



RESOLUTION NO. 2022-017

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AUTHORIZING A ONE-TIME ECONOMIC RELIEF PERFORMANCE BONUS PROGRAM TO NON-UNION AND UNION EMPLOYEES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Beach, Florida, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and,

WHEREAS, the Town Commission recognizes the financial stress being experienced by Town employees due to the inflationary and recessionary pressures within the current United States economy; and,

WHEREAS, the Town Commission values its non-unionized and unionized employees and wishes to provide a one-time economic relief performance bonus program to employees to help mitigate the financial stress caused by current economic conditions; and,

WHEREAS, the Town Commission understands the importance of retaining its valuable workforce amidst these challenging and unsettled economic times.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, THAT:

SECTION 1. The Town Commission hereby establishes the following one-time economic relief performance bonus program for its non-union and union employees as detailed in Exhibit A.

SECTION 2. The Town Commission hereby authorizes the Finance Director to make the necessary budget adjustments to FY 2022 – 2023 budget.

SECTION 3. This resolution shall become effective upon adoption.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida,
this ____ day of _____, 2022.

ATTEST:

Douglas Hillman, Mayor

**REVIEWED FOR LEGAL
SUFFICIENCY**

Lanelda Gaskins, MMC
Town Clerk

Glen Torcivia, Town Attorney
Town of Highland Beach

VOTES:

YES NO

Mayor Douglas Hillman
Vice Mayor Natasha Moore
Commissioner Peggy Gossett-Seidman
Commissioner Evalyn David
Commissioner John Shoemaker

EXHIBIT A



Economic Relief Performance Bonus Program

Fiscal Year 2023

Purpose:

The Town recognizes the unusual economic conditions employees face and how those external stressors could negatively impact performance and service. The Town further recognizes the sacrifices of its employees who continue to perform each day, and strive to perform exceptionally, during these challenging economic times. This Program is designed to measure and reward performance in these unique conditions.

Definitions:

Performance Bonus is a lump sum bonus payment provided to an employee based upon his or her work performance during the designated evaluation period.

Evaluation Period is the period from October 1, 2022, through and including October 31, 2022, during which an employee's performance is evaluated. For employees hired after October 1, 2022, the Evaluation Period is from the date of hire through and including October 31, 2022.

Eligibility:

All Town employees, including the Town Manager, who performed work during the Evaluation Period, whether probationary, temporary, full-time or part-time.

Performance Standards:

In order for an employee to qualify for a Performance Bonus under this policy, the employee must be rated as at least "Satisfactory" during the Evaluation Period.

The timing and content of the performance evaluation for the Town Manager is governed by the Employment Agreement. In order for the Town Manager to qualify for a Performance Bonus, he or she must be rated as at least "Satisfactory" during the Evaluation Period or may otherwise be deemed to have met the minimum qualification for receiving the Performance Bonus in accordance with the Employment Agreement.

Performance Bonus Notification:

All eligible employees shall be notified of this Program prior to the start of the Evaluation Period.

Amount of Performance Bonus:

The Town shall pay a gross amount equivalent to 3% of the employee's base rate of pay to all Eligible Town Employees as defined above on the first pay date following the conclusion of the Evaluation Period identified above. Probationary employees are eligible for a pro-rata amount of the Performance Bonus based on the amount of time worked during their probationary period.

Overtime Pay Adjustment for Non-Exempt Employees:

Non-exempt employees' Performance Bonus shall be considered part of the regular rate of pay during the performance period for purposes of calculating any overtime earned during the Evaluation Period.

Forfeiture:

Employees must be currently employed at the time the Performance Bonus is paid. If an employee is terminated, dies, or submits a resignation for any reason prior to the payment of the Performance Bonus, the employee forfeits the Performance Bonus.