

300 Municipal Drive  
Madeira Beach, Florida 33708  
(727) 391-9951  
Fax (727) 399-1131  
[www.madeirabeachfl.gov](http://www.madeirabeachfl.gov)

January 21, 2021

Sean Lilly  
2758 Burlington Ave. N  
St. Petersburg, FL 33713

Dear Sean,


We are pleased to offer you the position of Human Resources Director (Part-Time) for the City of Madeira Beach. We would like your start date to be on or before Monday, February 8, 2021, with an hourly rate of \$36.86 an hour.


This offer is contingent upon successful completion of 6-month probationary period and obtaining the required certification as well as:

- Successful meeting with management
- Successful background investigation
- Successful pre-employment physical & drug screen

We look forward to having you join our team!

Sincerely,

  
Robert Daniels, City Manager  
City of Madeira Beach  
Date: 1/21/2021

  
Sean Lilly  
Date: 1-21-21



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Sean Lilly  
2758 Burlington Ave. N  
St. Petersburg, FL 33713

Dear Sean,

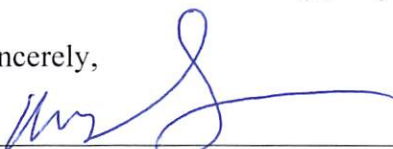
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We look forward to having you join our team!

Sincerely,

  
\_\_\_\_\_  
Robert Daniels, City Manager  
City of Madeira Beach  
Date: 1/21/2021

\_\_\_\_\_  
Sean Lilly  
Date: \_\_\_\_\_

Hi Bob,

I thought about my salary all weekend. Up north I was at top of my range and it is easy to say I want 60/hour but is that fair? I don't think it is without a rationale, so I went back through my experience with these situations and thought about some strategies I could use to arrive at a fair number. I decided I should talk to Karen about how we determine salaries and, in addition, review any information we might have on the compensation study that the City conducted.

I spoke with Karen, and she said there really is no rationale behind where the City places employees in the salary bands. I looked at the compensation study PowerPoint. It addressed where the city was and gave a couple of suggestions about how to adjust but no guidelines on where to place employees. This is something that I will need to add to my list. We need a plan. Internal equity is important not only from a morale standpoint but also if we are ever formally questioned about how one employee makes more than another. We need to avoid gender, racial or other perceived biases. If followed, it also avoids or at least explains any situations like this. Anyway, Karen nor the compensation study were able to help me.

My next strategy was using an employee(s) hired this year with a similar education profile and as close as possible to the same band. The only employee that came close was Jennifer. Here is a comparison analysis:

	Rowan	Lilly
Bachelors	X	X
Masters	X	X
Certification	X	X
Certification II		X
Direct Experience Years	3.25	17
Years at Madeira Beach	1	
Related Experience Years	1	15
Total Experience	5.25	32
Current Salaries/Hourly rate	\$70,000	\$40.03
Max Range- salary/hourly rate	\$76,665	\$60.04
Percent into range	91.31	66.70
Proposed adjustment		
91.3% into range		\$54.82

OK  
M  
3/21/2021

If you agree perhaps, you can inform Karen and we can start this today 3/22 as it is a new pay period. I have also been thinking about my future here. I enjoy working here and want it to continue. The non-exempt gets in the way and I have some thoughts about getting around that in the new year, without breaking the bank for the city.

Thank you for your consideration,

Sean



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February 08, 2021

Sean Lilly  
2758 Burlington Ave. N  
St. Petersburg, FL 33713

Dear Sean,

The original intent in hiring someone for this position was to hire a human resources generalist to assist in the human resources department. After careful examination of the duties that needed to be completed it was determined that the position would need to be reassigned as a human resources director. In order to align this position with director level responsibilities the pay rate will be adjusted to the bottom of grade level 7 of the current employee pay plan which is \$40.03 an hour.

This offer is still contingent upon successful completion of 6-month probationary period and obtaining the required certification as well as:

- Successful meeting with management
- Successful background investigation
- Successful pre-employment physical & drug screen

This change will take effect immediately on your hire date.

  
Robert Daniels, City Manager

2/12/2021  
Date





## Payroll Action Notice

### EMPLOYEE PROFILE

Employee Name: Lilly, Sean Employee ID: 5821  
Date Employed: 2/8/2021 Department: Human Resources

### CHANGES

Current Position:		New Position:	
Title:	<u></u>	Title:	<u>Human Resources Director</u>
Pay Grade:	<u></u>	Pay Grade:	<u>5</u>
Hourly Rate:	<u></u>	Hourly Rate:	<u>\$ 36.86</u>
Annual Rate:	<u></u>	Annual Rate:	<u>N/A (part-time)</u>

Effective Date: 2/8/2021

### REASON FOR ACTION

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> New Hire | <input type="checkbox"/> Promotion            | <input type="checkbox"/> Workers Compensation Leave |
| <input type="checkbox"/> Resignation         | <input type="checkbox"/> Annual Rate Increase | <input type="checkbox"/> Military Leave             |
| <input type="checkbox"/> Termination         | <input type="checkbox"/> Reduction In Force   | <input type="checkbox"/> Jury Leave                 |

Other Changes or Comments: Employment contingent upon successful completion of pre-employment physical,  
drug screen, background screening and probationary period.

Department Director

*Robert M. Cook*  
Finance Director

*[Signature]*  
City Manager

Date:

01-22-2021

Date:

01-25-2021

Date:



## **Drug-Free Workplace Policy EMPLOYEE AWARENESS ACKNOWLEDGMENT**

I recognize that the use or abuse of alcohol, illegal drugs, or any chemical substance by any employee can create an unsafe working environment.

I have been given a copy of a summary of the City of Madeira Beach's Drug-Free Workplace Policy and have carefully read and understand the program. I have also been given information about resources for substance abuse counseling and rehabilitation. I agree to comply with its provisions as a condition of continuing employment.

I understand that the City's Drug-Free Workplace Policy complies with the Florida Workers' Compensation Statute 440.102(5) and Attendant Rules 38 F-9 Florida Administrative Code.

Specifically I understand that if I test positive for alcohol or drugs or refuse to be tested following a work related accident or reasonable suspicion, I may be terminated and may be denied medical and indemnity benefits from Workers' Compensation. I understand that my refusal to execute this consent form may result in my termination.

I also understand that the Drug-Free Workplace Policy and related documents are not intended to constitute a contract between the City and me.

The undersigned further states that he or she has read the foregoing acknowledgment and knows the contents thereof and signed the same of his or her own free will.

Employee's Signature: *Aur Kim* Date: 2-8-21

Witness Signature: *Kampana* Date: 2/8/2021



Receipt and Acknowledgment that we are providing you with an updated copy of the revised City's Personnel Policies and Procedures.

Please read this handbook carefully, however, keep in mind that this handbook does not contain all of the information you will need as an employee. You will receive other information through written and verbal notices as needed. All changes will be relayed to you as quickly as possible through various methods such as memos and email. When the City changes a policy and/or procedure, it overrides the previous policy.

No statement in this Manual is to be interpreted as a contract. You are an at-will employee, which means you or the City may terminate the employment relationship at any time. No written or oral statements regarding the terms and conditions of your employment are considered contractual.

Employees who are covered under a collective bargaining agreement shall also be subject to the City of Madeira Beach's Personnel Policies and Procedures. If any conflict occurs between the City and the collective bargaining unit, the collective bargaining agreement shall take precedent.

#### **Receipt and Acknowledgment**

I have received a copy of the City of Madeira Beach Employee Personnel Policies & Procedures Manual (Revised 08/19). I have read the above information and I acknowledge that it is a correct statement of my employment status.

Print Name: Sean Lilly

Date: 2-8-21

Employee Signature: [Signature]

**Employee agrees to review the handbook within 30 days of hire.**

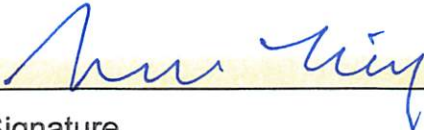


## PUBLIC EMPLOYEES' OATH OF OFFICE

STATE OF FLORIDA

COUNTY OF PINELLAS

I, (print name) Sean Lilly, a citizen of the State of Florida and of the United States of America, being employed by or an officer of the City of Madeira Beach, Florida, and a recipient of public funds as such employee or officer, do hereby solemnly swear or affirm that I will support the Constitution of the United States and of the State of Florida.

  
Signature

STATE OF FLORIDA

COUNTY OF PINELLAS

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, who has presented the following identification (Florida Drivers License # \_\_\_\_\_) and who did not take an oath.

\_\_\_\_\_



# Personnel Action Form

## CITY OF MADEIRA BEACH

**Employee Name:**

LILLY, SEAN (1006)

**Rehire/Hire Date:**

02-08-2021 2 years, 1 month, 12 days

**Effective Date:**

03/31/23

**Created By:**

KAREN PAULSON

**Approved By:**

KAREN PAULSON

**Current Status:**

Final Approved

**PAF Type :**

Termination

**PAF Reason:**

Resignation

**Manager Comments:**

**Employee Comments:**

Description	Previous	Proposed
Employee Status	ACTIVE	TERMINATED
Termination Type		
Termination Reason		
ESS Access Profile	Active Employees	

### Question #1

Please list any additional information regarding the proposed changes.

No Answer

### Review History

Reviewer Name	Action	Action Time	Send Back Notes	Approval Notes
KAREN PAULSON		02/23/2023 10:23:32 AM		
Robin Gomez	Approved	02/27/2023 01:51:34 PM		
PATRICK CADE	Approved	02/27/2023 01:54:41 PM		
Robin Gomez	Approved	02/28/2023 03:40:34 PM		
KAREN PAULSON	Final Approved	03/01/2023 08:16:19 AM		

### Transaction Change History

Change Type	Field Changed	Old Value	New Value	Changed By	Time Changed
Proposed Field	Employee Status		TERMINATED	KAREN PAULSON	02/23/2023 10:23:32 AM
Proposed Field	Termination Type		0	KAREN PAULSON	02/23/2023 10:23:32 AM

Proposed Field	Effective Date		2023-02-23	KAREN PAULSON	02/23/2023 10:23:32 AM
Proposed Field	Personnel Action Form Type		Termination	KAREN PAULSON	02/23/2023 10:23:32 AM
Proposed Field	Submit To		robingomez	KAREN PAULSON	02/23/2023 10:23:32 AM
Proposed Field	Effective Date	2023-02-23	2023-03-31	Robin Gomez	02/27/2023 01:51:34 PM
Proposed Field	Submit To	robingomez	PCADE1126	Robin Gomez	02/27/2023 01:51:34 PM

### Payroll Action Notice

Step Description	Approver	Approved Date	Comments
DEPARTMENT DIRECTOR	Robin Gomez (robingomez)	02/27/2023	
FINANCE DIRECTOR	PATRICK CADE (PCADE1126)	02/27/2023	
CITY MANAGER	Robin Gomez (robingomez)	02/28/2023	
Final Approval	KAREN PAULSON (kpaulson)	03/01/2023	