

REQUEST FOR CITY COUNCIL CONSIDERATION

Meeting Date: January 8, 2007

Agenda Item: 7(E)	Prepared By: A. William Moss, City Manager Date: December 26, 2006
Agenda Section: Business: Resolution	
Subject: Resolution to Amend the Personnel Rules And Regulations	Department: City Clerk

BACKGROUND:

City Council is asked to consider a Resolution to Amend the City of Marco Island Personnel Rules and Regulations.

City Council first adopted the Personnel Rules and Regulations on March 1, 1999. The purpose of the Rules and Regulations is to establish procedures that will serve as a guide to employee conduct and administrative actions concerning various personnel activities and transactions.

Upon a thorough management and legal review of Personnel Rules and Regulations, a number of changes are recommended. These changes are shown as a strikethrough or underline or are specifically designated as a new chapter in the attached document. While most of the changes are non-substantive, the following may be viewed as significant amendments:

- Section III. Responsibilities of Public Service – Use of the Internet: While Administrative Policies have been developed pertaining to email usage regarding City property (computers), the policies and new “rights of privacy” language are now included in the Personnel Rules and Regulations.
- Section VI. Employment Benefits – Holidays: D. Holiday Work/Pay: 1. Currently employees required to work on one of five designated holidays are paid time and one-half (1½) and are granted eight (8) hours of holiday time to observe the holiday. The amendment provides that pay at time and one-half (1½) will be applicable for all holidays (11) and there will be no grants of an alternative eight (8) hours of holiday time.
- Section VI. Employment Benefits – Holidays: D. Holiday Work/Pay: 3. If a regular day off occurs on a designated holiday, the employee shall receive eight (8) hours pay at their regular rate.
- Section VI. Employment Benefits – Holidays: G. Employees are currently granted ten (10) holidays per year. Proposed is the addition of one day for a total of eleven (11) days per year which is more closely in line with other public employers in this area.
- Section VI. Employment Benefits – Personal Leave: B. Accrual: Employees currently are not granted the traditional vacation time and sick leave. Instead, personal leave days are offered. The policy provides for a schedule of personal leave days that increase based on longevity. The greatest number of days is for employees with 5+ years of service and provides for 25 personal leave days. The amended policy provides for an additional 3 personal leave days for service with 10+ years for a total of 28 personal leave days.

- Section VII. Retirement. This is a new section and incorporates retirement plans previously authorized by City Council.
- Section VII. Insurance Coverage. State law requires that fire/rescue employees who retire shall be offered group health insurance by the City, although payment of premiums may be the obligation of the employee. The amendment provides that all employees who retire and their eligible dependents shall be offered the same health and dental insurance coverage as is offered to active employees at a premium cost of no more than the total premium cost applicable to active employees. The ability to maintain and pay for health and dental insurance is applicable to employees who attain at least 55 years of age with six (6) or more years of credited service, or whose combination of age and years of credited service equals a total of 75 years.

RECOMMENDED ACTION:

Adoption of Resolution.

Reviewed by Department Director

Reviewed by City Manager

Council Action: Motion by:

Second by: