



155 F Road Loxahatchee Groves, FL 33470

Agenda Item # 8

TO: Town Council of Town of Loxahatchee Groves

FROM: Francine Ramaglia, Town Manager

DATE: May 2, 2023

SUBJECT: Resolution No. 2023-36 reconciliation of Paid Time Off (PTO) accrual

Background:

On August 16, 2022, Town Council adopted Resolution No. 2022-48, reconciling a discrepancy between the accrual and carryover of paid time off (PTO) for employees who were hired prior to January 7, 2020, when the current Human Resources Policy Manual was adopted. The Resolution also directed that those employees be subject to the Town's Human Resources Policy Manual, including the accrual and carryover rates for PTO, as amended from time to time, and consistent with all other employees beginning October 1, 2022. To date, this adjustment in accrual and carryover rates has not been made. As such, the following employees are accruing PTO at the listed rates with a balance as of April 12, 2023:

Name	Bi-Weekly Accrual Rate	Annual Accrual Rate	Total Hours Available
Lakisha Burch	5.539	144	20.34
Larry Peters	5.539	144	26.56
Linda Waddell	5.539	144	50.09

At the time of adoption of Resolution No. 2022-48, it was anticipated that a revised Human Resources Policy Manual would be adopted on or around October 1, 2022. The revised Human Resources Policy Manual proposed to adjust PTO accrual and carryover rates, which would not result in a lower rate for any employees, including those who fall under the adjustment provision in Resolution No. 2022-48. The revised Human Resources Policy Manual has not yet been adopted.

Recommendations:

Move that the Town Council adopt **Resolution 2023-36**, amending Resolution No. 2022-48 regarding PTO accrual and carryover rates for certain employees.