



CITY COMMISSION ORDINANCE/RESOLUTION

TITLE: Resolution 25-19 (Administration)

DATE: April 8, 2025

DESCRIPTION: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF COOPER CITY, FLORIDA, PURSUANT TO SECTION 4.01 OF THE CITY CHARTER, APPROVING AN AMENDED COMMISSION POLICY NO. 01-004 AND POLICY NUMBER 02-008 ATTACHED HERETO AS EXHIBIT "A," RELATED TO EMPLOYEE CATEGORIES AND PAID HOLIDAYS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

CITY MANAGER RECOMMENDATION:

The City Manager recommends revising Commission Policy 01-004, Employee Categories, and Commission Policy 02-008, Paid Holidays.

BACKGROUND OF ITEM:

The City Commission approved Policy 01-004, Employee Categories, and Policy 02-008, Paid Holidays, on August 27, 2024. The prior policies did not provide for part-time employees to receive compensation during a city-recognized holiday if they did not work on that holiday. The new policies provide for both full-time and part-time employees to be compensated if they are scheduled to work during the scheduled city-designated holiday.

However, the new policy inadvertently provided overtime benefits above those required by the Fair Labor Standards Act. The proposed revision will eliminate that inconsistency.

In addition, it will allow Payroll to ensure accuracy in the processing of paid holidays.

ANALYSIS:

Clarifying Commission Policies 01-004, Employee Categories, and 02-008, Paid Holidays, will decrease Payroll Processing errors resulting from erroneous policy interpretations.

STRATEGIC PLAN:

These changes support the City's goals to ensure the consistent accuracy of the Payroll Process.

FISCAL IMPACT:

N/A

ATTACHMENTS:

1. Resolution 25-19
2. Commission Policy 01-004 - Employee Categories
3. Commission Policy 02-008 – Paid Holiday