



## CITY COMMISSION ORDINANCE/RESOLUTION

**TITLE:** Resolution 24-28 (Administration)

**DATE:** August 27, 2024

**DESCRIPTION:** 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.

**CITY MANAGER RECOMMENDATION:**

The City Manager requests approval of Resolution 24-28 approving Commission Policies in accordance with Section 4.01 of the City Charter.

**BACKGROUND OF ITEM:**

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. The following policies were revised as follows:

**01-004 – Employee Categories**

Definitions of at-will employee, not at-will employee, hourly and job basis, exempt and non-exempt added.

**01-010 – Ethical Standards Policy**

Reference to the Broward County Code of Ethics and the State Code of Ethics added.

**01-16 – Emergency Closing and Compensation (Emergency Conditions)**

Expanded the definition of emergency conditions and provided a method of compensation during the emergency conditions to ensure that such payments are reimbursable by FEMA. In reference to Cooper City Code of Ordinances Chapter 13 – Public Safety, Article V – Emergency Management was added. Introduced the Incident Command System (ICS) and FEMA ICS Activity Log Form 214 requirements. Compensation details for essential and non-essential employees during emergency conditions are updated.

**02-002 – Access to Group Health Insurance**

The payment to individuals who decline the health insurance program increased from #325 per month to \$500 per month as an incentive for people to opt out. Given the current cost of health insurance, the city will save over \$500 per month for every person who opts out—removed the references to the elected officials' eligibility for the health insurance program and stipend. Added definition of retirement for clarity on retiree medical coverage eligibility.

**02-004 – Extension of Benefits Policy**

This policy now incorporates provisions from the former 02-005 policy.

**02-006 – Vacation Leave**

The prior version increased the vacation time earned to 15 days after two years of service; however, Staff recommends maintaining the current system as the staff is requesting to increase the personal days and is looking to eliminate sick leave in lieu of additional personal days.

**02-007 – Personal Days**

Provides three (3) additional personal leave days to grant the employees more discretion in the use of their leave. Personal leave days will not have a cash-out value and will be earned on October 1 by all employees.

**02-008 – Paid Holidays**

Eliminates three (3) paid holidays:

- Columbus Day
- Day before or after Christmas
- Day before or after New Years

**02-009 – Sick Leave**

Staff plan to have discussions with the employees about the elimination of sick leave and providing personal days in lieu of these. A recommendation will go to the Commission on this issue later this year.

**02-010 – Paid Parental Leave**

New policy introduced providing up to four workweeks of paid parental leave for eligible employees following the birth, adoption, or foster placement of a child.

**02-017 – Gift Card Policy**

This policy provides for quick recognition to employees for excellent work or excellent customer service.

**02-019 – Fraternalization Policy**

Formally policy #09-007

**ANALYSIS:**

Passing and adopting Resolution 24-28 formally adopts the Commission policies to enhance transparency, streamline decision-making processes, and ensure proper governance of municipal matters.

**ATTACHMENTS:**

1. Resolution 24-28
2. Policy Index
3. Pending Resolutions

01-004	Employee Categories
01-005	Classification Policy
01-007	Pay for Performance Bonus (Longevity)
01-009	Layoff/Severance Pay Policy
01-011	Appeals of Personnel Policy Manual (PPM) Rules
01-016	Emergency Closing & Compensation
01-017	City Policies & Procedures
02-001	General Eligibility
02-002	Access to Group Health Insurance
02-004	Registration of Domestic Partnership Relationship
02-005	Extension of Benefits
02-006	Vacation Leave
02-007	Personal Days (Leave)
02-008	Paid Holidays
02-009	Sick Leave
02-010	Paid Parental Leave
02-011	Leave without pay – (Non-FMLA & Non-Military)
02-012	Bereavement Leave
02-016	Retirement
02-017	Gift Card Policy
02-018	Compensation Rules
02-019	Fraternization Policy