



Levy County Board of County Commissioners Agenda Item Summary Form

1. **Name:** Jacqueline Martin
2. **Organization/Title/Telephone:** Human Resource Manager
3. **Meeting Date:** Tuesday, May 7, 2024
4. **Requested Motion/Action:**
Present proposed amendment to County Policy #301 SALARY ADMINISTRATION for Board's consideration.
5. **Yes** **No** **N/A**
6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes
7. **Is this Item Budgeted (If Applicable):** **Yes** **No** **N/A**
- 8.
- a.
 - b.
 - c.
 - d.

9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

Practice for establishing salaries for new vacancies include review and evaluation of job description and pay grade prior to posting each position. The Northeast Florida Public Employees, LOCAL 630, Laborers' International Union of North America(LIUNA) Collective Bargaining Agreement provides for the following:

Initial appointment to any position within the bargaining unit shall normally be made at the entrance rate of pay established for the position. Upon recommendation from the Department Head, the County Coordinator may approve the hire of a new employee at a rate of pay above the starting rate of pay. However, a new employee may only be hired at a rate above the entrance rate of pay established for the position if the needs of the County make such hire action necessary; provided that any such exception is based on the outstanding and unusual character of the employee's experience and ability over and above the qualification requirements specified for the class, or that a critical shortage of applicants exists.

During the 2023 calendar year, two positions were filled at a higher step than the entrance rate of pay established for the position, following the established LIUNA guidelines.

This proposed amendment would allow for consistent language between the personnel policy and LIUNA contract.

10. Recommended Approval

- a. **Department Director:** **Yes** **No** **N/A**
- b. **County Attorney:** **Yes** **No** **N/A**
- c. **County Coordinator:** **Yes** **No** **N/A**
- d. **Other:** **Yes** **No** **N/A**