

**CITY OF COOPER CITY  
HUMAN RESOURCES DEPARTMENT**



**EMPLOYEE CATERGORIES  
POLICY #01-004**

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.

Revision	Date	Description of Change
1		Initial Release

**APPROVALS**

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Commission

\_\_\_\_\_  
Date



# City of Cooper City City Policies and Procedures

<b>SUBJECT</b>	<b>Employee Categories</b>
<b>POLICY #</b>	<b>01-004</b>
<b>City Commission Approval</b>	

## **POLICY:**

The City of Cooper City is an "at will" employer, and as such, employment with the City of Cooper City is not for a fixed term or definite period and may be terminated at the will of the City or the employee for any reason, with or without cause, and without prior notice. While there may be a disciplinary process in place, in certain situations, the City may make the decision to terminate the employee without first taking these disciplinary steps.

### Elected Officials

The City's Elected Officials may be afforded benefits and other terms and conditions of employment that differ from those provided in this Personnel Policy Manual, as provided by law.

### Managerial Employees

An employee may be appointed to a management position by the City Manager. Reference to this status is generally included in the job description. The Human Resources Department maintains a list of all management positions. Managerial employees are exempt from overtime compensation and may have benefits that differ from those provided in this Personnel Policy Manual.

### Probationary Employees

The term "probationary" refers to employees who are currently under probation, which is a six (6) month working test period for full-time and part-time employees.

### Regular/Full-Time Employees

The term "full-time" refers to all employees who have completed their probationary period and whose normal workweek consists of not less than forty (40) hours, not including the unpaid lunch hour. It may begin on any day of the week and at any hour of the day and need not be the same for all departments and all employees.

### Seasonal Employees

The term "seasonal" refers to all non-contracted employees who work for the City for a designated period, such as the summer, and work 75% of their hours within six months. These employees may be scheduled to work up to 40 hours per workweek at the discretion of the Department Director. Seasonal employees will not receive annual evaluations. Time spent in a seasonal appointment will not be credited toward the length of City service in the event a transfer to a regular position occurs. Seasonal employees are paid at their normal rate of pay for scheduled City holidays for which they work. Seasonal employees who do not work on scheduled City holidays will not receive pay for those days.

### Part-time (PT29)

The term "Part-Time 29" refers to all employees whose normal workweek consists of less than 30 hours. The employees in this category are eligible for a Cost of Living Adjustment (COLA) and performance-based merit increases in the same way that may be granted to full-time employees. PT29 employees will receive annual evaluations. Increases will be at the discretion of the Department Director but will remain within the range of the position and in accordance with budgeted increases. PT29 employees will be paid at 1.5 times their normal pay rate for scheduled City holidays for which they work. PT29 employees who do not work on scheduled City holidays will not receive pay for those days. Participation in the Florida Retirement System (FRS) is compulsory, and none of these benefits are credited retroactively. For PT29 employees who are regularly scheduled throughout the year, who on average have worked at least 10 hours per week over the prior six months, and have been employed for at least 12 months, said employees shall be eligible to accrue up to 40 hours of vacation time per year. No other benefits are provided for the PT29 employees.

\*Effective April 15, 2013, the current one (1) PT20 employee will transition to the PT29 category and will continue to receive the benefits (vacation and sick leave) which were in effect for the PT20 category immediately preceding this amendment. This policy shall be in effect until the remaining employee separates from employment at the City or as may be amended from time to time.

### Methods of Compensation and Overtime

Hourly Employee - An hourly employee is paid based on the number of hours worked. Hourly employees are often subject to more direct control and supervision by their supervisors.

Job Basis Employee (Salaried) - A job basis employee is often referred to as a salaried employee. A job basis employee is paid a fixed salary amount regardless of the number of hours worked. Job basis employees often have more flexibility in how they complete their tasks and may not be required to track their hours as meticulously as hourly employees.

*Important note:* Being salaried does not automatically mean an employee is exempt from overtime compensation; the job duties and salary level must also meet the criteria for exemption.

Non-Exempt - An employee who receives overtime pay. Non-exempt employees receive overtime pay for any hours worked over 40 in a workweek. Overtime pay must be at least one and a half times the employee's regular hourly rate. Non-exempt employees can be either hourly or salaried, but their pay structure must comply with overtime regulations. Hourly non-exempt employees are paid based on the actual hours worked, while salaried non-exempt employees receive a fixed salary but are still eligible for overtime pay.

Exempt - An employee who does not receive overtime pay. Exempt employees typically fall into categories such as executive, administrative, or professional roles. To qualify as exempt, employees must meet specific criteria related to their job duties and salary level. For instance, they must perform certain types of work and be paid on a salary basis at not less than a specified *minimum salary amount*. The minimum amount may change from time to time.

As of July 1, 2024, the FLSA minimum salary amounts are as follows:

DATE	STANDARD SALARY LEVEL	HIGHLY COMPENSATED EMPLOYEE TOTAL ANNUAL COMPENSATION THRESHOLD
Before July 1, 2024	\$684 per week (equivalent to \$35,568 per year)	\$107,432 per year, including at least \$684 per week paid on a salary or fee basis.
July 1, 2024	\$844 per week (equivalent to \$43,888 per year)	\$132,964 per year, including at least \$844 per week paid on a salary or fee basis.
January 1, 2025	\$1,128 per week (equivalent to \$58,656 per year)	\$151,164 per year, including at least \$1,128 per week paid on a salary or fee basis.
July 1, 2027, and every 3 years thereafter	To be determined by applying to available data the methodology used to set the salary level in effect at the time of the update.	To be determined by applying to available data the methodology used to set the salary level in effect at the time of the update.

**At-Will Employee** – By default almost all Florida employees are at-will. An at-will employee is an individual whose employment with the City may be terminated by either the employee or the City at any time, with or without cause, and with or without notice. This means that the City reserves the right to terminate employment at its discretion, provided that the termination is not for an illegal reason. Similarly, at-will employees have the right to resign from their position at any time, for any reason, without notice.

**Not-At-Will Employee** - A not-at-will employee is an individual who has an employment agreement that modifies the default at-will employment relationship. This may include employees with written employment agreements specifying terms of employment and conditions for termination; employees covered by collective bargaining agreements; or employees subject to City policies that explicitly limit the City’s right to terminate employment at will. Not-at-will employees typically have specific protections or procedures that must be followed regarding termination of employment.

**Volunteer**

An individual or group who provides their time, talent, and abilities to perform assigned tasks at the direction of the City Commission, City Manager, or Department Directors without expectation of any type of compensation. Depending on the type of volunteer work performed, volunteers may be subject to a background check as required by law.

**Intern**

Intern hours vary by department. Prospective interns will work out a mutually agreed-upon schedule with the department, with the goal of a minimum of 15 hours a week when feasible (please refer to Intern Program Policy in the Administrative Policy Manual). Depending on the type of work performed, interns may be subject to a background check as required by law.

**Acting appointment**

Acting appointment to a position in a higher class must be approved by the City Manager. Persons appointed in an acting capacity for a period exceeding ten (10) days will receive additional compensation up to 10% of their current rate of pay or the minimum of the range of the position they are acting in, whichever is greater. Acting appointments to a Department Director level require approval from the City Commission within 60 days.