



AGENDA INFORMATION
CITY OF MIAMI SPRINGS
CITY COUNCIL

Special Meeting

Monday, May 17, 2010

7:00 p.m.

Mayor Billy Bain

Vice Mayor George V. Lob

Councilman Bob Best

Councilman Dan Espino

Councilwoman Jennifer Ator

City Manager James R. Borgmann

Assistant City Manager Ronald K. Gorland

City Attorney Jan K. Seiden

City Clerk Magalí Valls



CITY OF MIAMI SPRINGS, FLORIDA

Mayor Billy Bain

**Vice Mayor George V. Lob
Councilman Dan Espino**

**Councilman Bob Best
Councilwoman Jennifer Ator**

Decorum: "Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the City Council, shall be barred from further audience before the City Council by the Mayor, unless permission to continue or again address the City Council is granted by the majority vote of the City Council members present. In accordance with the foregoing, the City Council has determined that racial or ethnic slurs, personal attacks and comments unrelated to City matters or issues constitute prohibited comments from the podium".

**AGENDA
SPECIAL MEETING
Monday, May 17, 2010
7:00 p.m.**

1. Call to Order/Roll Call
2. Invocation: Councilwoman Ator
Salute to the Flag: Audience participation
3. Discussion Regarding Employee Benefits
 - a. Review of City Employee Compensation Policies
 - b. Presentation by the Human Resources Department
 - c. Part Time Employee Benefits
4. Adjourn

If any person decides to appeal any decision of this Board with respect to any matter considered, s/he will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is made (F. S. 286.0105), all of which the City does not provide.

In accordance with the Americans with Disabilities Act, persons needing a special accommodation to participate in this proceeding should contact the City Clerk, 201 Westward Drive, Miami Springs, Florida 33166. Telephone: (305) 805-5006, no later than (7) days prior to the proceeding.

Pursuant to Sec. 2-11.1 (S) of the Miami-Dade County Code and Miami Springs Code of Ordinances Chapter 33 - §33-20, all persons, firms or corporations employed or retained by a principal who seeks to encourage the passage, defeat, or modifications of (1) ordinance, resolution, action or decision of the City Council; (2) any action, decision, recommendation of any City Board or Committee; or (3) any action, decision or recommendation of City personnel during the time period of the entire decision-making process on such action, decision or recommendation which will be heard or reviewed by the City Council, or a City Board or Committee shall register with the City before engaging in any lobbying activities on forms prepared for this purpose and shall state under oath his or her name, business address, the name and business address of each person or entity which has employed said registrant to lobby, and the specific issue on which he or she has been employed to lobby. A copy of the lobbyist registration form is available from the Office of the City Clerk.

Attorneys at Law

Robert D. Orshan
Robert P. Lithman
Jan K. Seiden
Jorge H. Ramos
David L. Hatton
Nicole J. Huesmann
Ariana Fajardo

Jamie Segal Davis
Rachel Klastorin Samek

M E M O R A N D U M

**TO: MAYOR AND CITY COUNCIL; CITY MANAGER
AND FINANCE DIRECTOR**

FROM: JAN K. SEIDEN, CITY ATTORNEY

DATE: NOVEMBER 16, 2009

**RE: REVIEW OF CITY EMPLOYEE COMPENSATION
POLICIES**

As a continuation of the preliminary discussions conducted by the City Council during the recently completed budget process, the Mayor has requested that the following information be provided to the City Council for further review and consideration.

CURRENT EMPLOYEE COMPENSATION STATUS

The City currently provides "compensation" to its non-exempt employees by way of salary, cost of living (c.o.l.a.) adjustments, longevity pay and merit increases ("raises").

Salaries for non-exempt employees are initially established by the City's "pay plan" which provides ranges of pay for each position available in the City. The City pay plan, while not reviewed or revised annually, is formally adopted each fiscal year as part of the City's annual budget (see Code of Ordinance Section 34-19 and current pay plan attached).

Further, as you already know, during the annual review of the proposed City budget, the City Council determines what, if any, cost of living (c.o.l.a.) adjustment percentage will be adopted for the purpose of increasing existing employee salaries.

In addition to the foregoing, employees are also provided with longevity pay based upon an employee's years of service to the City. Most recently the City Council in September 2005, by motion, established the following scale for longevity pay, to-wit:

November 16, 2009

- Completion of 10 years of service \$1,000.00
- Completion of 15 years of service \$ 1,500.00
- Completion of 20 years of service (*or more*) \$1,750.00

Despite the foregoing action by the City Council in 2005, the Code of Ordinances (Section 34-19) only requires that a "longevity plan" be part of the City's annual budget, while no other Ordinance provides any standards, requirements, or guidelines for the awarding of such additional annual compensation.

Finally, employees are also annually considered for "merit increases" in pay based upon their date of employment, date of last salary increase, and performance interview recommendation (see Code of Ordinance Sections 34-19 and 34-20). While such increases in compensation are not automatic, when awarded, such increases have traditionally been five (5%) percent, since again there are no standards, requirements or guidelines in the Code of Ordinances from which to determine the appropriate salary percentage increase.

CITY PAY PLAN STATUS

While all of the foregoing methods of employee compensation merit review and discussion, the area of most concern is the impact of the foregoing methods of compensation on the City's Pay Plan.

Governmental entities often hire consultants every three to five years to review and evaluate their existing pay plans and to provide points of discussion and recommendations for the revision and updating of such plans. Additionally, these comprehensive reviews are often supplemented by annual internal reviews of the pay plans. As previously noted herein, Code of Ordinance Section 34-19 mandates that the City's pay plan ". . . shall be part of the annual budget. . . ." There is, however, no annual or other time frame review or evaluation requirement contained within Code Section 34.19 or any other section of the Code.

In Miami Springs, for as long as anyone can remember, the policy and practice of the City has been to internally amend the City's pay plan annually as part of the budget adoption process. While there is nothing inappropriate or improper with the aforesaid procedure, it may be prudent to review the current policy and practice due to the economic conditions currently being experienced.

By way of example, a non-exempt City Employee who is at the top of the pay plan range for his/her position, will have the "top" of the range increased automatically by the

November 16, 2009

amount of the annual cost of living (c.o.l.a.) adjustment and merit pay increase awarded by the City. (Longevity pay is received as stand-alone "other compensation" and is not a pay plan range factor). Obviously, the aforesaid automatic increase in the top of pay plan range becomes a "compounding" factor when the same policy and procedure is applied to the same previously "topped-out" employee over a period of years.

In effect, the City is automatically increasing its pay plan ranges without the benefit of an actual pay plan study or review conducted by a professional consultant. While the City's actions may actually be reflective of the demands and requirements of the marketplace, it is not as accurate as an appropriate study or review.

MATTERS FOR REVIEW AND DISCUSSION

Based upon the foregoing, and the City Council's previously expressed intention to continue reviewing employee compensation issues, the following are proposed as suggested topics for further Council consideration and discussion, to-wit:

- Revision of Code Section 34-19.
- Revision of Code Section 34-20.
- Establishment of standards, requirements and guidelines for awarding of Longevity Pay and Merit Increases by Ordinance.
- Amounts to be designated for Longevity Pay and Merit Increases by Ordinance.
- Discussion of establishment and reviews of City Pay Plans.
- Discussion of automatic internal increases in City Pay Plan ranges.
- Discussion of stand-alone "other compensation" for employees outside of the City Pay Plan.
- Discussion of timing and methods of payment for employee stand-alone "other compensation" outside of the City pay plan.

November 16, 2009

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- Review of current and upcoming employee retirement issues.
 - Review of other employee benefits and policies (i.e., compensatory time, holidays, leave policy, overtime, etc.)

Please contact the City Manager, Finance Director, Human Resources Director, or me if you have any questions or require any additional information regarding the foregoing.

Sincerely,

A handwritten signature in black ink, appearing to read "Jan K. Seiden". The signature is written in a cursive style with a large, looping initial "J".

JAN K. SEIDEN

JKS:jll
Enclosure

with particularity the items to be produced; and shall be served on the person by any police officer of the City who shall, at the time of service, deliver a duly authorized copy of the subpoena to the person. The police officer charged with the duty of serving the subpoena shall make a written return to the City Clerk setting forth whether service was duly completed, and the time, place, and date thereof.

- (5) If shall be the duty of every person receiving a subpoena as provided by this Code to attend the hearing or investigation from day to day until they are discharged from attendance by the board. Failure to do so shall constitute a violation of this Code of ordinances, and a violation shall be punishable in the manner provided by this Code.
- (6) Any person regularly served with a subpoena, as provided in this Code, who shall fail or refuse to appear, testify, give evidence, or to answer fully and fairly any question propounded to him, shall be guilty of a misdemeanor, and subject to penalty as provided by this Code. After making the determination of fact which the investigation may justify, the findings of fact by the Civil Service Board shall be final, and not subject to review. These findings shall be submitted to the City Manager for disposition in accordance with § 34-17.

(D) The appeal shall not involve charges or evidence, other than those on which the order or ruling appealed from was predicted. At the hearing, the burden of proof shall be upon the department head to sustain the order or ruling being appealed.

(Ord. 338, passed 1-23-67; amend. Ord. 598-77, passed 2-28-77)

Sec. 34-19. Pay plan.

(A) The City pay plan, longevity plan, and overtime and compensatory time provisions shall be part of the annual budget, to be presented by the City Manager.

(B) Dates of eligibility for merit increases shall be based on reference to the original appointment date, or the date of the last salary increase, whichever shall be later.

(Ord. 388, passed 10-23-67; amend. Ord. 424, passed 5-26-69; amend. Ord. 426, passed 5-26-69; amend. Ord. 598-77, passed 2-28-77; amend. Ord. 616-78, passed 2-13-78)

Sec. 34-20. Performance interview.

(A) All employees shall participate in an annual personal interview with department head or immediate supervisor, for the purpose of discussing employee job performance, and any desirable areas for improvement.

(B) Interviews are to be conducted in private, recorded on forms provided by the personnel director, and provide a basis for performance improvement, expression of employee feelings and suggestions, merit increase recommendation, and promotional preparation.

(Ord. 388, passed 10-23-67)

POSITION CLASSIFICATION AND PAY PLAN
FISCAL YEAR 2008-2009
GENERAL & EXEMPT EMPLOYEES

POSITION	PAY GRADE	PAY RANGE	
		MINIMUM	MAXIMUM
MAINTENANCE WORKER I	8	22,541	33,421
CLERICAL ASSISTANT	9	23,149	34,326
CUSTOMER SERVICE REPRESENTATIVE	9	23,149	34,326
EQUIPMENT OPERATOR	10	23,726	35,181
MAINTENANCE WORKER CREW LEADER	10	23,726	35,181
REFUSE COLLECTOR	10	23,726	35,181
TREE TRIMMER	10	23,726	35,181
REEL TECHNICIAN	13	25,549	37,886
REFUSE TRUCK DRIVER	13	25,549	37,886
HEAVY EQUIPMENT OPERATOR	14	26,191	38,839
ADMINISTRATIVE ASSISTANT I	15	26,845	39,810
BUILDING SPECIALIST I	15	26,845	39,810
MATERIALS MANAGEMENT CLERK	15	26,845	39,810
POLICE ADMINISTRATIVE SPECIALIST I	15	26,845	39,810
ACCOUNTING CLERK I	16	27,512	40,806
ACCOUNTING CLERK II	18	28,904	42,872
AUTOMATED EQUIPMENT OPERATOR	19	29,633	43,946
BUILDING MAINTENANCE SPECIALIST	19	29,633	43,946
POLICE DISPATCHER I	19	29,633	43,946
POLICE DISPATCHER II	21	31,128	46,169
ACCOUNTING CLERK III	22	31,909	47,318
ADMINISTRATIVE ASSISTANT II	22	31,909	47,318
BUILDING SPECIALIST II	22	31,909	47,318
ADMINISTRATIVE ASSISTANT III	24	33,527	49,715
PARKS MAINTENANCE FOREMAN	24	33,527	49,715
ASSISTANT GOLF COURSE MAINTENANCE SUPERINTENDENT	24	33,527	49,715
OPERATIONS SUPERVISOR	24	33,527	49,715
POLICE ADMINISTRATIVE SPECIALIST II	24	33,527	49,715
SANITATION FOREMAN	24	33,527	49,715
CODE COMPLIANCE OFFICER	25	34,361	50,960
ASSISTANT SPORTS DIVISION SUPERVISOR	26	35,218	52,234
POLICE COMMUNICATIONS SUPERVISOR	26	35,218	52,234
RECREATION COORDINATOR	26	35,218	52,234
AQUATICS DIVISION SUPERVISOR	28	37,007	54,875
PROGRAMS DIVISION SUPERVISOR	28	37,007	54,875
SPORTS DIVISION SUPERVISOR	28	37,007	54,875
BUILDING & ZONING OFFICE SUPERVISOR	29	37,604	55,300
DEPUTY CITY CLERK	29	37,604	55,300
EXECUTIVE SECRETARY	29	37,604	55,300
HUMAN RESOURCES SPECIALIST	29	37,604	55,300
PROCUREMENT SUPERVISOR	29	37,604	55,300
* GOLF COURSE MAINTENANCE SUPERINTENDENT	37	46,212	68,534
* GRANTS WRITER/PUBLIC INFORMATION SPECIALIST	37	46,212	68,534
OPERATIONS SUPERINTENDENT	37	46,212	68,534
* BUILDING OFFICIAL	40	49,767	73,805
* ELDERLY SERVICES DIRECTOR	40	49,767	73,805
INFORMATION TECHNOLOGY/ACCOUNTING ANALYST	40	49,767	73,805
INFORMATION TECHNOLOGY MANAGER	40	49,767	73,805
* CITY PLANNER	44	54,930	81,466
* HUMAN RESOURCES DIRECTOR/RISK MANAGER	45	56,305	83,501
* POLICE LIEUTENANT	44P	61,440	89,324
* COMPTROLLER	46	63,316	92,063
* POLICE CAPTAIN	46P	64,546	93,851
* GOLF DIRECTOR	49	71,850	95,799
* PARKS & RECREATION DIRECTOR	49	71,850	95,799
* PUBLIC WORKS DIRECTOR	49	71,850	95,799
* CITY CLERK	49C	71,850	99,014
* ASSISTANT CITY MANAGER	50	74,817	112,227
* FINANCE DIRECTOR	50	74,817	112,227
* CHIEF OF POLICE	50P	76,270	114,406

Jan Seiden

From: Loretta M. Boucher [boucherl@miamisprings-fl.gov]

Sent: Wednesday, August 26, 2009 2:24 PM

To: Jan Seiden

Subject: Information requested:

Sec. 34.09 Scope: The following rules and regulations shall govern all employees of the City who are defined as having civil service status, and shall likewise govern the Civil Service Board as created by this chapter. The rules of the **civil service merit system** of the City are established for the purpose of implementing the intent and objectives of the code of ordinances of the City. The administration of these rules is made the responsibility of the City Manager or his appointed personnel director. (Ord.388,passed 10-23-67; amend. Ord.598.77, passed 2-28-77) page CD34:9

Merit Increases

Section 34-19 Pay Plan:

(A) The City pay plan, longevity plan and overtime and compensatory time provisions shall be part of the annual budget, to be presented by the City Manager

(B) Dates of eligibility for merit increases shall be based on reference to the original appointment date, or the date of the last salary increase, whichever shall be later.

(Ord.388,passed 10-23-67;amend.Ord.424,passed 5-26-69; amend. Ord. 426, passed 5-26-69; amend. Ord. 598-77, passed 2-28-77; amend. Ord. 616-78 passed 2.13.-78)
Page CD34:22

LONGEVITY PAYMENT

Resolution 86-2766 – Approving longevity payment of \$250.00 for 20 years employment and directing City Manager to include funds for implementation in proposed budget for fiscal year 1986-87

Excerpts: September 26, 2005 City Council Regular Meeting:

Consideration of Increasing the Longevity Pay for the General Employees:

(The increase would be \$1,000. (completion of 10yrs) \$1,500. (completion of 15 yrs) & \$1,750, completion of 20 yrs. or more.)

Councilmann Youngs moved to approve an increase in the longevity pay affecting non-exempt employees with 10,15, and 20 years of service , and increase to 50% the City's portion of the general employees' dependent coverage. Dotson seconded the motion. **The motion carried unanimously on roll call vote.**

Loretta M. Boucher, HR Director/Risk Mgr.

City of Miami Springs is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. All E-mail messages, including addresses, are covered under such laws and thus subject to disclosure. All E-mails sent and received are captured by our servers and kept as a public record.

City of Miami Springs, Florida 305-805-5000

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2

City of Miami Springs **HUMAN RESOURCE DEPARTMENT**



HR DEPARTMENT
PRESENTATION

EXHIBIT I
PAY CLASSIFICATION
AUTHORITY
MIAMI SPRINGS
CODE OF ORDINANCES
SECTION 34-19

HR DEPARTMENT
PRESENTATION

Sec. 34-19. Pay plan.

(A) The City pay plan, longevity plan, and overtime and compensatory time provisions shall be part of the annual budget, to be presented by the City Manager.

(B) Dates of eligibility for merit increases shall be based on reference to the original appointment date, or the date of the last salary increase, whichever shall be later.

(Ord. 388, passed 10-23-67; amend. Ord. 424, passed 5-26-69; amend. Ord. 426, passed 5-26-69; amend. Ord. 598-77, passed 2-28-77; amend. Ord. 616-78, passed 2-13-78)

POSITION CLASSIFICATION AND PAY PLAN

HR DEPARTMENT
PRESENTATION

POSITION CLASSIFICATION AND PAY PLAN
FISCAL YEAR 2009-2010
GENERAL & EXEMPT EMPLOYEES

POSITION	PAY GRADE	PAY RANGE MINIMUM MAXIMUM
MAINTENANCE WORKER I	8	22,541 33,421
CLERICAL ASSISTANT	9	23,149 34,326
CUSTOMER SERVICE REPRESENTATIVE	9	23,149 34,326
EQUIPMENT OPERATOR	10	23,726 35,181
MAINTENANCE WORKER CREW LEADER	10	23,726 35,181
REFUSE COLLECTOR	10	23,726 35,181
TREE TRIMMER	10	23,726 35,181
REFUSE TRUCK DRIVER	13	25,549 37,886
HEAVY EQUIPMENT OPERATOR	14	26,191 38,639
ADMINISTRATIVE ASSISTANT I	15	26,845 39,810
BUILDING SPECIALIST I	15	26,845 39,810
MATERIALS MANAGEMENT CLERK	15	26,845 39,810
POLICE ADMINISTRATIVE SPECIALIST I	15	26,845 39,810
RECREATION SPECIALIST	15	26,845 39,810
ACCOUNTING CLERK I	16	27,512 40,806
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BUILDING SPECIALIST II	22	31,909 47,318
ADMINISTRATIVE ASSISTANT III	24	33,527 49,715
PARKS MAINTENANCE FOREMAN	24	33,527 49,715
ASSISTANT GOLF COURSE MAINTENANCE SUPERINTENDENT	24	33,527 49,715
OPERATIONS SUPERVISOR	24	33,527 49,715
POLICE ADMINISTRATIVE SPECIALIST II	24	33,527 49,715
PROCUREMENT SPECIALIST	24	33,527 49,715
SANITATION FOREMAN	24	33,527 49,715
CODE COMPLIANCE OFFICER	25	34,361 50,960
POLICE COMMUNICATIONS SUPERVISOR	26	35,218 52,234
RECREATION COORDINATOR	26	35,218 52,234
AQUATICS DIVISION SUPERVISOR	28	37,007 54,875
PROGRAMS DIVISION SUPERVISOR	28	37,007 54,875
SPORTS DIVISION SUPERVISOR	28	37,007 54,875
ADMINISTRATOR TO PUBLIC WORKS DIRECTOR	29	37,604 55,300
BUILDING & ZONING OFFICE SUPERVISOR	29	37,604 55,300
DEPUTY CITY CLERK	29	37,604 55,300
EXECUTIVE SECRETARY	29	37,604 55,300
HUMAN RESOURCES SPECIALIST	29	37,604 55,300
PROCUREMENT SUPERVISOR	29	37,604 55,300
ASSISTANT INFORMATION TECHNOLOGY MANAGER	37	46,212 68,534
* GOLF COURSE MAINTENANCE SUPERINTENDENT	37	46,212 68,534
* GRANTS WRITER/PUBLIC INFORMATION SPECIALIST	37	46,212 68,534
OPERATIONS SUPERINTENDENT	37	46,212 68,534
* ELDERLY SERVICES DIRECTOR	40	49,767 73,805
INFORMATION TECHNOLOGY/ACCOUNTING ANALYST	40	49,767 73,805
INFORMATION TECHNOLOGY MANAGER	40	49,767 73,805
* CITY PLANNER	44	54,930 81,466
* HUMAN RESOURCES DIRECTOR/RISK MANAGER	45	56,305 83,501
* POLICE LIEUTENANT	44P	61,440 89,324
* COMPTROLLER	46	63,316 92,063
* POLICE CAPTAIN	46P	64,546 93,851
* GOLF DIRECTOR	48	71,860 95,789
* PARKS & RECREATION DIRECTOR	48	71,860 95,789
* PUBLIC WORKS DIRECTOR	48	71,860 95,789
* CITY CLERK	48C	71,860 95,789
* ASSISTANT CITY MANAGER	50	74,817 112,227
* BUILDING OFFICIAL	50	74,817 112,227
* FINANCE DIRECTOR	50	74,817 112,227
* CHIEF OF POLICE	50P	76,270 114,406

* Exempt from overtime/compensatory time in accordance with FLSA

Revised 3/22/10 - Effective 3/22/10

HR DEPARTMENT PRESENTATION

EXHIBIT II

MERIT INCREASES

***EMPLOYEES AT MAXIMUM**

***EMPLOYEES ELIGIBLE**

AUTHORITY
MIAMI SPRINGS CODE OF ORDINANCES
SECTION 34-19

HR DEPARTMENT
PRESENTATION

LIST OF MAXED-OUT GENERAL EMPLOYEES
AS OF 12/31/10

HR DEPARTMENT
PRESENTATION

CITY OF MIAMI SPRINGS
LIST OF MAX-OUT GENERAL EMPLOYEES
AS OF 12/31/10

DEPT.	LAST NAME	FIRST NAME & MI	HIRING DATE	BASE SALARY	LAST MERIT INC. DATE
C.M.	FOSTER	CAROL A.	1/7/08	68,534	1/7/10
C.M.	ROBINSON	BARBARA A.	4/1/85	55,300	1/14/03
C.M.	WATSON	MARGARET R.	10/2/75	42,872	3/31/91
C.Clerk	HITAFFER	SUZANNE S.	11/2/92	55,300	10/1/07
B&Z & CC	CARDINI	JOSEPH E.	6/23/80	50,960	3/31/95
B&Z & CC	ZIADIE JR.	HAROLD J.	1/12/04	55,300	10/1/07
I.T.	FONSECA	JORGE L.	11/22/04	73,805	11/22/08
Fin.	GONZALEZ	ALICIA E.	11/6/06	92,063	10/1/09
Fin./I.T.	RAMOS	MOJRA E.	4/20/81	73,805	10/1/08
Fin.	SCHUH	TERRI L.	9/3/96	47,318	10/1/08
Fin.	WALKER	DELORIS A.	10/1/83	47,318	10/1/03
Rec.	ACOSTA	NOEL F.	8/4/03	54,875	2/18/09
Rec.	BRADLEY	PATRICIA A.	10/1/83	54,875	10/1/07
Golf	DIAZ	DANIEL J.	3/13/06	49,715	3/13/09
Golf	PELL	SANDRA	3/1/06	68,534	3/1/08
Pol.	BOSQUE	LINDA A.	6/22/82	52,234	4/7/99
Pol.	COX	JOYCE M.	9/21/98	46,169	2/18/07
Pol.	COX	LEAH Q.	10/1/01	49,715	1/9/10
P.S.	ALONSO	RENE O.	10/28/87	45,044	4/28/95
P.S.	BLANCO	CARLOS M.	7/3/95	37,886	9/6/04
P.S.	CARAVIELLO	ANTHONY	9/13/04	43,492	9/13/10
P.S.	CASAS	ANGEL E.	12/21/92	33,737	12/21/97
P.S.	DOMINGUEZ	ARMANDO	8/2/93	37,886	7/14/04
P.S.	GARABOA	LAZARO M.	6/12/00	49,715	8/1/07
P.S.	GARCIA SR.	TULIO J.	12/30/02	35,181	8/1/04
P.S.	GLOVER	GREGORY T.	3/15/99	36,409	1/5/09
P.S.	GRIFFIN	STEVEN D.	4/22/91	43,946	10/1/04
P.S.	HERNANDEZ	ROSITA	9/10/90	55,300	10/1/08
P.S.	NASH	THOMAS W.	6/12/00	68,534	10/1/08
P.S.	PATTERSON	JAMES L.	12/21/92	35,181	12/21/98
P.S.	PEREZ	JOE	7/22/85	49,715	5/10/86
P.S.	PEREZ	RAFAEL J.	3/15/99	37,886	6/9/04
P.S.	SANCHEZ	CARLOS A.	4/27/81	43,946	10/1/02
P.S.	TORRE	ARMANDO	1/26/88	43,946	10/1/02
P.S.	VASALLO	FLORENTINO F.	7/12/99	33,421	7/12/08
P.S.	WHITTINGTON	ROBERT F.	5/24/95	39,810	2/12/04

LIST OF EMPLOYEES WHO HAVE NOT MAXED OUT
AS OF 12/31/10

HR DEPARTMENT
PRESENTATION

**CITY OF MIAMI SPRINGS
LIST OF GENERAL EMPLOYEES WHO HAVE NOT MAXED-OUT
AS OF 12/31/10**

DEPT.	LAST NAME	FIRST NAME & MI	HIRING DATE	BASE SALARY	PAY RANGE MINIMUM/MAX	NEXT MERIT INC. DATE
B&Z & CC	GONZALEZ	ANNA C.	3/12/01	39,245	31,909 47,318	10/1/10
B&Z & CC	RODRIGUEZ	CHRISTINE J.	11/20/06	33,504	31,909 47,318	7/14/10
B&Z & CC	TAVERAS	LOURDES I.	12/17/02	44,085	34,361 50,960	11/27/10
I.T.	CHERNES	SCOTT E.	11/16/09	50,000	46,212 68,534	11/16/10*
Fin.	GARCIA	DAISY A.	10/15/07	35,560	27,512 40,806	10/15/10
Fin.	REMINGTON	ELIZABETH I.	3/1/06	40,927	28,904 42,872	3/1/11
Fin.	ROMERO	TAMMY L.	12/15/05	43,108	33,527 49,715	10/1/10
Rec.	ANDERSON	KATHERINE K.	10/1/07	36,978	33,527 49,715	1/2/09*
Rec.	RODRIGUEZ	ALEXANDER	3/23/10	29,000	26,845 39,810	3/23/11
Rec.	SMITH	CAITLIN E.	3/22/10	29,000	26,845 39,810	3/22/11
Rec.	VARGAS	ALBERT J.	3/22/10	29,000	26,845 39,810	3/22/11
Golf	PAZ	ALLENE M.	11/22/99	43,728	31,909 47,318	10/1/10
Pol.	ACEVEDO	DEBBIE	6/16/08	31,115	29,633 43,946	6/16/10
Pol.	DUBERRY	SHIKETA	12/22/03	38,711	29,633 43,946	2/22/11
Pol.	ENCARNACION	ENEYRA	4/3/06	33,291	26,845 39,810	4/3/11
Pol.	HARKEY	MAUREEN A.	3/15/10	29,633	29,633 43,946	3/15/11
Pol.	MICHAEL	THERESA A.	7/14/03	39,712	29,633 43,946	7/14/10
Pol.	NEWTON	MARILYN A.	4/12/10	29,633	29,633 43,946	4/12/11
Pol.	THOMPSON	CHARLENE B.	4/27/09	28,187	26,845 39,810	4/27/11
Pol.	VAZQUEZ	GRACIELA A.	4/9/01	43,891	33,527 49,715	12/8/10
P.S.	BERGUEIRO	JOSE	2/28/05	26,510	22,541 33,421	2/28/11
P.S.	CHERY	GENE	11/10/08	23,668	22,541 33,421	11/10/10
P.S.	CUMMINGS	THOMAS R.	2/3/86	47,210	33,527 49,715	2/26/11
P.S.	GONZALEZ	ROBERTO C.	9/24/01	31,690	23,726 35,181	1/10/11
P.S.	HOWARD	CAROLYN	5/18/09	39,484	37,504 55,300	2/22/11
P.S.	LOTT JR.	RODERICK	3/30/10	22,541	22,541 33,421	3/30/11
P.S.	MALDEN	JEANNE E.	9/17/01	35,763	25,549 37,886	1/5/11
P.S.	MATILLA	CARLOS A.	2/8/10	22,541	22,541 33,421	2/8/11
P.S.	OLIVAS	DAVID	6/6/01	33,564	23,726 35,181	4/1/11
P.S.	O'NEAL	WILLIAM D.	3/1/06	35,092	23,726 35,181	2/1/11
P.S.	PEREZ	ANTONIO R.	8/11/03	33,017	23,726 35,181	8/11/10
P.S.	POSTELL	CASTELLA J.	10/12/09	22,541	22,541 33,421	10/12/10
P.S.	ROMEO	JORGE L.	10/6/03	35,092	26,191 38,639	4/5/11
P.S.	SCOTT	MARIA T.	10/16/00	35,898	26,845 39,810	10/1/10
P.S.	THOMPSON	ANTHONY W.	10/6/08	23,217	22,541 33,421	10/6/10
P.S.	VASSELL	ERROL G.	6/4/07	26,440	23,726 35,181	6/4/10
P.S.	WILLIAMS	EARL J.	2/25/94	40,781	29,633 43,946	4/5/11

**HR DEPARTMENT
PRESENTATION**

EXHIBIT II

PERFORMANCE INTERVIEWS

AUTHORITY
MIAMI SPRINGS CODE OF ORDINANCES
SECTION 34-20

HR DEPARTMENT
PRESENTATION

Sec. 34-20. Performance interview.

- (A) All employees shall participate in an annual personal interview with department head or immediate supervisor, for the purpose of discussing employee job performance, and any desirable areas for improvement.
- (B) Interviews are to be conducted in private, recorded on forms provided by the personnel director, and provide a basis for performance improvement, expression of employee feelings and suggestions, merit increase recommendation, and promotional preparation.

(Ord. 388, passed 10-23-67)

<http://library8.municode.com/default-test/DocView/13202/1/43>

5/12/2010

HR DEPARTMENT
PRESENTATION

EXHIBIT II

PERFORMANCE EVALUATION FORM

AUTHORITY
MIAMI SPRINGS CODE OF ORDINANCES
SECTION 34-20

HR DEPARTMENT
PRESENTATION

**CITY OF MIAMI SPRINGS
EMPLOYEE PERFORMANCE EVALUATION**

Name Last: First: / Initial: / To:		Period Covered From: / / To: / /	
Classification	Status	If Prob. Date Ends / /	Social Security Number - - -
Department		Division	Date of Last Increase - - -
REASON FOR REVIEW			
<input type="checkbox"/> Merit Raise <input type="checkbox"/> Status Change <input type="checkbox"/> Annual Review <input type="checkbox"/> Other <input type="checkbox"/> Due Back to Personnel Section by			

Raters: It is understood that the importance of each category will vary with job classification and department. Explain your rating in terms of performance in each category. Mark the appropriate box. Use additional sheets if necessary.

1. QUANTITY OF WORK: Includes amount of work performed.
RATING: Unsatisfactory
 Needs Improvement
 Satisfactory
 Above Satisfactory
 Outstanding
 Explain Why:

2. QUALITY OF WORK: Includes accuracy, achievement of objectives; effectiveness, initiative and resourcefulness and neatness of work product.
RATING: Unsatisfactory
 Needs Improvement
 Satisfactory
 Above Satisfactory
 Outstanding
 Explain Why:

3. WORK HABITS: Includes attendance, observance of work hours, completion of work on schedule, compliance with rules, policies, and directives, safety practice and use of tools and equipment.
RATING: Unsatisfactory
 Needs Improvement
 Satisfactory
 Above Satisfactory
 Outstanding
 Explain Why:

4. INTERPERSONAL SKILLS: Includes participation and teamwork; contribution to unit morale; working cooperatively with the public, peers, and subordinates; and accepting advice and counseling from superiors.
RATING: Unsatisfactory
 Needs Improvement
 Satisfactory
 Above Satisfactory
 Outstanding
 Explain Why:

**CITY OF MIAMI SPRINGS
EMPLOYEE PERFORMANCE EVALUATION**

- RATERS OVERALL EVALUATION** – Only one rating factor to be checked.
- Unsatisfactory Performance is inadequate and must be corrected.
- Needs Improvement Performance does not fully meet job requirements as indicated below.
- Satisfactory Employee is performing as required and expected in a satisfactory manner.
- Above Satisfactory Performance surpasses job requirements.
- Outstanding Consistently conspicuous, distinguished performance. Employee displays initiative and creativity. Employee has substantially enhanced departmental efficiency and/or effectiveness.
- If an employee is eligible for merit increase, check following:** Grant Deferred, reevaluate in _____ months.
- If an employee is eligible for permanent status, check following:** Grant Denied
- WAYS THE EMPLOYEE CAN OR MUST IMPROVE PERFORMANCE:** (If overall rating is Needs Improvement or Unsatisfactory, a written plan of action for improvement must be included in this section. Optional if Satisfactory or better).

This report is based on my observations, knowledge of employee's performance and review of applicable information. It represents my best judgment of the employee's performance.

RATER'S SIGNATURE _____ DATE ____/____/____

Print Name _____

I have reviewed this report and discussed it with the rater. It represents an accurate appraisal of the employee's performance. I concur in the recommendation, if any, as to merit raise and/or permanent status.

REVIEWER'S SIGNATURE _____ DATE ____/____/____

Print Name _____

I acknowledge that I have received a copy of this evaluation. I have had an opportunity to discuss it with my supervisor. In signing this evaluation, I do not necessarily agree with the conclusions. I understand that I may write my comments below or on another sheet of paper.

EMPLOYEE COMMENTS:

EMPLOYEE'S SIGNATURE _____ DATE ____/____/____

HR DEPARTMENT
PRESENTATION

EXHIBIT III

LONGEVITY

AUTHORITY

RESOLUTION 86-2766

HR DEPARTMENT
PRESENTATION

LONGEVITY PAYMENT

Resolution 86-2766 -- Approving longevity payment of \$250.00 for 20 years employment and directing City Manager to include funds for implementation in proposed budget for fiscal year 1986-87

Excerpts: September 26, 2005 City Council Regular Meeting:

Consideration of Increasing the Longevity Pay for the General Employees:

(The increase would be \$1,000. (completion of 10yrs) \$1,500. (completion of 15 yrs) & \$1,750, completion of 20 yrs. or more.)

Councilman Youngs moved to approve an increase in the longevity pay affecting non-exempt employees with 10, 15, and 20 years of service , and increase to 50% the City's portion of the general employees' dependent coverage. Dotson seconded the motion. The motion carried unanimously on roll call vote.

Loretta M. Boucher, HR Director/Risk Mgr.

HR DEPARTMENT
PRESENTATION

EXHIBIT III

LONGEVITY

LIST OF GENERAL
EMPLOYEES WHO
RECEIVED LONGEVITY

AUTHORITY
RESOLUTION 86-2766

HR DEPARTMENT
PRESENTATION

**CITY OF MIAMI SPRINGS
GENERAL EMPLOYEE LONGEVITY PAYMENTS
AS OF 12/31/10**

DEPT.	LAST NAME	FIRST NAME & MI	HIRING DATE	LONGEVITY AS OF 12/31/10	COST
C.M.	ROBINSON	BARBARA A.	4/1/85	L3	\$1,750
C.M.	WATSON	MARGARET R.	10/2/75	L3	\$1,750
C.Clerk	HITAFFER	SUZANNE S.	11/2/92	L2	\$1,500
B&Z & CC	CARDINI	JOSEPH E.	6/23/80	L3	\$1,750
Fin./I.T.	RAMOS	MOIRA E.	4/20/81	L3	\$1,750
Fin.	SCHUH	TERRIL	9/3/96	L1	\$1,000
Fin.	WALKER	DELORIS A.	10/1/83	L3	\$1,750
Rec.	BRADLEY	PATRICIA A.	10/1/83	L3	\$1,750
Pol.	BOSQUE	LINDA A.	6/22/82	L3	\$1,750
Pol.	COX	JOYCE M.	9/21/98	L1	\$1,000
P.S.	ALONSO	RENE O.	10/28/87	L3	\$1,750
P.S.	BLANCO	CARLOS M.	7/3/95	L2	\$1,500
P.S.	CASAS	ANGEL E.	12/21/92	L2	\$1,500
P.S.	CUMMINGS	THOMAS R.	2/3/86	L3	\$1,750
P.S.	DOMINGUEZ	ARMANDO	8/2/83	L2	\$1,500
P.S.	GARABOA	LAZARO M.	6/12/00	L1	\$1,000
P.S.	GLOVER	GREGORY T.	3/15/99	L1	\$1,000
P.S.	GRIFFIN	STEVEN D.	4/22/91	L2	\$1,500
P.S.	HERNANDEZ	ROSITA	9/10/90	L3	\$1,750
P.S.	NASH	THOMAS W.	6/12/00	L1	\$1,000
P.S.	PATTERSON	JAMES L.	12/21/92	L2	\$1,500
P.S.	PEREZ	JOE	7/22/85	L3	\$1,750
P.S.	PEREZ	RAFAEL J.	3/15/99	L1	\$1,000
P.S.	SANCHEZ	CARLOS A.	4/27/81	L3	\$1,750
P.S.	SCOTT	MARIA T.	10/16/00	L1	\$1,000
P.S.	TORRE	ARMANDO	1/26/88	L3	\$1,750
P.S.	VASALLO	FLORENTINO F.	7/12/89	L1	\$1,000
P.S.	WHITTINGTON	ROBERT F.	5/24/95	L2	\$1,500
P.S.	WILLIAMS	EARL J.	2/25/94	L2	\$1,500
TOTAL COST OF GENERAL EMPLOYEE LONGEVITY PAYMENTS					\$42,750

EXHIBIT IV
GENERAL EMPLOYEES
BENEFIT SURVEYS
OF OTHER CITIES

HR DEPARTMENT
PRESENTATION

GENERAL EMPLOYEES BENEFITS SURVEY - Page 1
 CONDUCTED BY THE CITY OF MIAMI SPRINGS HUMAN RESOURCES DEPT. - FEBRUARY 2010

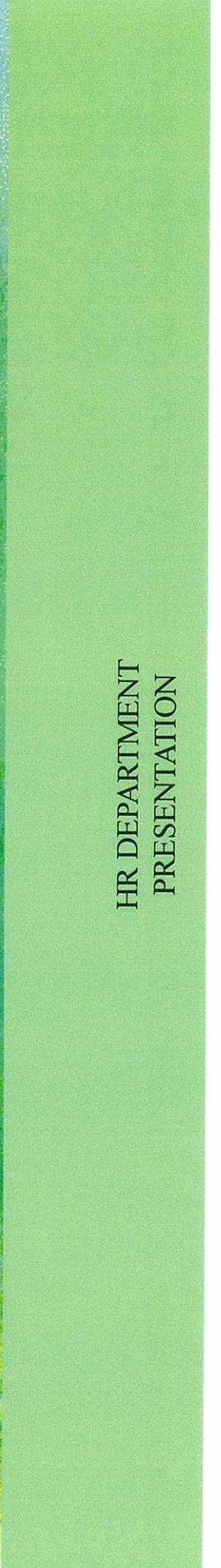
JURISDICTION	PENSION CONTRIBUTIONS						INSURANCE CONTRIBUTIONS										COMMENTS			
	DEFINED PLAN		FRS PLAN		401 K		MEDICAL		DENTAL		VISION		SHORT-TERM DISABILITY		LONG-TERM DISABILITY			LIFE INSURANCE		
	CITY	EMPLOYEE	CITY	EMPLOYEE	CITY	EMPLOYEE	CITY	EMPLOYEE	CITY	EMPLOYEE	CITY	EMPLOYEE	CITY	EMPLOYEE	CITY	EMPLOYEE		CITY	EMPLOYEE	
AVENTURA																				
BAL HARBOUR VILLAGE	26.56%	8.00%			14%	0	100% emp.	70% family emp.	100% emp.	70% family emp.	Part of medical	100%	100%	100%	100%	100%	100%	100%	\$50,000 max	
BAY HARBOR ISLANDS	N/A	2-10%		N/A		N/A	79%	21%	79%	21%	N/A	0	100%	100%	100%	100%	100%	100%	0	
CORAL GABLES							100.0%	\$30 mo.												0
DORAL					12%	6%	The City of Doral contributes up to \$750/month for health benefits for FT employees. Employees pay anything over the \$750.													
GOLDEN BEACH																				
HIALEAH	7.00%																			
HIALEAH GARDENS	AIG-valic 5%				Double + 2%	Up to 5%	100% single	\$60/mo. +25% ea.yr.at beginning of yr's 100%	0	100%	Included in Health	100%	100%	100%	100%	100%	100%	100%	0	0
HOMESTEAD	401a				8.00%	4.00%		\$10/wk emp \$50 dept.												
KEY BISCAYNE																				
MEDLEY	100% - 2% multiplier	0			14%	0	100%	0	100%	0	100%	0	100%	0	100%	0	100%	100%	100%	0
MIAMI BEACH							50.0%	0.0%												
MIAMI GARDENS							100.0%	48.22 mo.												
MIAMI LAKES	N/A					N/A	100%	0	100%	0	100%	0	N/A					100% (1X Annual Salary)		
MIAMI SHORES							100.0%	0.0%												
MIAMI SPRINGS	5.91%	5.00%				N/A	100%	50%dep	100%	0%	100%	0	N/A							0
NORTH BAY VILLAGE																				
NORTH MIAMI							\$40 charge	was free	0 dep.											
NORTH MIAMI BEACH							100.0%	80.0%												
PALMETTO BAY																				
PINECREST					13.00%	5.00%														
SOUTH MIAMI							100.0%	0.0%												
SUNNY ISLES BEACH																				
WEST MIAMI	N/A					N/A	Self insured	single \$20, E-spouse \$77.50, E-child \$27, Family \$30	Self insured	single 0, E-spouse \$27, E-child \$27, Family \$30	No								Included with Medical insurance	

JURISDICTION	OTHER BENEFITS										SICK DAYS
	LONGEVITY YEARS OF SERVICE	EDUCATION REIMBURSEMENT	CLOTHING ALLOWANCE	CAR ALLOWANCE	MERIT INCREASE		COLA		BASE PAY RANGE		
					FY 2009/10	PROPOSED FY 2010/11	FY 2009/10	PROPOSED FY 2010/11	YES	NO	
AVENTURA	N/A	75% state tuition rate	\$500 yr.	Yes - varies	0 - 4%	N/A	3%	N/A	Yes		
BAL HARBOUR VILLAGE	5, 10 % 15 yrs.	Yes, up to \$500					0				
BAY HARBOR ISLANDS	5, 10, 15 = 5% 20+ = 3%	A & B = 100% C = 50%	0	\$0.00	2.5% or 5%	Unknown	0	Unknown	Yes		
CORAL GABLES	10,15,20=5%				\$0.03	unknown					11 holidays & 3 Fholidays
DORAL	None	A = 100%, B = 75%, C = 50%	None	Only Dept. Heads \$400/mo.	0	0	0	0			
GOLDEN BEACH											
HIALEAH	10-14yrs-\$4b/w	15-30yrs-\$5 b/w									11 holidays-2 sick -1 birthday
HIALEAH GARDENS	N/A	N/A	Uniforms provided by City	Only Mayor & Dir. Of Admin.	N/A	N/A	3%	Unknown		No	
HOMESTEAD					\$0.00	\$0.00	4%	unknown			10 Holidays - 1 Fhol.
KEY BISCAYNE											
MEDLEY	10 yrs. = \$1000, an additional \$100 ea. yr. over 10	up to \$1,200 per semester	\$800 per year	0	3% bonus		0			No	
MIAMI BEACH	7-25yrs-2.5%										10 holidays-3Fhol-1 Birthday
MIAMI GARDENS	\$0.00				2.5% base		1%				14 holidays-1 fhol
MIAMI LAKES	None	None	None	None	0	Unknown	2%	Unknown			11 holidays-2 fhol
MIAMI SHORES											
MIAMI SPRINGS	10 yrs. - \$1,000 15 yrs. - \$1,500 20 yrs. - \$1,750	N/A	None, but police civilians receive \$135 quarterly	N/A	0 - 5%	Unknown	0	Unknown	Yes		9 holidays - 3 fholidays birthday
NORTH BAY VILLAGE											
NORTH MIAMI	suspended				suspended	5% cut					11 holidays-2fholidays-1 birthday
NORTH MIAMI BEACH	no after 2/91				0-2008-09		4%	\$0.05			11 holidays -2fhol-birthday
PALMETTO BAY											
PINECREST											
SOUTH MIAMI	10-25yrs-3%										
SUNNY ISLES BEACH											11 holidays-1fhol-birthday
WEST MIAMI	0-3: \$100, 4-7: \$300, 8-11: \$600, 12-15: \$900, 16-20: \$1,200, 21+: \$1,500	N/A	N/A*	City Manager \$4,200/yr.	None	None	None	None		No	

HR DEPARTMENT
PRESENTATION



HR DEPARTMENT
PRESENTATION



CITY OF MIAMI SPRINGS
CITY MANAGER DEPARTMENT HEADS SALARY INFORMATION
AS OF 12/31/10

B-1

DEPT.	LAST NAME	FIRST NAME & MI	POSITION	HIRING DATE	BASE SALARY	PAY GRADE	PAY RANGE MINIMUM/MAX	CURRENT LONGEVITY	LONGEVITY COST
C.M.	BORGSMANN	JAMES R.	City Manager	5/8/95	144,170	N/C-L1		L2	\$1,500
C.M.	GORLAND	RONALD K.	Asst. City Manager	3/8/04	112,227	50*	74,817 - 112,227		
C.Clerk	VALLS	MAGALI	City Clerk	1/14/91	96,387	49C + L2	71,850 - 99,014	L2	\$1,000
H.R.	BOUCHER	LORETTA M.	Human Resources Director/Risk Manager	7/9/94*	83,501	45+L2	56,305 - 83,501	L2	\$1,000
Plg.	VENTURA	RICHARD E.	City Planner	4/9/02	81,466	44	54,930 - 81,466		
Fin.	ALONSO	WILLIAM	Finance Director	6/8/09	112,227	50*	74,817 - 112,227		
Fin.	GONZALEZ	ALICIA E.	Comptroller	11/6/06	92,063	46P	63,316 - 92,063		
Rec.	LUNA	OMAR L.	Parks & Recreation Director/Admin.	1/4/10	75,000	49	71,850 - 95,799		
E.S.	ROSSON	KAREN L.	Elderly Services Director	9/1/77	73,805	40+L3	49,767 - 73,805	L3	\$1,250
Golf	ALDRIDGE	MICHAEL W.	Golf Director/G.C. Pro Shop	3/1/06	93,609	49	71,850 - 95,799		
Golf	PELL	SANDRA	G.C. Maint. Superintendent/G.C. Maint.	3/1/06	68,534	37	46,212 - 68,534		
Pol.	BAAN	PETER G.	Chief of Police	3/11/74	109,699	50P+P/L4	77,233 - 115,851	P/L4	\$1,750
Pol.	CARLISLE	STEVEN D.	Police Lieutenant	1/12/84	89,324	44P+P/L4	61,440 - 89,324	P/L4	\$1,750
Pol.	COLE	MICHAEL R.	Police Lieutenant - DB	12/1/80	89,324	44P+DB+P/L4	61,440 - 89,324	P/L4	\$1,750
Pol.	KAHN	JONATHAN I.	Police Captain	5/7/79	93,851	46P+P/L4	64,546 - 93,851	P/L4	\$1,750
Pol.	WALKER JR.	RANDALL J.	Police Lieutenant	4/23/79	89,324	44P+P/L4	61,440 - 89,324	P/L4	\$1,750
P.S.	WILLIAMS	ROBERT T.	Public Works Director/Admin.	2/23/04	95,799	49	71,850 - 95,799		
TOTAL COST OF LONGEVITY FOR DEPARTMENT HEADS, EXCLUDING POLICE DEPT.									\$4,750
TOTAL COST OF LONGEVITY FOR DEPARTMENT HEADS, INCLUDING POLICE DEPT.									\$13,500

NATIONAL

WHAT IS CONSIDERED 'PART-TIME' EMPLOYMENT?

There is no federal law that defines the term "part-time" or specifies the number of hours an employee must work per week to be considered part time as opposed to full time. Many employers classify part-time employees as those who regularly work fewer than 30 hours per week. It is up to employers to determine what definition of part-time best suits their objectives. Part-time hours can be scheduled in a variety of ways, for example, working one-half day every day, two or three full days each week, or one full week on and then one week off.

WHY HIRE PART-TIME EMPLOYEES?

There are many reasons why an employer might consider hiring part-time employees. In fact, depending on the needs of a particular business, the options for using part-time employees are endless. Some employees simply cannot work full-time because of child care, school, medical, or other reasons and will only be able to continue to work if part-time schedules are offered. Employers can, in fact, attract skilled workers by offering part-time schedules to those who cannot work full-time and retain valuable employees who might otherwise leave their jobs for similar concerns. Hiring part-time employees can keep costs down by reducing the need for overtime and paying fewer benefits.

Companies might use part-time employees in these situations:

- To reduce workloads for a particular job/department
- When a disability makes it difficult for a particular employee to work full-time
- As an accommodation under the **Americans with Disabilities Act (ADA)**
- To allow an employee to work part-time under the **Family and Medical Leave Act** or to take intermittent leave
- As a short-term return to work arrangement (e.g., pregnancy/workers' compensation injury)
- When an employee is in school working toward an advanced degree

JOB SHARING

Job sharing is a special type of part-time employment. In a job-sharing arrangement, two or more employees share the duties of a single, full-time position. Job sharers may each work part of a day, or work alternate days or weeks. Salary and benefits are usually prorated.

Job sharing may be appropriate for jobs that cannot be split into two part-time positions and for tedious or high-stress jobs. Job sharing may reduce absenteeism and tardiness, give workers time to deal with family and other personal responsibilities, and give employers a pool of workers who can be asked to return to full-time work temporarily during high demand periods or to fill in for other employees who must be away from their jobs unexpectedly.

However, there may also be several disadvantages to job sharing, including the need for additional supervisory time, the possible disruption of work flow, and communication problems. Employers that think that job sharing might suit their needs should outline general procedures and even try it on a trial basis. For specific job sharing arrangements, spell out the details in writing, including each job sharer's salary, benefits, work schedule, and accountabilities.

Employers might consider hiring retirees, college students, and interns to add value to their existing, full-time staff. Retirees have the experience that employers are looking for, and college students and interns not only bring new ideas and energy, but also make an excellent pool of possible permanent employees after they complete school.

CROSS REFERENCE

ERISA	E-15	Leave of Absence	L-5
Fair Labor Standards Act (FLSA)	F-5	Social Security/Medicare	S-31
Health Care Insurance	H-5		

Part-time Employees

NATIONAL (continued)

SHOULD PART-TIME EMPLOYEES RECEIVE BENEFITS?

Many employers now offer group health insurance and other benefits to part-time employees. A common practice is to offer proportionate benefits. For example, an employee working 20 hours per week might normally receive one-half of the vacation, sick pay, personal leave allowances, health care, or holiday pay that a 40-hour employee receives. Some employers may only give holiday pay to part-time employees if the holiday falls on a regularly scheduled workday. Vacation pay is often accrued on the same schedule as full-time, but is calculated based on a number of hours as a percentage of full-time. For example, employees working 30 instead of 40 hours per week would be entitled to 75 percent vacation time. In any case, new part-time employees should be told exactly which benefits are available to them.

LEGAL CONSIDERATIONS

Part-time workers are fully protected under workers' compensation for on-the-job injuries, minimum wage, and health and safety laws. They are also covered by laws prohibiting discrimination because of race, creed, nationality, sex, age, and disability. Employers should be aware of the various federal and state law requirements of employing part-time staff including:

Employee Retirement Income Security Act (ERISA). Retirement plans may in most cases condition eligibility on completing a year of service. An employee who works at least 1,000 hours during the 12-month eligibility computation period must be credited with a year of service. Thus part-time employees who work 20 hours per week for the whole year will become eligible to participate in retirement plans unless otherwise excluded.

In addition, all such years of service must be counted to determine an employee's vested benefits. An employee who works at least 500 hours during the 12-month eligibility computation period does not incur a one-year break in service for eligibility and vesting computation purposes.

Fair Labor Standards Act (FLSA). Part-time employees must be paid minimum wage.

Family and Medical Leave Act (FMLA). All employees must work 1,250 hours in the previous year to be eligible for FMLA leave. Many part-time employees may not qualify for this reason.

Health care insurance. Employers often condition eligibility for group health plan participation on working a specified minimum number of hours per week or month. Federal law and many state laws require that employees who lose group health insurance coverage because the number of hours that they work has been reduced be given the option to continue in the group health plan. For example, the federal **Consolidated Omnibus Budget Reconciliation Act** (commonly known as COBRA) requires that employees and their dependents who lose coverage due to a reduction in hours worked may elect up to 18 months of continued coverage. Individuals who elect COBRA may be required to pay a premium of up to 102 percent of the cost of such coverage.

Union representation. Any employee who works over 10 hours per week is allowed to vote in representation elections and be included in the bargaining unit. However, most unions have not organized part-time employees.

Withholding. Part-time employees who earn taxable wages are subject to withholding for income tax, Social Security, and unemployment tax.

30

CITY OF MIAMI SPRINGS



Finance Department
201 Westward Drive
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William Alonso CPA, CGFO
Finance Director

To: The Honorable Mayor Billy Bain and Members of the City Council
Via: James Borgmann, City Manager
From: William Alonso, Finance Director
Date: February 1, 2010
Subject: Part Time Employee Vacation Benefits

During our research in preparation of the work Council directed to be done regarding employee salary and benefits packages, we came across Section 34-16 (A) (3) of the city code. This section specifically requires that the city provide vacation hours to part time employees on a prorated basis depending on hours worked.

Based on this, we prepared the attached report of the hours owed to all part time employees as of December 31, 2009. Since according to State Statutes we are only required to go back two years, the attached report is for calendar year 2008 and 2009.

The city will credit the affected employees the vacation hours owed so that they can use it during the current year. The total cost for the two years is approximately \$57,000 after you include payroll taxes. Please note that this is not a cash payout, but rather the value of the vacation hours in question. In only a few cases will there be a need to have another part time person fill in when the other temp is out on vacation leave. In these cases the "cost" would be the actual cash paid to the fill-in worker.

Agenda Item No.

City Council Meeting of:

FEB 8, 2010

Employee	% of		Vacation		FY2009	% of		Vacation		Total	Hourly	Dollar
	D€	FY2008	Full Time	Hours Earned		FY2009	Full Time	Hours Earned	Hours Owed			
ADAMS, SHIRLEY R	994	48%	46	724.75	33	35%	79	\$ 8.30	\$ 658.41			
BRAY, BETTY K	991	48%	46	948.5	44	46%	90	\$ 15.60	\$ 1,396.44			
CABRERA, JUANITA	172	8%	8	196.5	9	9%	17	\$ 9.00	\$ 153.07			
CASTILLO MATTHEW	0	0%	-	471	22	23%	22	\$ 11.14	\$ 242.17			
CHERRY, RICKY	0	0%	-	745.25	34	36%	34	\$ 7.25	\$ 249.37			
CIANCA, MITZI D	331	16%	15	371.5	17	18%	32	\$ 10.54	\$ 341.74			
CUAREZMA, MICHAEL J	1535	74%	71	1470.25	68	71%	139	\$ 10.00	\$ 1,387.04			
DE ARMAS RIVAS, ILEANA	1062.5	51%	49	1042	48	50%	97	\$ 10.68	\$ 1,037.36			
DE LA PEDRAJA, JOSE J	91	4%	4	84.75	4	4%	8	\$ 11.10	\$ 90.04			
DEAN, JAMES P	876	42%	40	1465.75	68	70%	108	\$ 10.75	\$ 1,161.87			
DI BERNARDO, NICHOLAS M	224	11%	10	1500.5	69	72%	80	\$ 7.50	\$ 596.94			
DWECK CHRISTOPHER	0	0%	-	471	22	23%	22	\$ 11.14	\$ 242.17			
ESPINOSA, DAVID J	825	40%	38	1623.75	75	78%	113	\$ 7.50	\$ 847.64			
ESPINOSA-GOMEZ, JUAN M	684	33%	32	1420.5	66	68%	97	\$ 10.75	\$ 1,044.16			
FONG MARIO	0	0%	-	258.25	12	12%	12	\$ 12.00	\$ 143.03			
GARBOTZ RONALD	0	0%	-	153	7	7%	7	\$ 7.50	\$ 52.96			
GOMEZ ALBERT	0	0%	-	330.25	15	16%	15	\$ 9.75	\$ 148.61			
GONSALES, EDNA A	779	37%	36	1145	53	55%	89	\$ 8.50	\$ 754.80			
GONSALEZ PHILIP	0	0%	-	715.75	33	34%	33	\$ 7.25	\$ 239.50			
GRACY, TARA L	734	35%	34	910	42	44%	76	\$ 8.50	\$ 644.95			
HERNANDEZ, JESSICA M	814	39%	38	273.75	13	13%	50	\$ 9.75	\$ 489.49			
HOLLEMAN, HENRY C	1560	75%	72	1677.75	77	81%	149	\$ 8.30	\$ 1,240.31			
KEGLEY, MASON W	1542	74%	71	1590.75	73	76%	145	\$ 7.78	\$ 1,124.90			
MACHADO, ALINA C	631	30%	29	907	42	44%	71	\$ 9.75	\$ 692.10			
MAES HENRY	0	0%	-	1041.75	48	50%	48	\$ 7.50	\$ 360.61			
MALTZ, WILLIAM	280	13%	13	284.5	13	14%	26	\$ 7.25	\$ 188.89			
MARTINEZ, ALEX A	1440	69%	66	295.5	14	14%	80	\$ 10.00	\$ 801.00			
MASSA, THERESA	381	18%	18	192.25	9	9%	26	\$ 8.00	\$ 211.66			
MCGILLICUDDY PRICILLA	0	0%	-	230.5	11	11%	11	\$ 7.25	\$ 77.13			
MCHUGH, ROBERT E	1060	51%	49	1038.75	48	50%	97	\$ 7.25	\$ 702.27			
MEENDOZA, ALEJANDRO E	704	34%	32	426.75	20	21%	52	\$ 10.00	\$ 521.88			
MEZYK, ROBERT J	446	21%	21	1595.75	74	77%	94	\$ 8.00	\$ 753.88			
NEWTON, MARILYN R	1475	71%	68	1500.75	69	72%	137	\$ 15.91	\$ 2,185.12			

Employee	% of		Vacation		FY2009	% of		Vacation		Total	Hourly	Dollar
	De	FY2008	Full Time	Hours Earned		FY2009	Full Time	Hours Earned	Hours Owed			
OVIEDO BASILIA	0	0	0%	0	24	1.2%	1.1	1.1	\$	9.00	\$	9.97
PEIRANO, KATHERINE	590	27	28%	27	598.75	29%	28	28	\$	9.00	\$	493.79
PEREIRA, JESSICA M	156	7	8%	7	370	18%	17	17	\$	10.30	\$	250.05
PEREZ BRIAN	0	-	0%	-	606.25	29%	28	28	\$	9.75	\$	272.81
PEREZ CHRISTINA	0	-	0%	-	488.25	23%	23	23	\$	9.75	\$	219.71
PEREZ ILIANA	0	-	0%	-	486.75	23%	22	22	\$	7.25	\$	162.87
PEREZ MAURICIO	0	-	0%	-	331	16%	15	15	\$	9.75	\$	148.95
PEREZ, ALEXANDER	0	-	0%	-	699.75	34%	32	32	\$	7.25	\$	234.15
PEREZ, MAYRA E	350	16	17%	16	330.75	16%	15	15	\$	9.00	\$	282.77
PEREZ, WILFREDO	0	-	0%	-	343.75	17%	16	16	\$	12.00	\$	190.38
PIERMARINI, ROGER A	1917	88	92%	88	1469.25	71%	68	68	\$	8.00	\$	1,250.31
QUIROGA CHRISTOPHER	0	-	0%	-	800.5	38%	37	37	\$	7.25	\$	267.86
RAMOS, ROBIN A	246	11	12%	11	383.5	18%	18	18	\$	10.00	\$	290.54
REED, EDWIN	1384.75	64	67%	64	1414.75	68%	65	65	\$	75.00	\$	9,690.58
RIVAS, EDELBERTO	1234	57	59%	57	1143.5	55%	53	53	\$	11.95	\$	1,311.28
RODRIGUEZ, ALEXANDER	0	-	0%	-	1583.5	76%	73	73	\$	12.00	\$	877.02
RODRIGUEZ, NICOLLE M	530	24	25%	24	690	33%	32	32	\$	9.75	\$	549.00
SERRANIA, MERCEDES	151	7	7%	7	364	18%	17	17	\$	10.30	\$	244.82
SIGGERS, MICHELLE	1525	70	73%	70	1485	71%	69	69	\$	10.08	\$	1,400.34
SMITH, CAITLIN E	446	21	21%	21	1399.75	67%	65	65	\$	12.00	\$	1,022.26
SPENCER, HARRY J	863	40	41%	40	591.25	28%	27	27	\$	7.50	\$	503.39
STAFFORD, NATALIE E	1062	49	51%	49	861.5	41%	40	40	\$	9.50	\$	843.38
STEWART, SAMMIE L	624	29	30%	29	526	25%	24	24	\$	7.50	\$	398.08
STIEGLITZ, PAUL	893	41	43%	41	916.25	44%	42	42	\$	7.25	\$	605.40
SUAREZ, CARLOS M	250	12	12%	12	359.5	17%	17	17	\$	10.30	\$	289.75
SULLIVAN, THOMAS E	632	29	30%	29	825.25	40%	38	38	\$	7.25	\$	487.62
TAVERAS, SISIGI	759	35	36%	35	227.5	11%	11	11	\$	9.75	\$	443.93
VARGAS, ALBERT J	1979	91	95%	91	1784.25	86%	82	82	\$	12.00	\$	2,084.26
VEGA, RAFAELA D	404	19	19%	19	461	22%	21	21	\$	9.00	\$	359.31
VILLAVEVERDE, CAROLINA S	1017	47	49%	47	1655.25	80%	76	76	\$	20.00	\$	2,466.69
WATTS, JOEL B	1415	65	68%	65	1486.25	71%	69	69	\$	12.50	\$	1,673.80
WHEELER, TRAVIS K	1350	62	65%	62	1298.5	62%	60	60	\$	7.75	\$	947.35
WILLIAMS GERALD	0	-	0%	-	706.5	34%	33	33	\$	7.50	\$	244.56
WOODS, CHRISTOPHER M	719	33	35%	33	999.25	48%	46	46	\$	8.50	\$	674.08
YALLEDY, FRANKLIN J	605	28	29%	28	671.5	32%	31	31	\$	7.50	\$	441.87
Total Cost											\$	<u>52,414.43</u>

Loretta M. Boucher

From: Loretta M. Boucher
Sent: Thursday, May 13, 2010 3:04 PM
To: James R. Borgmann
Subject: Part time Employees

I contacted 23 Cities and 14 responded.

Do you pay part time employees benefit days (vacation)

Do you pay part time employees holidays.

Minimum hours to work to receive benefits

Are benefit days or holidays paid on a ratio of hours worked

Responses: 9 no benefits

Responses: 2 pay holidays only actually work(ratio of hours worked 1 ½)

Responses: 2 receive benefits 30 hours on a consistent schedule (vacation & holidays)

Response 1 yes – prorated on hours worked (vacation & holidays)

City of Miami Springs Code of Ordinances

Section 34-16 Leave:

**(A) (3) Regularly employed part-time employees shall receive annual leave credit i
in an appropriate ratio to that received by employees working 40 hour workweeks.**

Section 34-15. Holidays and compensatory Leave (B) (2)

Part time employees shall receive holidays in ratio to number of hours worked.

Loretta M. Boucher, HR Director/Risk Mgr.

- (e) Labor Day
- (f) Veteran's Day
- (g) Thanksgiving Day
- (h) Day after Thanksgiving
- (i) Christmas Day
- (j) Employee's birthday. To either be taken on the employee's birthday, or added as one additional day of vacation at the discretion of the department head for the convenience of the City.
- (k) Floating holidays. Three floating holidays will be accrued and credited to the employee's leave bank in January each year; new employees will be credited their floating holidays on their entrance date. All floating holidays will be used during the calendar year earned; if not used by year end (December 31) they will be forfeited.

(2) When a holiday falls on Saturday, it will be observed the preceding Friday; and when the holiday falls on Sunday, it will be observed on the following Monday.

(B) *Compensatory leave.*

(1) An authorized holiday occurring during an earned and authorized leave with pay shall be credited to an employee's leave accumulation.

(2) Part-time employees shall receive holidays in ratio to number of hours worked.

(Ord. 388, passed 10-23-67; amend. Ord. 503, passed 1-10-72; amend. Ord. 598-77, passed 2-28-77; amend. Ord. 705-85, passed 9-9-85; Ord. No. 879-02, passed 4-8-02)

Sec. 34-16. Leave.

(A) *Vacation leave.*

(1) Employees in the classified service working a 40-hour week shall earn a vacation leave at the rate of one day per month of service, or 12 days per year.

(2) Employees hired on or before the fifteenth day of the month shall have a vacation and a medical leave day credited for that month; employees hired after the fifteenth day of the month shall not have a vacation and medical leave day credited for that month.

(3) Regularly employed part-time employees shall receive annual leave credit in an appropriate ratio to that received by employees working 40-hour workweeks.

(4) Temporary, seasonal, and emergency employees shall not receive annual leave credit.

(5) Annual vacation leave must be used during the year following the year in which earned, except with permission of the administrator or personnel director, for reasons related to the convenience of the City.

(6) Annual vacation leave shall be scheduled by department heads with due consideration of the needs of the service, seniority, and wishes of the employees.

(B) *Longevity leave.* Employees in the classified service who have completed their fifth year of service shall earn one additional day of vacation leave for each succeeding year of service to a total of five extra days. Longevity leave credit is earned on the anniversary date of original appointment.

(3) *Permanent appointment.* At the end of the probation period, an employee shall be awarded permanent status.

(4) *Provisional appointment.* In the absence of an eligible list, the personnel director may, when needed, authorize the filling of a position by provisional appointment. Any provisional appointee must meet educational, experience, and related requirements set forth by the personnel director. Provisional appointments shall not be for periods greater than six months. The provisional appointment shall not confer any rights of status, appeal, or related rights set forth under these rules. A provisional employee failing to qualify by subsequent examination shall be separated from service with the City. However, in the case of a promotional appointment, the employee shall be returned to the position and status held prior to the examination.

(5) *Other type of appointments.* To fill positions of a seasonal, part-time, or temporary nature, the following appointments may be made. The appointments will confer no rights of status, appeal, or related rights.

(a) *Seasonal and temporary.* Appointments may be made for work which is seasonal in nature or temporary in its requirements, and shall not be for periods longer than six months. All applicants for these positions shall meet the requirements set forth by the personnel director.

(b) *Part-time.* Appointments may be made for work which requires the service of an employee for less than the number of hours of a typical workweek. Applicants for these positions shall meet the requirements set forth by the personnel director.

(c) *Substitute.* Appointments may be made to fill a vacant permanent position open due to an extended leave of absence, or other authorized leave. Appointments shall be made from an appropriate eligible list, or, in the case of a promotional position, from the lower related class. A substitute appointment shall confer no status or rights under the rules except those of the lower classification, when an appointment is made from among existing employees.

(d) *Special administrative appointments.* In the event of a vacancy in the position of department head, the City administrator may request that a classified employee accept such position in an acting capacity. Acceptance will not entitle the employee to automatic permanent administrative appointment to that position. Any employee in the classified service accepting an acting position will not forfeit any of his rights or benefits even though his acting position is exempted from the classified service. Appointments in an acting capacity shall not continue for a period to exceed six months.

(Ord. 388, passed 10-23-67; amend. Ord. 424, passed 5-26-69)

Sec. 34-15. Holidays and compensatory leave.

(A) *Legal holidays.*

(1) Full-time employees in the classified service shall be paid for legal holidays authorized by these rules. Authorized paid holidays shall include:

- (a) New Year's Day
- (b) Martin Luther King Jr. Birthday
- (c) Memorial Day
- (d) Independence Day

