

**City of Greenacres
Summary of 2025 Personnel Policy Changes**

Page in Proposed Final	Topic	Summary of Change (Effective 03/18/2025 if approved, unless otherwise stated)
32	Separation of Employment	Upon submission of a letter of resignation, employees are no longer eligible to use Vacation or Sick leave during the notice period unless approved by the Director of Human Resources
44	Overtime Eligibility	Additionally, emergency hours paid pursuant to the Hurricane and Emergency Preparedness Policy for time not worked will not count toward overtime calculations. Removed The City's workweek for regular employees runs from Thursday to Wednesday. The workweek is used to measure hours worked for overtime purposes.
45	Maintenance of Time Records	Removed "the" "Specialist", updated Human Resources to Payroll, added Payroll and
48	Performance Based Longevity Award	Added 10 Years of Service/Milestone \$1,000, The 10-year Performance Based Longevity Award shall be implemented beginning October 1, 2025 as indicated by the method below.
49/50	Leave	Added the employee is responsible for paying the employee cost and the City portion of the premium to maintain health insurance in a no-pay status. The first payment is due within two (2) weeks of your last payroll deduction. Employees must remit payments to Finance in a timely manner. The obligation for payment during the unpaid leave of absence does not apply to newly hired employees within their first six months of employment when absent due to a pre-approved unpaid leave negotiated and approved during the hiring process. Employees who fail to remit payment in a timely manner shall be subject to cancellation of their benefits
53	Bereavement Leave	Updated appropriate, removed not to exceed \$100.00 and
55	Executive Leave	Employees holding the position of City Manager and Department Director shall be provided forty (40) hours of leave on a pro-rated calendar year basis beginning January 1, 2025. Existing employees in these job categories shall be provided a lump sum of

		<p>forty (40) hours on January 1 of each calendar year. Employees hired during the year into these job categories shall be provided Executive leave as follows:</p> <table border="1" data-bbox="747 269 1892 461"> <thead> <tr> <th data-bbox="747 269 1318 310"><u>Date of Hire</u></th> <th data-bbox="1318 269 1892 310"><u>Amount of Executive Leave</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="747 310 1318 350"><u>January 1 – March 31</u></td> <td data-bbox="1318 310 1892 350"><u>40 hours</u></td> </tr> <tr> <td data-bbox="747 350 1318 391"><u>April 1 – June 30</u></td> <td data-bbox="1318 350 1892 391"><u>32 hours</u></td> </tr> <tr> <td data-bbox="747 391 1318 431"><u>July 1 – September 30</u></td> <td data-bbox="1318 391 1892 431"><u>24 hours</u></td> </tr> <tr> <td data-bbox="747 431 1318 461"><u>October 1 – December 31</u></td> <td data-bbox="1318 431 1892 461"><u>16 hours</u></td> </tr> </tbody> </table> <p>Executive Leave shall not carry over or accumulate from year to year and shall not be paid upon separation of employment for any reason. Executive Leave shall not be paid in lieu of usage. Any Executive Leave not used on or before January 1 of each calendar year shall be forfeited.</p>	<u>Date of Hire</u>	<u>Amount of Executive Leave</u>	<u>January 1 – March 31</u>	<u>40 hours</u>	<u>April 1 – June 30</u>	<u>32 hours</u>	<u>July 1 – September 30</u>	<u>24 hours</u>	<u>October 1 – December 31</u>	<u>16 hours</u>
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58/59	Travel and Vehicles	<p>Car/Auto Allowance is now known Vehicle Stipend Public Information Official removed Building Official added. Remove \$360 The Vehicle Stipend shall be \$400 per month effective the first month following the approval of the updated Personnel Policies Handbook. For the mileage Removed Therefore, those employees shall deduct 25 miles each way (for a total of 50 miles) from their mileage total. Added and Administrative Directive Number 10, removed such allowance, added the vehicle stipend Updated car allowance to Vehicle Stipend Additionally, the City Manager has the sole discretion and authority to assign the personal vehicle use of City vehicles to employees as deemed appropriate.</p>										
64/65	Vacation Leave	<p>*On the first payroll after 6 months of employment, the full 80 hours is provided to the employee. Upon conclusion of the first year of employment, the employee will begin accruing hours each pay period. Or Sick</p>										

		or compelling circumstances exist.
68/69	Sick Leave	Upon resignation, employees are prohibited from using Sick Leave, unless approved by the Director of Human Resources. Sick leave payout for bargaining Unit Employees hired after 6/28/00 and General employees hired after 10/16/06 - 15 years, 75% payout
72	Holidays	Employees who are in an unpaid status at the time the holiday is observed shall not be paid for the holiday.
74	Family and Medical Leave Act Leave	Chapter 17
75	Intermittent or Reduced Work Week Leave	Employees may also take intermittent leave for pregnancy-related serious health conditions or for birth/placement of a child.
78	Drug-Free Workplace Policy	Chapter 18
80	Health and Safety	Chapter 19
84	Workplace Violence	Chapter 20
85	Outside Employment	Chapter 21
87	Conflicts of Interest and Code of Ethics Policy	Chapter 22
95	Discipline Guidelines	Chapter 23