

**RESOLUTION NO. 2023-36**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, AMENDING RESOLUTION NO. 2022-48 REGARDING EMPLOYMENT TERMS INCLUDING ACCRUAL AND CARRYOVER OF PAID TIME OFF; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council adopted revisions to the Human Resources Policy Manual in January of 2020, which set the accrual amount of Paid Time Off (PTO) and the amount of PTO that may be rolled over from year to year; and

**WHEREAS**, the revisions to the Human Resources Policy Manual adopted in January of 2020, did not address PTO accrued prior to the revisions; and

**WHEREAS**, there were Town staff who were hired prior to January 2020 and accrue PTO in excess of the amounts in the adopted Human Resources Policy Manual; and

**WHEREAS**, the Town Council of the Town of Loxahatchee Groves, by Resolution 2022-48, reconciled accrual and carryover of PTO for such staff through September 30, 2022 and declared such 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; and

**WHEREAS**, there are employees who continue to accrue PTO in excess of the amounts authorized in the Human Resources Policy Manual; and

**WHEREAS**, the Town Council has determined that amending Resolution No. 2022-48 regarding the timeframe for changing the accrual and carryover of PTO serves a public purpose.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE GROVES, FLORIDA, THAT:**

**Section 1.** The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution; and

**Section 2.** The Town Council of the Town of Loxahatchee Groves hereby amends Section 5 of Resolution 2022-48 to read as follows:

**Section 5.** The Town Council of the Town of Loxahatchee Groves hereby declares that the above-listed employees in Section 2 shall 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 upon adoption of a revised Human Resources Policy Manual, but no later than \_\_\_\_\_, 2023.

Specifically, however, the Interim Town Manager or Town Manager, as the case may be, previously provided to the one employee currently subject to an "Employment Letter" a notice of status change indicating that the employee shall be governed in full by the Town's Human Resources Policy Manual with respect to PTO and all other benefits and terms and conditions of employment, including insurance coverages, and the provisions of the Employment Letter shall be no longer in effect. With respect to PTO only, this employee shall also 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 upon adoption of a revised Human Resources Policy Manual, but no later than \_\_\_\_\_, 2023.

**Section 3.** This Resolution shall become effective immediately upon its passage and adoption.

Councilmember \_\_\_\_\_ offered the foregoing Resolution. Councilmember seconded the Motion, and upon being put to a vote, the vote was as follows:

Aye    Nay    Absent

LAURA DANOWSKI, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROBERT SHORR, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARGARET HERZOG, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARIANNE MILES, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHILLIS MANIGLIA, COUNCILMEMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF LOXAHATCHEE  
GROVES, FLORIDA, THIS \_\_ DAY OF \_\_\_\_\_ 2023.**

TOWN OF LOXAHATCHEE GROVES,  
FLORIDA

ATTEST:

\_\_\_\_\_  
Mayor Laura Danowski

\_\_\_\_\_  
Lakisha Burch, Town Clerk

\_\_\_\_\_  
Vice Mayor Robert Shorr

APPROVED AS TO LEGAL FORM:

\_\_\_\_\_  
Councilmember Margaret Herzog

\_\_\_\_\_  
Office of the Town Attorney

\_\_\_\_\_  
Councilmember Marianne Miles

\_\_\_\_\_  
Councilmember Phillis Maniglia