Employees’ Advisory Council Merit Pay Committee Meeting Minutes
County Office Annex, Room 429, Clearwater, Florida
Wednesday, July 18, 2018, 1:15 p.m. - 2:15 p.m.

Prepared by Charles Toney

1. Call to Order

2. Introductions
   - Committee open to all EAC Representatives – Present: Richard Carvale, Randy Rose, Jackie Warr, Charles Toney

   - Human Resources Representative – HR Rep was not present at this meeting.

3. Approval of Minutes
   - This was the initial Merit Pay Committee meeting – no previous minutes to approve.

4. Initial Meeting - Objectives
   - Develop a merit based pay system to forward to Human Resources, Appointing Authorities including the County Administrator, and the Personnel Board for consideration.

   - Brainstorming Discussion Items:
     - Provide a definition of merit pay
     - Six month probation for new hires – then raise or extend probation 6 months.
     - Any changes to the initial review by the immediate supervisor must be documented with comments for changes.
     - Employees should be able to achieve or be close to mid-point (market pay for satisfactorily performing the job) of their pay grade within five years.
     - DO NOT consider a Meets / Exceeds concept – consensus is that was a failed concept for rewarding employees.
     - What is the cost of NOT having a merit pay system – increased turnover, repetitive hiring, increased time for training, …
     - What is the cost of replacing an employee? This is the value added worth to keep an employee that is performing the job duties in a satisfactory manner.
     - Have a known process for annually determining the increased living cost (cost of labor, cost of living, market survey adjustment, etc.) with use of an established pricing index and any adjustment for our area.
- Employee self-funding merit pay – retain an ongoing % of suggestion awards, capture a % of no-tax county income (fertilizer, real estate, energy, etc.)

- Review previously used points / weighted merit based pay system.

- Attached – previous list of ideas.

5. Other Items to Consider
   Reminder – Clerk of the Court budgeting – all / any recommendations are to include Clerk of the Court personnel and a method for funding.

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<tr>
<th>Charles Toney*</th>
<th>Lisa Arispe</th>
<th>Donna Beim</th>
<th>Linda Cahill</th>
<th>Bill Gorman</th>
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<tbody>
<tr>
<td>Richard Carvale*</td>
<td>Clare McGrane</td>
<td>Doris McHugh</td>
<td>Marion Nuraj</td>
<td>Alicia Parinello</td>
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<td>Peg Poole</td>
<td>Randy Rose*</td>
<td>Mario Ruggia</td>
<td>Ashley Skubal</td>
<td>Jackie Warr*</td>
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*EAC Representatives in attendance at this meeting.

HR Representative not in attendance
Merit Pay – Suggestions for rewards to deserving employees

- Merit pay based on a numbering evaluation system - % scale based on actual salary - to be added to base pay (tweak the old system).

- SAFE – Stabilization Account For Employees – divert a % of all employee generated cost savings ideas to the SAFE account to be used to reward deserving employees.

- Use a % of income producing activities (fertilizer, pine straw, real estate sales, sale of surplus items) to go into an Employee Account to be used to reward deserving employees.

- Raise at 6-months for new employees.

- Cost of Labor Adjustment (Cost of Living, Market Survey Adjustment) - % of mid-point to be added to base pay – annual adjustment.

- Quarterly evaluations with raises.

Other Considerations

- Florida Retirement System - based on five highest years earnings.

- Annual value added to current employees by NOT incurring the cost of replacing and training new employees – yes it is OK for one employee to get paid more than another for performing the same job duties.

- Create more career ladder opportunities for advancement.

- Annual market adjustments / Cost Of Labor – based on mid-point of salary. Combined with annual merit % increase – based on actual salary.

- Special Merit Raise is available - but rarely used to recognize and reward classified employees.

- Pay reduction for underperforming employees – this should rarely occur if the FACE is properly utilized on a regular basis.