

**TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT**

AGENDA DATE: August 06, 2003

TO: Mayor and Councilmembers

FROM/PHONE: Mark Alan, Director of Human Resources Management 954.797.1169
Bill Underwood, Director of Budget and Finance 954.797.1054

SUBJECT: Ordinance

TITLE OF AGENDA ITEM:

AN ORDINANCE OF THE TOWN OF DAVIE, FLORIDA, AMENDING ORDINANCE 74-33 BY AMENDING RULE X, SECTION 3(C) OF THE TOWN OF DAVIE'S PERSONNEL RULES AND REGULATIONS REGARDING VACATION LEAVE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

REPORT IN BRIEF:

This ordinance amends the vacation leave provision of the Town's Personnel Rules and Regulations in order to increase the maximum amount of accrued vacation leave time employees are permitted to carry from year-to-year from eighty (80) hours to one hundred and sixty (160) hours for full time employees and from forty (40) hours to eighty (80) hours for part time employees. The ordinance also provides for the additional provision of the ability of employees to sell back hours in excess of the transferable amounts indicated above.

An increase in the amount of accrued leave time employees are permitted to carry from year-to-year and the addition of the provision of the ability of employees to sell back a certain amount of accrued leave time will benefit the Town of Davie through increased productivity associated with the potential increase in the number of days employees actually work per year; and through potential increases in the recruitment of highly qualified applicants for employment and the retention of valued employee members of the Town.

PREVIOUS ACTIONS: Not Applicable

CONCURRENCES: Not Applicable

FISCAL IMPACT:

Has request been budgeted? Yes

Account Name: Employee Salary and Benefit Accounts

RECOMMENDATIONS: Motion to approve the Ordinances

Attachment:

- Ordinance

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF DAVIE, FLORIDA, AMENDING ORDINANCE 74-33 BY AMENDING RULE X, SECTION 3(C) OF THE TOWN OF DAVIE'S PERSONNEL RULES AND REGULATIONS REGARDING VACATION LEAVE; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Davie has reviewed and analyzed its policies associated with employee leave accruals; and

WHEREAS, the Town of Davie has also reviewed and analyzed similar policies of other organizations; and

WHEREAS, the Town of Davie desires to increase employee productivity where possible; and

WHEREAS, the Town of Davie desires to increase the recruitment of highly qualified applicants for employment and the retention of valued employee members of the Town; and

WHEREAS, it has been determined that an increase in the amount of accrued leave time employees are permitted to carry from year to year and the addition of the provision of the ability of employees to sell back a certain amount of accrued leave time will benefit the Town of Davie through increased productivity associated with the potential increase in the number of days employees actually work per year; and

WHEREAS, said benefit adjustments will also benefit the Town of Davie through potential increases in the recruitment of highly qualified applicants for employment and the retention of valued employee members of the Town; and

WHEREAS, it is recommended that said employee leave accrual policies be amended and enacted; and

WHEREAS, it is in the best interest of the Town to implement such employee leave accrual policy enactments and amendments.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby enact the following amendments to Rule X, Section 3(c) of the Town of Davie's Personnel Rules and Regulations as set forth in Ordinance 74-33:

Section 3. Vacation leave.

c) Accumulation of vacation leave. Vacation leave shall be cumulative; however, at the end of the fiscal year, an employee's vacation leave credits ~~in excess of eighty (80)~~ up to one hundred and sixty (160) hours shall be ~~forfeited~~ transferred to the following fiscal year. The amount transferable for a part-time employee who is regularly scheduled to work at least twenty (20) hours per week shall be ~~forty (40)~~ eighty (80) hours. Employees with hours in excess of the transferable amounts, as delineated in this section, may be allowed to make an election during one month of the year (to be determined by the Town Administrator or designee) to sell the excess time back to the Town, subject to available funds, at the discretion of the Town Administrator or designee. An employee may request the Town Administrator or designee provide an extension of those hours above the amount set forth herein for a period not to exceed twelve months. All time sold will be deducted from the vacation time accumulation.

SECTION 2. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of the Ordinance.

SECTION 3. This ordinance shall take effect immediately upon its passage and approval.

PASSED ON FIRST READING THIS ____ DAY OF _____, 2003

PASSED ON SECOND READING THIS ____ DAY OF _____, 2003

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS ____ DAY OF _____, 2003