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## UNIFIED PERSONNEL BOARD AGENDA

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Date: February 10, 2022

Time: 6:30 p.m.

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

- I. Citizens to be Heard\*
- II. Employees' Advisory Council (EAC) Representative
- III. Consent Agenda
  1. Request Approval of the Minutes of the Regular Personnel Board Meeting held January 6, 2022  
*Approved*
- IV. New Business
  1. Review Process for HR Director's Performance Evaluation
  2. Discuss Potential Revisions to UPB Rule 3
  3. Discuss March 7, 2022 Workshop Agenda
- V. Informational Items
  1. Kimberly's HR Update
  2. Action Taken Under Authority Delegated by the Personnel Board

**The CDC recommends that all individuals — including those who are fully vaccinated — wear a face mask in public indoor settings in areas of high transmission which includes the Tampa Bay area.**

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\* Persons with disabilities who need reasonable accommodations to effectively participate in this meeting are asked to contact Pinellas County's Office of Human Rights by emailing requests to [accommodations@pinellascounty.org](mailto:accommodations@pinellascounty.org) at least three (3) business days in advance of the need for reasonable accommodation. You may also call (727) 464-4882. More information about the ADA, and requests for reasonable accommodation, may be found at [www.pinellascounty.org/humanrights/ada](http://www.pinellascounty.org/humanrights/ada).

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.

Unified Personnel Board  
Pinellas County  
January 6, 2022 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:29 PM on this date in the Magnolia Room at the Pinellas County Extension Office, 12520 Ulmerton Road, Largo, Florida.

Present

Joan M. Vecchioli, Chair  
Ricardo Davis, Vice-Chair  
Jeffery Kronschnabl  
Kenneth Peluso  
Paul Rogers  
William A. Schulz II

Not Present

Peggy O'Shea

Others Present

Kimberly Crum, Director of Human Resources (HR)  
Jennifer Monroe Moore, Ogletree, Deakins, et. al, P.C., Board Counsel  
Shirley Westfall, Board Reporter, Deputy Clerk  
Other interested individuals

*All documents provided to the Clerk's Office have been made a part of the record.*

**CALL TO ORDER**

Chair Vecchioli called the meeting to order at 6:29 PM; whereupon, she led the Pledge of Allegiance.

**ELECTION OF CHAIR AND VICE-CHAIR**

Upon request by Chair Vecchioli, Attorney Moore presided over the nomination for Chair. Mr. Peluso made a motion that Ms. Vecchioli be re-elected as Chair. The motion was seconded by Mr. Rogers and carried unanimously.

Attorney Moore turned control of the meeting back over to Chair Vecchioli; whereupon, Mr. Peluso made a motion that Mr. Davis be re-elected as Vice-Chair. The motion was seconded by Mr. Rogers and carried unanimously.

## **CITIZENS TO BE HEARD**

None.

## **EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE**

EAC Representative Lisa Arispe related the following EAC elections results:

- She has been re-elected Chair
- Bill Gorman has been re-elected Vice-Chair
- Zach Bloomer was elected representative for the Property Appraiser's Office

In response to a query by Chair Vecchioli, Ms. Arispe indicated that the HR Director evaluations should be completed and returned by the end of next week.

## **CONSENT AGENDA**

Mr. Schultz moved that the minutes of the regular meeting held on December 2, 2021 be approved. The motion was seconded by Mr. Davis and carried unanimously.

## **INFORMATIONAL ITEMS**

Deviating from the agenda, Chair Vecchioli recommended proceeding with the Informational Items prior to New Business.

### Reappointment

Ms. Crum related that Ken Peluso was reappointed to the Personnel Board by the Board of County Commissioners for 2022-2023.

### Human Resources Update

Ms. Crum indicated that the HR update is included in the agenda packet and highlighted the following items:

- The new HR Technology and Performance Enhancement Manager will start in mid-January

- Per analysis of the Employee Voice Survey results, the following key areas were identified that require additional focus and attention:
  - Respectful atmosphere
  - Opportunity to do my best work
  - Inclusion
  - Recognition
  - Flexible work
- Administrative leave for eligible employees, which ended on December 18, and communicating safety guidelines related to COVID-19
- Implementation of the new benefit vendors – Cigna and Aetna
- Collaborating with the BCC Workforce Relations team regarding position audits
- A total of 506 new hires were processed in 2021
- Pinellas County is hosting a Career Fair on January 18 at the St. Petersburg College EpiCenter

Responding to a query by Chair Vecchioli, Ms. Crum indicated that she will be presenting the HR annual report in February. Chair Vecchioli inquired about scheduling of the workshops with the Appointing Authorities for March and September and requested a follow-up by HR staff on the process regarding the HR Director's evaluation.

#### Action Taken Under Authority Delegated by the Personnel Board

Ms. Crum indicated that there are two items listed in the report.

### **NEW BUSINESS**

#### Determine Interpretation of Rule 3 C.1.e. General Increase

Chair Vecchioli informed that a joint request has been received from the County Administrator and the Employee Advocates Committee regarding the interpretation of Personnel Rule 3.C.1.e., General Increase, and requested that Attorney Moore outline the proceedings.

Attorney Moore indicated that while the Board has authority in the matter, there is no set procedure; and that she views this as a fact-finding conference to allow for the members to solicit information they may need in order to accomplish the task; whereupon, she responded to a query by Mr. Davis regarding the role of witnesses in the current proceeding and read the joint statement of the case.

The aggrieved employees, the Employee Advocate Committee, and the County Administrator jointly request that the Personnel Board investigate and instruct the parties whether or not the Board's interpretation of Rule 3.C.1.e. is consistent with the County Administrator's decision to withhold the general increase effective

October 10, 2021, from classified employees who were suspended, received a pay reduction, or demotion for disciplinary reasons during the period of October 1, 2020 through September 30, 2021.

Senior Assistant County Attorney Ashley Donnell presented her opening statement and indicated that an email has recently been received from the former County HR Director Peggy Rowe relating to the history and context in the creation of the General Increase Rule, specifically, on whether Appointing Authority discretion regarding determining pay increase eligibility was intended. Attorney Donnell indicated that Employee Advocate Tammera Maloney objected to the email disclosure.

Mr. Peluso made a motion that the email be distributed to the Board, which was seconded by Mr. Davis and carried unanimously. The Board was supplied with a copy of the email.

Ms. Maloney, representing the aggrieved employees in the matter, presented her opening statement.

Following testimony, cross-examination, and questioning of the parties and witnesses by the Board, including input provided by HR Officer Jack Loring and Workforce Relations Director Rodney Marion, Chair Vecchioli requested that a copy of the Pinellas County Personnel Rules that were in effect until December 31, 2015 be provided to the Board; whereupon, and with input by Attorney Donnell, she indicated that those rules lack reference to a general increase.

*The meeting was recessed at 8:11 PM and reconvened at 8:28 PM*

Following closing arguments, the members deliberated on the matter. Mr. Rogers noted the past and current issues with unfair administration of Cost of Living Adjustments in the County and opined that the Appointing Authority discretion as to pay actions, implemented through department managers, is over-utilized; that he disagrees with the Appointing Authorities' arguments; and that Rule 3.C.1.e. is too arbitrary and should be revised, and Mr. Schulz concurred, indicating that the aggrieved employees deserve the general increase.

Mr. Peluso noted the importance of the historical perspective presented during the testimony, opined regarding the importance of the Appointing Authority discretion allowed under the current rule, and expressed support for the County Administrator's interpretation and application of the rule, and Messrs. Davis and Kronschnabl agreed; whereupon, Mr. Davis commented on the general vs. a merit-based increase and on the Board's full intention of allowing the Appointing Authority discretion upon the rule adoption in 2016.

Chair Vecchioli reiterated the need for clarity of definitions and revision of the rule, but noted that notwithstanding the rule ambiguity, there is consistent history of practice of applying discretion in pay increase exclusions based on certain criteria by the HR Department and the Appointing Authorities; and that she supports the County Administrator's interpretation of the rule based on the presented evidence and testimony.

Mr. Peluso made a motion to support the County Administrator's interpretation and application of Rule 3 C.1.e., which was seconded by Mr. Davis. Following further discussion and upon call for the vote, the motion carried 4 to 2, with Messrs. Schulz and Rogers dissenting; whereupon, Chair Vecchioli concluded that the County Administrator's interpretation of the rule has been confirmed by the Board and suggested that staff place a potential revision to the rule on a future agenda.

## **ADJOURNMENT**

The meeting was adjourned at 8:44 PM.

**Human Resources Director  
2021 Performance Review Timeline**

*Review period: September 21, 2020 to December 31, 2021*

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|-------------------|--|
| January 25, 2022  | Human Resources 2021 Annual Report published and distributed to the Unified Personnel Board, Appointing Authorities, and Employees' Advisory Council (EAC) |
| February 9, 2022  | Deadline for Appointing Authorities and EAC to provide feedback on HR Director performance   |
| February 11, 2022 | Stakeholder feedback and other performance-related documents shared with Unified Personnel Board members   |
| February 23, 2022 | Deadline for Unified Personnel Board members to complete and submit evaluation forms   |
| March 3, 2022     | Human Resources Director Annual Performance Review by Personnel Board  |



### **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 rate 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 adjustments solely associated with the implementation of the Evergreen Classification and Compensation Study completed in 2018 shall be as adopted. In the event of a conflict between implementation of that study and this Rule, the approved implementation of the study shall govern. In all other cases, the following will continue to apply. 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 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.

**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. An Appointing Authority may elect to compensate exempt employees directed to report to work in any capacity during a declared local state of emergency after the Appointing Authority has closed his or her operations at one and one half times that rate for any hours worked in the workweek over 40.
- g. 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.
- h. 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, 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.



## Unified Personnel Board – HR Update February 2022 (January 2022 updates)

### Internal Recruitments

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- HR Technology and Performance Enhancement Manager VaShonda Evans started in January. She has several years' experience in both the public and private sector (including Manatee County School District) with Human Resources, HRIS and Payroll. Her vast experience with numerous HR applications including Taleo, as well as having been involved in several HRIS/payroll implementations and upgrades combined with her resourcefulness and eagerness to learn makes her a strategic addition to our team, as we work to transform our business processes and upgrade our technology.
- Currently recruiting for an HR Technician in Organizational and Talent Development as well as an HR Specialist in Employee Communications.

### Benefits & Wellness

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- With our new benefit partner Cigna, we were excited to introduce the on-site claims/customer service representatives and EAP representative in January.
  - Our employees have access to two telephone-based claims reps (M – F, 8 a.m. to 5 p.m.) including one who is on-site on Wednesdays from 8:30 a.m. – 4 p.m. We have identified one of the two dedicated reps who will start in early March, and recruitment continues for the other position.
  - Our new Registered Dietician Health Coach will be joining us onsite in early March. She brings with her a wealth of knowledge and experience and will be a great enhancement to our wellness program.
  - Recruitment is ongoing for the Registered Nurse Health Coach.
  - EAP representative Lorelei Keif (licensed clinical social worker) conducts in-person or virtual meetings with our employees for their ongoing needs, and can also advise on how to best use the EAP counseling benefits. She can also provide departmental support to teams.
- 2022 Wellness Incentive Program: Cigna's online wellness portal, MotivateMe, houses our Incentive Program activities.
- The new Quest biometric screening portal is live. Initial communication and education has been disseminated and will be ongoing throughout the year.
- Kicked off the year with classes on Starting a Sustainable Fitness Routine, a Financial Wellbeing series, and a stepping Challenge. Scheduled February classes are focused on Heart Health and education around Employee Assistance Program benefits.

### Classification & Compensation

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- Completed preliminary recommendations for 150 County Administrator (BCC) positions as part of the priority positions audit project.
- Kicked off a new study to examine Customer Service Technician, Tax Technician 2 and Tax Technician 3 positions within the Tax Collector's Office. These job classifications encompass more than 200 positions.
- Continuing work on the annual market study.

### Communications and Outreach

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- Published the [2021 Pinellas County Human Resources Annual Report](#).
- Beginning implementation of the new engaging volunteer software system that will provide an interactive platform for our volunteers and more robust reporting and recruiting capabilities. We are

working closely with BTS, volunteer site coordinators and our vendor to ensure a smooth process and anticipate completing the implementation in the next few months.

### **Organizational & Talent Development (OTD)**

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- The 2022 Learning Catalog is available in SharePoint and OPUS. We are proud to offer over 100 courses in-house which employees may take with supervisor approval.
- New Hire Orientation is now provided 26 times during the year on each payroll Monday.
- Customized workshops are trending with ten already scheduled for the upcoming months.

### **Planning and Performance**

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- Oracle Performance Management demos have been shared with stakeholders and Appointing Authority representatives. The preliminary response was positive, and we are moving on to non-production testing. Once those are complete, the content and training materials will be created.

### **Workforce Strategy**

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- On January 18, Workforce Strategy hosted a Pinellas County Career Fair with an estimated 300 attendees. We were happy to see the high caliber of qualified talent that were in attendance. Hiring managers were able to speak with talented individuals and conduct interviews on-the-spot. The onboarding team was on location to assist with applications, background checks, and onboarding paperwork. 9-1-1 hiring managers took advantage of the opportunity to make offers to three candidates during the event. Two have already begun their employment with Regional 9-1-1.



## 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 actions from **December 26, 2021 through January 29, 2022**.

### REVISION

| Spec No. | Title                       | PG  |
|----------|-----------------------------|-----|
| 18834    | Business Systems Specialist | 150 |

### PAY GRADE CHANGES

| Spec No. | Title                       | Old PG | New PG |
|----------|-----------------------------|--------|--------|
| 03462    | Assistant County Attorney 1 | E21    | E25    |
| 11150    | Legal Secretary             | C19    | C20    |