Agenda Item # 7

TO: **Town Council of Town of Loxahatchee Groves**

FROM: **Elizabeth V. Lenihan, Town Attorney**

 Lara Donlon, Town Attorney

VIA: **Francine Ramaglia, Interim Town Manager**

DATE: **August 16, 2022**

SUBJECT: **Resolution No. 2022-48 Regarding Reconciliation of Employee Paid Time Off**

Background:

The financial statements for fiscal year 2020 disclosed that there was an increase in compensated absences is due to the temporary suspension of the amount allowed to be carried forward due to the COVID 19 emergency. Seven executive orders were issued by the State between March 2020 and July 2021. In March 2020, the Town declared an emergency adopting Resolution No. 2020-04 granting authority to the Town Manager… *limiting public access, exposure, and congregation of the public at events, meetings and gatherings and further directed to provide for employment matters including but not limited to flexible staffing, alternate work schedules, telecommuting paid leave time and other pandemic pay policies for employees, and to suspend, cancel or reschedule other non-essential public meetings, congregation of groups and limit public access to facilities and service.*

Five current employees have accrued PTO in excess of the stated accrual rates and carried over PTO in excess of the stated carryover limit in the Human Resources Policy Manual. Additionally, one employee was provided a lump sum provision of 40 hours of PTO upon hire (March 2021) which is not provided for in the current policies.

It is in the best interest of the Town to reconcile these discrepancies and move forward on a clear and consistent basis as outlined in the Town's Human Resources Policy Manual, including elimination of any existing Employment Letters purportedly providing differing benefits and/or terms and conditions of employment.

Recommendations:

Move that the Town Council adopt Resolution 2022-48, authorizing payment(s) as stated therein, ratifying past actions, and ending inconsistent Employment Letters.