

MINUTES

KEY COLONY BEACH CITY COMMISSION PERSONNEL POLICY WORKSHOP

Tuesday, January 5, 2010 9:30 a.m. City Hall Conference Room

The Personnel Policy Workshop Meeting of the City Commission was called to order at 9:30 a.m. by Mayor Ron Sutton. *Present were:* Mayor Ron Sutton, Vice-Mayor Geraldine Zahn, Commissioner Mary Schmidt, Commissioner Jeff Vorick and Commissioner Tucker DeGraw. *Also Present:* Police Chief Robert Petrick, Police Officer Kris DiGiovanni, Police Officer J.C. Smith, Building Official Edward Borysiewicz, Assistant to Building Official John Thomson, and City Clerk Vickie Bollinger. Public: 0

Mayor Sutton stated the purpose of the workshop was to discuss the employee personnel policy, specifically accumulated vacation time and concern over the cost liability to the city. He said the current policy allows employees to carryover 25 days of vacation time and the issue of excessive carryover has not been addressed in the past. Mayor Sutton stated he discussed this issue with each employee and about half prefer to allow carryover and about half prefer to be paid for the unused days. Only two employees currently have more than 25 days accumulated. The Mayor said the city employs few people and all work very hard. The last few years the stormwater projects have kept Ed and John in the city and they should not be punished for not being able to take their vacation time. Mayor Sutton stated all employees work hard without complaint and schedule vacation time when it is convenient to the city work load.

All commissioners agreed that city employees work hard, are dedicated to the city, and do their jobs efficiently and effectively.

Commissioners and employees commented/discussed:

- Employees should have no more than 25 days in their vacation “bank” on their service anniversary date.
- More days can be carried over with the approval of the city administrator or a payout may be approved by the city commission.
- Planning should be improved to be sure that all employees get to take vacation. Everyone needs vacation time and employees should be encouraged to use it.
- No vacation days should be forfeited; excess days should be taken or the employee paid.
- Benefit for sick days should stay as it is.
- The city should not hire any more employees. If vacation can’t be taken due to the workload, then employees should be paid.
- Better planning may not improve the vacation days accumulation; things don’t always go according to plan.
- Waiting to pay for vacation at termination increases the amount paid by the city because the employee is paid at the rate being earned at termination, not the rate when the vacation day was earned. It would be better to pay now to minimize cash payouts at termination.
- There is a cap on sick pay and the city may need to cap vacation by limiting the number of days that can be carried over.
- The city must work to minimize future liability for these employee payouts.
- The sick payout policy is more restrictive than it used to be. There is a cap in place now.
- If sick days are on a “use it or lose it” policy, employees will use it and that will create scheduling and other problems.
- The sick policy should discourage abuse. No employee is abusing the system.

- Employees should not have to forfeit vacation days; if not taken, they should be paid.
- Vacation should be scheduled prior to the start of a project.
- City Administrator needs flexibility to make decisions and come to agreement with an employee. Commission must approve any payout.

Commissioners generally agreed that the sick leave policy should remain as it is. They discussed changing the vacation leave policy to:

- Delete that vacation days would be forfeited if not used.
- Add that a payout would be made for vacation days in excess of 25 if those days could not be taken.

This would minimize the liability to the city when an employee terminates. The city clerk will report to the city administrator the status of each employee's vacation days on the employee's service anniversary date. The city administrator will report to the city commission if an employee is unable to use excessive vacation days and a payout is needed.

Commissioner Vorick suggested the commission complete a review of the section on disciplinary procedure to ensure that any action involving a department head's performance was included. He said the city needs to be sure that the city is adequately protected in the event of disciplinary action-including termination-of a department head.

Commissioners generally felt that the current disciplinary procedure would apply to department heads. However, they agreed to ask the city attorney to review the issue and report at the January 14, 2010 regular commission meeting.

The meeting adjourned at 10:40 a.m.

Vickie L. Bollinger, City Clerk

Note: A mechanical recording has been made of the meeting of which these minutes are a part, and a copy is on file in the office of the City Clerk, as a public record.