

RESOLUTION NO. 46-2025 OF THE CITY OF LAKE WORTH BEACH, FLORIDA,
AMENDING THE EMPLOYEE PERSONNEL POLICIES HANDBOOK TO
INCLUDE A LONGEVITY PAY POLICY, TO UPDATE THE EMPLOYEE
TRAINING & DEVELOPMENT, AND THE HOLIDAY POLICIES, PROVIDING
FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE

WHEREAS, Chapter 2, Article III, of the Code of Ordinances establishes the merit service personnel program of the City of Lake Worth, Florida; and

WHEREAS, Section 2-32(b)(6) of the Code of Ordinances provides for the City Manager to recommend regulations which cover the policies, practices and procedures for the merit service personnel program, for consideration by the City Commission via resolution; and

WHEREAS, Section 2-32(b)(8) of the Code of Ordinances contemplates longevity pay may be provided for in the position pay plan adopted by the Commission; and

WHEREAS, certain non-bargaining positions have been receiving longevity pay commensurate with employees covered by a bargaining unit and certain non-bargaining positions have received or missed longevity payments since the decertification of their applicable bargaining units; and

WHEREAS, the City Manager recommends that the Employee Personnel Policies Handbook adopted by Resolution 18-2017 on April 4, 2017, as amended by Resolution 38-2025, be amended to include a Longevity Pay Policy, attached hereto as Exhibit A and incorporated herein, be adopted as a new policy located in Chapter 4, Employment and Performance Reviews, new Section M, Longevity Pay, for the merit service personnel program; and

WHEREAS, the City Manager further recommends that the Employee Personnel Policies Handbook adopted by Resolution 18-2017 on April 4, 2017, as amended by Resolution 38-2025, be amended to update the Employee Training & Development and the Holiday policies, as attached hereto as Exhibits B and C, respectively, and incorporated herein, be adopted as updated and located in Chapter 12, Employee Training & Development and Chapter 15, Holidays, for the merit service personnel program; and

WHEREAS, providing additional floating holidays allows the City's diverse workforce the flexibility to take paid leave on days that are personally meaningful and promote employee well-being and morale;

WHEREAS, providing clarity and increased training and education benefits, along with a lump sum performance pay program for achieving certain milestones, enhances a higher skilled workforce to support the quality of service provided to the residents and businesses within the City;

WHEREAS, the City Commission finds adopting the Longevity Pay policy, and updating the Training & Development and Holiday policies to be incorporated into the Employee Personnel Policies Handbook as set forth herein serves a valid public purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF LAKE WORTH BEACH, FLORIDA, that:

SECTION 1: The foregoing recitals are incorporated into this resolution as true and correct statements.

SECTION 2: The City Commission hereby ratifies any and all longevity payments previously made that were not specified by policy or contract.

SECTION 3: Effective upon adoption of this Resolution, the City Commission adopts the Longevity Pay Policy attached as “Exhibit A” to this Resolution to be included in the Employee Personnel Policies Handbook adopted by Resolution 18-2017 on April 4, 2017, as amended by Resolution 38-2025, as a new policy located in Chapter 4, Employment and Performance Reviews, new Section M, Longevity Pay.

SECTION 4: Effective October 1, 2025, the City Commission adopts the updated Training & Development policy attached as “Exhibit B” to this Resolution to be included in the Employee Personnel Policies Handbook adopted by Resolution 18-2017 on April 4, 2017, as amended by Resolution 38-2025, located in Chapter 12, Employee Training & Development.

SECTION 5: Effective October 1, 2025, the City Commission adopts the updated Holiday policy attached as “Exhibit C” to this Resolution to be included in the Employee Personnel Policies Handbook adopted by Resolution 18-2017 on April 4, 2017, as amended by Resolution 38-2025, located in Chapter 15, Holidays.

SECTION 6: Effective upon adoption of this Resolution, staff shall process longevity payments for currently employed non-bargaining employees, excluding those identified in Section 7, in a manner to ensure that any missed longevity payments from October 1, 2024, through adoption of this Resolution are issued at the rates identified in the general employees collective bargaining agreement expired on September 30, 2024. Any such missed payments shall be made in a reasonable period of time to ensure accurate calculations of same.

Upon the effective date of this Resolution, staff shall further implement the newly adopted rates for annual longevity payments occurring on or after the effective date of this Resolution in accordance with the Longevity Pay Policy.

SECTION 7: Upon the effective date of this Resolution, staff shall process payments for currently employed non-bargaining employees previously receiving the frozen longevity pay in the voided IBEW collective bargaining agreement in a manner to ensure that any missed longevity payments from October 1, 2024, through adoption of this Resolution are issued at the applicable frozen rates for the individuals with the following employee numbers:

1791	1634
1872	0839
1653	1929
1126	0400
0542	

Upon the effective date of this Resolution, such payments frozen at their current rates shall continue each pay period until the employee separates employment for any reason.

SECTION 8: If any provision of this Resolution, or the application thereof to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications of the

Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared severable.

SECTION 9: All Resolutions or parts of Resolutions in conflict herewith are hereby repealed.

SECTION 10 This resolution shall become effective upon adoption.

The passage of this resolution was moved by Commissioner _____, seconded by Commissioner _____, and upon being put to a vote, the vote was as follows:

Mayor Betty Resch
Vice Mayor Sarah Malega
Commissioner Christopher McVoy
Commissioner Mimi May
Commissioner Anthony Segrich

The Mayor there upon declared this resolution duly passed and adopted on the _____ day of _____, 2025.

LAKE WORTH BEACH CITY COMMISSION

By: _____
Betty Resch, Mayor

ATTEST:

Melissa Ann Coyne, MMC, City Clerk

EXHIBIT A

M. Longevity Pay

Non-bargaining employees, including those non-bargaining employees previously covered by a bargaining unit that was decertified, shall be eligible for Longevity Pay provided the following eligibility requirements are met:

1. Five (5) years of service
2. Full-time non-bargaining status

Non-bargaining employees include positions covered by an employment agreement.

For each milestone completed below reflected by years of service, the employee shall receive the associated longevity pay amount annually no later than the first full pay period after the applicable anniversary date.

For non-exempt employees, this longevity payment shall be prorated over hours worked during the prior year and will be included in the regular rate of pay such that any adjustment in overtime pay due for the prior year will be issued at that time.

Completed Years of Service	Longevity Pay Amount
5	\$500
6	\$600
7	\$700
8	\$800
9	\$900
10	\$1000
11	\$1100
12	\$1200
13	\$1300
14	\$1400
15	\$1500
16	\$1600
17	\$1700
18	\$1800
19	\$1900
20 and each year thereafter	\$2000

Notwithstanding the foregoing, the nine (9) employees identified by employee number in Resolution 46-2025, shall not be eligible for the above amounts but shall continue receiving their frozen longevity amount per pay period as an “add pay.”

All longevity pay shall be subject to applicable taxes, withholdings and garnishments.

EXHIBIT B

Chapter 12: Employee Training & Development

A. Tuition Reimbursement Program for Higher Education

Subject to employee application and approval by the City, the City will reimburse regular, full-time employees' tuition costs for approved pre-approved and budgeted coursework relating to their job duties or leading to a degree relating to their job based on academic performance, according to the following schedule and procedures described below:

Grade "A" 100%

Grade "B" 75%

Grade "C" 60%

Employees receiving a grade of "D" or below will not be eligible to receive tuition reimbursement. Employees enrolled in classes offering only "Pass/Fail" will be reimbursed 100% for achieving a passing grade.

B. Advance Payment for Courses and Exams in Preparation for Licensure or Certification

1. Advance of funds may be made in circumstances relating to critical recruitment and retention areas when pre-approved, properly budgeted, and related to the job or leading to a license or certification relating to the job, based on performance, according to the following schedule:

Preparation Course:

Pass/Complete paid at 100%

Fail/Withdraw/Incomplete paid at 100%

Certification/Licensing Exam (1st attempt)

Pass paid at 100%

Fail paid at 100%

Certification/Licensing Exam (2nd attempt)

Pass paid at 50%

Fail paid at 0%

The City shall not pay for any exams after the 2nd attempt.

2. Employees must schedule, take, and pass the relevant exam(s) within six (6) months of completion of the certification or license preparation course unless otherwise approved by the Department Director, Human Resources, and Finance Department due to the exam schedule or other extenuating circumstances (e.g. serious health condition resulting in FMLA leave, etc.). Failure to take and pass the relevant exam(s) within this time period shall result in the employee not being eligible for the advance payment program for two (2) full fiscal years.
3. Licenses and Certifications that may qualify for the advance payment program will be considered and approved by the Department Director, Human Resources Director, Finance Director and City Manager in their sole discretion.

C. Annual Maximum Reimbursement or Advancement

Total annual cost to the City shall not exceed the amounts listed below per fiscal year per employee, subject to availability of funding, and the tuition reimbursement or advance payment will not be given to those employees who qualify for similar benefits under any other tuition refund or incentive program, policy or agreement:

Coursework and Exam(s) for License by Accredited Professional Entities or Organizations:
\$5,000
Coursework and Exam(s) for Certification:
\$3,000
Graduate Degree Coursework:
\$5,000
Bachelor's Degree Coursework:
\$2,500

NOTE: Reimbursement or advancement for payment of degree coursework shall not exceed the in-state, per credit hour cost of Florida Atlantic University (FAU) during the semester in which the course was taken. The per credit hour cost is inclusive of mandatory fees charged by FAU. Employees are not required to attend FAU and may choose any accredited institution, and this reference is solely for maximum allowable cost information.

D. Repayment Obligation

Employees receiving reimbursement or advancement under this program will be obligated to remain in the employ of the City for a minimum of two (2) years following completion of coursework or passage of the licensing exam, whichever occurs later. Employees separated from City service, whether voluntary or involuntary, prior to the expiration of the two (2) years must repay the amounts received through reimbursement or advancement through deductions from their final payroll check. Employees laid off during this period shall be excluded from this obligation.

Employees who received advance payment of coursework or exams for licensure or certifications but did not qualify for 100% of the payment and remain employed shall repay the City through payroll deductions not to exceed 10% of the employee's gross pay for each pay period.

All employees receiving funds under this policy shall execute a Promissory Note in favor of the City at the time of approval for payment.

E. Reimbursement and Advancement

Employees interested in participating in the City's Tuition Reimbursement Program should submit a notice of intent to apply for tuition refund on or before May 1 of each year for the following fiscal year, and then submit a copy of the Application to their Department Director for review and consideration prior to registration for the coursework. The Department Director will review and complete the form and forward the application to the Human Resources Director, Finance Director, and City Manager, who will coordinate further review and processing of the application.

All approved applicants must submit a request for reimbursement along with appropriate documentation and tuition receipts and official grades to their Department Director for forwarding

to the Human Resources Director, Finance Director, and City Manager, no later than thirty (30) days from receipt of the grade(s). As appropriate, the City Manager will authorize payment under the Program. Employees who are candidates for certificates or degrees must also submit a statement from their Academic Department Chairman, indicating the title of the degree or certificate sought and the field of specialization, if this is not already indicated on the official grade report. All approved applicants for advancement shall submit a request including the invoice and, upon completion of the course or exam, submit the document indicating completion and/or passage.

F. License/Certification Lump Sum Performance Pay Program

Employees receiving Certification Pay on September 30, 2025, shall retain such pay but shall not be eligible for new License/Certification Lump Sum Performance Pay for the same achievement.

Employees that are required by the City in writing to attain a different accreditation, licensing, or certification beyond the minimum qualifications for the position for performance of their duties shall receive an increase in addition to their normal salary as set forth below. Prior to the aforementioned increase, the employee is required to provide Human Resources with a copy of the written directive issued by the Department Director with the Human Resource Director's approval to attend/obtain such degree or accreditation/certification as well as documentation of the accreditation, license and/or certification awarded.

Employees whose accreditation, license or certification lapses, become inactive or otherwise ends are not eligible for this Lump Sum Pay Program if the same accreditation, license or certification is renewed or otherwise activated. Any license, accreditation or certification that will lead to an increase in pay for an employee must be requested by the Department Director and approved by the Human Resources Director and City Manager no later than May 1st of the current fiscal year in order to ensure that the increase is budgeted and funds available for the increase when the license, accreditation or certification is achieved.

Successful attainment of Master, Advanced, or Specialty Levels below is determined by the City as award of a license, certification or accreditation issued by an accredited national or state recognized body such as the State of Florida, or universally recognized professional organization, applicable and useful for conduct of the employee's role in City business.

Levels of Lump Sum Performance Pay:

- | | |
|----------------------------|--|
| Professional/Expert Level: | A Professional/Expert Level certification, accreditation or certification requires a college degree specific to the accreditation or certification, by an accredited institution of higher learning, a proctored exam, 2+ years' experience in the field and ongoing continuing education credit requirements in order to maintain. These will be rewarded with a 5% increase in base pay plus a one-time lump sum payment of \$2,500.00 which is not added to base pay. |
| Advanced Level: | An Advanced Level Certification, accreditation or certification requires extensive classroom training, a proctored exam and ongoing continuing education credits in order to maintain. These will be rewarded with a 5% |

increase in base pay plus a one-time lump sum payment of \$1 ,500.00 which is not added to base pay.

Specialty Level: Specialty Level Certification, accreditation or certification requires classroom training, and a proctored exam. These will be rewarded with a 5% increase in base pay.

The accreditations, licenses and certifications contemplated by this section are intended to reward advanced training that carries employees' skills beyond the ordinary, enhance the City's delivery of service to the public it serves, and shall not be used for certificates of participation, routine training, equipment demonstrations and training, training provided by the Human Resources department, safety training or exercises and the like. Employees may not be awarded certification/degree pay for more than one (1) new certifications/degrees in any fiscal year unless also approved in advance by the Department Director, Human Resources Director, Finance Director and City Manager. All continuing education programs must apply to career advancement within the individual department. General education credits achieved for degree seeking employees will be evaluated and approved by the Department Director, Human Resources and the City Manager in accordance with budget parameters. A maximum of one (1) license and accreditation per employee will be awarded per fiscal year. Any exceptions must be approved by the Department Director, Human Resources Director, Finance Director and City Manager.

EXHIBIT C

Chapter 15: Holidays

A. Observed Holidays

The following shall be official City holidays:

- New Year’s Day January 1
- Dr. Martin Luther King, Jr. Day 3rd Monday in January
- President’s Day 3rd Monday in February
- Memorial Day Last Monday in May
- Independence Day July 4
- Labor Day 1st Monday in September
- Columbus Day 2nd Monday in October
- Veteran’s Day November 11
- Thanksgiving Day 4th Thursday in November
- Friday following Thanksgiving
- Christmas Eve December 24
- Christmas Day December 25
- Three (3) annual Floating Holidays, as more fully described below, will be credited on October 1 of each fiscal year and must be used within that same fiscal year. Floating Holidays will not carry over to the next fiscal year and will not count as hours worked toward overtime. Employees regularly scheduled for a ten (10) or twelve (12) hour shift will receive ten (10) or twelve (12) hours off with pay for the three (3) annual Floating Holidays.

If a recognized holiday falls on a Saturday, the designated holiday shall be on the previous Friday. If a recognized holiday falls on a Sunday, the designated holiday shall be on the Monday following the holiday. In cases where Christmas Eve and Christmas day fall on Friday/Saturday, Saturday/Sunday, or on Sunday/Monday, the holidays shall be observed by the City as follows:

<u>Christmas Eve (actual)</u>	<u>Christmas Day (actual)</u>	<u>Observed as:</u>
Friday	Saturday	Thursday and Friday
Saturday	Sunday	Friday and Monday
Sunday	Monday	Monday and Tuesday

The City Manager, in conjunction with the Department Director, retains ultimate discretion as to whether employees will be required to work on a particular holiday based on the operational needs of the City.

B. Holiday Pay

Regular, full-time employees are eligible for the receipt of paid holidays as set forth below.

Generally, regular, full-time employees will not be required to work on a recognized holiday and will receive their regular rate of pay for the recognized holiday. In some cases, due to departmental requirements, employees may be scheduled and required to work on a holiday. Non-exempt employees assigned to work on a holiday shall receive eight (8) hours of holiday pay (or 10 or 12 hours where the employee is regularly scheduled for a 10 or 12 hour shift). Additionally, they shall also be paid time and a half for a full eight (8) hour day (or 10 or 12 hours where the employee is regularly scheduled for and works a 10 or 12 hour shift). However, when

an employee is called back on a holiday, the employee shall be paid the call back pay in lieu of the holiday pay for the hours covered by the call back pay (no pyramiding of holiday and call back pay).

Employees calling in sick the day before or the day after a holiday will not be compensated for the holiday. At the Department Director's discretion, with the Human Resources Director's approval employees may be compensated for the holiday if it is deemed that the employee was legitimately ill. The Human Resources Department may require documentation from the employee's health care provider.

Eligible employees on paid leave shall be granted holiday pay in lieu of a paid leave day. Eligible employees on unpaid leave, temporary employees, and part-time employees are not eligible for holiday pay.

Regular, full-time employees who do not work on a designated holiday by virtue of a modified work schedule necessitated by the requirements of their position will receive eight (8) hours of holiday pay for the designated holiday. When a holiday falls on a day off for an employee regularly scheduled for a ten (10) or twelve (12) hour shift, the next scheduled workday shall be observed as a holiday. For those shift employees regularly scheduled for a ten (10) or twelve (12) hour shift, holidays will be those designated in Section A and will fall on the calendar dates recognized in the United States.

C. Floating Holidays

Newly hired employees shall be credited the Floating Holidays proportional to their date of hire as follows:

October 1 – December 31	=	3 Floating Holidays
January 1 – March 31	=	2 Floating Holidays
April 1 – June 30	=	1 Floating Holiday
July 1 – September 30	=	0 Floating Holidays

Floating Holidays do not roll over from year to year and must be used by the end of the fiscal year or are automatically forfeited. Floating Holidays are not paid or cashed out under any circumstances. Additionally, unlike other holidays, Floating Holidays do not count toward overtime or "sweat hours" for the purpose of calculating overtime.

Floating Holidays shall be scheduled by and approved by the Department Director or designee, or immediate supervisor or designee, as far in advance as possible but no less than twenty-four (24) hours in advance of the time requested except in cases of emergency. Floating Holidays shall be scheduled in accordance with the employee's request with length of service taking precedence where more than one employee requests the same time off and with due consideration given to the requirements of maintaining the services the department renders.

Floating Holidays must be taken as full days and are not available for partial-day use.