

Agenda Item for Town Council Meeting

Date: May 6, 2025

Subject: Adoption of the Updated Town of Century Personnel Administration Policy Manual

Background:

On March 18, 2025, during a regularly scheduled Town Council meeting, Council Member Dynette Lewis requested that staff develop a policy to address temporary employment. Staff was directed to prepare recommendations for Council review. Subsequently, on April 15, 2025, Council Member Shelisa McCall presented draft language intended to improve and modernize the Town's 1993 Employee Personnel Manual. Based on Council direction, staff combined, updated, and expanded the two documents to create a comprehensive and improved Personnel Administration Policy Manual.

Discussion:

The updated Personnel Administration Policy Manual ("Manual") presented for adoption:

- Integrates and improves upon both the 1993 Employee Handbook and the April 2025 McCall draft.
- Clearly outlines 'at-will' employment status under Florida law.
- Establishes a structured recruitment, probation, promotion, and evaluation process.
- Clarifies standards of conduct, confidentiality, and outside employment expectations.
- Updates leave, benefits, holidays, and retirement provisions.
- Introduces an Anti-Drug Workplace policy compliant with federal and state regulations.
- Establishes a defined disciplinary procedure with a right of appeal to the Town Council.

All new or revised provisions are clearly underlined in the draft Manual.

Recommendation:

Adopt Resolution No. 2025-__, formally approving and adopting the updated Town of Century Personnel Administration Policy Manual, superseding all prior personnel policies and handbooks.

Proposed Motion:

Motion to adopt Resolution No. 2025-__, approving the Town of Century Personnel Administration Policy Manual dated May 6, 2025, and authorizing the Mayor and Town Clerk to execute and implement the same.

Attachment:

- Proposed Resolution No. 2025-__
- Updated Personnel Administration Policy Manual