



Legislation Details (With Text)

**File #:** 140815. **Version:** 1 **Name:**  
**Type:** Staff Recommendation **Status:** On Consent Agenda  
**File created:** 3/12/2015 **In control:** City Manager  
**On agenda:** 4/2/2015 **Final action:**  
**Title:** Human Resources Policies E-1: Employment, G-2: Code of Ethical Standards, 28: Code of Ethical Standards, 31: Honorariums, L-2: General Leave Policies, L-3: Paid Time Off Leave System, and L-4: Designated Leave System (B)

This item is to amend HR Policy E-1: Employment; implement HR Policy G-2: Code of Ethical Standards; sunset HR Policy 28: Code of Ethical Standards; sunset HR Policy 31: Honorariums; update HR Policy L-2: General Leave Policies; update HR Policy L-3: Paid Time Off Leave System; and update HR Policy L-4: Designated Leave Policy.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 140815A\_E-1 Employment Policy\_20150402.pdf, 2. 140815B\_G-2 Code of Ethical Standards, strikeout\_20150402.pdf, 3. 140815C\_G-2 Code of Ethical Standards, clean\_20150402.pdf, 4. 140815D\_Policy 28 Code of Ethical Standards, sunset\_20150402.pdf, 5. 140815E\_Policy 31 Honorariums, sunset\_20150402.pdf, 6. 140815F\_L-2 General Leave Policies strikeout\_20150402.pdf, 7. 140815G\_L-2 General Leave Policies clean\_20150402.pdf, 8. 140815H\_L-3 PTO Leave System strikeout\_20150402.pdf, 9. 140815i\_L-3 PTO Leave System clean\_20150402.pdf, 10. 140815J\_L-4 Designated Leave System (Old System) strikeout\_20150402.pdf, 11. 140815K\_L-4 Designated Leave System (Old System) clean\_20150402.pdf

Date	Ver.	Action By	Action	Result
4/2/2015	1	City Commission		Approved as Recommended

**Human Resources Policies E-1: Employment, G-2: Code of Ethical Standards, 28: Code of Ethical Standards, 31: Honorariums, L-2: General Leave Policies, L-3: Paid Time Off Leave System, and L-4: Designated Leave System (B)**

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*Human Resources Policy E-1:* Employment is amended to conform to the Motion adopted by the City Commission during its February 19, 2015 discussion regarding racially diverse interview panels. HR Policy E-1 is amended to require that, for appointment of regular supervisory positions and above, hiring managers create diverse interview panels.

*Human Resources Policy G-2:* Code of Ethical Standards is implemented to replace HR Policy 28: Code of Ethical Standards, to specifically reference Chapter 112 of the Florida statutes, to clarify that it is the appropriate Charter Officer who administers the policy, to clarify permissible use of City resources, to clarify what constitutes a breach of ethics under the policy, and to incorporate as a new section the policy dictates of Human Resources Policy 31 - Honorariums.

*Human Resources Policy 28:* Code of Ethical Standards is replaced by HR Policy G-2: Code of Ethical Standards.

*Human Resources Policy 31:* Honorariums is to sunset as described above.

*Human Resources Policy L-2:* General Leave Policies is amended to incorporate changes to Bereavement Leave that were ratified in the CWA agreement, to update the definition of Immediate Family for Bereavement Leave purposes, to include Witness Appearance in the section governing Jury Duty and to clarify how and when leave time may be taken for Jury Duty or Witness Appearance, to substitute “work week” for “five (5) days” under Administrative Leave, and to delete reporting the reporting requirement for Administrative Leave.

*Human Resources Policy L-3:* Paid Time Off Leave System is amended to eliminate obsolete reference to Communications center employees hired by Alachua County Sheriff’s office; provide for cash-out through December 31, 2015, of any/all pensionable vacation when converting to from the Designated Leave System to Paid Time Off (PTO); specify that leave accruals are not earned in advance, not prorated, and earned in proportion to the employee’s schedule; clarify that PCLB may be used when returning on a reduced-scheduled or intermittent basis; to eliminate verbiage found in ordinance regarding pension service credit; to change eligibility criteria for annual sell-back of PTO; and to provide for temporary waiver of the leave year cap requirements.

*Human Resources Policy L-4:* Designated Leave Policy is amended to eliminate reference to Annual Leave; to clarify when Vacation Leave may be used; to add reference to “departmental guidelines” which govern the use of Vacation; to require documentation when waiving the rule requiring the forfeiture of leave; to reference Risk Management as the custodian of record for beneficiary forms; to update the definition of immediate family for Sick Leave purposes; and to update Credited Service in accordance with the City’s pension ordinances.

The changes proposed with respect to the conversion to PTO and the sell-back of PTO arose from changes to pension benefits bargained in 2011. At the close of those negotiations for pension changes, it was agreed that these issues would be discussed and addressed in the CWA Labor Agreement and Human Resources policies.

There is no fiscal impact for the changes to HR Policies E-1, G-2, 31, L-2, and L-4.

The fiscal impact related to the conversion from the old leave system to the Paid Time Off System (PTO) is approximately \$40,000 and is a one-time cost and will be covered by the current budgets of both General Government and GRU. Since payment for vacation upon termination or entry into the DROP is calculated using an employee’s current rate of pay, permitting cash-out of any/all pensionable vacation upon conversion to Paid Time Off will potentially enable payment at a lower cost, thus providing a savings in future cost. The fiscal impact of changing the threshold for eligibility to sell back Paid Time Off on an annual basis is approximately \$70,000 for both General Government and GRU and is covered as part of the personal services budget. This change may incent employees to accrue a leave balance sufficient to cover unanticipated absences thus reducing the need for leave banks.

The City Commission approve revisions to Human Resources Policies E-1, G-2, 28, 31, L-2, L-3 and L-4.