



# MEMORANDUM

**TO:** Mayor Watford & City Council

**DATE:** April 8, 2024

**FROM:** HR Generalist Prince *JLP*

**SUBJECT:** Proposed amendments to the  
Personnel Policies & Procedures,  
Longevity Service Awards

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Attached are the proposed amendments we are asking the City Council to adopt in relation to the Longevity Service Awards policy as adopted by the Council on **February 20, 2024**. The proposed amendments add a new section to Chapter 3, Employee Benefits.

Should you have any questions or concerns, kindly let me know prior to the meeting so that I may have sufficient time to address the issue.

# CHAPTER THREE

## EMPLOYEE BENEFITS

### PAID HOLIDAYS <sup>4, 9, 16</sup>

The City Council each year designates the holidays which are observed. At present there are twelve (12) days off with pay. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday. An employee on paid annual or sick leave when the holiday is observed will not have that day charged to their accrued leave account.

1. The following days will be observed as paid holidays:

New Year's Day	Martin Luther King, Jr. Day	Good Friday
National Memorial Day	Independence Day	Labor Day
Veterans Day	Thanksgiving Day and	Christmas Eve
Employee's Birthday	the Friday after	Christmas Day
2. If you are required to work a holiday you will receive an additional day's pay or a day off at a designated time.

#### **Eligibility**

Full-time probationary or regular employees (who have that date as a regularly scheduled workday) are eligible for paid holidays. Also an employee must not have been absent without leave on the work day before or after the holiday, unless there is a medical emergency and a doctor's excuse is provided to the Department Head upon the employees' return the next working day, or unless the employee is on leave of absence without pay. Those not eligible for paid holidays are temporary, emergency employees or school crossing guards, either full-time or part-time and employees on leave without pay or employees on Worker's Compensation.

#### **Alternatives** <sup>14</sup>

Employees who are eligible for paid holidays and are either required to work due to the essential nature of their positions or who have the designated holiday as a normal day off in the Friday through Thursday work week [Police Department see Ch. 5 for workweek], shall:

1. Receive an alternate day off with pay within the same work week for non- shift employees.
2. Be paid the normal day's pay for that holiday in addition to the pay received for the hours worked.

The Department Head will make this determination.

#### **Shift Employees**

An employee who is required to work on a holiday in addition to the regular schedule will be granted the alternatives above and will not be paid the time and a half (1½) overtime rate for the hours worked.

## RETIREMENT PLAN

The City has a retirement plan for regular employees. The cost is shared by the City, and/or State and the employee. Each employee contributes a percentage of their base salary into their retirement account as approved by the City Council, except Police Officers contribute a percentage of their total compensation as provided by Florida Statute.

The City contributes to the retirement accounts of the General employees. Vested rights for these employees are obtained after five (5) years of continuous service.

The State (and if necessary the City) contributes to the retirement accounts of the Police and Fire Department employees. Vested rights for these employees are obtained after ten (10) years of continuous service.

### **Special Pay Plan (Accrued Leave Benefits)**<sup>10, 11</sup>

1. In the event an employee who is otherwise eligible for retirement benefits and annual leave and sick leave, upon separation, elects for early retirement prior to age 59½, an additional retirement benefit to that retiree shall be paid by the City to the retiree the difference of the retirees Social Security and Medicare obligation, currently 7.65 percent, and the amount of the penalty imposed by IRS regulations, currently 10 percent. In the event future regulations should change the percentages of Social Security and Medicare obligations and penalties for early retirement, this agreement to reimburse a retiree shall continue, adjusted at the then- current percentages.
2. The benefits provided by Resolution No. 2016-06 shall only apply to those sums for annual and sick leave taken by the employee and deposited in the City Special Pay Plan mandated by Resolution No. 2016-04, and no other retirement benefit.
3. In the event the City should opt out of the Special Pay Plan set forth in Resolution No. 2016-04 in the future, then the benefits provided by the Resolution shall cease without further action by the City Council.

## 457 DEFERRED COMPENSATION PLAN<sup>8</sup>

The City Council adopted a 457 Deferred Compensation Plan by Resolution No. 2007-05 to be administered by the International City Managers Association Retirement Corporation. The purpose of this strictly voluntary Plan is to give employees another avenue to set aside additional money for retirement, or for their own savings. The Plan is by contributions from the employee only.

## GROUP HEALTH INSURANCE

Group Health Insurance is available for all regular employees and their families. The City pays the full premium for the employee and a designated amount for any dependent coverage. Payment for the dependent coverage is made by a payroll deduction from the employee.

### **Federal Cobra Law**

An employee leaving the service of the City may continue the Group Health Insurance for a period of eighteen (18) months by paying the premiums directly to the insurance company upon completion of an application obtained from Human Resources.

City retirees are eligible to participate in the City's Group Health Insurance Plan as provided by law. (Florida Statute 112.0801)

## **GROUP LIFE AND DISABILITY INSURANCE <sup>14</sup>**

The City provides a paid life insurance policy for general employees. The City provides a paid life and accidental death and dismemberment insurance policy for its Police Officers and ~~Firefighters~~ pursuant to Florida Statutes. A non-job connected disability insurance is provided for all full-time City employees.

## **JOB CONNECTED INJURY BENEFITS <sup>15</sup>**

The City provides Worker's Compensation Insurance benefits to any employee injured as a result of job duties. The City will secure immediate medical attention for an injured employee and furnish competent medical services. The insurance plan provides for complete payment for medical services, hospital charges and related therapy or treatment. The City will pay the employee's regular weekly salary less applicable deductions the first seven (7) days an employee has been temporarily disabled. Worker's Compensation will pay benefits for periods exceeding seven (7) days. The employee will receive the difference between what the Worker's Compensation benefit pays and his/her normal salary equaling one hundred percent (100%) of his/her normal salary if the injury is attributable to the employee's occupation in the City and is considered as such under the Workers Compensation Statute of the State of Florida and its rules and regulations. This difference in Workers Compensation benefits and normal salary shall be provided up to ninety (90) days from the date of injury. Extensions beyond 90 days may be made by the City Council, in increments up to ninety (90) days. The employee will reimburse the City if the amount paid exceeds one hundred percent (100%) of normal salary. This may be accomplished by the employee making a cash payment to the City. Specific details can be provided by Human Resources.

An employee who is injured as a result of job duties and is classified permanently totally disabled by Worker's Compensation will be entitled to leave with full pay, commencing from the date that the employee is so classified by the State, which will be reduced by the benefits paid to the employee by the insurance carrier for a maximum of ninety (90) calendar days. The paid disability leave must be recommended by the employee's Department Head and authorized by the City Council. An employee who remains permanently totally disabled after the allowed maximum disability leave may elect to receive weekly payments charged first to accrued sick leave then to accrued annual leave account. These amounts will be reduced by the disability benefits paid to the employee by the insurance carrier, or an employee classified as permanently totally disabled may elect to immediately cash out any accrued sick leave or annual leave.

## **EDUCATION REIMBURSEMENT <sup>6, 14, 15</sup>**

The City Council adopted a Education Reimbursement Contract Program. This program applies to full-time, part-time employees, and Police Auxiliary Officers with less than 10 years of service with the City. A contract will be entered into when the position held by the employee requires them to attend training, education, certification programs, or classes, as a pre-requisite to continued employment with the City. The contract provides for the City to advance the costs or reimburse costs of the required training, education, or classes, including program fees, materials, travel, lodging, per diem, or other related expenses. The employee and/or Auxiliary Officer agrees to remain as a full-time employees with the City for a continuous period of three-years for sworn law enforcement and/or Auxiliary Officers or two years for non-sworn Police Department and general employees following the completion of the specific training, education, or certification.

Contracts are available in the Human Resources Office and are to be fully executed before the employee registers or attend classes.

## **UNIFORMS FURNISHED <sup>14</sup>**

The City furnishes uniforms to the employees of the Public Works and Police Departments.

## **LONGEVITY SERVICE AWARDS <sup>16</sup>**

The City encourages career service by offering monetary longevity service awards to all full-time employees who have served the City for at least ten years of employment. Longevity service awards, which are based on the length of service, shall be awarded as follows:

1. Ten Years: Employees who complete ten years of service shall receive an award equal to one percent of their current annual salary.
2. Fifteen Years: Employees who complete fifteen years of service shall receive an award equal to two percent of their annual salary.
3. Twenty Years: Employees who complete twenty years of service shall receive an award equal to three percent of their current annual salary.
4. Twenty-Five Years: Employees who complete twenty-five years of service shall receive an award equal to four percent of their current annual salary.
5. Thirty Years: Employees who complete thirty years of service shall receive an award equal to five percent of their current annual salary.
6. Thirty-Five Years: Employees who complete thirty-five years of service shall receive an award equal to six percent of their current annual salary.
7. Forty + Years: Employees who complete forty years of service, and for every five years after, shall receive an award equal to seven percent of their current annual salary.