

**RESOLUTION NO. 08-10-9**

**A RESOLUTION OF THE CITY OF COOPER CITY, FLORIDA,  
AMENDING THE MANUAL OF PERSONNEL POLICIES; AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City has a duly adopted Manual of Personnel Policies establishing rules governing employment with the City; and

**WHEREAS**, the employees have elected representatives to meet with the City administration to review and adjust these policies and benefits on a periodic basis; and

**WHEREAS**, the Employee Advisory Committee and the City Administration have jointly recommended amendments to the Manual of Personnel Policies; and

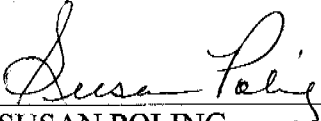
**WHEREAS**, the City Commission is desirous of adopting said recommendations;

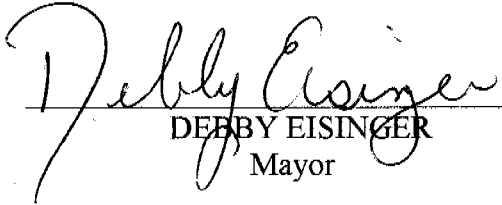
**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE  
CITY OF COOPER CITY, FLORIDA:**

**Section 1:** That the Manual of Personnel Policies is hereby amended as shown on Exhibit "A", attached hereto and made a part hereof by this reference.

**Section 2:** This Resolution shall be in force and take full effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 28<sup>th</sup> day of October, A.D., 2008.

  
SUSAN POLING  
City Clerk

  
DEBBY EISINGER  
Mayor

**ROLL CALL**

Mayor Eisinger	<u>yes</u>
Commissioner Mallozzi	<u>yes</u>
Commissioner Sims	<u>yes</u>
Commissioner de Jesus	<u>yes</u>
Commissioner Curran	<u>yes</u>

## "Exhibit A"

**5.06. Probationary Appointment:** All appointments to positions made from outside the service, by promotion from within the service, by transfer, or by reassignment shall be subject to a ~~six~~ ~~one~~ ~~(16)~~ month ~~year~~ probationary period. During the probationary period, the appointee's performance shall be closely reviewed to determine his or her ability to carry out assigned tasks, efficiency, and other characteristics relative to the requirements of the position. If, at any time during the probationary period, the immediate Supervisor deems the employee's performance to be unsatisfactory, he/she may recommend to the Department Head that the employee be terminated. In turn, the Department Head shall make a recommendation to the City Manager. If the Department Head and the City Manager agree that termination is warranted, the employee may be terminated without explanation.

The City shall attempt to evaluate probationary employees at least ~~four~~ ~~(4)~~ ~~times~~ three (3) month intervals during the probationary period.

If the Department Head wishes to recommend that the employee be granted a permanent appointment at the end of the probationary period, he/she shall submit a recommendation to the City Manager for approval or denial. The City Manager shall notify the custodian of the personnel files of a change in status for the employee, which shall be documented in the employee's personnel file. If the City Manager denies permanent appointment, the probationary employee may be released upon written notice, or the probationary period may be extended for a period not to exceed thirty (30) days to allow the employee one last opportunity to meet a satisfactory performance level. If the employee so released was promoted or transferred to that position from within the City service, and if his/her work was satisfactory prior to the transfer or promotion, the employee shall be returned to his/her previous position or another suitable position in the same class previously held, if one is available.

**7.02. Leaves of absence:**

C. *Vacation leave:* It is the policy of the City that vacations are necessary to the health and well-being of all its employees, and that this time off shall be taken by every employee, except in unavoidable emergencies. Paid annual vacation time shall be provided in accordance with the following schedule:

~~After one (1) Date of hire to five (5) years' employment:~~ A total of Ten (10) days per for the year

~~After five (5) years' employment to ten(10) years' employment:~~ A total of Fifteen (15) days per for the year

~~After ten (10) years' employment:~~ A total of Twenty (20) days per for the year

1. *Eligibility:* An employee is eligible for vacation leave with pay upon completion of his/her six (6) month probationary period after one year's continuous service upon his or her anniversary date. Vacation days are accrued on an biweekly annual basis for purposes of leave due. In computing vacation leave earned, only those months shall be counted during which an employee has worked three-quarters (3/4) or more of his regular work days. For purposes of this subsection, vacation leave and approved leave with pay shall be counted as days worked.

Department heads may utilize their administrative discretion in granting any variance to this rule, with the approval of the City Manager. Any such variance shall not operate to reduce or increase the maximum annual accrual of paid vacation days which is specified herein.

Part-time employees working less than forty (40) hours per week, but working twenty (20) or more hours per week shall be eligible for vacation on a pro rata basis, e.g., employees working twenty (20) hours per week shall receive one-half (1/2) the annual leave granted to full-time employees; those working thirty (30) hours per week shall receive three-quarters (3/4) the annual leave granted to full-time employees.

2. *Scheduling vacation leave:* Scheduling vacation leave shall be at the discretion of the Department head, provided it does not interfere with City operations.

3. *Accumulation of vacation leave:* Vacation leave may be accumulated up to a maximum of 240 hours of leave time. When the requirements of an employee's job prevent the taking of vacation leave so that such leave accumulates in excess of 240 hours, the period of time during which such excess leave must be used may be extended upon the approval of the City Manager.

4. *Vacation cash-out:* In lieu of time off, employees may choose to receive payment for a portion of their annually accrued vacation leave during a designated cash-out pay period once a year. The employee must have a minimum of eighty (80) hours of accumulated vacation leave at the time of the cash-out request and the amount of eligible cash-out leave shall not exceed one-half (1/2) of the total hours earned for that year. Any employee participating in this benefit shall have a minimum of forty (40) hours of vacation leave remaining in his/her account after the cash-out request is processed.

45. *Payment of unused vacation leave:* Upon separation from City service in good standing, an employee may take the unused portion of vacation leave or may request payment for same. If an employee who is separated in good standing has completed at least one year's six month's continuous service but has not yet reached their next anniversary date, payment for vacation leave due for that portion of the year shall be made on a pro-rata basis. If an employee does not successfully complete the probationary period, accrued vacation time will be forfeited. In no event shall such leave, taken or paid, exceed 240 hours.

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