

# PERSONNEL POLICIES



# Fair and Competitive

- Provides *Equitable* Benefits
- Modeled Paid-Time-Off on Fort Myers Beach "*Government Lite*" operational structure

# Complies with Village Charter

- ▣ Adoption of Personnel Policies as required by Charter
- ▣ *No Carry-Over of Paid-Time-Off* – No hours will be carried over at year end into the new fiscal year preventing paid time off accrued liabilities
- ▣ *No Pension Liabilities* – No Defined Benefit Pension Plan will be implemented avoiding the potential for unfunded pension liabilities

# Performance Metrics

Contains Performance Metrics to provide easy on-going comparison of costs

- Leave policy comparison to other local governmental entities
- Bureau of Labor Statistics wage and benefit comparison to State and Local Government and Private Industry

# Personnel Policies

- ▣ Establish the Village as a *At-Will employer*, e.g. the employment relationship may be terminated by the employee or the Village for any reason not prohibited by law, without having to establish just cause
- ▣ Describes *pre-employment background checks*, *reference checks* and medical examinations including *drug testing*
- ▣ Creates an introductory period for new employees of twelve (12) months as known as probationary period



# Employee Benefit Program

- Paid-Time-Off (PTO) Program
- Self Insured Short Term Disability Program
- Health and Life Insurance benefits plans
- Retirement Plan



# Paid-Time-Off

- ▣ Paid-Time-Off (PTO) is a system which combines traditional vacation, sick, personal and/or administrative days into a single bank of days for employees to use for paid time-off from work
- ▣ Limits Paid-Time-Off to 40 hours in the initial year of employment unless approved by Village Manager

# Paid-Time-Off

Length of Service	Annual Accruals			
	Staff Members		Directors	
	Hours	Days	Hours	Days
Date of Hire	152.0	19.0	228.0	28.5
Beginning 7 <sup>th</sup> Year	192.0	24.0	240.0	30.0
Beginning 14 <sup>th</sup> Year	232.0	29.0	256.0	32.0

See *leave comparison report* included as final page in packet for details on other local governments leave policies

Paid-time-off structure similar to Fort Myers Beach “Government Lite” operational model

No leave amounts are paid to employees at termination



# Self Funded Short Term Disability Program

- ▣ Allows funds to be re-appropriated to pay the employee for up to (12) consecutive weeks
- ▣ To be eligible:
  - The illness or injury must be for the employee, not for the care/illness of family or relative, and
  - Recovery period must exceed 14 consecutive calendar days, and
  - Paid-time-off must be exhausted, and
  - Employee must provide written doctor's prognosis for recovery and return to work

# Health/Life Insurance Benefits Plan

- ▣ All full-time employees will receive the following Village-paid insurance coverages:
  - ▣ Employee-only Health insurance
  - ▣ Employee-only Dental insurance
  - ▣ Life/AD&D insurance at two (2) times the employee's salary/wage
  - ▣ Employee-only Vision insurance
  - ▣ Employee Assistance Program
- ▣ Any coverages, such as spouse or family coverage, may be made available at the employee's cost by payroll deduction

# Government Lite vs Full Service Governments

	Bureau of Labor Statistics		Village Budget *	
	State and Local Government	Private Industry	Percentage	Dollars
Wages & Salaries	71.8%	79.9%	77.4%	\$ 626,200
Benefits & Legally Required (taxes, etc)	<u>28.2%</u>	<u>20.1%</u>	<u>22.6%</u>	<u>\$ 182,880</u>
<b>Compensation Total</b>	<b><u>100.0%</u></b>	<b><u>100.0%</u></b>	<b><u>100.0%</u></b>	<b><u>\$ 809,080</u></b>

“Government Lite” includes significantly fewer employees than traditional full service State and Local Governments and operates more similarly to Private Industry with respect to benefits and wages

\* Presented as budgeted; however, proposal for retirement at 7.5% Village contribution and based upon the employee's contribution of 2.5% of base salary which is a reduction from the 10% budgeted

*Source:* Employer Costs for Employee Compensation-September 2015. News Release December 9, 2015 USDL-15-2329

# Retirement Plan

- The Village will provide each regular full-time employee contributions into a Defined Contribution retirement plan at the rate of:
  - 7.5% of the employee's base pay, contingent upon the employee contributing 2.5% of his/her base pay
- No Defined Benefit Pension Plan will be implemented in compliance with Village Charter