

PLEASE POST

**UNIFIED PERSONNEL BOARD
AGENDA**

Date: December 1, 2016

Time: 6:30 p.m.

Location: BCC Assembly Room, Fifth Floor, Pinellas County Courthouse, 315 Court Street, Clearwater, Florida

PLEDGE OF ALLEGIANCE

EAC I. Employees' Advisory Council Representative

UPB II. CONSENT AGENDA

1. Request Approval of the Minutes of the Regular Personnel Board Meeting held October 6, 2016

UPB III. NEW BUSINESS

1. Request Approval of the Revisions to Personnel Rule 3. Compensation

Human Resources IV. INFORMATIONAL ITEMS

1. Reappointment of the following Personnel Board Members for 2017-18
 - A. Ron Walker by the Constitutional Officers
 - B. William Schulz by the Employees' Advisory Council
2. Health Center Update
3. 2017 Unified Personnel Board Schedule
4. Action Taken Under Authority Delegated by the Personnel Board
5. Other Informational Items

Human Resources V. HR Highlights

1. Benefits and Wellness

Persons are advised that, if they decide to appeal any decision made at this meeting/hearing, they will need a verbatim record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

Persons with a disability needing reasonable accommodation(s) to participate in this proceeding should contact the Office of Human Rights, 400 S. Fort Harrison Ave., 5th Floor, Clearwater, FL 33756 (727) 464-4062 (V/TDD) no later than 48 hours prior to the meeting.

Clearwater, Florida, October 6, 2016

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, Chair; James Dates, Vice-Chair; Keith C. Dekle; Louise Dolsay; William A. Schulz II; Joan M. Vecchioli; and Ron Walker.

Also Present: Holly J. Schoenherr, Director of Human Resources; Carl E. Brody, Senior Assistant County Attorney; Michael P. Schmidt, Board Reporter, Deputy Clerk; Tony Fabrizio, Board Reporter; and other interested individuals.

AGENDA

PLEDGE OF ALLEGIANCE

EAC I. Employees' Advisory Council Representative

UPB II. CONSENT AGENDA
1. Request Approval of the Minutes of the Regular Personnel Board Meeting held July 7, 2016
2. Request Approval of the Minutes of the Regular Personnel Board Meeting held August 4, 2016

UPB III. NEW BUSINESS
1. Request Approval of Housekeeping Changes and Adoption of Unified Personnel Board Policy #12 – AFIN: A Friend in Need Program
2. Request Approval of Housekeeping Changes to the Family Medical Leave Act (FMLA) Handbook
3. Request Approval of the HR Director's Board Appointment – Cooperative Personnel Services (CPS)
4. Human Resources Department Restructure – Discussion and Request Approval of Two New Exempt Classifications and Approval to Abolish One Exempt Classification in the Human Resources Department

Human Resources IV. INFORMATIONAL ITEMS
1. Details on Re-Organization of Animal Services Resulting in the Reassignment of One Encumbered Position
2. Fair Labor Standards Act (FLSA) Overtime Rule Changes
3. Action Taken Under Authority Delegated by the Personnel Board
4. Other Informational Items

Human Resources V. HR Highlights
1. Performance and Development Division
2. Two-Minute Tuesday: Annual Enrollment: What's New for 2017?

CALL TO ORDER

Chair Davis called the meeting to order at 6:30 P.M.; whereupon, he led the Pledge of Allegiance.

EMPLOYEES' ADVISORY COUNCIL REPRESENTATIVE

Employee's Advisory Council (EAC) Chairman Lisa McMurray reported that the elections are continuing and going well; that she has recently been reassigned from Purchasing to Public Works, which required an EAC vote to allow her to continue representing the area that elected her; and that the vote subsequently passed and she will complete her current term.

Ms. McMurray indicated that the EAC is meeting with the Appointing Authorities next Friday regarding its main agenda; that a main topic of concern is pay for performance; that there is consensus among the employees that those who perform at a high level should be acknowledged and rewarded; and that the County continues to lose good employees due to its lack of having a program to reward their efforts.

Responding to queries by Chair Davis and Mr. Dekle, Ms. McMurray discussed employee rating systems previously used by the County, indicating that there is a need for a better system; and that the last time employees received merit increases was in 2009; whereupon, Ms. Schoenherr clarified that all employees received a pay increase effective October 2 amounting to three percent of the midpoint of their pay grade; and that the raise was not based on performance.

Ms. Schoenherr related that pay for performance as a general principle has been discussed with the Appointing Authorities; that there is strong agreement on the importance of rewarding and continuing to motivate high performance; and that conversations will continue throughout the coming year to ensure that a program will be put in place. She expressed concerns regarding gross inequities that exist in the current compensation system, and related that HR will launch a classification and compensation study this year to address the issues, and discussion ensued.

CONSENT AGENDA – APPROVED

Minutes of regular meeting held July 7, 2016, approved.

Motion	-	Mr. Dates
Second	-	Ms. Vecchioli
Vote	-	7 – 0

Minutes of regular meeting held August 4, 2016, approved.

Motion	-	Mr. Walker
Second	-	Mr. Dekle
Vote	-	7 – 0

NEW BUSINESS

Housekeeping Changes and Adoption of UPB Policy No. 12 Related to the A Friend in Need Program – Approved

Ms. Schoenherr related that the document has been updated to reflect changes in the Personnel Rules and additional formatting; and that the substance of the policy did not change.

Mr. Walker moved, seconded by Mr. Dates, that the changes be approved adopting UPB Policy No. 12.

Responding to queries by Mr. Dekle, Human Resources Manager David Blasewitz noted that the changes replace references in the policy to certain Personnel Rules; and that specific to Item No. 2 of the policy, the reference to Rule 15 was removed as the information is now in the body of the policy itself.

Upon call for the vote, the motion carried unanimously.

Changes to the Family Medical Leave Act (FMLA) Handbook – Approved

Chair Davis noted that commentary for this item is similar to the preceding policy discussion with respect to non-substantive changes, and called for a motion. Ms. Vecchioli moved, seconded by Mr. Walker and carried unanimously, that the changes be approved.

HR Director's Board Appointment – Cooperative Personnel Services (CPS) – Approved

Ms. Schoenherr related that in 2008, CPS requested that Pinellas County provide a representative to participate on its Board of Directors; that since that time the County's HR Director has continued in that role; and that CPS policies require a renewed letter of support from the UPB due to the change in personnel. She noted that Mr. Blasewitz has served as an alternate Board member for CPS; and that after discussions with him and the Chief Executive Officer of CPS,

she believes that there is great value in having her represent the County and spend time with colleagues from other governmental organizations; whereupon, she asked for the Board's consideration and approval.

Responding to queries by the members, Ms. Schoenherr stated that CPS does not contract with Pinellas County for services; and that there is no anticipated conflict of interest. She noted that if circumstances change, the County's legal counsel would provide direction on how to move forward. Mr. Blasewitz related that some of the member agencies purchase services from CPS and some do not; and that each organization is responsible for determining the appropriateness of its relationship with CPS. Ms. Schoenherr stated that this request is not unique; and that in her experience, organizations have required support from her direct supervisor relative to her involvement with their boards.

In response to queries by Ms. Vecchioli, Mr. Blasewitz related that CPS is domiciled in the State of California and is a Joint Powers of Authority entity; that it is non-profit and participates in the California retirement system; and that CPS is a recognized leader in providing HR support services to local, state, and federal governments, and non-profit organizations, and discussion ensued concerning the expected level of commitment and benefits of participating in CPS.

Thereupon, Ms. Vecchioli moved, seconded by Mr. Dekle and carried unanimously, that Ms. Schoenherr be approved as Pinellas County's representative on the CPS Board.

Human Resources Department Restructure – Approved

Ms. Schoenherr stated that over the course of the last twelve weeks, she has been very impressed with the competency and professionalism of the HR staff; that the organizational structure currently assigns many departments and personnel to each Division Director, making it difficult to reasonably manage their efforts; and that as the incoming HR Director, it is important to establish a diverse leadership team to enhance the team's perspectives; whereupon, she outlined the following requests to facilitate the restructure:

- Eliminate the *HR Division Director* classification and reestablish the *HR Manager* classification.
- Move some employees from *HR Business Partners* to reestablish the *HR Coordinator* classification, leaving two HR Business Partners unchanged.

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In response to queries by the members, Ms. Schoenherr indicated that the *HR Coordinator* and *HR Business Partners* classifications are at the same level; that the classifications will better align with the nature of each position; and that over the next year, the department will reach a decision on whether to broaden the HR Business Partners initiative or to move in a different direction, and discussion ensued.

Chair Davis stated that the idea of ensuring that HR is responsive to the needs of its customers and letting the design of the organization follow suit is an appropriate way of understanding how to better serve the organization.

Upon the Chair's call for a motion, Ms. Dolsay moved, seconded by Mr. Walker and carried unanimously, that the HR Department restructure be approved.

INFORMATIONAL ITEMS

Details on Reorganization of Animal Services

Director of Animal Services Doug Brightwell related that Animal Services is completing a lengthy reorganization process. He indicated that Animal Care Assistants currently have three supervisors supervising six employees; that the ratio of supervisors to employees is below the normal span of control; and that one supervisor position will be eliminated and reassigned as an Animal Care Assistant, a reduction of two pay grades. He noted that the incumbent being reassigned remains in the pay grade and will not be forfeiting any of her salary; and that she will take on a different set of duties in the new assignment.

Responding to query by Chair Davis, Mr. Brightwell stated that the department will retain two supervisors; that the duties of the supervisor involve the examination of animals and euthanasia decisions; and that those decisions are high-level responsibilities which can be burdensome for a single person.

Fair Labor Standards Act (FLSA) Overtime Rule Changes

Ms. Schoenherr conducted a PowerPoint presentation, a copy of which has been filed and made part of the record, regarding the County's preparation for the Department of Labor (DOL) FLSA rule change on overtime pay that will take effect December 1. She related the following:

- The minimum salary at which qualified employees can be declared exempt from overtime will rise from \$23,660 to \$47,476.
- The County's primary options are: (1) Raise the salaries of exempt employees earning less than \$47,476 to the new threshold; or (2) reclassify those employees as non-exempt.
- There are 14 employees within the exempt pay plan and 63 employees within the classified/excluded group that will be affected by the new rules.
- HR has recommended changes to the Appointing Authorities that ensure each affected classification remains consistent as either an overtime or non-overtime group of employees.

Responding to queries by the members, Ms. Schoenherr indicated that the existing low threshold for overtime exemption has allowed the County to avoid classification inequities until now; that the DOL has specific definitions and guidance as to the nature of duties that would make a position exempt; and that the HR Department has met with the Appointing Authorities to discuss budgetary consequences and related issues. Discussion ensued during which the members related their experiences and offered opinions; whereupon, Ms. Schoenherr indicated the following:

- Appointing Authorities have opted to raise salaries in only a few instances.
- Communication with affected employees and supervisors is of utmost importance.
- Effective November 27, twelve "classified/excluded" classifications and up to five "exempt" classifications will move to the classified pay plan and be coded as non-exempt.
- Each affected employee will move to a pay range of equal or higher maximum salary. The move will not be counted as a demotion and the employee will not be subject to a one-year probationary period.

Responding to queries by the members, Ms. Schoenherr indicated that each affected employee will retain their current annual base compensation converted to an hourly rate; that no more than 12 employees will move from exempt to classified; and that about 40 employees will move from classified/excluded. She related that the County Administrator's departments have been most affected by the rule change; and Workforce Development Manager Jack Loring indicated that the overall impact on salary expenses is expected to be minimal.

Action Taken Under Authority Delegated By the Personnel Board

The document titled *Action Taken Under Authority Delegated by the Unified Personnel Board* has been attached and made a part of the minutes.

Other Informational Items

Ms. Schoenherr provided statistics regarding her time spent during the first twelve weeks of her tenure.

The following miscellaneous information items were received for filing:

- Minutes of the EAC Delegate meeting of July 28, 2016.
- Minutes of the EAC Representative meetings of July 20 and August 17, 2106
- Leadership Notes for September and October 2016.
- Training Calendars for October, November, and December 2016.

HUMAN RESOURCES HIGHLIGHTS

Performance and Development Division

HR Business Partner Jim Valliere provided an overview of the functions of the Employee Relations Division, relating that it provides guidance regarding job conflicts and assistance with interpreting Personnel Rules and Policies to management and employees; that it assists employees in navigating the discipline and grievance processes and conducts interviews with former employees; that it responds to State of Florida Reemployment Assistance claims and offers job counseling; that it serves as the liaison between HR and the Employees' Advisory Council and facilitates the Employee Advocate Program; and that it conducts workplace investigations; whereupon, he provided statistics on disciplinary actions, survey results regarding the department's quality of customer service, and information on the recent *Leading the Way Conference* attended by 103 individuals from various levels of the organization.

Responding to queries by the members, Mr. Valliere indicated that the division has four active Employee Advocates with a fifth in training; and that employee feedback regarding the revised Personnel Rules has been generally favorable.

HR Officer Joan Read provided an overview of the services offered by the Training and Development Division, relating that the curriculum catalog consists of 118 classes; and that 19 municipalities and nonprofits participate in the open training. She discussed customized and specialized training, tuition reimbursement, internal consulting, organizational and leadership development, and other related programs.

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Two-Minute Tuesday: Annual Enrollment: What's New for 2017?

Ms. Schoenherr and HR Business Partner Tim Closterman provided information on the weekly video series *Two Minute Tuesday*, noting that it is a short video written by various members of the HR team and distributed to employees every Tuesday; whereupon, a recent video entry in the series was shown which highlighted new aspects of the benefits enrollment process.

Responding to query by Chair Davis about rising healthcare costs, Ms. Schoenherr confirmed that the County is self-insured with an approximate cap of \$500,000 per claim; whereupon, Mr. Blasewitz related that the County works with actuaries to determine the most cost-effective cap; that the County's stop-loss premium is about \$1.3 million; and that the higher healthcare costs stem primarily from a recent increase in the number of high-dollar claims.

ADJOURNMENT

The meeting was adjourned at 8:33 P.M.

Chair

IV.3.



Human Resources Director

Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following action from July 24, 2016 through September 24, 2016.

Result of Audits

UPWARD RECLASSIFICATIONS

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>	<u>DEPT</u>
OHR/C4	Office Assistant	CL4	Equal Opportunity Technician	CL10	OHR
BCC/C1721	911 Administrative Specialist	CL11	Administrative Support Supervisor	CL14	PSS

ADDITION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EE04 CODE</u>	<u>OT CODE</u>	<u>PG</u>
20076	Senior Veterinarian	Professionals	Exempt	SM4a

PAY GRADE CHANGE TO EXEMPT CLASSIFICATION

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>CURRENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
20548	PAO Database Administrator	CL24	150

PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>CURRENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
20630	Deed Specialist	CL12	CL13

Director Human Resources
Action Taken Under Authority Delegated by the Unified Personnel Board
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REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
12160	Building Inspector 1	CL13
12170	Building Inspector 2	CL16
12180	Building Inspector 3	CL18
21834	Consumer Protection Program Manager	CL20
12110	Electrical Inspector 1	CL13
12120	Electrical Inspector 2	CL16
12130	Electrical Inspector 3	CL18
12060	Mechanical Inspector 1	CL13
12070	Mechanical Inspector 2	CL16
12080	Mechanical Inspector 3	CL18
12010	Plumbing Inspector 1	CL13
12020	Plumbing Inspector 2	CL16
12030	Plumbing Inspector 3	CL18
07554	Public Information Manager	SM7
11142	Senior Executive Assistant	P2

DELETIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
03460	Assistant County Attorney	SM7
14672	Information Technology Technician	P4

UNIFIED PERSONNEL SYSTEM

Annex Building
400 S. Fort Harrison Ave., 4th Floor
Clearwater, Florida 33756
Phone: (727) 464-3367
FAX: (727) 464-3949
www.pinellascounty.org/hr



Holly J. Schoenherr
Director

To: The Honorable Chair and Members of the Unified Personnel Board

From: Holly J. Schoenherr, Director of Human Resources

Date: November 17, 2016

Subject: Changes to Personnel Rule 3 - Compensation

Recommendation:

It is recommended that the members of the Unified Personnel Board approve two changes to Personnel Rule 3 – Compensation:

1. Restore language clarifying how an upward reclassification will impact an employee's pay. This will ensure that there are no inequities when these pay increases are awarded.
2. Add Jury Duty to the list of activities that shall be considered as Leave with Pay for non-work-related purposes. It is presently considered Leave with Pay for work-related purposes and is therefore counted as "time worked" in overtime calculation.

Background:

1. When the revised Personnel Rules were adopted in January 2016, Section C.1.d. pertaining to a Reclassification Increase was revised to read as follows:

d. Reclassification Increase

When a position is reclassified to a job classification at a pay grade for which the maximum of the pay rate is higher than that of the incumbent's current job classification, the Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- *The employee's pay must be increased to at least the minimum pay rate of the new pay grade.*
- *If the employee's pay rate is already equal to or greater than the minimum of the new pay grade, the pay will be increased by an amount equal to 4% of the midpoint of the new pay grade.*
- *No reclassification pay increase may be granted above the maximum rate established for the classification.*

Prior to the January rule changes, former Personnel Rule IX, Section A.a. addressing Reclassification to a Higher Pay Grade specified that an employee was to be awarded whichever was the greater of the first two options. The new rule lacks that language and could lead to inequitable treatment of employees that have their positions reclassified. For example, “Employee A” and “Employee B” are both reclassified upward and their new classification is in pay grade CLI7. The minimum for CLI7 is \$44,699.

- Employee A currently makes \$44,689, (\$10 below the CLI7 minimum), and receives an increase to the new minimum. An increase of \$10.
- Employee B currently makes \$44,709, (\$10 above the CLI7 minimum), and receives an increase of \$2,328 (equal to 4% of the CLI7 midpoint).

Prior to the pay increases, the difference in pay between the two employees was \$20. After the application of Rule 3 as presently written, Employee B would make \$2,338 more than Employee A. Restoring the “whichever is greater” language to the rule would ensure that both employees would receive the same increase.

There is also a matter regarding Reallocation Increases that is not addressed in the current rule. Additional language should be added to Rule 3 to address pay increases when an employee's classification has been reallocated to a higher pay grade.

When an employee's position is reclassified upward, the employee receives a pay increase by virtue of being placed into a classification that is in a higher pay grade. In other words, the employee has moved into a position with a higher “job value.”

On occasion, a classification is found to be allocated to a pay grade that is lagging the market value for that occupation. In some cases, Human Resources will recommend that a classification be reallocated to a higher pay grade in order to maintain a competitive position with the labor market. In other words, the employee's position is moved into a higher pay grade with a higher “job value.”

Under the current rule, a reclassification to a position with a higher job value results in a pay increase for the incumbent employee. However, a reallocation of a position to a higher pay grade, (due to an increase in job value,) would result in no pay increase for the incumbent employee unless the employee's pay rate was below the minimum of the new pay grade, in which case, the employee's pay would be adjusted to be equal to the minimum.

The reclassification and reallocation are both associated with movement to a higher pay grade and both are an indication that the incumbent employee is performing a function that has a higher job value as determined by studies of labor market pay rates. Rule 3 should apply the same pay increase for an employee following an upward reallocation as applies to an employee following an upward reclassification.

We recommend changing Section C.1.d. of Rule 3 to read:

d. Reclassification or Reallocation Increase

When a position is reclassified or reallocated to a pay grade for which the maximum of the pay rate is higher than that of the incumbent's current job classification, the Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- *The employee's pay must be increased to at least the minimum pay rate of the new pay grade, or*
- *The employee's pay will be increased by an amount equal to 4% of the midpoint of the new pay grade, whichever is greater.*
- *No reclassification pay increase may be granted above the maximum rate established for the classification.*

This change would be effective immediately.

2. Pinellas County Personnel Rules count certain types of leave as hours worked for overtime calculations even though this is not required by federal or state law. Section E.1.b.i. of Rule 3 presently states:

a) For overtime compensation purposes, recognized Holidays or Leave with Pay for work-related purposes shall be considered as time actually worked. All other time used by the employee, such as, time paid under the Workers' Compensation Law, under short or long term disability plans, Compensatory Time, Annual Leave, Extended Illness Leave, Floating Holidays, Personal Days, or Leave with Pay for non-work related purposes shall not be considered as hours worked.

Jury Duty is not addressed in this rule even though Rule 4 – Time Off, Section G, stipulates “*Leave of absence with pay will be granted to an employee to perform jury duty or testify as a witness when legally required unless the employee is the plaintiff or defendant.*” A memo issued by the Director of Human Resources on September 25, 2009 clarified that Jury Duty should be included among the list of activities that are considered Leave with Pay for work-related purposes.

Including Jury Duty in the list of activities considered Leave with Pay for work-related purposes has resulted in overtime compensation that appears inappropriate for this situation. Jury duty is a civic duty required of all citizens. Employees summoned to Jury Duty are already compensated for their time by being granted Leave with Pay. However, by considering this activity as Leave with Pay for work-related purposes, an eligible employee who serves on a jury is presently entitled to claim overtime pay if jury duty hours and work hours exceed 40 for the week. For example, an employee who spends 8 hours on a jury each day during 2 days of a week and then works 10-hour days the other 3 days can claim 6 hours of overtime for the week. In this example, the employee has not worked more than 30 hours for the week and is not entitled to overtime compensation under the Fair Labor Standards Act.

We recommend changing Section E.1.b.i. of Rule 3 to read:

*a) For overtime compensation purposes, recognized Holidays or Leave with Pay for work-related purposes shall be considered as time actually worked. All other time used by the employee, such as, time paid under the Workers' Compensation Law, under short or long term disability plans, Compensatory Time, Annual Leave, Extended Illness Leave, Floating Holidays, Personal Days, **Jury Duty**, or Leave with Pay for non-work related purposes shall not be considered as hours worked.*

This change would be effective December 25, 2016, the start of the new payroll year.

Following is Rule 3 with recommended changes highlighted and marked through. The HR Department has consulted with the Appointing Authorities and the Employees' Advisory Council and requests approval of these changes.

Attachment: Personnel Rule 3 – Compensation (Revisions)

Rule 3. Compensation

It is the policy and practice of all Appointing Authorities in the Unified Personnel System to compensate employees accurately and in compliance with applicable state and federal laws, and not to make improper deductions from any employee's pay. Pay records should be reviewed by the employee upon receipt for accuracy. Any questions or inaccuracies should immediately be brought to the attention of the Appointing Authority or designee. The Appointing Authority or designee shall promptly investigate, correct any errors and make any necessary adjustments.

Factors to consider when establishing starting pay and/or making pay adjustments are the individual's qualifications and skills, pay equity issues including the relationship of the newly hired or promoted employee's proposed salary to that of the experienced incumbents in the classification and the prevailing labor market value.

A. Pay Plans

A pay plan is a particular table or array of pay rates that establishes the ranges of pay within which employees will be paid.

1. Classified Pay Plan

The Classified Employee Pay Plan is a listing of pay ranges (minimum and maximums) applicable to each classification to which classified employees are assigned. The Classified Employee Pay Plan provides a market-based pay structure or framework for aligning job classifications according to their job value.

The Director of Human Resources prepares and presents the Classified Employee Pay Plan to the Unified Personnel Board for adoption and amendment. This Classified Employee Pay Plan is utilized by all Appointing Authorities within the Unified Personnel System.

2. Exempt Pay Plans

There are multiple exempt pay plans. Each Constitutional Officer (Clerk of the Circuit Court, Property Appraiser, Supervisor of Elections and Tax Collector) adopts and maintains his/her own exempt pay plan. The exempt pay plan for all other Appointing Authorities is recommended by the Director of Human Resources and adopted and maintained by the Board of County Commissioners.

B. Starting Pay

1. Permanent Positions

a. Exempt

The starting pay of an individual selected to fill an exempt position must be within the salary range utilized by the Appointing Authority for that position or classification within their organization.

b. Classified

The starting pay of an individual selected to fill a classified position is normally made at the minimum rate of pay of the pay grade established for the job classification. Because of unusual or extenuating circumstances an individual may be hired above the minimum of the pay range established for the job classification. Such

appointment requires the recommendation and approval of the Appointing Authority in consultation with the Director of Human Resources.

2. Temporary Positions

An individual appointed to a temporary position or temporarily appointed to a permanent position will be paid in accordance with the provisions shown above for permanent positions, classified or exempt, as appropriate.

3. Grant Worker Positions

The starting pay for a specific Grant Worker position must be within the salary range established in the pay plan for Grant Workers and consistent with any terms of the grant and the work to be performed. It shall be determined by the Appointing Authority in consultation with the Director of Human Resources.

4. Special Project Positions

The starting ray of pay for a specific Special Project position must be within the salary range established in the pay plan for Special Project Positions. It shall be determined by the Appointing Authority in consultation with the Director of Human Resources.

5. Internships

Internships may be paid or unpaid. If the internship is paid, the rate of pay will be determined by the Appointing Authority in consultation with the Director of Human Resources.

C. Base Pay Adjustments

Base pay does not include benefits or supplemental earnings. The following describes the types and application of base pay adjustments.

1. Base Pay Increases

a. Merit Increases

Merit Pay increases may be granted annually at the discretion of the Appointing Authority but may not be granted above the maximum pay rate of the employee's job classification. Merit pay increases are calculated on the employee's current pay rate.

If a merit pay increase would bring an employee's pay rate above the maximum rate established for the employee's classification, the Appointing Authority shall bring the employee to the maximum of the pay rate of the employee's job classification and grant the remaining portion of the pay increase in a one-time lump sum payment in lieu of a full base rate increase.

If an employee is at the maximum rate of pay established for the employee's classification the merit pay increase shall be granted as a one-time lump sum payment calculated as the annualized value of the merit increase.

b. Special Merit Increase

Special Merit increases may be made at any time at the discretion of the Appointing Authority but may not be granted above the maximum pay rate of the employee's job classification. Special Merit increases are meant to recognize an employee's exceptional work contributions or unusual employment conditions and are calculated on the employee's current pay rate.

c. Promotional Increase

Promotional increases are granted at the discretion of the Appointing Authority but may not be granted above the maximum pay rate of the employee's job classification. Promotional increases are calculated on the employee's current pay rate and within the following:

- The employee's pay must be increased to at least the minimum pay rate for their new position.
- The Appointing Authority may award a promotional increase of 4 to 10%.
- An increase less than 4% or greater than 10% may be made by the Appointing Authority in consultation with the Director of Human Resources.

d. Reclassification or Reallocation Increase

When a position is reclassified or reallocated to a job classification at a pay grade for which the maximum of the pay rate is higher than that of the incumbent's current job classification, the Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- The employee's pay must be increased to at least the minimum pay rate of the new pay grade, or
- If the employee's pay rate is already equal to or greater than the minimum of the new pay grade, the employee's pay will be increased by an amount equal to 4% of the midpoint of the new pay grade, whichever is greater.
- No reclassification pay increase may be granted above the maximum rate established for the classification.

e. General Increase

A general increase is an increase applied to all, or to a general category of, eligible employees without variation for individual performance. A general increase may be granted if deemed in the best interest of the organization and if the budget allows.

The general increase is designed to reflect an increase in the labor market. This is different from the merit increase which reflects the value of the individual's performance in that job.

The general pay increase will be calculated on the midpoint of the pay grade established for the employee's job classification.

If a general pay increase would bring an employee's pay rate above the maximum rate established for the employee's classification, the Appointing Authority shall bring the employee to the maximum of the pay rate of the employee's job classification and grant the remaining portion of the pay increase in a one-time lump sum payment in lieu of a full base rate increase.

If an employee is at the maximum rate of pay established for the employee's classification the merit pay increase shall be granted as a one-time lump sum payment calculated as the annualized value of the merit increase.

f. Equity Adjustment

An Equity Adjustment is a pay rate adjustment provided to an employee outside the normal salary administration policies to correct a significant deviation from internal

equity and to ensure compliance with fair pay practices. Equity Adjustments may be granted at the discretion of the Appointing Authority in consultation with the Director of Human Resources but may not be granted above the maximum rate established for the employee's classification.

g. Pay Grade Change - Reallocation

A pay grade change is the reallocation of a job classification from one pay grade to another.

An incumbent employee whose job classification has been allocated to a higher pay grade shall not receive an upward adjustment unless the employee is below the minimum pay rate of the new pay grade. In such case the employee's pay will be increased to the minimum of the new pay grade. An incumbent employee whose current rate of pay is at or above the maximum pay rate of the new pay grade shall continue to receive the current rate of pay.

An incumbent employee whose job classification has been allocated to a lower pay grade shall continue to receive their current rate of pay unless that rate is more than 10% above the maximum of the new pay grade, in which case their pay rate shall be decreased to 10% above the maximum pay rate of the new pay grade.

h. Temporary Pay Increase

- i. When an Appointing Authority temporarily assigns a classified employee to a higher classification and such assignment is expected to last more than 30 consecutive calendar days, a substitute or temporary appointment shall be made. The employee shall receive a temporary pay increase not to exceed the maximum of the pay rate of the job classification to which the employee is temporarily promoted. The pay increase shall be done in accordance with the provisions of Promotional Increase C.1.c. above.

This adjustment shall be retroactive to the first day that the employee was assigned to perform in the higher classification.

Such temporary appointment may not exceed six months in duration without the approval of the Appointing Authority and the Director of Human Resources.

Upon conclusion of the appointment, the employee shall be returned to the position held immediately prior to the reassignment, and the employee's pay rate shall be adjusted back to the prior pay rate or, at the discretion of the Appointing Authority, to the pay rate that would have been attained had there not been a temporary reassignment.

- ii. When an Appointing Authority temporarily assigns a classified employee a portion of the duties and responsibilities of a higher classification and the assignment is expected to be more than 30 consecutive calendar days, the Appointing Authority may grant the employee a temporary pay increase. The amount of the increase shall be at the discretion of the Appointing Authority but shall not exceed the maximum of the pay grade of the higher classification. When the employee is no longer performing the additional duties, the employee's pay rate shall be adjusted back to the prior pay rate or, at the discretion of the Appointing Authority, to the pay rate that would have been attained had there not been a temporary assignment of additional duties and responsibilities. The temporary assignment of additional duties and responsibilities shall not exceed six months.

2. Base Pay Decreases

a. Demotion – Classified Employees

i. Disciplinary

An employee demoted for disciplinary reasons to a job classification for which the maximum pay rate of the pay grade of the new job classification is lower than that of the position's current pay grade shall have their rate of pay reduced in an amount determined by the Appointing Authority, but in no event shall the new pay rate be lower than the minimum of the classification to which the employee is demoted.

ii. Reduction in Force

If as the result of a reduction in force, a classified employee is displaced into a job classification for which the maximum pay rate of the pay grade of the new job is lower than that of the employee's current classification the employee shall have his/her salary adjusted in accordance with the provisions of Rule 5. Reduction in Force.

iii. Voluntary

Upon such demotion, a reduction in pay should be made. The demotion decrease is granted at the discretion of the Appointing Authority but may not be granted above the maximum pay rate of the employee's job classification. The demotion decrease is calculated on the employee's current pay rate and within the following:

- The employee's pay may not be reduced below the minimum pay rate nor exceed the maximum pay rate of the pay grade to which the employee is being demoted.
- The Appointing Authority may make a demotion pay decrease of 4 to 10%.
- A decrease less than 4% or greater than 10% may be made by the Appointing Authority in consultation with the Director of Human Resources.

b. Demotion – Exempt Employees

Any change in pay for an exempt employee who is demoted is at the discretion of the Appointing Authority.

c. Pay Reduction – Disciplinary

Upon a disciplinary pay reduction, the employee's rate of pay shall be reduced up to 5% at the discretion of the Appointing Authority but in no event shall the new pay rate be lower than the minimum of the employee's pay grade.

d. Reclassification or Reallocation Decrease

When a position is reclassified to a job classification for which the maximum pay rate of the pay grade of the new job classification is lower than the maximum pay rate of the position's current pay grade or the job classification for the position is reallocated to a pay grade for which the maximum pay rate is lower than the maximum of the position's current pay grade, an incumbent shall continue to receive their current rate of pay unless that rate is more than 10% above the maximum of the new pay grade, in which case their pay rate shall be decreased to 10% above the maximum pay rate of the new pay grade.

An incumbent employee shall be offered a transfer to a vacancy in the original job classification with the same Appointing Authority, if one exists. Otherwise the employee shall remain in the reallocated position.

D. Supplemental and Incentive Pay

1. Standby Pay

- a. All Classified Service employees required to work standby shall be paid one hour additional pay ("standby pay") at the employee's straight hourly rate for every eight hours of the standby assignment regardless of whether the employee is called to report for work and regardless of the number of hours worked in the workweek. Standby pay is not hours worked.
- b. If required to physically report for work:
 - i. The employee's hours worked for the week (or for salaried classified employees for the pay period) shall include travel time from home to the work location and back home from the work location and all hours worked on the assignment.
 - ii. A minimum of two hours shall be counted as hours worked for the first instance requiring the employee to physically report to a work location in an eight hour standby period. No minimum number of hours worked shall be counted for subsequent standby call outs during the same standby period.
- c. If not required to physically report for work:
 - i. If an employee can complete the assignment without physically reporting to the work location, the employee's hours worked for the week (or for salaried classified employees for the pay period) shall include all hours worked on the assignment.
 - ii. A minimum of one hour shall be counted as hours worked for the first instance worked remotely in an eight hour standby period. No minimum number of hours worked shall be counted for subsequent call outs during the same standby period.
- d. Pay for reporting for standby duty, whether physically or remotely, is in addition to the standby pay.

2. Emergency Call Out Pay

- a. In cases where there is no Standby Assignment, if an off-duty classified employee called out to work is required to physically report to a work location, the employee's hours worked for the week (or for the salaried classified employee for the pay period) shall include travel time from home to the work location and back home from the work location and all hours worked on the assignment.
- b. A minimum of two hours shall be counted as hours worked for each Emergency Call Out requiring an employee to physically report for work.
- c. In cases where the assignment can be completed without the employee physically reporting to a work location, a minimum of one hour shall be counted as hours worked for each Emergency Call Out.

3. Shift Differential Pay

a. Five Percent Differential

A shift differential pay of 5% shall be paid to those Classified Service employees, except Airport Firefighters and Airport Fire Lieutenants, who regularly work a shift where a majority of the hours worked falls after 5 p.m.

b. Ten Percent Differential

A shift differential pay of 10% shall be paid to those Classified Service employees, except Airport Firefighters and Airport Fire Lieutenants, who regularly work a shift where the majority of the hours worked falls after midnight and before 6 a.m.

Excluding Airport Firefighters and Airport Fire Lieutenants, an employee who is assigned a specific shift when the majority of the worked hours falls after 5 p.m. and before 6 a.m. and who is assigned to this shift for a period of not less than four consecutive calendar weeks, will earn the applicable shift differential as of the first day worked on the assigned shift.

4. Control Burn Fire Team

Each employee serving as a Fire Team Member shall be paid an additional \$3.00 per hour for each hour (or portion thereof) worked as a member of the Fire Team. Each employee serving as a Fire Team Supervisor shall be paid an additional \$5.00 per hour worked as a supervisor of a Fire Team.

Any hours worked on the Control Burn Fire Team will be counted as hours worked for all compensation purposes, including but not limited to calculating any overtime due.

5. Classified Service Employees Working in the Citizen Information Center (CIC)

Classified Service Employees working in the Citizen Information Center (CIC) during an emergency shall be paid their regular pay in situations where their CIC shift falls during their normally scheduled work time and work days and the County operations are continuing as usual. If the assigned CIC hours fall outside the normally scheduled work time or work days, the CIC employee will be compensated at the overtime rate, regardless of the actual number of hours worked in the week. The hours actually worked in the CIC shall also be included in the calculation of the time an employee worked during that work week.

6. Declared Emergencies and Other Emergency or Disaster Situations

When the Board of County Commissioners declares a state of emergency and/or the Appointing Authorities close their operations due to an emergency, employees will be compensated as follows:

- a. When regular County operations have been suspended because of an emergency situation, Classified Service employees directed to report to work in any capacity will be paid at the overtime rate regardless of the number of hours worked in the workweek.
- b. When regular County operations are fully or partially open regular pay rules will apply to Classified Service employees whether preparing for or dealing with the emergency or recovery efforts are part of the employee's normal duties.
- c. If a Classified Service employee is assigned duties at a higher classification and such assignment continues longer than 30 consecutive calendar days, the employee

will receive a pay adjustment in accordance with rules and practices governing temporary increases in C.1.h above.

- d. Appointing Authorities may grant employees administrative leave with pay if they direct them to leave work during their regularly scheduled hours in order to prepare their homes for emergency. Applicable shift differentials will be applied to the administrative leave with pay. Employees so directed who fail to return to work as directed by management may be considered AWOL (Absent Without Leave) and subject to discipline.
- e. Classified service employees required to work during an emergency (when County operations are closed) on a recognized County Holiday will be paid for such time in accordance with Personnel Rule 4 A.
- f. County employees who are *directed not to report to work* during an emergency (when County operations are closed or partially closed) will be granted leave with pay equal to their normal work hours for a period up to four weeks duration.
 - i. County employees who have previously scheduled paid time off during such time will not be required to use the paid time off.
 - ii. County employees not scheduled to work on a day that would be covered by leave with pay under this provision are not eligible for leave with pay on that day or any other day in substitution for that day.
- g. County employees who are directed not to report to work due to such an emergency for a period in excess of four weeks duration will be granted leave without pay for this time beyond the initial four weeks. Employees so affected shall substitute available compensatory time, extended illness leave, floating holidays, personal day and then available annual leave for the leave without pay. Employees may retain up to 80 hours of annual leave and be granted leave without pay for the duration.

7. Market Driven Skills Supplement (MDSS)

Market Driven Skills Supplement is an optional pay supplement with a variable rate not to exceed 10% of the employee's base rate for an employee that is proficient and engaged in work that requires the use of critical skill sets that are in short supply within the available labor market. The maximum rate of pay cannot exceed 10% above the maximum of the pay grade. The skill sets identified for eligibility for MDSS will be determined by the Human Resources Department in conjunction with the Appointing Authorities impacted by the critical skill shortages and approved by the Unified Personnel Board. The list will be reviewed and updated as needed, but at least every two years. The Director of Human Resources and Appointing Authority will determine when an approved skill set is no longer in short supply or is no longer deemed a critical skill set and recommend the Unified Personnel Board remove the skill set from those identified for eligibility for MDSS. Upon Unified Personnel Board approval, the supplemental pay will be ended.

8. Certification Pay

Certification pay is a supplemental pay provided to an employee for possession and maintenance of specific certification(s). The supplemental pay may be an amount added to the employee's base pay or an amount paid at set intervals during the year (for example, monthly). Eligible certifications are determined by the Appointing Authority. Certifications which are required in the minimum qualification of the job classification are not eligible for certification pay. Possession of the certification should add value to the

employee's ability to perform his/her job responsibilities. The added value should be meaningful and real. Loss or failure to maintain the certification will result in removal of the certification pay. Changes in job classification may result in removal of the certification pay.

9. Other Supplemental Pay

Other supplemental pay as approved by the Appointing Authority may be provided to employees for performance of specific duties not required as part of the minimum qualifications of the employee's classification (e.g., fogging or 911 training).

E. Pay

1. Method of Payment

a. Exempt Employees

- i. Exempt employees are salaried employees paid a set salary for each week worked, subject to legally allowable deductions whether from the salary or accumulated leave. For administrative purposes only, such as the payout of accumulated leave the annualized salary is divided by 2,080 hours (and a pro-rated amount for employees regularly scheduled for less than 40 hours in a workweek). All Exempt Service employees shall be available at all times for the performance of service beyond the generally scheduled workweek as may be required without any entitlement to extra compensation.
- ii. All members of the Exempt Service will have their pay directly deposited in a financial institution of their choosing.

b. Classified Employees-

- i. Overtime: It shall be the general practice of the County to not have its employees work frequent or considerable overtime. However, Appointing Authorities may authorize or direct an employee to work overtime when necessary in order to meet emergency situations or operating needs. Each Appointing Authority shall maintain records of all hours worked, including overtime hours worked by Classified Service employees in his/her department.
 - a) For overtime compensation purposes, recognized Holidays or Leave with Pay for work-related purposes shall be considered as time actually worked. All other time used by the employee, such as, time paid under the Workers' Compensation Law, under short or long term disability plans, Compensatory Time, Annual Leave, Extended Illness Leave, Floating Holidays, Personal Days, **Jury Duty**, or Leave with Pay for non-work related purposes shall not be considered as hours worked.
 - b) All hourly Classified Service employees, except Airport Firefighters and Airport Fire Lieutenants, paid on an hourly basis will be compensated at time and one half for any hours worked over 40 in any workweek in accordance with the Fair Labor Standards Act. Any hours worked over 40 in a workweek shall be considered overtime hours.
 - c) Pursuant to section 207 (k) of the Fair Labor Standards Act (FLSA) and Title 29 Code of Federal Regulations, Pinellas County establishes a 21 consecutive day work period for all Airport Firefighters and Airport Fire Lieutenants Employees effective November 20, 1988. All classified Airport Firefighters and Airport Fire Lieutenants working 159 hours or less during the

established 21 consecutive work day period shall be paid at the straight hourly rate set forth in the Pinellas County Pay & Classification Plan. Should Fire Protection Employees be required to work more than 159 hours in any 21 consecutive day work period, all such time shall be considered overtime work.

- d) Salaried Classified Service employees, those certified by the Appointing Authority through the County Attorney to the Director of Human Resources as excluded from the overtime provisions of the Fair Labor Standards Act ("Classified Excluded"), will be compensated at time and one half for any hours worked over 80 in a pay period if approved by the Appointing Authority.
- e) Compensation for overtime may be monetary or in compensatory time, at the sole discretion of the Appointing Authority. Employees may not accumulate more compensatory time than designated below.
- f) The maximum accumulation of compensatory time for Classified hourly employees shall be 80 hours and for Classified Excluded employees shall be 240 hours.
- g) An employee who has accumulated compensatory time may request compensatory time off and such compensatory time off must be given within a reasonable time so long as it does not unduly disrupt departmental operations.
- h) Upon separation from employment, an employee shall receive a lump sum payment for all accumulated compensatory time at a rate which is not less than that employee's average regular rate during the last three years of employment, or that employee's final regular rate, whichever is higher.
- ii. Employees promoted from the Classified Service to an exempt position shall, at the time of promotion, receive payment for accumulated compensatory time based upon the employee's regular rate of pay at the time of promotion.
- iii. All members of the Classified Service will have their pay directly deposited in a financial institution of their choosing.

F. Claims for Underpayment of Wages

Claims for underpayment of wages must be made within two years of the underpayment.

Employee Health Center Government Sector Case Studies

City of Plantation, FL

Year Opened: 2010

Key Initiatives and Results:

- Linked incentive payments for preventive physicals and biometrics to clinic patients. Increased participation. Increased participation rates from 39 to 98%
- Clinicians in center performed health coaching. By year 3 more than 90% of employees participated in coaching, and 97% of the high health risk population
- Six year savings of \$10.8 M for a 3.0:1 ROI

Escambia County Schools

Year Opened: 2013

Results:

- \$18.3 M savings in 19 months
- 62% engagement rate with employees targeted as high risk for a chronic condition
- 51% of high risk made progress towards normal range of health
- 90% of employees were satisfied with and would recommend the center

Lexington, KY

Year Opened: 2012

Results:

- In 2 years over 39% of employees with biometric values above normal range had made measurable progress, including 8% weight loss, 37% lower blood pressure, 35% lower blood sugar, 16% lower cholesterol
- High risk patients had 4.25 annual encounters with center clinicians
- Patients moved out of high risk categories with rates ranging from 10-16% depending on the risk category.
- 42% increase in use of primary and preventative care with 22% reduction in overall claims costs

Metro Nashville Public Schools

Year Opened: 2009

Five Year Results:

- Total cost for adults using the center were 27% lower than those using other primary care providers
- \$2.8 M saving in 2012 alone
- Employees using the clinics had 19% fewer hospital admissions, 42% fewer outpatient visits, 24% fewer emergency room visits, 60% fewer urgent care visits, 31% fewer radiology tests, 15% fewer lab tests and 15% fewer surgical procedures



*Unified Personnel Board Meetings
2017*

January 5
February 2
March 2
April 6
May 4
June 1
July 6
August 3
September 7
October 5
November 2
December 7



Human Resources Director

Action Taken Under Authority Delegated by the Unified Personnel Board

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following action from **September 25, 2016 through November 19, 2016.**

Result of Audits

RECLASSIFIED FROM CLASSIFIED SERVICE TO EXEMPT SERVICE

<u>POS CONTRL#</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>POS CONTRL #</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C3774	Engineering Specialist 2	CL20	BCC/E726	Professional Engineer 2	SM6

UPWARD RECLASSIFICATION

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C2180	Office Specialist, Senior	CL8	Administrative Support Specialist	CL11

DOWNWARD RECLASSIFICATION

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C4046	Field Inspector 3	CL19	Solid Waste Program Coordinator	CL17

ADDITIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
18809	Finance & Accounting Senior Analyst	Professionals	Classified/Excluded	CL22
14914	Horticulture Specialist	Technicians	Classified	CL14
16801	Professional Engineer 2	Professionals	Exempt	SM6

Human Resources Director**Action Taken Under Authority Delegated by the Unified Personnel Board**

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RE-INSTATED

<u>SPEC NO.</u>	<u>TITLE</u>	<u>EEO4 CODE</u>	<u>OT CODE</u>	<u>PG</u>
18898	Assistant Manager, Board Records	Officials & Managers	Exempt	150

RE-INSTATED WITH TITLE/PAYGRADE CHANGE

<u>SPEC NO.</u>	<u>PREVIOUS TITLE</u>	<u>PREVIOUS PAYGRADE</u>	<u>PROPOSED TITLE</u>	<u>OT CODE</u>	<u>EEO4 CODE</u>	<u>PG</u>
11330	Agenda Coord	P4	Agenda & Communications Coord	Exempts	Professionals	P2

TITLE CHANGES

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
21118	Assistant Director of Personal Exemptions	Assistant Director of Exemptions	150
21120	Director of Personal Exemptions	Director of Exemptions	150
16835	Engineering Support Services Supervisor	Technical Services Section Manager	SM4b
16836	Engineering Support Services Supervisor-PE	Engineering Section Manager-PE	SM4a
16797	Professional Engineer	Professional Engineer 1	P1
20056	Veterinary Technician Assistant	Veterinary Medical Assistant	CL6

PAY GRADE CHANGE

<u>SPEC NO.</u>	<u>PRESENT CLASSIFICATION</u>	<u>PRESENT PAY GRADE</u>	<u>RECOMMENDED PAY GRADE</u>
03359	Historical Museum Operations Manager	SM5b	SM6
23258	Tax Collector Organization Management Analyst	E-11	P2
20074	Veterinarian	SM4a	SM6

Human Resources Director

Action Taken Under Authority Delegated by the Unified Personnel Board

Page 3

REVISIONS

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
21080	Director of PAO Budgeting & Financial Services	150
16799	Engineer 1	P3
21050	Executive Assistant To The Property Appraiser	150
18144	Human Svcs Eligibility Spec	CL10
16840	Senior Engineer	SM5a
16965	Solid Waste Program Coordinator	CL17
01554	Special Assistant To County Administrator	SM3a

DELETION

<u>SPEC NO.</u>	<u>TITLE</u>	<u>PG</u>
23118	Audit Support Specialist	CL11



Employees' Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

IV. 5.

APPROVED BY THE EAC

Employees' Advisory Council – Representative Meeting Minutes

County Office Annex, Room 429, Clearwater, FL

Wednesday, September 21, 2016, 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 McMurray (previously Wombles).

Approval of Minutes

Charles Toney motioned to approve the EAC Representative Minutes for August 17, 2016. The motion was seconded by Lisa Wright. The minutes were approved as written.

Comments from Holly Schoenherr, Director of Human Resources

Holly talked about her first ten weeks in her new position. It has been fun and she has talked with many people and acknowledged that she has challenges to work through for the benefit of all Pinellas County employees. She is ready to roll up her sleeves and dig in to develop solutions with the assistance of many resources.

The Federal Department of Labor announced changes to the overtime laws which go into effect December 1, 2016. This change will affect five of the Appointing Authorities. Holly has called for a special meeting with the Appointing Authorities on Friday 9/23/16 to weigh the options available to ensure Pinellas County is in compliance with this new labor law. The personnel involved with this change are in the exempt or classified/excluded (old category "B") status who are paid beneath the new wage threshold of \$47,476 annually. To determine whether a position is exempt or nonexempt, there is a duties test and a salary test. The EAC requested the Dept. of Labor's duties specifications be distributed to the EAC. Holly acknowledged this request. (Please refer to this Department of Labor Fact Sheet for the duties test information: www.dol.gov/whd/overtime/fs17a_overview.pdf.)

Human Resources is working on better communication within the Taleo system when applying for jobs. The current system does not specify the difference between a general application and an application being submitted for a specific job opening. They are working with the vendor on the ability to print applications after submission to view exactly what was submitted electronically.

Dave Blasewitz addressed the upcoming changes to the benefit packages for the year 2017. There will be increases in monthly deductions, co-pay amounts and emergency room visits. Information on the changes for 2017 can be found in the [September issue of The Pen](#) and on the Human Resources web page (visit www.pinellascounty.org/hr/annual-enrollment).

The County uses healthcare consultants to assist with prices of co-pays and premiums as this is a standard business practice. The last few years the increases have been paid by the County rather than by the employees which was not the norm. This year the County isn't in a position to cover the increase.

Old Business

Mercedes Pearson provided Paul Valenti, Director of Human Rights a proposal updating the harassment and bullying policy. Paul will work with Holly Schoenherr on the details before presenting it for approval by the Appointing Authorities.

Maternity leave - Jennifer Gundel's requested to be put on record for her position on maternity leave with regard to married couples who are both employed by Pinellas County. Human Resources has been in contact with her directly on this matter since FMLA is federally governed. Jennifer would like the county to change the policy to permit spouses who both are employed by Pinellas County to take up to 12 weeks of maternity leave each using a combination of FMLA, vacation time and leave without pay. This topic will be included in the agenda at the Appointing Authority meeting in October.

New Business

Lisa McMurray will be moving to Public Works from Purchasing due to organizational changes under the BCC. This move will cause Lisa to be in BCC Group III where Steve Yeatman is the EAC Representative. Donna Beim made a motion to allow Lisa McMurray to finish the year (2016) as EAC Representative for BCC Group 8. The motion was seconded by Hazel Lane. Motion passed unanimously.

EAC elections process will begin on October 3rd with the distribution of nomination forms. Linda Cahill, Ashley Skubal, Rich Castle, and Steve Yeatman volunteered to be on the election committee. Human Resources will send out communications regarding the election process. The voting period will be from November 28 to December 9, 2016.

Suggestions for the Appointing Authority meeting on October 14, 2016 were discussed. Some of the possible topics for the agenda are: merit raises (pay for performance), bullying and harassment, maternity leave, and the turnover of younger employees. Holly mentioned that a compensation study of positions to evaluate pay structures and retain employees will take place in the near future. Linda Cahill questioned if the study would be concluded before the budget year 2018. Holly said the study will take 12 to 18 months to complete. Randy Rose mentioned the SAFE (Stabilization Account For Employees) "pot of money" which the County used to have as a resource be looked at again for a possibility to subsidize the pay for performance.

Adjourned

Richard Carvale made a motion to adjourn at 4:45.

Lisa McMurray*	Richard Carvale*	Peg Poole*	Linda Cahill*	Rich Castle*
Donna Beim*	Hazel Lane*	Doris McHugh*	Mercedes Pearson*	Randy Rose*
Mario Ruggia*	Ashley Skubal*	Charles Toney*	Lisa Wright*	Steve Yeatman*

*EAC Representatives in attendance at this meeting.



Employees' Advisory Council



to continually improve the Pinellas County classified employees' quality of work life

APPROVED BY THE EAC

Employees' Advisory Council – Delegate Meeting Minutes

Extension Services, 12520 Ulmerton Road, Largo, FL

Thursday, September 22, 2016, 8:00 a.m. – 10:00 a.m.

Call to Order

The EAC Delegate meeting was called to order at 8:00 a.m. by Chair, Lisa McMurray (previously Wombles).

Guest Speaker – Paul Valenti, Director of Human Rights

Paul discussed the many responsibilities of the Office of Human Rights. The main function is to enforce the civil rights laws for the people of Pinellas County. Rectifying discrimination and adverse actions in the workplace are some of the largest areas their work involves. Many times his staff receive inquiries which belong to other departments such as an issue of conflict between employees which is referred to Human Resources Employee Relations. One of his goals is to point people in the right direction by maintaining an open door policy. Many of the guidelines which are enforced in Pinellas County are directed by the federal government.

Paul explained that he reports to the Human Rights Board, which has many of the Appointing Authorities as members, and they all have input on his evaluation, thus there is a great degree of independence for the Office to make determinations free from undue pressure. The EAC Chair is involved with the evaluation. Information and forms may be located on the Human Rights website at www.pinellascounty.org/humanrights.

Comments from Holly Schoenherr, Director of Human Resources

Holly talked about her first 10 weeks of employment with Pinellas County. She is learning so many areas in the County and realizes there are a lot of topics the employees would like her to address. Human Resources is reviewing the software for the Taleo system which includes job applications and FACE. Questions were asked about job postings and the manner in which they are being handled. Also, the employees being reviewed cannot add comments into FACE, except at the official conversation before electronically signing. Since the information is public record, sometimes the comments included in FACE can be detrimental to an employee applying for another position.

Dave Blasewitz and Jim Valliere talked about some of the features of Taleo and possible upgrades to the system which are being addressed by the staff in Human Resources. Supervisors are being trained and educated on how to use the FACE system. Anyone having questions or problems with the functions of those programs should contact Human Resources.

Dave Blasewitz discussed the upcoming benefits elections. Information on annual enrollment can be found on the Human Resources website (visit www.pinellascounty.org/hr/annual-enrollment) and in the [September issue of The Pen](#). The County dental carrier, Cigna, will soon have physician ratings. In reference to questions about health care prices, Dave mentioned that the industry has some measures in place to identify medical effectiveness and costs, such as the Leapfrog initiative which scores hospitals in that regard.

Benefits is hoping to complete the clinic for County employees soon, yet cannot commit to any dates at this time.

Open Discussion

Lisa McMurray explained to the delegates that she will be moving to Public Works from Purchasing due to organizational changes under the BCC. This move will cause Lisa to be in BCC Group III where Steve Yeatman is the representative. The council passed a vote on September 21, 2016 to allow Lisa to finish the year (2016) in her current position.

Donation are being collected for the Christmas Wish Fund. Each representative will work with their delegates on the collections.

EAC elections will begin October 3, 2016 with the distribution of nomination forms and voting begins on November 28, 2016. Anyone wishing to run for an open EAC Representative group must obtain approval from their management before submitting their profile to the election committee for the ballot.

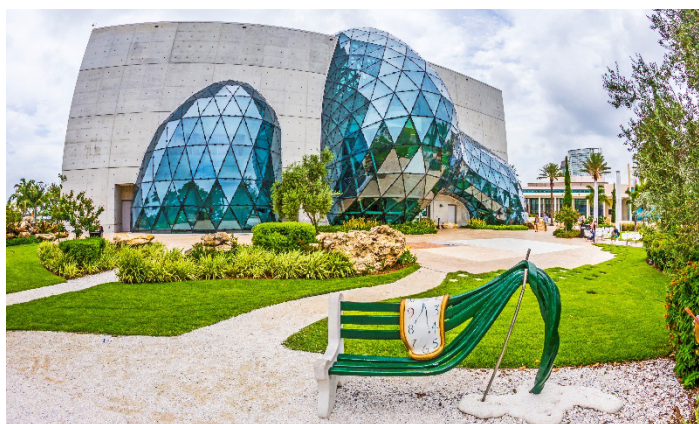
Representatives met with their groups.

Lisa McMurray*	Richard Carvale*	Peg Poole*	Linda Cahill	Rich Castle*
Donna Beim*	Hazel Lane*	Doris McHugh	Mercedes Pearson	Randy Rose*
Mario Ruggia	Ashley Skubal*	Charles Toney*	Lisa Wright*	Steve Yeatman*

*EAC Representatives in attendance at this meeting.

Gaining Perspective

Chances are if you have spent any amount of time in the Tampa Bay area, you've probably been to the Dali Museum in St. Petersburg. Salvador Dali was a famous surrealist artist who created brilliant and complicated masterpieces of art. If you have ten people looking at the same piece, you may have ten different interpretations. Where you stand in the museum, the lighting in the room, and the information you know about the piece all affect what you see when you look at one of his intricate pieces of art. Dali was a master at bending your point of view.



Your perspective is just that — your point of view. And your point of view changes based on where you are standing. Not just physically standing but where in life you are standing. This is influenced by any number of things — an experience you've had, maybe a hardship you've overcome, an influence from another person. Your perspective is the lens through which you view things.

Having too narrow of a perspective can cause you to view things only one way and perhaps continue to do things only one way. Broadening your perspective can help you identify multiple aspects and impacts of an issue. It can help you to think outside of the box and perhaps be more creative in looking at practices and processes.

Being able to change your perspective is difficult, even more so if you've been seeing things the same

way for a long period of time. Truly being able to do that is one of the most important competencies of effective leaders. Being able to change how you view a situation or an individual can be beneficial to you and create new scenarios and possibilities for you and your team. It can make you more adaptable, coachable and resilient.

Some things you can do at work to help broaden your perspective:

1. Be aware of any unconscious biases you may have. Are you making decisions about situations or people based on assumptions? Ask yourself, "Do I know this to be true?" and "What else might be true?"
2. Expand your view when people are telling you, "There is no way we can do that" or "This is the way we've always done it." Ask yourself the question, "What else might be possible" or "What else might work?"
3. Ask for other opinions. When you are stuck, ask someone from the outside or someone with limited information about the situation. Sometimes fresh eyes offer great solutions to old problems.
4. Keep an open mind. Don't be afraid to answer the question "Why?" This is an important question and if you can't answer it, maybe you need a change in perspective. As a leader, your vision is powerful and can greatly influence those you lead beyond what you may even realize. Make changes when you need to.

You make a choice when you decide how to view yourself, your life, and your relationships. That choice can determine your success so choose your view wisely. If you feel as though your point of view could use a change or you need some fresh perspective, peruse a few of Dali's works; that should do it.

***"The manager has a short-range view;
the leader has a long-range perspective."***

~ Warren G. Bennis

Learning Opportunity

November 2016

Pinellas County
Human Resources
Helping U Succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Oct 31	Nov 1 8:30am Dealing with Difficult People (Annex 429) 8:30am Effective Listening (Studio B)	2 8:30am Effective Leadership (Utilities 4th floor) 1:00pm Give 'Em the Pickle (Studio B)	3	4
7	8 Election Day	9	10	11 Veteran's Day Holiday
14 8:30am Setting Sail (Annex 429)	15	16 8:30am Introduction to Supervision for Non-Supervisors (Studio B)	17 8:30am Managing Electronic Records 1.0 (Swisher 211)	18
21 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	22	23	24 Thanksgiving	25 Thanksgiving
28 8:30am Setting Sail (Annex 429)	29	30	Dec 1	2

Request enrollment for classes in OPUS. Users without OPUS access may register through their training coordinator. Class dates and times are subject to change. Not all classes are open to non-County Consortium members. Contact Training & Development at 464-3796 or email training@pinellascounty.org.

Learning Opportunity

December 2016

Pinellas County
Human Resources
Helping U Succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Nov 28	29	30	Dec 1	2
5	6	7 8:30am Team Building (Utilities) 1:00pm Budget 101 (Studio B)	8	9
12 8:30am Setting Sail (Annex 429)	13	14	15	16
19 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	20	21	22	23
26 Holiday	27 8:30am Setting Sail (Annex 429)	28	29	30

Request enrollment for classes in OPUS. Users without OPUS access may register through their training coordinator. Class dates and times are subject to change. Not all classes are open to non-County Consortium members. Contact Training & Development at 464-3796 or email training@pinellascounty.org.

Learning Opportunity

January 2017

Pinellas County
Human Resources
Helping U Succeed
www.pinellascounty.org/hr/training

Quarterly Training Calendar

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Jan 2 Holiday	3	4	5	6
9	10	11	12	13
16 8:30am Muster Drill - New Employee Orientation Class 2 (Extension)	17	18	19	20
23	24 8:30am Supervisory & Management Competencies Series 1 of 9 (Studio B)	25	26	27
30	31 8:30am Supervisory & Management Competencies Series 2 of 9 (Studio B)	Feb 1	2	3

Request enrollment for classes in OPUS. Users without OPUS access may register through their training coordinator. Class dates and times are subject to change. Not all classes are open to non-County Consortium members. Contact Training & Development at 464-3796 or email training@pinellascounty.org.

Employee Benefits and Wellness

Presentation to Unified Personnel System Board

December 1, 2016

Employee Benefits

Health Benefit Programs

Health Plan

- Medical
 - High Deductible w/HSA
 - Point of Service
- Pharmacy
- EAP Mental Health
- Vision

Dental Plan

- PPO Dental Plan (any provider)
- Dental HMO Plan (network only)

Life & Disability

- Employer Provided Life
- Supplemental Life
- Dependent Life
- Short Term Disability
- Long Term Disability

Tax Saving Benefit Programs

Flexible Spending Account

- Available for POS health plan participants
 - Tax free spending for allowed services
- High Deductible Plan participants use for dental expenses

Health Savings Account

- Only available to participants in high deductible health plan
- Tax free spending for allowed services
- Can be used after employment ends

Pre-Tax Premium Deductions

- Section 125 plan allows employees to pay health plan costs with pre-tax dollars

Retirement Benefit Programs

Florida Retirement System

- County Funded
- Defined benefit plan offers fixed monthly pension
- Defined contribution plan allows participants to manage account

Deferred Compensation

- Employee Funded
- Section 457 defined contribution
- 4 Vendors offering dozens of investment options

Exchange of Annual Leave

- Allows eligible employees to cash in up to 160 hours of accumulated leave
- Can be paid in cash, deferred comp or both
- Helps boost retirement savings

Other Benefit Programs

Pinellas Credit Union

Employee Advantages Discount Program

Employee Rewards Program

Generous Leave Benefits

Transactions

▶ 1,766 OPUS Life Events (excluding annual enrollment)

■ New Hire	298
■ Salary Change	402
■ Length of Service	230
■ Age change	126
■ Termination	160
■ Pinellas Admin	299
■ Retiree related	251
■ Other	

▶ Vendor eligibility system management

▶ Retirement

■ Deferred Retirement Option Program (DROP) entrance	57
■ Service retirement and DROP termination	107

▶ Short Term Disability

■ Claims approved	170
■ Claims	\$560K

Financial Responsibilities

▶ Vendor Contracts	32
▶ Administrative Fees	\$2,182,732.00
▶ Claims payment remittance	\$32,825,163.00
▶ Total medical plan budget	\$60M

Benefit Plan Reviews

- ▶ Phone and in person periodic review of Plan Performance with benefit partners
 - Utilization and financial results
 - Things that are going well
 - Opportunities for improvement
 - Discussion of progressive programs
- ▶ Consultants included for medical and pharmacy



Employee Wellness

What's Our Story?

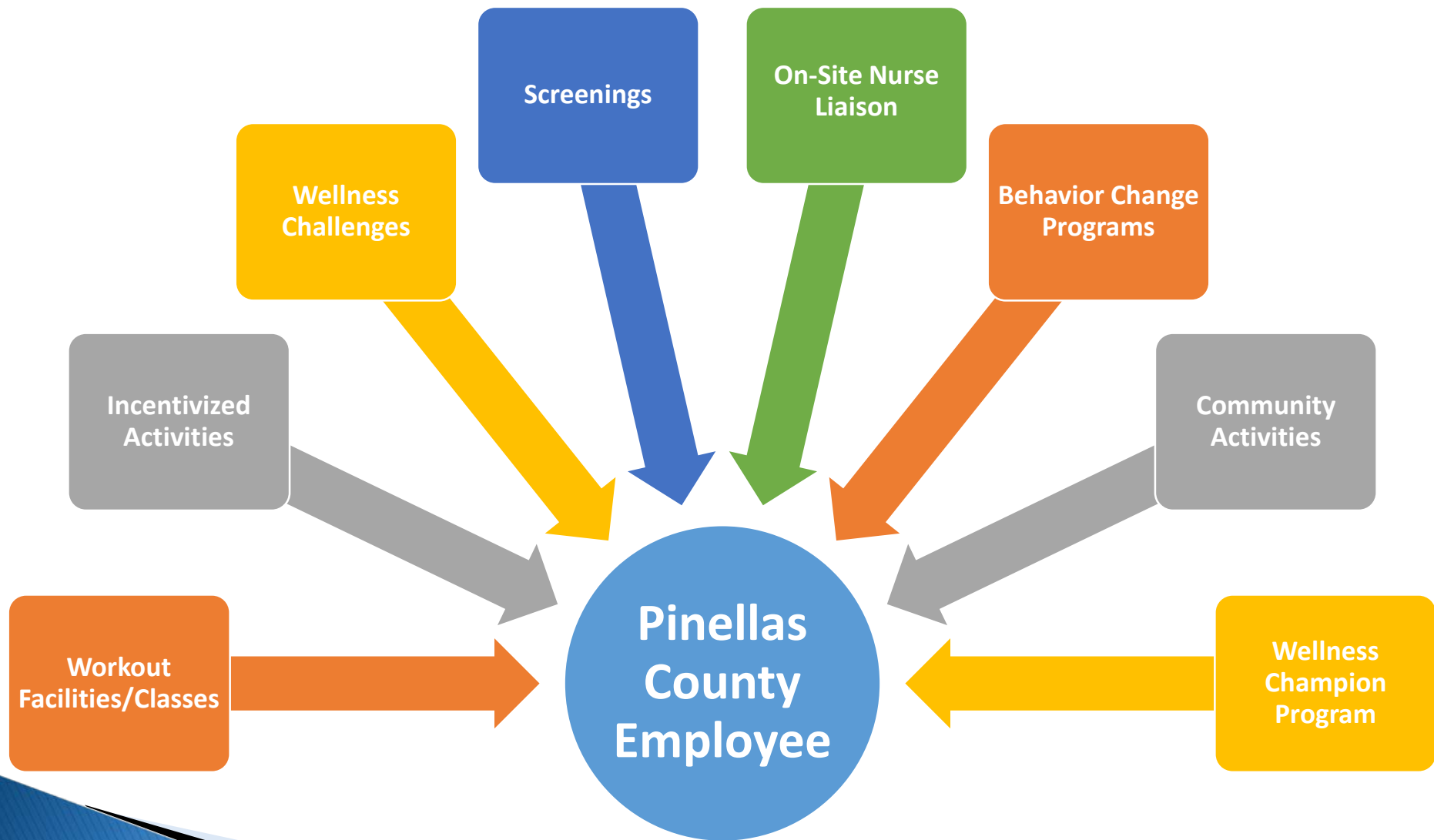
Intervertebral
Disc Disorders

Diabetes

Osteoarthritis

Coronary
Artery Disease

Asthma



Wellness Incentive Program

Health Actions	Description	Rally %	Reward Points	Cash
NEW: Annual Physical	Once-a-year preventive medical exam	25%	12,500	\$50
NEW: Nutrition Challenge	4 weeks of food tracking and portion guidance	25%	12,500	\$50
NEW: 3 Rally Missions	Activities based on your health survey results	25%	12,500	\$50
Tobacco Cessation	6 weeks support to help quit tobacco use	50%	25,000	\$100
Weight Watchers	17 weeks to help you achieve your desired weight	50%	25,000	\$100
Wellness Learning Series	4 weeks of wellness education	50%	25,000	\$100
Get Fit	8 weeks of physical activity commitment	25%	12,500	\$50
Fruit & Veggie Challenge	6 weeks of eating fruits and vegetables	25%	12,500	\$50
Preventive Screenings	Colonoscopy, pap test or mammogram	25%	12,500	\$50
Telephone Coaching	Up to 6 months of personalized health coaching	25%	12,500	\$50
Disease Management	Manage a chronic diagnosis such as diabetes	50%	25,000	\$100
Healthy Pregnancy	Maternity support for pregnant women	up to 50%	up to 25,000	up to \$100

2016 At a Glance

Incentivized Programs	Non-Incentivized Wellness Opportunities
Get Fit- 148 completions	Wear Red Day
Nutrition Challenge- 44 completions	National Walking Day
Fruit and Veggie- 94 completions	Wear Blue Day
Tobacco Cessation- 12 completions	Deskercise Challenge
Weight Watchers- 11 completions	Wear Pink Day
Lose and Win- 137 completions	WalkingU challenge
Financial Wellness- 231 completions	Maintain campaign
Telephonic Coaching- 18	Great American Smokeout Day
Healthy Pregnancy- 2	Blood drives on campus every quarter
Disease Management- 7	Onsite Workplace massage Program
Preventative Screenings- 2870	Bi-Annual Golf Tournaments
	Skin Cancer Screenings
	Leg Vein Screenings
	Vision Screenings
	Enhance Fitness- 21 participants
	City of Clearwater – Men’s health panel June
	WomenHeart@Work
	De-stress and Maximize Life with Dr Risoldi
	ComPsych classes
	Freestyle cruising
	Baycare Mammo Days August and October