Thanksgiving and Friday). An employee may work consecutive holidays at their request with the approval of the Department Head.
- h. An employee may select one day as their Floating Day within the 26 pay periods of each fiscal year. ~~provided:~~ Unless there is a personal emergency, Floating Day requests must be presented to the immediate supervisor or Department Head in writing or on departmental ~~Employee~~

~~requests should be made on the proper forms and submitted at least two (2) weeks in advance.~~

~~i. The employee has given not less than 28 calendar days written notice to his/her immediate supervisor; provided, however, the employee and supervisor may agree upon an earlier date.~~

~~ii. The number of employees selecting a particular day off does not prevent the City from providing continued public service. Floating Days must be taken during the fiscal year of entitlement or the day shall lapse, except when an employee has requested the day and been denied more than one time during the year, unless the request is made during the last three (3) pay periods of the fiscal year and denied.~~

iii. i. When the number of requests for a particular day would impair department operations, if granted, the following criteria shall be followed: used to determine which requests are allowed:

- a) ~~The holiday shall be granted to employees in the order in which the requests for the holiday date are submitted, with the earliest request received will have first priority.~~
- b) ~~In the event several requests are submitted on the same day, requests shall be granted based on employment seniority.~~
- c) ~~Final authority for approving or disapproving holiday requests shall rest with the Department Head based on department operational necessity.~~
- d) ~~Any approval or disapproval shall be communicated in writing to the employee involved as soon as possible.~~
- e) ~~Floating Days may be combined with vacation or other leaves.~~
- f) ~~Unused Floating Days will not be paid out to an employee upon their termination.~~
- g) ~~Approval or disapproval shall be recorded by the supervisor on the form and returned to the employee.~~

~~2. The City will make reasonable accommodation for the religious holiday needs of employees, unless accommodation will result in undue hardship to the Department.~~

~~a. If an employee requests time off to observe religious holidays which fall during their normal work hours, the department should make reasonable efforts to allow time off for the holiday. Employees may use their Floating day or vacation leave for religious holidays. Employees should request such leave at least four (4) weeks in advance, to permit the department to accommodate the requests.~~

~~b. Employees' requests for time off for religious holidays should be denied only if the department head determines that the employees' absence would cause the department undue hardship in conducting business. If such requests are denied the department should be prepared to demonstrate that granting the request would have resulted in such a hardship.~~

2. The City will make reasonable accommodations for an employee's religious holiday requests unless it will result in undue hardship to the Department. To permit the department to operate in an efficient manner, such request must be submitted at least two (2) weeks in advance.

Employees may use their floating day, vacation leave, or if approved, leave without pay for religious holidays.

Any approval or disapproval for an employee's religious holiday requests shall be communicated in writing to the employee involved as soon as possible.

EFFECTIVE DATE: March 8, 2010

LAST REVISED: _____

EXHIBIT "H"
Commission Meeting June 13, 2011

Policy 7.2. VACATION LEAVE.

- A. SUBJECT. Employee vacation leave.
- B. PURPOSE. To establish a procedure to provide time for vacation leave for employees.
- C. POLICY. It is the policy of the City to provide vacation leave to City employees. This promotes a healthy and rested employee work force.
- D. PROCEDURE.
 - 1. Accrual rate - Regular, full-time City employees shall accrue vacation credits for each full bi-weekly pay period of employment on the following basis:
 - a. 80 hours per year or 3.077 hours per pay period, for the first twelve months of employment.
 - b. 96 hours per year or 3.69 hours per pay period, from the beginning of the second year through the end of the fifth year of employment.
 - c. 120 hours per year or 4.615 hours per pay period, from the beginning of the sixth year to the end of the tenth year of employment.
 - d. 160 hours per year or 6.154 hours per pay period, from the beginning of the eleventh year through the end of the twentieth year of employment.
 - e. 200 hours per year or 7.69 hours per pay period, from the beginning of the twenty-first year and onward through the end of employment with the City.
 - 2. An employee hired during the first week of the bi-weekly pay period shall accrue vacation leave from the first day of that pay period. An employee hired during the second week of the bi-weekly pay period shall accrue vacation from the first day of the next pay period following.
 - 3. Vacation leave shall be expended in increments of not less than one (1) hour.
 - 4. Vacations shall be scheduled at such times as the Department Head finds most suitable after considering the wishes of the employee and the requirements of the department. All requests for vacation must be approved by the Department Head prior to the commencement of the requested vacation. Unless there is a personal emergency, vacation requests must be presented to the Department Head by the employee at least two (2) weeks in advance of the requested vacation.
 - 5. If an employee transfers from one department within the City to another, the vacation leave credits shall also be transferred.
 - 6. The established period of determining vacation credit will be from the employee's date of hire. Vacation credit earned by an employee cannot be transferred to another employee.

7. Temporary employees shall not earn vacation nor be entitled to vacation upon separation.
8. Vacation leave will not accrue while an employee is on leave of absence without pay.
9. Paid holidays occurring during vacation are not charged as vacation time unless their regular schedule is more than 8 hours per day and they choose to utilize vacation to complete their full shift.
10. Use of Vacation Leave.
 - a. Vacation leave credits shall accrue, but ordinarily may not be used during the first six months of employment unless specifically approved by the City Manager. Should, due to an emergency, during the first six months of employment, vacation time be required before it is accrued, an employee may request an advance of up to 5 days ~~in any given year~~. Advanced vacation time will be deducted from the employee's accrual as soon as the time is accrued. Should an employee leave or be terminated prior to repayment of advanced vacation time, it will be charged to the employee.
 - b. Vacation leave shall be requested in advance to the employee's Department Head who shall have the right to determine if the work schedule permits the absence of the employee during the requested period.
 - c. Upon reasonable notice to the employee, a Department Head may require an employee to use vacation leave. The City reserves the right to rearrange vacation schedules, to require employee to take vacations at certain times, as circumstances may prescribe. Further, the City Commission may alter its vacation policy at any time.
 - d. Vacation leave may be used in conjunction with the sick leave upon request of the employee and when the employee's sick leave credits have been exhausted.
11. Payment of Vacation Leave Credits.
 - a. An employee shall be paid for accrued vacation ~~annual~~ leave credits only upon termination after completing the probationary period and giving a two-week notice unless otherwise agreed upon by the City Manager.
 - b. An employee who is dismissed for cause shall not be entitled to payment of accrued vacation leave credits.
12. Vacation leave may not be accumulated and must be taken during the twelve months following the month of accrual. If vacation leave is not taken during the twelve months following the month of accrual, and the maximum allowed for the accrual rate is reached, the employee shall not accrue any further vacation leave until the employee utilizes a part of the accrued time. The employee will not be able to recapture the time not accrued due to being at maximum. If an employee uses a part of the accrued time total, accrual shall begin again. The employee shall never accrue more than the maximum allowed for the accrual class they are

in.

13. Regular, Part time employees shall accrue prorated vacation hours based on the number of hours worked.
14. A Department Head and next ranking employee cannot take vacations at the same time.
15. No more than three (3) Department Heads shall take vacations at the same time.
16. An employee is responsible for keeping track of the accrual of vacation leave and using vacation in a manner which will allow the employee to use his or her vacation time.

EFFECTIVE DATE: August 24, 2009

LAST REVISED: _____