

Clearwater, Florida, September 13, 2012

The Unified Personnel Board (UPB) met in regular session at 6:30 P.M. on this date in the County Commission Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida, with the following members present: Ricardo Davis, Acting Chairman; Andrea S. Daggett; Keith C. Dekle; and Joan Vecchioli.

Not Present: Daniel M. Andriso, Chair; George E. Tragos, Vice-Chair; and James P. Koelsch.

Also Present: Peggy Rowe, Director of Human Resources; Charles E. Toney, Employee's Advisory Council; Tammy L. Burgess, Board Reporter, Deputy Clerk; and other interested individuals.

AGENDA

EAC

I. Employees' Advisory Council

II. Consent Agenda

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| Human Resources | 1. Request Approval of the Minutes of the Regular Personnel Board Meeting Held August 2, 2012. |
| Human Resources | 2. Request Approval of Housekeeping Additions, Classified to Exempt, Pay Grade Change, Title Changes, Revisions, and Deletions of Class Specifications in the Pay and Classification Plan. |
| Communications Department | 3. Request Approval of the Audit of One Encumbered Public Information Specialist Position in the Communications Department. No Change is Recommended. |
| Clerk of the Circuit Court and Comptroller | 4. Request Approval of the Classification and Pay Study of Technology Support Positions in the Clerk of the Circuit Court and Comptroller's Office. |

III. Discussion Item

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| Human Resources | 1. Human Resources Departmental Update |
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CALL TO ORDER

Acting Chairman Davis called the meeting to order at 6:29 P.M.; whereupon, he led the members and attendees in the Pledge of Allegiance to the Flag, followed by the observance of a moment of silence in honor of the death of U.S. Ambassador Chris Stevens and three other Americans in Libya on Tuesday, September 11, 2012.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

EAC Chairman Charles E. Toney related that the EAC representative elections are coming up and are back on schedule, noting that they are usually held annually, but were postponed last year due to various organization and employee changes; that about 15 representatives are up for election this year, including him; and that nomination forms will be distributed to the employees on Friday, September 14, 2012 and will need to be returned by Friday, September 28, 2012.

Mr. Toney indicated that the Florida Supreme Court heard the lawsuit by the Florida Education Association (FEA) over the mandatory three-percent employee contribution to the Florida Retirement System (FRS) on September 5, 2012; that he has not seen the transcripts from the hearing and was unable to observe the hearing; and that the newspapers indicate that it could be months before a decision is rendered.

Mr. Toney noted that he may have additional comments on two items that may be discussed during tonight's meeting; and requested the opportunity to provide input as the items are raised, and no objections were noted.

Mr. Toney reported that the County Administrator distributed a memorandum indicating that he will be proposing a cost of living wage disbursement and additional days off for all permanent Classified and Exempt employees during the September 18, 2012 Board of County Commissioners meeting; and that the compensation may have been partially prompted by the Sheriff's Office and other municipalities, other counties, and cities in the area beginning to provide some form of compensation to its employees; whereupon, he indicated that although the County is not able to reinstate regular raises, the one-time disbursement is appreciated.

CONSENT AGENDA ITEMS NOS. II.1 THROUGH II.4 – APPROVED

Motion	-	Ms. Vecchioli
Second	-	Mr. Dekle
Vote	-	4 – 0

- #1 Minutes of regular meeting held August 2, 2012, approved as submitted.
- #2 Additions, Classified to Exempt, Pay Grade change, title changes, and revisions and deletions of class specifications in the Pay and Classification Plan approved; changes

reflect the current duties and responsibilities of the classifications and are housekeeping in nature. Items resulting in a change in Pay Grade are shown below:

Classified to Exempt

<u>Present Classification</u>	<u>Pay Grade (Salary)</u>	<u>Approved Classification</u>	<u>Pay Grade (Salary)</u>
Tax Auditor	CL18 (\$46,009.60 – \$73,174.40)	Tax Auditor	E11 (\$39,216.00 – \$74,820.00)

Pay Grade Change

<u>Present Classification</u>	<u>Pay Grade (Salary)</u>	<u>Approved Classification</u>	<u>Pay Grade (Salary)</u>
Mail Services Supervisor	CL13 (\$36,046.40 – \$56,056.00)	Mail Services Supervisor	CL14 (\$37,856.00 – \$59,092.80)

- #3 Audit of one encumbered Public Information Specialist Position, Pay Grade CL16 (\$41,724 – \$65,998), in the Communications Department approved; no change is recommended.
- #4 Classification and Pay Study of Technology Support Positions in the Clerk of the Circuit Court and Comptroller's Office approved. Items resulting in a change in Pay Grade are shown below:

Upward Reclassification

<u>Positions</u>	<u>Present Classification</u>	<u>Pay Grade (Salary)</u>	<u>Approved Classification</u>	<u>Pay Grade (Salary)</u>
CCC/C659	Department Computer Support Specialist	CL15 (\$39,748.80 – \$62,420.80)	Computer Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)

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<u>Positions</u>	<u>Present Classification</u>	<u>Pay Grade (Salary)</u>	<u>Approved Classification</u>	<u>Pay Grade (Salary)</u>
CCC/C690	Department Computer Support Specialist	CL15 (\$39,748.80 – \$62,420.80)	Computer Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)
CCC/C752	Department Computer Support Specialist	CL15 (\$39,748.80 – \$62,420.80)	Computer Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)

Lateral Reclassification

<u>Positions</u>	<u>Present Classification</u>	<u>Pay Grade (Salary)</u>	<u>Approved Classification</u>	<u>Pay Grade (Salary)</u>
CCC/C533 (Vacant)	Information Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)	Computer Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)
CCC/C707 (Encumbered)	Information Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)	Computer Systems Specialist	CL18 (\$46,010.00 – \$73,174.00)

HUMAN RESOURCES DEPARTMENTAL UPDATE

Annual Leave Exchange

Ms. Rowe distributed a document titled *Pinellas County Annual Leave Exchange Program*, a copy of which has been filed and made a part of the record, and noted that last year, the Board repealed Personnel Rule XV, County Service Optional Exchange of Leave, due to tax concerns regarding the program; that no exchange of leave was offered during Calendar Year 2012; and that Human Resources has been developing an exchange of leave program to be implemented in January 2013, which has been vetted with the Appointing Authorities, many employees, and the EAC members, who were also heavily involved in the design of the program.

Ms. Rowe related that the County is required to follow the tax code for the program and must monitor ongoing compliance with the code; that the tax codes require an irrevocable election in the calendar year prior to the actual exchange; that the program is driven

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by the budget; and that during her consultation with the County Attorney's Office, the revised Rules, the Special Act, and the purview of the UPB were reviewed and she was advised that the exchange of annual leave would need to come before the UPB as an information item, but should not be a Personnel Rule because the determination of whether or not funds are available for the program is outside of the UPB's purview; whereupon, she reported that the program has been removed from the Personnel Rules and is being presented to the UPB as an information item to provide a public location for the policy to exist.

Ms. Rowe discussed the details of the new annual leave exchange program, indicating that employees will be asked to make their annual leave exchange elections during the annual health care enrollment period of October 22 through November 9, 2012. Discussion ensued and in response to comments, concerns, and queries by Mr. Dekle, Ms. Rowe, with input by Human Resources Coordinator Jack Loring, indicated that the Office of Management and Budget has a formula to estimate the funding necessary for annual leave exchange, based on the number of individuals who exchange annual leave each year, and builds the amount into the budget; that the Appointing Authority would know early in the budget process if funds will be available, noting that the process begins in January and continues into September; and that the funding projection for annual leave exchange is done on a countywide basis, but the Appointing Authorities would make the decision to offer leave exchange or not each year based on their budgets.

Discussion continued wherein Mr. Dekle expressed concern that employees retiring from County service could exceed the maximum number of hours allowed to be paid out upon separation from the County and would lose the additional hours accrued; and in response to comments and queries by Mr. Dekle and Acting Chairman Davis, Ms. Rowe, with input by Attorney Swain and Senior Assistant County Attorney Carole Sanzeri, indicated that the employee would need to take the additional hours as leave to avoid losing them; and that the number of hours an employee currently has in their leave bank is irrelevant in relation to the exchange program, as employees will only be able to elect to cash in leave to be accrued in the following year, which is one of the significant changes under the tax code; whereupon, Ms. Vecchioli indicated that there does not seem to be an increased risk of an employee losing hours.

In response to comments and queries by Mr. Toney, Ms. Rowe indicated that there is a possibility that the leave exchange could be disallowed for everyone or by Appointing Authority; and that employees would know in advance if the annual leave exchange will not be offered; whereupon, she pointed out that in the last 30 years, there have only been two instances with two Appointing Authorities when annual leave was not offered due to budgetary issues.

General Rule Revisions Update

Ms. Rowe provided an update on the committee formed to review various Personnel Rules to determine where consolidation of rules could occur, indicating that a subcommittee has been established to look specifically at the discipline rule, which will bring its recommendations back to the committee to be vetted; and that she will update the Board, the Appointing Authorities, and the EAC as more concrete information is obtained, noting that the committee is making steady progress.

Delegated Authority Request

Ms. Rowe requested that the Board consider granting her delegated authority to move forward with modifying rules pertaining to pay and classification, such as those on the Consent Agenda; and that she be allowed to bring the items back to the Board after the fact as information items, noting that items involving the creation of a new classification or that negatively impact an employee's salary would continue to be brought to the Board for action. She suggested that if the Board is willing to consider her request, staff will prepare verbiage to be brought back to the Board at its next meeting; whereupon, she pointed out that the Board would have the ability to rescind the delegated authority at any time and would have the opportunity to rule on the information items when they are brought forward.

In response to comments and queries by Ms. Daggett, Ms. Rowe indicated that the changes currently being approved by the Board are prospective in nature; and provided examples of how a delay could negatively impact the County's operations, including slowing down the recruitment process and not being able to act on the results of an audit, such as increasing an employee's salary or changing a position's title, until the Board meets and approves the items.

In response to query by Ms. Vecchioli, Mr. Toney related that the EAC has some concerns about the Board not maintaining control over the actions, but would like to review the verbiage to be prepared by Ms. Rowe. Mr. Dekle related that the request is not to decrease the Board's level of authority or control, noting that it would be a delegation, not abdication, of authority; and Acting Chairman Davis stated that the majority of the instances would be items on the Consent Agenda that are administrative or housekeeping in nature; that any negative impacts would still be addressed by the Board; and that he does not have any major concerns regarding the request, and several members agreed; whereupon, in response to query by Mr. Toney, Acting Chairman Davis confirmed that in the event an item that Ms. Rowe would have authority to act on needed review, the Board would retain its authority to do so; and Ms. Rowe reiterated that

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should the Board disagree with her decision, it could have the action rescinded, acknowledging that doing so could be difficult.

MISCELLANEOUS INFORMATION ITEMS RECEIVED

The following miscellaneous information items were received for filing:

1. Management and Supervisory Notes for September 2012.
2. Training Schedule for September 2012.
3. Minutes of the EAC Representatives meeting of July 18, 2012 and the EAC Delegates meeting of July 26, 2012.

ADJOURNMENT

The meeting was adjourned at 7:03 P.M.

Acting Chairman