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RESOLUTION 2023-17

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING THE TOWN’S PERSONNEL MANUAL; AMENDING ARTICLE V, “PAY PLAN,” BY ADOPTING A NEW SECTION 45, “EMPLOYEE RECOGNITION AND RETIREMENT;” AMENDING ARTICLE VIII, “LEAVES,” BY AMENDING SECTION 73 TO RECOGNIZE JUNETEENTH AS A TOWN HOLIDAY; AMENDING ARTICLE XIII, “EMPLOYEE TRAINING,” BY ADOPTING A NEW SECTION 108, “TRAVEL AND TRAINING REIMBURSEMENT;” PROVIDING FOR CONFLICTS; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Town Council realizes the importance of its staff and the role Town employees play in accomplishing work on behalf of the Town’s residents and wishes to modify the Town’s Personnel Manual to recognize the efforts of Town employees over the longevity of their career by adopting an employee recognition and retirement policy; and

WHEREAS, the Town Council also wishes to formally recognize the federal (since 2021) and state (since 1991) holiday of Juneteenth, commemorating the announcement of the abolition of slavery by Union soldiers on June 19, 1865, and wishes to modify the Town’s Personnel Manual to include Juneteenth in the list of holidays observed by the Town; and

WHEREAS, the Town Council further wishes to establish a set policy for travel and training reimbursement and modify the Town’s Personnel Manual to adopt a new policy updating the current per diem rates adopted as a standalone policy in 2003 without an adjustment mechanism for inflation or location; and

WHEREAS, the Town Council determines that the adoption of this Resolution amending the Town’s Personnel Policy is in the best interests of the Town of Juno Beach, its residents, and employees.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are hereby ratified and incorporated herein.

Section 2. The Town Council hereby amends Article V, "Pay Plan" of the Town's Personnel Manual by adopting a new Section 45, "Employee Recognition and Retirement," to read as follows:

**Article V
Pay Plan**

Section 45: EMPLOYEE RECOGNITION AND RETIREMENT

- (a) *Purpose.* The purpose of this policy is to recognize those employees who have dedicated a significant portion of their career to the Town of Juno Beach.
- (b) *Eligibility.* All employees with continuous, uninterrupted service to the Town who meet the below listed years of service are eligible. Any recognition gift in excess of \$500.00 requires approval by the Town Council.

For employees starting on or after September 27, 2023:

| Years of Service | Years of Service Recognition | Details |
|--|------------------------------|---|
| 10 Years | Pizza party | |
| 20 Years | Lunch of choice | Brick outside Town Center entrance |
| 30 Years | Lunch of choice | Years of service plaque |
| Retirement *A police officer's firearm may be surplus to the retiring officer over and above the gift amount due to the end of the weapon's useful life. | 10-19 Years | <ul style="list-style-type: none"> Lunch of choice (Staff/Council) Clock or Plaque or Position Specific Insignia (i.e., wood engraved badge) |
| | 20-29 Years | <ul style="list-style-type: none"> Lunch of choice (Staff/Council/Family) Clock or Plaque or Position Specific Insignia (i.e., wood engraved badge) Juno Beach specific gift (i.e. picture book, loggerhead gift, picture – not to exceed \$100) |
| | 30+ Years | <ul style="list-style-type: none"> Day or Evening event (employee choice – not to exceed \$50 per year of service) Updated Brick outside Town Center with years of service Clock or Plaque or Position Specific Insignia (i.e., wood engraved badge) Juno Beach specific gift (i.e. picture book, loggerhead gift, picture – not to exceed \$200) |
| Other benefits may be approved by Town Council | | |

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For employees who started prior to September 27, 2023:

**Years of Service
Employee Recognition**

| | |
|---|--|
| 10 years | Anniversary Clock & Pizza Party for Council/Staff and Family |
| 20 years | Brick outside Town Center entrance Lunch of choice |
| 30 years | Lunch of choice unless retirement is planned |
| Retirement | Lunch/Dinner Retirement Brick outside Town Center entrance Gift Gift/Dinner: Senior Staff - \$1,000 per decade worked Other Staff - \$500 per decade worked |
| Other unique circumstances may be approved by Council | |

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Section 3. The Town Council hereby amends Article VIII, "Leaves" of the Town's Personnel Manual by amending Section 73, "Holidays" to read as follows (additional language underlined):

**Article VIII
Leaves**

Section 73: HOLIDAYS.

(a) The following holidays are observed by the Town and shall be granted to all employees without charge to leave, to regular employees with pay, and to temporary and seasonal employees without pay, unless such temporary or seasonal employees are required to be on scheduled duty:

- New Years Day (January 1)
- Martin Luther King Jr.'s Birthday (Third Monday in January)
- President's Birthday (third Monday of February)
- Memorial Day (last Monday of May)
- Juneteenth (June 19)
- Independence Day (July 4)
- Labor Day (first Monday of September) Armistice/Veteran's Day

1 (November 11) Thanksgiving Day (fourth Thursday of November)
2 Day after Thanksgiving (fourth Friday of November)
3 Christmas Day (December 25)
4 Floating Holiday (to be determined by Town Manager)
5

6 **Section 4.** The Town Council hereby amends Article XIII, "Employee Training"
7 of the Town's Personnel Manual by adopting a new Section 108, "Travel and Training
8 Reimbursement," incorporating the former standalone policy and modifying the per diem
9 calculation (underlined) as follows:
10

11 **Article XIII**
12 **Employee Training**
13

14 **Section 108: TRAVEL AND TRAINING REIMBURSEMENT**
15

- 16 (a) *OBJECTIVE:* The purpose of this policy is to set forth the policy and
17 procedures for travel expense advances and reimbursement of expenses
18 incurred to conduct official Town business or while attending training
19 seminars or conferences. These training seminars or conferences may
20 include continuing education requirements but shall not include classes that
21 accrue credit towards a high school diploma or equivalency certificate,
22 college degree, post-college graduation degree, law degree, CPA
23 recognition or any educational or technical certification, unless it is
24 otherwise determined to be in the best interest of the town, as determined
25 by the Town Manager.
26
- 27 (b) *POLICY:* It is the intent of this policy to establish guidelines for allowable
28 expenses and the procedure for accurate reconciliation and timely
29 reimbursement of travel expenses for Town employees. The Town will not
30 cover any fees for participation on an employee's behalf when the employee
31 is to receive a payment or similar compensation.
32
- 33 (c) *PROCEDURES:* All requests for employee work-related travel and training
34 advances or expenditures must be approved by the employee's department
35 director or Town Manager prior to requesting payment from the Finance
36 Department.
37

38 The TRAVEL, TRAINING, AND PER DIEM PAYMENT REQUEST form is
39 to be used by all Town employees to obtain advances and checks prior to
40 embarking on authorized Town-related travel. Separate forms are required
41 for separate checks. All relevant documentation, copies or originals of all
42 travel and training itineraries, descriptions and any other pertinent
43 information must be attached to the request form prior to being forwarded
44 to the Finance Department for payment. This will aid in the auditing process
45 at year end.
46

1 Requests should be submitted to the Finance Department prior to the last
2 accounts payable check run before the employee is scheduled to depart,
3 preferably two weeks prior to departure. Accounts payable checks are run
4 on Thursdays.

5
6 The TRAVEL, TRAINING, AND PER DIEM PAYMENT REQUEST form is
7 to be used by all Town employees to obtain reimbursements after
8 completion of a trip for incidentals and all other reimbursement requests, the
9 department director or Town Manager must approve all reimbursement
10 requests.

11
12 Advances and reimbursements are for employees, Councilmembers, and
13 board members only and are not intended to be for spouses or any other
14 traveling companion while in accompaniment. The Town Manager may
15 waive this section as appropriate.

16
17 Employees are responsible for making their own arrangements and
18 reservations.

19
20 **General guidelines for travel and training expenses:**

- 21
22 (1) **Travel, training and per diem expenses** shall reflect correct
23 and complete expenditures that were incurred by the
24 employee and shall be reported to the Finance Department
25 using the TRAVEL, TRAINING, AND PER DIEM PAYMENT
26 REQUEST form with applicable receipts and documentation
27 attached.

28
29 Receipts for hotels, advanced checks, and other
30 documentation not available prior to departure and
31 reconciliations for refunds due to the Town must be completed
32 and delivered within seven (7) days of return to work.

- 33
34 (2) **Meal allowance reimbursement** will be paid to the employee
35 when they are not otherwise included in the meeting,
36 convention or conference registration fee paid by the Town as
37 prescribed by the Town Council. The Town's meal and
38 incidental reimbursement rates are based on the official
39 General Services Administration (GSA) rates. Current rates
40 for the United States can be found at
41 <https://www.gsa.gov/travel/plan-book/per-diem-rates>
42 (Receipts are not required).

43
44 Conference or seminar banquets and luncheons in excess of
45 the per meal allowance are allowable exceptions, as approved
46 by the department director and/or the Town Manager.

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2 All requests and any deviation of the above standards must
3 be approved by the department director and/or the Town
4 Manager.

- 5
6 (3) **Transportation reimbursement** for use of personal vehicle
7 for official travel will be provided for as prescribed by the Town
8 Council. Mileage reimbursement will follow the Federal
9 Standard Mileage Rate. Reimbursement amount will not
10 generally exceed the reasonable cost of commercial airfare,
11 including consideration for ground transportation and the
12 employee's time.

13
14 The following expenses will be reimbursed when
15 accompanied by proper receipts: taxi fares; bus fares; tolls;
16 and storage or parking fees. When these expenses are
17 anticipated, employees may request advancements with
18 proper documentation and must be followed up with receipts.

19
20 When using a Town vehicle, employees will be reimbursed for
21 actual, documented receipts for gasoline, oil, emergency
22 repairs, tolls, and parking lot fees.

23
24 Automobile rental costs will be paid with a copy of the proper
25 documentation and receipt. Employees should seek out the
26 most appropriate and economical rental value available.

27
28 Airfare will be paid at actual ticket cost upon presentation of
29 proper documentation and receipt. Employees should seek
30 out the most appropriate and economical airfare value
31 available.

32
33 No payment shall be allowed where those costs are incurred
34 and accounted by another person (e.g., two people travelling
35 in one vehicle cannot claim duplicate mileage/travel costs.)

- 36
37 (4) **Lodging:** When making reservations at a hotel in the State
38 of Florida, a copy of the town's "Certificate of Tax Exemption"
39 should be submitted with the reservation and accompany the
40 town's check or credit card. Generally, all in-state hotel stays
41 require a town check or credit card to avoid paying taxes.

42
43 The Town will not reimburse for personal phone calls, movies,
44 room service or other non-business-related charges.

- 45
46 (5) **Other Costs:** No entertainment or alcoholic beverage
47 expenses shall be reimbursed unless approved by the Town

1 Manager.
2

3 Employees will be reimbursed a reasonable amount for tips
4 and incidentals expended while on approved leave, not to
5 exceed five dollars (\$5.00) per day, as approved by the Town
6 Manager. The TRAVEL, TRAINING, AND PER DIEM
7 PAYMENT REQUEST form must be used to request
8 reimbursements after completion of a trip and must be
9 approved by the department director or Town Manager.

10
11 Any other expenses not specifically addressed in this travel
12 policy must be documented and approved by the Town
13 Manager to be considered for reimbursement.

14
15 (6) **Payment for travel time** will be approved in the following
16 manner:

17
18 Exempt employees and Town officials are not entitled to
19 receive any additional compensation for travel time due to the
20 nature of their positions and FLSA classification.

21
22 Non-exempt employees will receive compensation for actual
23 hours of traveling time, when traveling out of their normal
24 working hours for official town business.

25
26 These policies and procedures will be adhered to unless
27 otherwise approved by the Town Manager.
28

29 **Section 5.** The provisions of this Resolution shall become and be made a part
30 of the Town's Personnel Manual. Section numbers may be administratively adjusted to
31 accommodate these revisions.

32
33 **Section 6.** This Resolution shall become effective immediately upon adoption.

34
35 RESOLVED AND ADOPTED this 27th day of September, 2023.
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39 _____
40 Alexander Cooke, Mayor
41

1 ATTEST:

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5 Caitlin E. Copeland-Rodriguez, MMC,

6 Town Clerk

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9 APPROVED AS TO FORM AND

10 LEGAL SUFFICIENCY:

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12 _____

Leonard G. Rubin, Town Attorney