



CITY OF RIVIERA BEACH – MEMORANDUM

TO: HON. MAYOR, CHAIRPERSON AND CITY COUNCIL

THROUGH: JONATHAN EVANS, CITY MANAGER, MPA, MBA, ICMA-CM

FROM: EUREKA YOUNG, INTERIM HUMAN RESOURCES DIRECTOR

SUBJECT: **MANAGEMENT INCENTIVE PACKAGE**

DATE: SEPTEMBER 16, 2020

CC: GENERAL PUBLIC

Background:

In 2018, recognizing the challenges the City faced in an effort to retain talented employees and attract highly qualified administrative level employees to fill vacant positions, the City Council approved a Management Incentive Package via Resolution No. 102-18 after staff surveyed and researched surrounding agencies with similar management incentives provided to administrative level employees. In 2019, the City Council approved a similar Management Incentive Package via Resolution 89-19 for the duration of that fiscal year. The two-tiered Management Incentive Package includes the following:

Tier I Employees

15 Days of Personal Time Off

1 Good Cause Day

Tier II Employees

10 Days of Personal Time Off

1 Good Cause Day

During the fiscal year 2020 sick/vacation buy back period, management employees will have the option to sell up to 160 hours of unused accrued sick and/or vacation hours. The provision requiring management employees to use five (5) days or forty (40) hours of vacation to participate has been suspended for the fiscal year 2020 sick/vacation buy back period due to employees' inability to take vacation leave because of COVID-19. After the fiscal year 2020 sick/vacation buy back period has concluded, management employees will



be required to use five (5) days or forty (40) hours of vacation time to participate in future sick/vacation buy back periods.

The personal time off (“PTO”) allotted to Tier I and Tier II management employees shall be allotted on a prorated basis. Employees hired or transferred on October 1 through January 31 shall receive fifteen (15) days of PTO; employees hired or transferred on February 1 through May 31 shall receive ten (10) days of PTO; and employees hired or transferred on June 1 through September 30 shall receive five (5) days of PTO.

The maximum allowable rollover rate for personal time off shall be forty (40) days for Tier I employees and twenty (20) days for Tier II employees with no option for payout. Currently, there exists a Take Home Vehicle Policy that stipulates standards for management employees who may be eligible for a take home vehicle.

Citywide Goal:

The Citywide goal is to Enhance Government Stewardship.

Budget/Fiscal Impact:

There is no budget or fiscal impact.

Recommendation:

Staff recommends that the City Council approves the modification to the Management Incentive Package.

Attachment:

1. Resolution Number 77-20