

**City Commission Meeting  
October 17, 2023**

**AGENDA ITEM #2:            Resolution 2023-02 – Personnel Policy Update**

       INFORMATION ONLY  
  X   ACTION REQUESTED

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**ISSUE:**

Resolution 2023-02 – Personnel Policy Update

**ATTACHMENT:**

Resolution 2023-02

**ANALYSIS:**

In 2020 during the COVID Pandemic, Polk City was forced to adopt new ways of conducting business when staff had to be sent home for a short period of time. Water Utility customers were provided a number of ways to pay their water bill without coming into City Hall.

Now that a few years have passed and we are back to some sense of normalcy, the customers have continued to use the alternate methods to pay their water bills (online, over the phone, night drop). This has caused a decrease in foot traffic inside City Hall. However, the same amount of work, and most times more, continues to be done by the small staff currently in place.

Due to this decrease in the foot traffic, City staff is proposing to work a 4-day/10-hour work schedule and the offices will be closed on Fridays. The Library staff has opted to maintain their five day week/8-hours per day due to their heavy foot traffic every day.

Due to this change, the Personnel Policy that was adopted by Resolution in February 2023 will need to be updated and redistributed to all City staff and City Commissioners.

For your quick reference, listed below are the changes reflected in the Personnel Policy:

**Pg 26 – Section 313 – Sick Time and Sick Leave Bank**

*Eligible full-time employees can accrue sick time at the rate of 12 days per anniversary year (accrued each payroll period). A day of sick time for an employee on a 4 day/10 hour work schedule is 10 hours; a "day" of sick time for an employee on a 5 day/8 hour work schedule is 8 hours.*

**Pg 27 – Section 314 – Donation of Sick Time from an Employees Sick Leave Bank**

*Sick leave bank time can be donated in increments of no less than 8.0 hours, and will be paid to the recipient at the recipient's hourly rate.*

**Pg 28 – Section 318 – Vacation Time and Leave Bank**

*Vacation is earned based on the employee's regular work schedule (i.e. 10 hours/month for those on 4 day/10 hour work schedule; 8 hours/month for those on 5 day/8 hour work schedule).*

**Pg 35 – Section 502 – Work Schedules**

*The normal work schedule for most regular full-time employees is ten (10) hours a day, four (4) days a week, or employees who have work schedules of eight (8) hours a day, five (5) days a week. Regular part-time employees work schedules will vary depending on the position and requirements of the job.*

**STAFF RECOMMENDATION:**

Adopt Resolution 2023-03. Should this Resolution be adopted, new Employee Handbooks will be printed and distributed to City Staff and City Commission.

**RESOLUTION 2023-02**

**A RESOLUTION OF THE CITY COMMISSION OF POLK CITY, FLORIDA; REVISING THE CITY'S EMPLOYEE HANDBOOK; PROVIDING FINDINGS, REPEALING CONFLICTING RESOLUTIONS, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City previously adopted an Employee Handbook; and,

**WHEREAS**, from time to time the City has revised its Employee Handbook in 2001, 2006, 2018, and 2023; and,

**WHEREAS**, the City Commission finds it necessary and in the public interest to revise its Employee Handbook as set forth below.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF POLK CITY, FLORIDA:**

**SECTION 1. FINDINGS.** The City Commission hereby adopts the above Recitals as legislative findings and incorporates them into this Resolution.

**SECTION 2. ADOPTION OF REVISED EMPLOYEE HANDBOOK.** The City Commission hereby adopts the Revised Employee Handbook attached to and incorporated in this Resolution as Exhibit "A."

**SECTION 3. REPEAL OF CONFLICTING RESOLUTIONS.** All resolutions and previous versions of the City's Employee Handbook are hereby superseded and repealed by virtue of this Resolution.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon its passage.

**RESOLVED, PASSED, AND CERTIFIED AS TO PASSAGE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

**CITY COMMISSION OF POLK CITY,  
FLORIDA**

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Joe LaCascia, Mayor

**ATTEST:**

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Patricia R. Jackson, City Manager/Clerk

**APPROVED AS TO FORM & LEGALITY**

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Thomas A. Cloud, Esquire, City Attorney