Town of Fort Myers Beach
Agenda Item Summary

Green Sheet Number: 2013-010

1. Discussion Objective:

Work Session Date: March 4, 2013

Review and discuss the revised Personnel Manual. Per the discussion at the January 7th work session, attached please find a memo outlining the proposed changes to the vacation and sick leave policy.

2. Submitter of Information:

_ Council
X Town Staff
__Town Attorney

3. Estimated Time for this item:
90 minutes

5. Background:
In February, 2007 the Town Council reviewed and adopted the *Town's Personnel Manual*. From time to time, personnel policies should be reviewed and revised. The staff and Town Attorney have been working on these revisions to insure that the policy is cohesive, comprehensive and equitable.

Update: The Town currently uses a traditional vacation and sick leave policy to manage sick and vacation leave. Changing to a Paid Time Off policy would allow our employees more flexibility in managing their time off. The policy as proposed does not reduce any employee benefits presently in place.

Attachment:
- Memo

Town Manager	Town Attorney	Finance Director	Public Works Director	Community Development Director	Parks & Recreation Director	Town Clerk

Town of Fort Myers Beach

Memo

To: Terry Stewart, Town Manager

From: Evelyn Wicks, Finance Director

Date: February 20, 2013

Re: Personnel Manual – suggested revisions

At the recent work session regarding revisions to the Town's Personnel Manual there was some discussion about vacation and sick leave. As part of the revisions, I am recommending that the policy regarding sick leave and vacation leave be combined to a Personal Time Off policy. The PTO policy would combine both vacation and sick leave hours and offer our employees greater flexibility in managing their time off.

Traditional leave programs segregate time off into categories like vacation and sick leave requiring staff to track both the time off and the reason it is being taken. Sick time abuses are addressed by monitoring the reasons for sickness-related absences and disciplining employees for excessive absenteeism. Many employers have decided to get away from policing the circumstances of an employee's absence by just creating a bank of paid time off that can be used for any reason. Once PTO is exhausted, time off is unpaid and subject to the attendance discipline policy. Below listed please find the current and proposed accrual rates for vacation and sick leave :

Annual and Sick leave - current & proposed *(non-Department Heads)*

Years of service	*Vacation*	*Sick Leave*	*Current total leave*	*Current maximum payout at separation*	*Proposed PTO total*	*Proposed maximum payout at separation*
0 through 6	96	96	192	560	192	560
7 through 13	120	96	216	560	216	560
14 plus	160	96	256	560	256	560

Annual and Sick leave - current & proposed *(Department Heads only)*

Years of service	*Vacation*	*Sick Leave*	*Current total leave*	*Current maximum payout at separation*	*Proposed PTO total*	*Proposed maximum payout at separation*
0 through 6	120	96	216	560	228	560
7 through 13	120	96	216	560	240	560
14 plus	160	96	256	560	268	560

In the first several years of the conversion to Paid Time Off, the annual cost of any payouts at separation may be greater than normal depending upon how many employees leave the Town.