

RESOLUTION NO. 24-27

A RESOLUTION OF THE CITY COMMISSION OF THE CITY COOPER CITY, FLORIDA, APPROVING THE DESIGNATION OF COMMISSION POLICIES AND ADMINISTRATIVE POLICIES ATTACHED HERETO AS EXHIBIT "A," IN ACCORDANCE WITH SECTION 4.01 OF THE CITY CHARTER; DELEGATING TO THE CITY MANAGER THE AUTHORITY TO AMEND THE CITY'S ADMINISTRATIVE POLICIES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Cooper City recognizes the importance of maintaining clear, comprehensive, and up-to-date personnel policies to guide the management of municipal employees and ensure fair and consistent treatment; and

WHEREAS, Section 4.01(4)(M) of the City Charter authorizes and directs the City Manager to prepare personnel policies for the City, subject to City Commission approval; and

WHEREAS, certain personnel policies further require the approval and oversight of the City Commission due to their significant impact on municipal operations, fiscal responsibilities, and public accountability, while other policies are more appropriately managed at the administrative level by the City Manager; and

WHEREAS, the City Commission seeks to formally establish a clear delineation between Commission-approved policies and Administrative policies to enhance transparency, streamline decision-making processes, and ensure proper governance of municipal employee matters; and

WHEREAS, the City Commission of Cooper City deems it to be in the best interest of the City's citizens and residents to formally designate Personnel Policies as either Commission Policies or Administrative Policies, with a comprehensive list of these designations attached hereto as Exhibit "A"

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA AS FOLLOWS:

Section 1: That the foregoing “WHEREAS” clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution. All exhibits attached hereto are incorporated herein and expressly made a part of this Resolution.

Section 2: The City Commission of the City of Cooper City, in accordance with Section 4.01(4)(M) of the City Charter, hereby approves the designation of Personnel Policies as either Commission Policies or Administrative Policies, with a comprehensive list of these designations attached hereto as Exhibit "A."

Section 3: The City Commission authorizes the City Attorney and City Manager to make necessary modifications to the Policies that are explicitly tied to Federal, State, and County mandates, when such mandates are amended. The City Attorney and City Manager shall promptly report any such modifications to the City Commission at its next regular meeting.

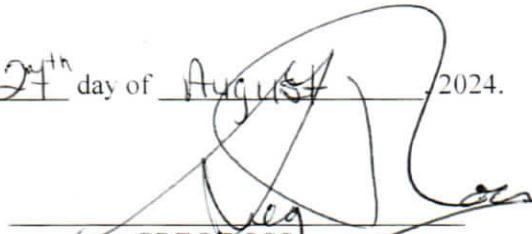
Section 4: In the best interest of the City, the City Manager is hereby further delegated the authority to amend the Administrative Policies from time to time, including but not limited to re-numbering all Commission Policies and Administrative Policies for clarity and cohesiveness.

Section 5. All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

Section 6. If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Resolution.

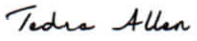
Section 7. This Resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this 27th day of August, 2024.



GREG ROSS
Mayor

ATTEST:

DocuSigned by:


TEDRA ALLEN
City Clerk

APPROVED AS TO LEGAL FORM:

DocuSigned by:


OFFICE OF THE CITY ATTORNEY

ROLL CALL

Mayor Ross Yay
Commissioner Green Yay
Commissioner Shrouder Yay
Commissioner Katzman Yay
Commissioner Mallozzi Yay

Policy Number	AUGUST 2024	Implementing Authority
	PERSONNEL POLICY MANUAL	Manager
	TABLE OF CONTENTS	Manager
	RECEIPT FOR PERSONNEL POLICY MANUAL (PPM)	Manager
	SCOPE AND PURPOSE	Manager
	SECTION ONE: EMPLOYMENT POLICIES AND PROCEDURES	Manager
01-001	1.1. EQUAL EMPLOYMENT OPPORTUNITY	Federal
01-002	1.2. ACCOMODATION POLICY PURSUANT TO THE AMERICANS WITH DISABILITIES ACT	Federal
01-003	1.3. E-VERIFY AND I-9 FORM	State and Federal
	1.3 EMPLOYMENT PROCESS	Manager
	1.4 EMPLOYMENT OF RELATIVES	Manager
01-004	1.4. EMPLOYEE CATEGORIES	Commission
	1.4.1 Elected Officials	Commission
	1.4.2 Managerial Employees...(at will employees)	Commission
	1.4.3 Probationary Employees	Commission
	1.4.4 Regular/Full Time Employees	Commission
	1.4.5 Seasonal Employees	Commission
	1.4.6 Part-time (PT29)	Commission
	1.4.7 Volunteer	Commission
	1.4.8 Intern	Commission
	1.4.9 Acting appointment	Commission
	1.7 PROBATION	Manager
	1.8 WORKWEEK /OVERTIME/CALL BACK	Manager
	1.9 MEAL PERIOD	Manager
	1.10 REST BREAKS	Manager
	1.11 COMPENSATORY TIME	Manager
	1.12 TIME RECORDS	Manager
	1.13 PAYROLL	Manager
	1.14 LENGTH OF SERVICE	Manager
	1.15 LONGEVITY	Manager
	1.16 ANNIVERSARY DATE /RECLASSIFICATION DATE	Manager
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01-006	1.6. PAY FOR PERFORMANCE	Manager
01-007	1.7. PAY FOR PERFORMANCE BONUS (LONGEVITY)	Commission
	1.20 PROMOTIONS/RECLASSIFICATIONS	Manager
	1.21 DEMOTIONS	Manager
	1.22 TRANSFER	Manager
01-008	1.8. RESIGNATION	Manager
01-009	1.9. LAYOFF/SEVERANCE PAY POLICY	Commission
	1.25 EXIT INTERVIEWS	Manager
	1.26 EMPLOYEE RECORDS	Manager
01-010	1.10. ETHICAL STANDARDS	County and State
	1.10.1 Incompatible Offices	County and State
	1.10.2 Use of Confidential Information	County and State
	1.10.3 Solicitation of Receipt of Anything of Value	County and State
	1.10.4 Holding Investments	County and State
	1.10.5 Representation of Others	County and State
	1.10.6 Financial Interest	County and State
	1.10.7 City Property	County and State
	1.10.8 Special Consideration	County and State
	1.10.9 Authority	County and State
	1.10.10 Public Funds	County and State
	1.10.11 Use of Logo or Other City Symbols	County and State
	1.10.12 Expenses	County and State
	1.10.13 Donations	County and State
	1.10.14 Official Action	County and State
	1.10.15 Compliance with Laws	County and State
	1.10.16 Acceptance of Gifts	County and State
	1.10.17 Knowledge of Violations	County and State
	1.10.18 Public Interest	County and State
	1.10.19 Bribery	County and State
	1.10.20 Personnel Actions	County and State
	1.10.21 Political Activities	County and State
	1.10.22 Complaints Against Public Employees	County and State
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Policy Number	AUGUST 2024	Implementing Authority
	1.30 EMPLOYEE CONDUCT AND DISCIPLINE	Manager
	1.31 MANUAL RULES AND APPEALS	Manager
	1.32 DISCIPLINARY APPEALS	Manager
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	1.34 WORKPLACE VIOLENCE-ZERO TOLERANCE POLICY	Manager
	1.35 WEAPONS AT WORK	Manager and State
	1.36 STAFF SEARCH AND SECURITY	Manager
	1.40 ELECTRONIC DEVICE POLICY	Manager
	1.40 CELLULAR PHONE ALLOWANCE	Manager
	1.41 OUTSIDE EMPLOYMENT	Manager
	1.42 SMOKING	Manager
	1.43 EMAIL/INTERNET POLICY	Manager
	1.44 SOCIAL NETWORKING POLICY	Manager
	1.45 SAFEGUARDING OF INFORMATION POLICY	Manager
	1.46 ACCIDENTS	Manager
	1.47 DRIVERS LICENSE POLICY	Manager
	1.48 DRIVING SAFETY POLICY	Manager
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	1.50 SUBPOENAS	Manager
	1.51 THREATS OF LITIGATION	Manager
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01-013	1.13. DRUG TESTING	Federal, State and Manager
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	1.13.2 Reasonable Suspicion	Federal, State and Manager
	1.13.3 Post Accident or Injury	Federal, State and Manager
	1.13.4 Random Testing	Federal, State and Manager
	1.13.5 Fitness for Duty	Federal, State and Manager
	1.13.6 Follow-Up	Federal, State and Manager
	1.13.7 Testing Procedures	Federal, State and Manager
	1.13.8 Refusal of Testing	Federal, State and Manager
	1.13.9 Confirmed Test	Federal, State and Manager
	1.13.10 Confidentiality	Federal, State and Manager
	1.13.11 Medical Marijuana	Federal, State and Manager
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	1.15.2 Job Restoration Following Leave	Federal
	1.15.3 Outside Employment during FMLA	Federal
	1.15.4 Exhaustion of FMLA Leave Period	Federal
	1.15.5 This FMLA Policy is Not a Contract	Federal
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	2.2.2 Retiree Medical Coverage	Commission
	2.2.3 Life and Accidental Death and Dismemberment (AD&D) Insurance	Commission
	2.2.4 Long-Term Disability Insurance	Commission
	2.2.5 Dental & Vision Insurance	Commission
	2.2.6 Voluntary Coverages	Commission
	2.2.7 Cobra Benefits	Commission
	2.2.8 The Health Insurance Portability and Accountability Act of 1996 (HIPAA)	Commission
	2.2.9 Employee Assistance Program (EAP)	Commission
02-003	2.3. NOTICE OF PRIVACY PRACTICES	Manager
02-004	2.4. REGISTRATION OF DOMESTIC PARTNERSHIP RELATIONSHIP	Commission
	2.4.1 General Policy	Commission
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	2.5.1 Insurance	Commission
	2.5.2 Other Benefits	Commission
	2.5.3 Exceptions	Commission
02-006	2.6. VACATION LEAVE	Commission
	2.6.1 Eligibility	Commission
	2.6.2 Scheduling	Commission

Policy Number	AUGUST 2024	Implementing Authority
	2.6.3 Vacation Cash -Out	Commission
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02-008	2.8. PAID HOLIDAYS	Commission
02-009	2.9. SICK LEAVE	Commission
	2.9.1 Sick Leave Cash-Out Policy	Commission
	2.9.2 Sick Leave Conversion Policy	Commission
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	2.10 SERVICE AWARDS	Manager
	2.11 JURY DUTY	State and Manager
	2.13 TRAVEL FOR MEETINGS AND CONFERENCES	Manager
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02-011	2.11. LEAVE WITH OUT PAY - (NON-FM LA and NON-MILITARY)	Commission
02-012	2.12. BEREAVEMENT LEAVE	Commission
02-013	2.13. WORKERS' COMPENSATION	Commission
02-014	2.14. TRAINING/ TUITION/ CERTIFICATION REIMBURSEMENT	Commission
02-015	2.15. EMPLOYEE SUGGESTIONS	Manager
02-016	2.16. RETIREMENT	Commission
02-017	2.17 GIFT CARD POLICY	Commission
02-018	2.18 COMPENSATION RULES	Commission
	2.18.1 Workweek	Commission
	2.18.2 Call-out Pay/Shift Differential	
02-019	Fraternization	
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02-003	TEMPORARY TELECOMMUTING POLICY	Manager
02-004	EMPLOYEE CONDUCT AND DISCIPLINE	Manager
02-006	EXIT INTERVIEW	Manager
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04-004	COVID 19 LEAVE WORK PROCEDURES	Manager
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05-002	CONTRACTING AUTHORITY POLICY	Manager
05-004	OUTSIDE EMPLOYMENT POLICY	Manager
06-002	VEHICLE AND DRIVABLE EQUIPMENT POLICY	Manager
07-002	UTILITY BILLING METER READING AND MANYAL ADJUSTMENTS	Manager
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08-005	SURPLUS PROPERTTY POLICY	Manager
08-006	ALLOWANCE AND WRITE OFF POLICY	Manager
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09-003	SOCIAL MEDIA POLICY	Manager
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06-002	City Owned Vehicles	Commission
06-003	Notification of Public Safety Significant Indicents Policy	Commission
08-003	Fund Balanace Policy	Commission
08-007	Purchasing Card Policies and Procedures	Commission
08-009	EMS Receivable and Allowance Policy	Commission