

RESOLUTION R-04-234

A RESOLUTION OF THE MANATEE COUNTY BOARD OF COUNTY COMMISSIONERS APPROVING CHANGES TO THE PERSONNEL POLICY REGARDING PERSONAL HOLIDAYS, APPROVING PURCHASE OF UPGRADED SERVICE CREDITS FOR ELIGIBLE EMS PERSONNEL, AND APPROVING EMPLOYEE COMPENSATION PLAN AND STAFFING LEVELS FOR FISCAL YEAR 2004/2005 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, it is the desire of the Board of County Commissioners to enhance benefits to retain employees on a long-term basis by increasing the Personal Holiday benefit under the Manatee County Personnel Policy, Rules and Procedures Manual; and

WHEREAS, it is the desire of the Board of County Commissioners to enhance retention of eligible Emergency Medical Services (EMS) employees, who are designated as "Special Risk Class" (s.121.0515, Florida Statutes) under the Florida Retirement System (FRS), by implementing a purchase of up to three (3) years of upgraded service credits in the Special Risk Class; and

WHEREAS, the Board of County Commissioners 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 2004/2005 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, that

I. CHANGES TO THE MANATEE COUNTY PERSONNEL POLICY, RULES AND PROCEDURES MANUAL (To be effective January 1, 2005)

Section VI.B.13. (Personal Holiday) will reflect an increase to the Personal Holiday benefit from one (1) day to two (2) days per payroll calendar year.

II. PURCHASE OF FRS UPGRADED SERVICE CREDITS FOR ELIGIBLE EMS EMPLOYEES (Eligibility is based on continuous service with Manatee County for all periods considered)

Approval is given for the County to contribute funds into the Florida Retirement System to purchase up to three (3) years of upgraded service credits in the Special Risk Class over a three-year period for qualified employees, as shown below:

- A. Emergency Medical Technicians (EMTs) and Paramedics - Effective October 1, 1999, Legislature passed an amendment to s.121.0515, Florida Statutes, to allow the inclusion of EMTs and Paramedics in the FRS Special Risk Class. Only those who met the eligibility requirements for the Special Risk Class effective October 1, 1999, as Manatee County employees, will be eligible for consideration of the buy-back. The purchase of up to three years of upgraded service credits will be based on eligible service with Manatee County prior to October 1, 1999.
- B. Supervisory Staff - Effective October 1, 2001, Legislature passed an amendment to s.121.0515, Florida Statutes, to include administrative staff, who directly supervise EMTs and Paramedics, in the FRS Special Risk Class. Only those who met the eligibility requirements for direct supervision of EMTs/Paramedics in the Special Risk Class effective October 1, 2001, as Manatee County employees, will be eligible for consideration of the buy back. The purchase of up to three years of upgraded service credits will be based on eligible service with Manatee County prior to October 1, 2001.

Purchase of upgraded service credits will be spread over the next three years. Eligible employees who choose to retire and receive their FRS pension before the three-year period expires will receive the complete buy-back prior to their retirement. The allocation and expenditure of these pension credit contributions are made pursuant to the County's authority to do so, as outlined in Florida Statute s.121.0515(5)(b), and shall be confined to the contribution limits set forth therein.

III. CHANGES TO THE EMPLOYEE COMPENSATION PLAN (To be effective with the pay period beginning October 2, 2004)

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	\$40,000	-	4.0%
\$40,000.01	to	\$60,000	-	3.5%
\$60,000.01	to	UP	-	3.0%

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

\$ 0.00	to	\$19.23	-	4.0%
\$19.24	to	\$28.84	-	3.5%
\$28.85	to	UP	-	3.0%

Employees hired on or after October 2, 2004 will not receive the general wage adjustment.

IV. CHANGES TO PAY TABLES (To be effective with the pay period beginning October 2, 2004)

Minimum and maximum levels of the Manatee County Classification and Pay Tables will be increased by two (2) percent.

V. STAFFING LEVEL CHANGES (To be effective with the pay period beginning October 2, 2004)

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 2004/2005 will increase from 1,774 to *1,786.

* The new staffing level total includes the deletion of twelve (12) Court Administration positions, which were transferred under the jurisdiction of the State of Florida effective July 1, 2004

ADOPTED in Open Session, a quorum present and voting this 5th day of September, 2004.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA

By: Susan Blomine
R. B. SHORE, Clerk of the Circuit Court

By: Jane W. von Hahmann
JANE W. von HAHMANN, Chairman



SUMMARY OF AUTHORIZED POSITIONS

R-04-234 Attachment A

	<u>ACTUAL</u> <u>FY 02-03</u>	<u>ACTUAL</u> <u>FY03-04</u>	<u>PROPOSED</u> <u>FY04-05</u>
BOARD OF COUNTY COMMISSIONERS	11	11	11
COUNTY ADMINISTRATOR	18	18	20
COUNTY ATTORNEY	19	19	19
RISK MANAGEMENT	4	4	4
AGRICULTURE/NATURAL RESOURCES	29	29	29
BUILDING	74	74	76
COMMUNITY SERVICES	169	168	171
CONVENTION AND VISITORS	22	22	22
ENVIRONMENTAL MANAGEMENT	35	35	35
FACILITIES MANAGEMENT	76	76	76
FINANCIAL MANAGEMENT	131	132	136
HUMAN RESOURCES	12	12	12
INFORMATION SERVICES	155	155	156
PARKS AND RECREATION	175	175	178
PLANNING	65	66	67
PROJECT MANAGEMENT	65	65	67
PUBLIC SAFETY	217	223 *	225
TRANSPORTATION	224	224	228
UTILITIES OPERATIONS	249	249	249
COURT ADMINISTRATION	17	17	5 **
TOTAL	1,767	1,774	1,786

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.

*Note: Six paramedic/EMT positions were added to the FY04-05 Budget but were added to the staffing level authorization effective 7/1/04 for recruiting purposes.

** Twelve Court Administration positions were transferred from the County jurisdiction to the State of Florida effective 7/1/04.