

TOWN OF LOXAHATCHEE GROVES
155 F Road Loxahatchee Groves, FL 33470



AGENDA MEMO

TO: Town Council of Town of Loxahatchee Groves

FROM: Francine Ramaglia, Town Manager

VIA: Amber Schneider

DATE: September 3, 2024

SUBJECT: *Resolution No. 2024-60* – Regarding Approving Human Resources Policy Manual Updates

Background: The Town of Loxahatchee Groves underwent a management transformation in March 2019, transitioning to a small-town government entity following the expiration of the privately held management contract with UMC. This transition provided an opportunity for the policies and practices formerly governed by the LGWCD Personnel Policies & Procedures Manual (PPM, 2014 Version with 2017 update for PTO) to be evaluated and restructured into a Human Resource Policy Manual (HRPM) for the Town.

The initial document underwent thorough review by senior staff members to tailor the policies to our Town's unique conditions and scale and was initially presented to the Council at workshops in late 2019. Following extensive review and deliberation, the Council approved the HRPM 2020 document on January 7, 2020, with final publication in April 2020.

In 2022, the Town Council did a word for word review of the HRPM adopted in 2020, led by the Town's labor attorneys. The resulting document required a cleanup for readability due to the heavily edited text and related items in different areas. Staff continued to modify some of the substantive provisions as well.

Staff along with assistance from our labor attorney, made the formatting changes and other wordsmithing keeping at top-of-mind council's intent. Certain items that were not reviewed and/or finalized by Council and require additional Council discussion/consideration are as follows:

Pg 9: Section 3: Added definition for "Substantive."

Pg 13: Changed definition of "Regular Part-time Employee" to fewer than 29 hours per week, requiring benefits.

Pgs 13-14: Added Volunteer policy/resolution information.

Pg 14: Updated rehiring policy to apply to all employees, not just medical reasons, returning to PTO as before.

Pg 16: Retitled Section 10 to include "Transfers of Employees."

Pg 27 Holiday Paid Leave staff updated verbiage to indicate personal days can not be carried forward into following fiscal year – ‘Employees will celebrate thirteen (13) holidays, eleven (11) of which are shown on the schedule below, and two (2) of which are personal holidays intended to be used for any purpose. Personal holidays must be taken as a full day with pay that cannot be carried into the following fiscal year, compensated as holiday pay, or paid out upon separation. ‘

Pg 28 Holiday on Scheduled Workday staff clarified rate of pay or compensatory day – ‘Non-exempt employees who are regularly scheduled to work on the observed holiday and actually work on the holiday in order to maintain essential services to the public shall be paid at the rate of one and one-half of their regular rate of pay for all hours worked on the holiday or shall be given compensatory time equal to one day off, which must be used in the same pay period it is earned, at the discretion of the Town Manager and/or their designee. ‘

Pg 28/29 Bereavement, staff is suggesting up to 5 days– ‘Regular full-time employees may be granted up to five (5) working days off with pay, upon signed request, and by approval of the Town Manager. Such time may be taken intermittently within sixty (60) days of death of an immediate family member. If additional days off are necessary, or if the employee wishes to attend the funeral of someone outside his/her immediate family, PTO may be requested. For purposes of this section, the employee's immediate family shall include the following for either the employee or their spouse/registered domestic partner: parent, sister, brother, children.’

Pg 33 Jury Duty, staff is suggesting up to 5 paid days for employees to fulfill this civic duty – ‘The Town will provide paid leave to an employee reporting to jury selection. If an employee is chosen to serve on a jury the Town will provide up to five (5) days of paid time for civic service. Upon receipt of the notice to serve jury duty, the employee should immediately notify their supervisor. The employee should provide their supervisor with a copy of the notice which will be attached to the employee’s timesheet. Upon the employee’s return to work, they should provide the supervisor with appropriate documentation from the court indicating the number of days served. ‘

Pg 34 Eligibility and Rate of Accrual, Use – Added language “Employees may only retain hours if they have used at least 40 hours of PTO during the fiscal year”.

Pg 35 Payout at Separation, staff realized the 5 year service requirement had been removed and has replaced it – ‘Employees voluntarily separating from Town employment with at least (5) years of continuous service with the Town and who provide at least a two-week (2) notice of resignation shall receive a payout any PTO accrued and unused as of the date of separation at their current rate of pay with a maximum potential payout of 80 hours. ‘

Pg 37 Added verbiage for Voluntary Sick Leave Bank - Employees may submit a request, on a voluntary basis, to the HRD to donate sick leave to a Voluntary Sick Leave Bank if desired. Employees who have an excess of PTO hours at end of fiscal year may donate up to eight (8) hours of earned PTO time per fiscal year to the Voluntary Sick Leave Bank.

Regular Full-Time staff members who are granted an approved medical leave and have fewer than 10 sick days available at the start of the leave will automatically receive time from the Voluntary Sick Leave Bank (provided hours are available) to bring their sick balance to 10 days (or up to the length of their leave, whichever is smaller). Staff members may take no more than 20 days of donated sick time during their career.

Donated sick time will be distributed on a first-come, first-served basis.

Employees in positions that do not accrue PTO are not eligible to participate in the program.

Donated sick leave will not be approved if an employee refuses available alternate duty when cleared by his/her physician or for an employee who is working.

Pg 38 Serious Illness Leave Bank, Eligibility for Use – staff updated family definition to match with Bereavement Leave- ‘Eligible employees are entitled to use Serious Illness Leave for their serious health condition or for the serious health condition of an immediate family member (parent, spouse, registered domestic partner, sister, brother, children).’

Pg 39 Notice of Return wording changed to reflect failure to return will be considered resignation - ‘The employee shall notify their Department Director and the Town Manager in writing if s/he will not be returning from leave as planned. Failure to report back to work at the end of the scheduled leave will be considered a voluntary resignation by the employee.’

Pg 39 Payout at Separation staff added in 5 year limit for payout – ‘At separation, Town employees with at least (5) years of continuous service with the Town and who provide at least a two-week (2) notice of resignation shall be paid one half of the Serious Illness Leave bank balance at the employees’ current pay rate with a maximum potential of 240 hours.’

Pg 40 Employment of Family Member staff changed to reflect ability of some family members to be hired as long as they are not direct reports of each other – ‘It is the Town’s policy to not employ the spouse, domestic partner, or romantic partner of a Town employee. Family members of a Town employee may not regularly work in a position where a direct or indirect reporting relationship exists, which could cause a conflict of interest.

No employee may participate in, either directly or indirectly, employment decisions that may involve a direct benefit (such as work assignments, performance reviews, job classifications, hiring, or discipline) to a domestic partner or a romantic partner or family member as defined above.’

Page 42: Added "including but not limited to" list to Disciplinary Action section from district's old policies, requiring review.

Page 45: Designated Beneficiary form added (now located on page 103).

Pg. 65 Post Accident Testing stuff updated chart to test after all incidents even if no ticket – changed to make second column all yes

Pg 98 added Charter of the Town of Loxahatchee Groves to the oath.

Presented today is an updated version of the Town’s HRPM. It includes recent changes in law such as the updated accommodations for pregnancy and clarifying that weapons, including guns, continue to be prohibited while performing District duties, which remains in compliance with applicable and recently enacted laws.

Recommendations:

Move that Town Council adopt ***Resolution No. 2024-60*** adopting the 2024 HRPM for the Town of Loxahatchee Groves.