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MEMORANDUM

TO: Estero Councilmembers
FROM: Steve Sarkozy, Village Manager
DATE: October 26, 2016
RE: Salary Adjustment for Staff

Councilmembers:

The fiscal year 2016-2017 budget contains a 4% increase for our staff. Several staff members have been employed 15-16 months and have not yet received a salary increase. The remainder of the staff will reach their one year anniversary in this fiscal year. That being said, I would like to establish a plan to award an increase to our staff.

On June 1, 2016, Village Council adopted Personnel Policies via Resolution 2016-09. These policies provide for an annual increase approved by Council in the budget process and staff increases administered by the Village Manager. Please find the applicable compensation section 4-03.

Also, the Village Manager contract provides for a similar increase. Section 2. Salary and Evaluation, paragraph B. states "After the first year of the contract, should the general staff receive a cost of living increase, the Village Manager will receive the same increase at the same time as the other staff." Based on this language, the same increase would seem to be appropriate on November 1, my anniversary date.

I seek approval to provide the budgeted increase to 4 staff members retroactive to October 1st. The remaining staff members will be eligible for similar increase later in this fiscal year based upon anniversary dates.

Thank you for your consideration of this matter.

VILLAGE OF ESTERO

Personnel Policies

4-03 Compensation

A. PAY RATES

1. The budget process will annually determine the type, amount and distribution of employee compensation. If pay adjustments are budgeted, all or a portion of the compensation adjustment may or may not be added to the employee's base pay. The VILLAGE Manager also has the discretion to provide different pay adjustments to different positions and to make other performance incentive adjustments as deemed appropriate, so long as any adjustments to pay are consistent with the requirements of the Florida Statutes.
2. A cost of living adjustment (COLA) may be considered annually. The COLA may be considered part of the pay increase.

B. MERIT BONUSES / PERFORMANCE INCENTIVE PAY

The VILLAGE Manager may, on occasion, further reward high achieving employees. Such a reward could be a salary adjustment, a bonus, performance incentive or a non-monetary reward such as public recognition or time off. Such programs would be funded by a yearly allocation set by VILLAGE Council during the budget process, and will be administered by the VILLAGE Manager. Criteria for merit bonuses to individuals or groups of employees include, but are not limited to: meritorious service to the VILLAGE; cost savings ideas; and/or successful implementation of special projects.

4-04 Job Descriptions

A. Official job description titles are to be used for all personnel. No person will be appointed to or employed in a position under a title without a Job Description.

B. All positions authorized in the VILLAGE will have an official job description. Job descriptions are to be interpreted in their entirety. Particular phrases and illustrative examples are not to be isolated and treated as a full definition of any position. Job descriptions are deemed to be descriptive and explanatory of the kinds of work performed and not necessarily inclusive of all duties performed. The Village Manager may revise a job description.

4-05 Special Pay Situations

A. PAYMENT FOR CALL-OUT

Regular employees in non-exempt classifications who are called out to work during off-duty hours, which are not contiguous to the regularly scheduled work shift, will receive a minimum of one (1) hour pay at time and one-half. Time and one-half will be paid for hours actually worked, if longer than the one-hour minimum.