



## Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL  
Wednesday, August 19, 2015, 2:30 p.m. – 4:30 p.m.

### Call to Order

The EAC Representative meeting was called to order at 2:30 p.m. by Chair, Lisa Wombles.

### Approval of Minutes

Clare McGrane motioned to approve the EAC Representative Minutes as amended for July 15, 2015. The motion was seconded by Jennifer Gundel. The minutes were approved as amended. Peg Poole motioned to approve the EAC Delegate Minutes for July 23, 2015. The motion was seconded by Dawn Grasso. The minutes were approved.

### Comments from Interim Director of Human Resources – Beverly Waldron

The BCC has been requested to approve a 3% salary increase across the board for employees, effective October 4, 2015. If approved, the increase will be subject to rounding as done the year before. The increase is not the same as a COLA (cost of living adjustment) which would be less than 3%. There will be no merit increase this coming fiscal year since no money is available in the budget. It is hoped that there will be funding available in FY2017 for performance based raises.

The salary increase is based on actual salary, not on the midpoint of a salary range. Using the midpoint for a pay increase would help employees whose salary is below the midpoint, but penalize the employees whose salary is above midpoint.

Question re counting time as a temporary when calculating an employee's anniversary date – Dave Blasewitz will review and report back at the next EAC meeting.

### Revised Personnel Rules

- A draft of the revised Personnel Rules was provided to the Personnel Board with a copy to the EAC.
- The original Rules Committee is scheduled to meet on August 31<sup>st</sup>.
- A Personnel Rules Workshop for the Personnel Board is scheduled for Tuesday, September 15<sup>th</sup> at 6:30 pm in the Clerk's 4<sup>th</sup> floor conference room at the Courthouse, 315 Court St., Clearwater. This is a special meeting, which is noticed and open to the EAC and the Board as well as open to the public.

### Promotion/Demotion Pay Range

Lisa Wombles has concerns about discretion of Appointing Authorities to determine promotions or demotions with no specific range in the revised rules.

Bev Waldron: Appointing Authorities wanted to be more generous and provide internal equity. We can provide a range, but have no authority to enforce a range. The Personnel Board cannot police the Appointing Authorities. The revised rules say that the amount of pay reduction for demotions is generally between four and ten percent but it is at the discretion of the Appointing Authority, and pay reductions are not grievable.

### Bereavement/Funeral Leave (3 days):

- Currently for immediate family - can we add spouse's parents?
- Equity among families: some families are bigger than others
- Extraordinary circumstances (aunt acted as mother)



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It is within the discretion of the Appointing Authority to allow or grant administrative leave as needed.

## Position Analysis Questionnaire (PAQ)

- Peg Poole: Request an outside Appointing Authority manager to review other side of the story on a position audit.
- Discussion about recommending that the results of a position audit be grievable to a manager or perhaps up to the Personnel Board.
- Bev Waldron: HR staff have specialized training in market analysis and job evaluation.
- Dave Blasewitz: Pay & Classification auditors don't create jobs or responsibilities. They review to see if a particular position's duties and responsibilities are in the appropriate classification.
- Example from Charles Toney: Two different departments have the exact same work, but are two different classifications.
- Jack Loring: All information on the position is required, which is a lot of effort for employees.
- Josh provided an example of his own PAQ (with Supervisor of Elections): There is a cyclical use of complex equipment and troubleshooting required. This is not work for a Senior Office Specialist.

## Back Pay

Grievance of termination: Back pay should be allowed if appeal is granted.

Carole: Personnel Board has no authority to award damages; will the Appointing Authority concur with employee's request for back pay? The Board may suggest the back pay be granted, but the suggestion is unenforceable.

Perhaps the Personnel Board could make the request or request an agreement outside the rules, until such time the Appointing Authority withdraw their agreement. Perhaps try a policy to get buy-in from the Appointing Authorities. Some rules are enforceable. Some are not.

Back pay is not under the authority of the Personnel Board.

Currently, the employee may request via letter to receive the back pay as Leave with Pay.

## Rules to Policies

Keith Dekle: What could be the effects to employees with the conversion of a Rule to Policy?

Laura Berkowitz: It takes a supermajority on the Personnel Board (5 members) to change a Rule. It takes a simple majority (4 members) to change a Policy.

Department policies (such as the dress code) are not addressed by the Personnel Board but countywide UPS policies are (such as the driving or FMLA policies).

## EAC Elections Changes to Bylaws

Bylaws Committee suggestions:

- Article 5, Section 7: remove election process information and create an election policy to be approved each year by the EAC

Notice was provided to the members and HR Director that suggested Bylaws changes will be discussed and voted on at the next EAC meeting on September 16<sup>th</sup>.

## Personnel Board Appointment

Bill Schulz, a retired Pinellas County employee, will replace Angela Outten on the Personnel Board, representing the EAC to finish her term from October to December 2015. Angela is leaving the board prior to end of her term.

Motion Mike Powell, Second Charles Toney, none opposed



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The next EAC/Appointing Authorities meeting is at 8:30 am on October 16, 2015, at 315 Court Street, in the Clerk's 4<sup>th</sup> Floor Conference Room.

A short discussion was held regarding which positions are up for election.

## **Adjourned**

Mike Powell made a motion that the meeting be adjourned at 4:15 pm, and it was seconded by Charles Toney.

*Charles Toney	*Randy Rose	*Clare McGrane	*Joshua Chance	*Chuck Mangio
*Richard Carvale	*Lisa Wombles	*Steve Yeatman	*Richard Castle	*Mercedes Pearson
*Hazel Lane	*Mike Powell	*Jennifer Gundel	*Dawn Grasso	*Peggy Poole

\*EAC Representatives in attendance at this meeting.