

Additional Information for Item 11.C.
08/24/2023 Town Commission Special Meeting



RESOLUTION NO. 2023-020

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, ADOPTING A MERIT INCREASE POLICY FOR NON-UNION EMPLOYEES AND AMENDING THE TOWN OF HIGHLAND BEACH SALARY TABLE; 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 of Highland Beach has ratified two union collective bargaining agreements with the FOP and the PBA for the Town's unionized workforce; and,

WHEREAS, to better ensure that the Town recognizes the value of its non-unionized employees, the Town wishes to adopt a merit increase resolution for its non-unionized employees for fiscal year (FY) 2024; and,

WHEREAS, to further enhance its ability to retain and recruit various position types and classifications within South Florida region the Town recognizes the need to update its FY 2023 Salary Table to be competitive with similarly situated municipalities and to recognize regional economic changes.

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 merit increase policy for non-unionized employees during the FY 2024:

An annual evaluation is to be completed for each Town employee. For each non-unionized employee obtaining an evaluation that "meets expectations" or "exceeds expectations" for all categories on the evaluation, he or she shall receive a six and one half (6.5%) percent merit increase to his or her salary to be paid out over 26 pay periods. This policy is only for the Town's FY 2024 and shall not have any impact on future fiscal years.

SECTION 2. The Town Commission hereby amends the Town of Highland Beach FY 2023 Salary Table (approved August 4, 2022) to adjust the minimum, midpoint and maximum salary amounts listed for each of the pay grades (10-38) pursuant to the September 13, 2023 published 12-month Consumer Price Index for All Urban Consumers (CPI-U) for Miami-Fort Lauderdale-West Palm Beach (Series ID No. CUURA320SA0) published by the United States Bureau of Labor Statistics to be effective September 30, 2023.

SECTION 3. The Town Commission hereby amends the Town of Highland Beach Personnel Rules and Regulations, Article XX: Holidays, Section.1 Defined adding the Juneteenth Holiday (June 19) to the list of observed federal holidays in the Town of Highland Beach.

SECTION 4. The Town Commission hereby amends the Town of Highland Beach Personnel Rules and Regulations, Article XXIII: Sick Leave, Section 6. Sick Leave Incentive so all non-probationary, non-union/represented employees qualify regardless of employment hire date. Said amendment is as follows:

SECTION 6: SICK LEAVE INCENTIVE PROGRAM

On September 1 of each year, and subject to the availability of budgeted funds, employees who have been employed by the Town for a minimum of one year and have a minimum of 96 (part-time 48) hours of accumulated and unused sick leave will be eligible to participate in a “sick leave incentive program,” provided the employee has not been disciplined for tardiness or absenteeism during the twelve-month period immediately preceding September 1. The Finance Department will distribute a sick leave election form on September 1 of each year to all eligible employees. On that form, the employee will be advised of the total amount of sick leave he/she has accumulated. The employee may then elect to convert up to ~~four~~ five days of accumulated but unused sick leave to either vacation leave or additional pay on the employee’s next regular paycheck.

Eligible employees are not required to convert sick leave to payment or vacation leave. A written election declining the conversion may be submitted to the Finance Department to decline conversion. Forms that are not returned to the Finance Department by the deadline reference on the form shall be deemed to indicate the employee declined conversion.

SECTION 5. This resolution shall become effective upon the start of the Town’s FY 2023-2024 budget on October 1, 2023.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida,
this 24th day of August 2023.

ATTEST:

Natasha Moore, Mayor

**REVIEWED FOR LEGAL
SUFFICIENCY**

Lanelda Gaskins, MMC
Town Clerk

Glen Torcivia, Town Attorney
Town of Highland Beach

VOTES:

YES NO

Mayor Natasha Moore
Vice Mayor David Stern
Commissioner Evalyn David
Commissioner Donald Peters
Commissioner Judith M. Goldberg