RESOLUTION NO. 2026-10

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF ESTERO, FLORIDA, ADOPTING A NEW PERSONNEL POLICY; MAKING RELATED FINDINGS; PROVIDING FOR SEVERABILITY AND FOR AN EFFECTIVE DATE.

WHEREAS, the Village of Estero Council last adopted a Personnel Policy on June 1st 2016, by Resolution 2016-09; and

WHEREAS, since its initial adoption, there have only been two small changes to the Personnel Policy (Resolution 2023-15 which provided authorization for director-level staff to cash in up to 80 hours of PTO by September 30th of each year, and Resolution 2026-05 to further revise the Village's policy regarding payouts of unused PTO); and

WHEREAS, in the ensuing years, there have been changes in state and federal laws and various court rulings, as well as evolution of employment best practices, which should be reflected in the Village's Personnel Policies; and

WHEREAS, the Village Attorney has conducted a comprehensive overview of the Village's current Personnel Policy and, in addition to finding necessary legal updates, has found that the current policy contains some provisions which are not applicable to the Village or have not, due to the Village's size, been followed over time; and

WHEREAS, based on this review, the Village Attorney has recommended to the Village Council that it adopt the new Personnel Policy attached to this Resolution, which new provides a more logical organizational structure and brings the policy up to date with prevailing law and best practices; and

WHEREAS, the Village Manager has reviewed the recommended new Personnel Policy to ensure any operational or logistical concerns were accounted for; and

WHEREAS, the Village Council finds the adoption of this Resolution and the new Personnel Policy Manual to be in the best interest of the Village and its citizens.

NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF ESTERO, FLORIDA, THAT:

1. The Personnel Policy Manual attached to this Resolution is hereby adopted.

2. Resolution 2016-09 and the Personnel Policy it created are hereby repealed.

3. The Village Manager shall ensure the Personnel Policy Manual adopted by this Resolution is distributed to Village employees in either paper or electronic form.

BE IT FURTHER RESOLVED that the Village Manager is authorized to enter an employee separation agreement, drafted in a form acceptable to the Village Attorney, where the Manager determines that doing so is in the best interest of the Village.

BE IT FURTHER RESOLVED that the Village Manager, with the concurrence of the Village Attorney, is authorized to administratively correct, without Council approval, any obvious scrivener's errors which may from time to time be found in the Personnel Policy Manual, including spelling, punctuation or outline formatting.

BE IT FURTHER RESOLVED that if any section, subsection, sentence, clause, provision or word of this Resolution is held unconstitutional or otherwise legally invalid, same shall be severable and the remainder of this Resolution shall not be affected by such invalidity, such that any remainder of the Resolution shall withstand any severed provision, as the Village Council would have adopted the Resolution even absent the invalid part.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

DULY ADOPTED with a quorum present and voting this 17th day of June, 2026.

Joanne Ribble, Mayor

Attest:

Carol Sacco, Village Clerk