

City Commission Workshop
November 6, 2018
5:30 pm

Mayor Nugent called the workshop to order at 5:30 pm.

Members present included Mayor Daniel W. Nugent, Commissioner Tommy Chastain, Commissioner Janice D. Mortimer, Commissioner Shannon Smith and Commissioner Wilbur Waters. Also present were City Manager Bob Milner, City Attorney Dan Sikes and Deputy Clerk Lisa Terry.

Mayor Nugent turned the workshop over to Mr. Milner. Mr. Milner said at the previous workshops they went through the entire employee handbook however there was considerable discussion on the conversion of annual leave and sick leave to paid time off. Mr. Milner introduced Megan Richardson with Dynamic Corporate Solutions. Mayor Nugent asked about the breakdown of the current leave balances. Mr. Milner said he will have Mr. Williams print copies for the commissioners. Mrs. Richardson said the term Personnel Manager has been changed throughout the document to the city's designated Human Resources Representative. She also said the handbook has been updated to name City Manager/City Clerk/Chief of Police as the decision-making person. Mrs. Richardson said all benefit plans have been updated to reflect the city may offer them. She also said a disclaimer has been added regarding City Charter and Commission. Mrs. Richardson said Good Friday has been added to the holiday list. She also said employees may contribute has been added in regards to the retirement fund. Mrs. Richardson said promotions has been deleted under the probationary period. She also said language has been added regarding successful completion of the probationary period to the Probationary Period Policy. Mrs. Richardson said language has been added regarding the city's ability to recoup training costs. Mr. Milner would like to require all employees to receive one hour of training on ethics and communications as they relate to Florida Statute 119. Mr. Milner said page 36 explains paid time off reporting requirements for exempt employees. He said in the future the commissioners will need to decide which positions are exempt. Mr. Milner said exempt employees need to be identified as such in their personnel files. Mr. Milner said there are employees with more than 1,000 hours of sick leave and the only way they will benefit from it is to burn it before they retire. He said this is a burden on the other workers who have to cover for the absent employee. Mr. Milner said it is industry standard to use paid time off. Commissioner Mortimer asked what industry Mr. Milner is referring to. She said she works for the federal government and they use sick leave and vacation leave. Mayor Nugent said he works for the state and they use sick leave and vacation leave as well. Mr. Milner said they are the 2 exceptions. Mayor Nugent said they are 2 of the largest employers in the state. Attorney Sikes suggested taking the leave time out of the employee handbook and addressing it as an ordinance. Deputy Clerk Lisa Terry asked if the employees hired before the handbook is adopted could remain under the old leave time and employees hired after could be under the new paid time off policy. Mr. Milner said that would not be good because of the unfunded liability to the city. Ms. Terry said it would be in her best interest to use 2 sick days per week until the end of the year to minimize the number of sick hours she will lose but she can't do

that and still get her work done. Ms. Terry said there are many other city employees who will not burn their leave for the same reason. Commissioner Mortimer said the federal government allows their employees to apply their excess leave time to their retirement. She asked if the city could do the same thing with the 50 percent of sick leave the employees would lose. Commissioner Waters said the employees who don't abuse their sick leave need to be taken care of. Mr. Milner said any employee who has been here for ten years or more will receive payment for 25 percent of their sick leave up to 250 hours when they separate employment. Commissioner Waters asked how much sick time an employee can take. Mr. Milner said the current policy requires a doctor's note after 3 consecutive sick days are used. Mr. Milner said leave that would be lost could be put on a benefit card. Commissioner Smith asked for more information about the benefit card. Mayor Nugent would like to know how the employees feel about the 2 plans. Commissioner Chastain would like the employees to be paid for the sick time they lose. Attorney Sikes suggested holding a workshop to iron out the details of the leave time and adopt an ordinance. Mr. Milner asked if everything regarding leave time was removed from the handbook would the commissioners would be willing to approve it. The commissioners were in agreement to have to employee handbook voted on without leave time at the next meeting.

There being no further business, the meeting was adjourned at 6:23 pm.