

## RESOLUTION

R-03-229

**A RESOLUTION OF THE MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS APPROVING CHANGES TO THE PERSONNEL POLICY MANUAL REGARDING SICK LEAVE PAYOUT, AND APPROVING CHANGES TO THE EMPLOYEE COMPENSATION PLAN AND STAFFING LEVELS FOR FISCAL YEAR 2003/2004 FOR DEPARTMENTS UNDER ITS JURISDICTION**

**WHEREAS**, effective April 19, 2003, the Board of County Commissioners adopted the 2003 Manatee County Personnel Policy, Rules and Procedures Manual; and

**WHEREAS**, the Manatee County Personnel Policy, Rules and Procedures Manual is a changeable document, allowing for modifications as deemed necessary; and

**WHEREAS**, the Board of County Commissioners of Manatee County did, by Resolution dated 14 October 1976, establish staffing levels by classification by Department for Departments under the direct jurisdiction of the Board; and

**WHEREAS**, it has been determined that alterations to employee compensation and staffing levels for Fiscal Year 2003/2004 are deemed necessary and appropriate for budgetary, classification and workload reasons,

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Manatee County, Florida, effective the beginning of the first pay period in Fiscal Year 2003/2004 (October 4, 2003), that

**I. CHANGES TO THE EMPLOYEE COMPENSATION PLAN**

Employees under the Board of County Commissioners (except temporary OPS and certain contract/special agreement employees) will receive a general wage adjustment as shown below:

A. Full-Time Employees (Calculated on Annual Base Salary)

\$ 0.00	to	\$35,000	-	4.0%
\$35,000.01	to	\$55,000	-	3.5%
\$55,000.01		UP	-	3.0%

B. Part-Time Employees (Based on Hourly Salary)

\$ 0.00	to	\$16.82	-	4.0%
\$16.83	to	\$26.44	-	3.5%
\$26.45	to	UP	-	3.0%

Employees hired on or after October 4, 2003 will not receive the general wage adjustment.

**II CHANGES TO PAY TABLES**

Minimum and maximum levels of the Manatee County Classification and Pay Tables will be increased by 2.0 percent.

**III STAFFING LEVEL CHANGES**

The total number of positions for each County department is approved in accordance with the "Summary of Authorized Positions" (Attachment A).

The overall staffing level for FY 2003/2004 will remain unchanged: 1,767.

**IV CHANGES TO SICK LEAVE PAYOUT UPON SEPARATION (Section VII.B.14. of the Manatee County Personnel Policy, Rules, and Procedures Manual) (Attachment B)**

Eligible employees who separate from County employment may be paid a percentage of their existing sick leave balance based on incremental years of service, beginning with a minimum of five (5) years. There is a lifetime maximum payout of 420 hours.

ADOPTED in Open Session, a quorum present and voting this 9<sup>th</sup> day of September, 2003.

ATTEST:

By: *R. B. Shore*  
R. B. Shore, Clerk of the Circuit Court



BOARD OF COUNTY COMMISSIONERS  
MANATEE COUNTY, FLORIDA

By: *Jonathan R. Bruce*  
Jonathan R. Bruce, Chairman

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**SUMMARY OF AUTHORIZED POSITIONS**


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	<u>ACTUAL</u> <u>FY 01-02</u>	<u>CURRENT</u> <u>FY 02-03</u>	<u>PROPOSED</u> <u>FY03-04</u>
BOARD OF COUNTY COMMISSIONERS	11	11	11
COUNTY ADMINISTRATOR	17	18	18
COUNTY ATTORNEY	19	19	19
RISK MANAGEMENT	4	4	4
AGRICULTURE/NATURAL RESOURCES	29	29	29
BUILDING	74	74	74
COMMUNITY SERVICES	165	169	169
CONVENTION AND VISITORS	23	22	22
ENVIRONMENTAL MANAGEMENT	35	35	35
FACILITIES MANAGEMENT	76	76	76
FINANCIAL MANAGEMENT	130	131	131
HUMAN RESOURCES	12	12	12
INFORMATION SERVICES	155	155	155
PARKS AND RECREATION	174	175	175
PLANNING	63	65	65
PROJECT MANAGEMENT	59	65	65
PUBLIC SAFETY	210	217	217
TRANSPORTATION	219	224	224
UTILITIES OPERATIONS	248	249	249
COURT ADMINISTRATION	17	17	17
<b>TOTAL</b>	<b>1,740</b>	<b>1,767</b>	<b>1,767</b>

Staffing positions represent job slots authorized by the Manatee County Board of County Commissioners. Full-time equivalent staffing would be slightly less with part-time positions considered.

**VII. LEAVES OF ABSENCE**

**Section: VII-B**

**B. Sick Leave**

**Revision Date:**

13. Sick Leave Bank

- a. The Sick Leave Bank Program shall provide a source of extended income to qualified member employees who have exhausted all paid leave and are experiencing a disabling illness or injury requiring an extended absence from work. "Extended" is defined as a minimum of two (2) consecutive weeks of absence from work for which Sick Leave Bank benefits will be paid to the employee upon proper certification from a licensed medical doctor. The Sick Leave Bank Program shall cover the absence of the member only and does not provide benefits for absences due to family illness or other hardships. The Sick Leave Bank program is administered by the Sick Leave Bank Committee.
- b. A procedures manual published separately outlines the guidelines for the Sick Leave Bank Program.
- c. The County Administrator is authorized to amend the procedures manual as needed.

14. Payment of Unused Sick Leave

Note: Payment of unused sick leave balances for contracted employees will be in accordance with the contract in effect at the time of separation.

- a. Employees with continuous service who leave County employment, and qualify to receive payment of unused sick leave credits, may be paid a percentage of their existing sick leave balance in accordance with the table shown below:

Less than 5 Years of Service	0%
5 Years of Service	30%
6 Years of Service	32%
7 Years of Service	34%
8 Years of Service	36%
9 Years of Service	38%

10 Years of Service	40%
11 Years of Service	42%
12 Years of Service	44%
13 Years of Service	46%
14 Years of Service	48%
15 Years of Service or More	50%

- b. Employees who are rehired by Manatee County Board of County Commissioners after having previously worked for the Board will receive credit upon rehire for the period of prior employment unless:
  - (1) The employee had previously received a sick leave payout in any amount under any past payout policy; or
  - (2) The employee had left the County for a reason which would result in a payout forfeiture under Section VII.B.14.e. of this Policy.

PERSONNEL POLICY, RULES, AND PROCEDURES MANUAL

**VII. LEAVES OF ABSENCE**

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- c. Employees who are hired by the Manatee County Board of County Commissioners from another Manatee County Constitutional Officer, and transfer their sick leave balance (with no sick leave payout) to the Board, will have time in service with the Constitutional Officer added to their current service under the Board to determine the appropriate percentage of payout.
- d. Payment of unused sick leave credit is paid in a lump sum at the regular hourly rate in effect at the time of separation. This payment is not considered as salary in determining the average final compensation of an employee in the State administered retirement system. There is a lifetime maximum payout of 420 sick leave hours for all eligible employees.
- e. Employees shall forfeit all sick leave payouts under this section if employment terminates because the employee:
  - (1) Has been found guilty in a court of competent jurisdiction of committing, aiding, or abetting any embezzlement or theft from the employee's employer or bribery in connection with the employment; or
  - (2) Has been terminated by reason of the employee having admitted to committing, aiding, or abetting an embezzlement or theft from his or her employer or by reason of bribery; or
  - (3) Is adjudged by a court of competent jurisdiction to have violated any state law against strikes by public employees; or
  - (4) Has been found guilty by a court of competent jurisdiction of violating any state law prohibiting strikes by public employees; or
  - (5) Was terminated for having committed any felony with the intent to defraud the public or a public agency of the right to receive the faithful performance of his or her duty as a public officer or employee, realizes or obtains, or attempts to realize or obtain, a profit, gain, or advantage for himself or herself or for some other person through the use or attempted use of the power, rights, privileges, duties, or position of his or her public office or employment position.
  - (6) The forfeiture of leave payout pursuant to this policy is supplemental to any other forfeiture requirements related to public officers or employees provided by law.
  - (7) Forfeiture shall also occur where the employee resigns from employment after having been charged by the County or other law enforcement authority with any of the above acts but prior to having been terminated.

cc: Ofm  
Finance

9/11/03e

cc: Julie Bassett, Human Resources

9/15/03e