

RESOLUTION NO. 24-28

A RESOLUTION OF THE CITY COMMISSION OF THE CITY COOPER CITY, FLORIDA, APPROVING COMMISSION POLICIES ATTACHED HERETO AS EXHIBIT "A," IN ACCORDANCE WITH SECTION 4.01 OF THE CITY CHARTER; 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, the City Commission has designated certain policies as administrative policies within the purview of the City Manager and certain policies as commission policies within the control of the City Commission; and

WHEREAS, the City Commission seeks to formally adopt the commission policies set forth in Exhibit "A" to enhance transparency, streamline decision-making processes, and ensure proper governance of municipal matters; and

WHEREAS, the City Commission of Cooper City deems it to be in the best interest of the City's citizens and residents of the City to formally adopt the Commission Policies 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 Commission Policies attached hereto as Exhibit "A" and incorporated herein.

Section 3: 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Section 4: All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

Section 5: 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 6: This Resolution shall become effective immediately upon its passage and adoption.

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PASSED AND ADOPTED this _____ day of _____, 2024.

GREG ROSS
Mayor

ATTEST:

TEDRA ALLEN
City Clerk

APPROVED AS TO LEGAL FORM:

OFFICE OF THE CITY ATTORNEY

ROLL CALL

Mayor Ross	_____
Commissioner Green	_____
Commissioner Shrouder	_____
Commissioner Katzman	_____
Commissioner Mallozzi	_____

Policy Number	AUGUST 2024	Implementing Authority
	SECTION ONE: EMPLOYMENT POLICIES & PROCEDURES	
01-004	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
01-005	CLASSIFICATION POLICY	Commission
01-007	PAY FOR PERFORMANCE BONUS (LONGEVITY)	Commission
01-009	LAYOFF/SEVERANCE PAY POLICY	Commission
01-011	APPEALS OF PPM RULES	Commission
01-016	EMERGENCY CLOSING AND COMPENSATION	Commission
01-017	CITY POLICIES AND PROCEDURES	Commission
	SECTION TWO: BENEFITS OF CITY EMPLOYMENT	
02-001	GENERAL ELIGIBILITY	Commission
02-002	ACCESS TO GROUP HEALTH INSURANCE	Commission
	2.2.1. Group Health Insurance Program	Commission
	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
02-004	REGISTRATION OF DOMESTIC PARTNERSHIP RELATIONSHIP	Commission
	2.4.1. General Policy	Commission
02-005	EXTENSION OF BENEFITS	Commission
	2.5.1. Insurance	Commission
	2.5.2. Other Benefits	Commission
	2.5.3. Exceptions	Commission
02-006	VACATION LEAVE	Commission
	2.6.1. Eligibility	Commission
	2.6.2. Scheduling	Commission
	2.6.3. Vacation Cash -Out	Commission
02-007	PERSONAL DAYS	Commission
02-008	PAID HOLIDAYS	Commission
02-009	SICK LEAVE	Commission
	2.9.1. Sick Leave Cash-Out Policy	Commission
	2.9.2. Sick Leave Conversion Policy	Commission
02-010	PAID PARENTAL LEAVE	Commission
02-011	LEAVE WITHOUT PAY - (NON-FMLA and NON-MILITARY)	Commission
02-012	BEREAVEMENT LEAVE	Commission
02-014	TRAINING/ TUITION/ CERTIFICATION REIMBURSEMENT	Commission
02-016	RETIREMENT	Commission
02-017	GIFT CARD POLICY	Commission
02-018	COMPENSATION RULES	Commission
	2.18.1. Workweek	Commission
	2.18.2. Call-out Pay/ Shift Differential	Commission
	2.18.3. Overtime Pay / Compensatory Time Provisions	Commission
09-007	FRATERNIZATION	