



## Town of Lake Park Town Commission

### Agenda Request Form

Meeting Date: November 20, 2024

Agenda Item No.

**Agenda Title: Updating the Position Titles and Pay Codes to Reflect the 3 Percent Cost of Living Increase for Non-Union Town Employees**

- [ ] SPECIAL PRESENTATION/REPORTS [ ] CONSENT AGENDA  
[ ] BOARD APPOINTMENT [ ] OLD BUSINESS  
[ ] PUBLIC HEARING ORDINANCE ON FIRST READING  
[x] **NEW BUSINESS**  
[ ] OTHER: \_\_\_\_\_

Approved by Town Manager **Bambi McKibbon-Turner**

Digitally signed by Bambi McKibbon-Turner  
DN: cn=Bambi McKibbon-Turner, o=Town of Lake  
Park, ou=Assistant Town Manager/Human Resources  
Director, email=bturner@lakeparkflorida.gov, c=US  
Date: 2024.11.15 10:18:02 -05'00'

Name/Title: *Bambi McKibbon-Turner, Assistant Town Manager/Human Resources Director*

<b>Originating Department:</b>  <b>Human Resources</b>	Costs: <b>\$ 0.00</b> Funding Source: Acct. # [ ] Finance _____	<b><u>Attachments:</u></b>  <b>Proposed Fiscal Year 2025 Position Titles and Pay Codes</b>
<b>Advertised:</b> Date: _____ Paper: _____ [x] <b>Not Required</b>	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <u>BMT</u>  <b>Please initial one.</b>

**Summary Explanation/Background:**

As set forth in the approved Fiscal Year 2025 budget, the Town's general (non-union) employees have received a 3 percent cost-of-living increase effective October 1, 2024. Those employees whose positions are covered by the Collective Bargaining Agreement will receive the 3 percent cost-of-living increase retroactive to October 1, 2024 when the Collective Bargaining Agreement has been approved by the Town Commission, which is an agenda item for approval at this evening's Commission meeting.

Historically, the minimum and maximum pay ranges set forth in the Position Titles, Job Codes and Pay Plan have been increased to coincide with the cost-of-living increases to avoid possible salary compression issues. Section 1.1 of the Handbook of Procedures and Policies for Employees of the Town of Lake Park (Employee Handbook) provides that the Human Resources Department shall maintain a uniform classification system which shall consist of Town-approved position classifications and a listing of position titles, job codes and pay plan. Such uniform classification system consisting of the Position Titles, Job Codes and Pay Plan shall be updated from time to time as needed by action of the Town Commission.

The purpose of this agenda item is to request approval by the Town Commission to update the minimum and maximum pay ranges set forth in the Position Titles, and Pay Codes for non-union positions by increasing them by 3 percent to coincide with the cost-of-living increases for Fiscal Year 2025.

**Recommended Motion:** I move to update the minimum and maximum pay ranges set forth in the Position Titles and Pay Codes for non-union positions by increasing them by 3 percent to coincide with the cost-of-living increases for Fiscal Year 2025.