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## UNIFIED PERSONNEL BOARD AGENDA

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Date: November 2, 2023

Time: 6:30 p.m.

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

Citizens to be Heard\*

Employees' Advisory Council (EAC) Representative

I. Consent Agenda

1. Request Approval of the Minutes of the Regular Personnel Board Meeting held September 7, 2023
2. Request Approval of the Minutes of the Joint Unified Personnel Board/Appointing Authorities Meeting held September 20, 2023

II. New Business

1. Anti-Harassment Policy
2. Revisions to Personnel Rule 3, Compensation

III. Informational Items

1. HR Budget
2. HR Update
3. Action Taken Under Authority Delegated by the Personnel Board
4. Unified Personnel Board Schedule for 2024

IV. Termination Appeal

1. Dustin Guinta v. Pinellas County Department of Administrative Services

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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@pinellas.gov](mailto:accommodations@pinellas.gov) at least three (3) business days in advance of the need for reasonable accommodation. You may also call (727) 464-4882. View more information about the [Americans with Disabilities Act and requests for reasonable accommodation](#).

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  
September 7, 2023 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:31 PM on this date in the Clerk's Fourth Floor Conference Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

Joan Vecchioli, Chair  
Jeffery Kronschnabl  
Peggy O'Shea  
Kenneth Peluso  
Ralph O. Reid IV  
William Schulz II

Not Present

Ricardo Davis, Vice-Chair

Others Present

Peggy Rowe, Interim Human Resources (HR) Director  
Maria Ciro, HR Assistant Director  
Sitara Coyle, Board Reporter, Deputy Clerk  
Other interested individuals

**CALL TO ORDER**

Chair Vecchioli called the meeting to order at 6:31 PM; whereupon, she led the Pledge of Allegiance.

**CITIZENS TO BE HEARD**

None.

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

EAC Representative Lisa Arispe indicated that the EAC meeting is rescheduled to September 21 due to the joint UPB and Appointing Authorities meeting on September 20.

In response to a query by Mr. Reid, Ms. Arispe related that the EAC members will discuss a potential joint UPB and EAC meeting at their next meeting.

## **CONSENT AGENDA**

### Minutes of the Regular Personnel Board Meeting held August 3, 2023

A motion was made by Ms. O'Shea to approve the minutes of the August 3 meeting. The motion was seconded by Mr. Peluso and carried unanimously.

## **NEW BUSINESS**

### Personnel Board/Appointing Authorities September 20, 2023 Workshop Agenda

Referring to a draft of the *Unified Personnel Board/Appointing Authorities Workshop Agenda* located in the agenda packet, Chair Vecchioli summarized the items for discussion.

In response to queries by the members, Ms. Rowe indicated that the health care contract discussion is only applicable to current employees and retirees eligible for medical plans through the County; that the retiree health care contract with Aetna is active through the end of next year; and that the reason for the discussion is primarily due to concerns regarding significant increases in health care costs and future steps the County may take administratively.

A motion was made by Mr. Peluso to approve the workshop agenda. The motion was seconded by Ms. O'Shea and carried unanimously.

## **INFORMATIONAL ITEMS**

### HR Update

Ms. Rowe referred to the *HR Update* document included in the agenda packet and provided information regarding a new internal hire, recruitment and turnover metrics, and a retreat held for the HR Department, and noted that a contract was entered into for the use of a software which provides salary comparisons; whereupon, she provided information regarding GovHR a consulting firm that will provide assistance with the hiring of a new HR Director. services related to hiring a new HR Director. She reported that the firm predicts that the process to appoint a new Director could take approximately 13 to 14 weeks.

In response to queries by the members, Ms. Rowe indicated that staff will include the guidelines used during the previous HR Director search in the meeting materials for the joint UPB and Appointing Authorities meeting; that she does not have a set end date as Interim HR Director; and that, based on the recent retreat and other interactions within the HR department, employees seem willing to engage and participate in work. She, with input from Chair Vecchioli, recommended that the Board provide the consultant with any important aspects of the search on which to focus, such as prior employers; whereupon, brief discussion ensued regarding the consultant's process for screening applications.

Responding to a query by Mr. Schulz, Ms. Ciro pointed out where to locate the HR page on the Pinellas County website, and in response to a query by Chair Vecchioli regarding the Employee Voice Survey, Ms. Rowe related that the Appointing Authorities opted for the comments to be transparent and visible; that the comments will not be associated with any individual; and that the Board can expect to receive the results of the survey in November. She indicated that she will include the updated job description for the HR Executive Assistant position with the meeting materials for the next regular UPB meeting in October.

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

In response to a query by Mr. Reid, Ms. Rowe clarified that the HR Communication Coordinator position was inadvertently placed on the report.

### **OTHER BUSINESS**

Chair Vecchioli reminded the Board to take their parking passes for the workshop meeting, and that there will be an appeal at the November meeting.

### **ADJOURNMENT**

Chair Vecchioli adjourned the meeting at 7:04 PM.

Joint Unified Personnel Board/Appointing Authorities  
Pinellas County  
September 20, 2023 Meeting Minutes

The Unified Personnel Board (UPB) and the Appointing Authorities met for a joint meeting at 2:01 PM on this date in the Clerk's Fourth Floor Conference Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

*Unified Personnel Board*

Joan Vecchioli, Chair  
Ricardo Davis, Vice-Chair  
Jeffery Kronschnabl  
Kenneth Peluso  
Ralph Reid

*Appointing Authorities*

Whit Blanton, Executive Director, Forward Pinellas  
Ken Burke, Clerk of the Circuit Court and Comptroller  
Barry A. Burton, County Administrator  
Jeffery Lorick, Director, Office of Human Rights  
Kevin McKeon, proxy for Mike Twitty, Property Appraiser  
Susan Morse, proxy for Julie Marcus, Supervisor of Elections  
Jeff Rohrs, Chief Information Officer, Business Technology Services  
Peggy Rowe, Interim Director, Human Resources (HR) (appeared virtually)  
Charles W. Thomas, Tax Collector  
Jewel White, County Attorney

Not Present

Julie Marcus, Supervisor of Elections  
Peggy O'Shea, Unified Personnel Board  
William Schulz II, Unified Personnel Board  
Mike Twitty, Property Appraiser

Others Present

Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel  
Lisa Arispe, Employees' Advisory Council (EAC) Representative  
Krista Johnson, Board Reporter, Deputy Clerk  
Other interested individuals

## **CALL TO ORDER**

Chair Vecchioli called the meeting to order at 2:01 PM and led the Pledge of Allegiance.

## **INTRODUCTIONS**

At the Chair's request, those in attendance introduced themselves.

## **DISCUSSION OF SPECIAL ACT**

Chair Vecchioli referenced an email from Mr. Burton which requested a discussion regarding the status of the Special Act, the role of the UPB, and other relevant issues; whereupon, Mr. Burton discussed concerns regarding a lack of responsiveness by the HR Department and the resulting impacts to employees and departments, specifying an inability to act on concerns, a cumbersome structure, and a lack of training opportunities for managers. He added that there is also a concern regarding benefits, but that he feels the HR Department has done all that it can do regarding this issue.

In response to Mr. Burton's comments, Ms. Rowe conveyed that the Department is working to be more customer-focused, proactive, and responsive; that there is still work to be done regarding training needs; and that she does not see these concerns as an issue with the Special Act.

A lengthy discussion ensued and included remarks and questions regarding the structures of the HR Department and the UPB, the HR Director position and expectations, and the Special Act.

- Mr. Burke discussed recruitment, setting clear performance expectations and goals, and establishment of metrics, for the HR Director.
- Mr. Reid indicated that he questions whether some of the issues have stemmed from the current structure or a lack of clarity regarding processes within the structure; whereupon, Mr. Peluso related that he believes that there is a structural issue with regard to the evaluation and oversight of the HR Director. Mr. Thomas concurred regarding his belief that there is a structural issue and briefly commented regarding the relevance of the Special Act.

Chair Vecchioli pointed out that she believes the Special Act to be a checks and balances system and briefly discussed the Appointing Authorities' operating individually but sharing the HR Department as a resource; that the Employee Advisory Committee (EAC) would not exist outside of the current structure of the Special Act; and that it provides the UPB

oversight of the personnel rules; whereupon, she noted that she does not agree that there has been a lack of responsiveness or reactivity on the part of the UPB; and that due process also factors into the actions of the UPB; whereupon, Mr. Burton indicated that he is not proposing eliminating protections to employees; and that he feels there are ways to create a more streamlined process for dealing with day-to-day HR issues, and he reiterated the cumbersome nature of the current structure.

- Attorney White explained that the County Attorney is a functioning example of a person who is hired and terminated by one body, but who reports to a separate body. She acknowledged that the body to whom she reports, the Board of County Commissioners (BCC), does meet regularly; whereupon, she expressed caution regarding the Constitutional Officers serving as the reporting board for the HR Director due to potential implications regarding the Sunshine Law.
- Mr. Davis opined that he believes that, historically, the lack of responsiveness with HR Directors has been an issue of leadership; that the person in the position should be able to take the right actions at the right time; and that a better job at the time of recruitment needs to be done, including making sure that the candidates understand that they will be serving a broad constituency.
- Messrs. McKeon and Reid expressed the challenges that come with the HR Director position, specifically with regard to the number of different people and departments served by the HR Department.

Additional discussion ensued regarding methodology and specifications regarding recruiting and hiring an HR Director; whereupon, Ms. Rowe expressed appreciation for all of the comments and acknowledged that the onboarding process is crucial, with an emphasis on explaining the reporting structure at that time.

## **EVALUATION PROCESS FOR DIRECTOR OF HUMAN RESOURCES**

Deviating from the order of the agenda, Chair Vecchioli requested that the evaluation process for the Director of Human Resources be considered at this time, noting that that the UPB asked Attorney Moore to work with Ms. Rowe to develop a model of an evaluation process which encompasses responsiveness to customer needs and which provides meaningful feedback to the HR Director; whereupon, Attorney Moore provided an overview of their collaboration, noting that the next step is to obtain the members' thoughts regarding a model which would include constructive feedback and be more qualitative than the current quantitative type of evaluation being utilized.

Responding to comments and queries by Mr. Burton, Attorney Moore provided brief details regarding the suggestion of identification of expectations for the HR Director by individual departments.

A discussion ensued regarding the following topics:

- Frequency of joint UPB and Appointing Authority meetings
- Meetings between the Appointing Authorities and the HR Director
- Outlining expectations to the HR Director and regular feedback meetings
- Difference between goals and priorities and synthesis and consensus amongst Appointing Authorities
- Potential initial quarterly reviews for the HR Director
- Feedback from the HR Director as an agenda item for Appointing Authority meetings

*Mr. Peluso left the meeting at 2:59 PM.*

## **STATUS OF SEARCH FOR DIRECTOR OF HUMAN RESOURCES**

Mr. Burke introduced the item, shared his concern regarding the HR Director job description included in the proposal provided by consulting firm, GovHR, titled *Pinellas County, Florida Human Resources Director Recruitment Proposal, March 6, 2023*, noting that he does not believe that it accurately portrays the role. Attorney White referenced Page 6 of the document and clarified that the consulting firm may not eliminate any candidate; that it must forward information on all candidates to avoid any issue related to the Sunshine Law; and that any information provided to the consultant is also considered public record.

Mr. Rowe reported that a call with GovHR is scheduled for tomorrow; that the input provided from today's meeting will be shared; and that the firm predicts that the process to hire an HR Director will take between 13 and 14 weeks from the time recruitment efforts launch; whereupon, in response to a query by Mr. Burton, Ms. Rowe confirmed that GovHR was selected at a previous Appointing Authority meeting.

Mr. Burke requested that those in attendance today send comments regarding the GovHR proposal to Ms. Rowe; and that updates will be provided as the process progresses.

A discussion ensued regarding various aspects of the recruitment process, and Attorney White provided input regarding requirements related to the Sunshine Law.

*The meeting was recessed at 3:20 PM and reconvened at 3:31 PM.*



## **DISCUSSION OF HEALTHCARE CONTRACT**

Chair Vecchioli indicated that Mr. Burton asked for the healthcare contract to be placed on the agenda for discussion; whereupon, Mr. Burton indicated that there continues to be poor service for employees, increased charges, and levels of review which were not previously needed. He reported that there have been skyrocketing costs under the Cigna contract; and that an audit is being conducted.

Mr. Burke, with input by Ms. Rowe, shared that a meeting to provide preliminary audit results is being held on September 29 at 11:00 AM, and a brief discussion ensued, which included various concerns and experiences with the current healthcare vendor; whereupon, Mr. Burke posed the possibility of surveying employees for the purpose of obtaining data regarding level of satisfaction.

Mr. Burke asked if there was a way to do a survey of the employees to find out their level of satisfaction with the current health care provider; whereupon, Assistant Director of HR Maria Ciro encouraged employees to contact Employee Benefits regarding issues that they have experienced.

A discussion ensued, and Attorney White indicated that it should be made clear to employees that the request to share information is voluntary. EAC Representative Lisa Arispe related that she will share the request at the EAC meeting scheduled for September 28.

## **OPEN ISSUES FOR DISCUSSION**

- Employee voice survey

Responding to queries by Chair Vecchioli and Attorney White, Mr. Burke reported that the survey concluded on September 15, and Ms. Ciro noted that the survey results are estimated to be available by late October.

- Budget update

Mr. Burton indicated that the BCC approved the County's budget on September 19 and included the proposed pay adjustments.

- County holiday calendar

Mr. Burke requested that the Appointing Authorities give some thought to the calendar, noting the challenges faced by the Clerk's Office due to a statute requiring it to be open when the court system is open.

**ADJOURNMENT**

The meeting was adjourned at 3:53 PM.

TO: Joan Vecchioli, Chair, Unified Personnel Board  
Peggy Rowe, Interim Director, Human Resources  
Unified Personnel Board

FROM: Jeffery Lorick, Director, Office of Human Rights J. L.

DATE: October 5, 2023

SUBJECT: Proposed Changes to Pinellas County Anti-Harassment Policy


### **Recommendation**

Consideration to adopt the Anti-Harassment Policy from a Pinellas County policy to a Unified Personnel Board Policy; clarifying the wording of what is covered by the policy.

### **Background**

The Office of Human Rights (OHR) regularly investigates discrimination in housing, public accommodations, and employment. The Anti-Harassment Policy is mandatory for all county departments and employees receive training about the policy, provided by OHR. The OHR Board has approved the language of this policy on September 12, 2023, and is recommending that it become a policy under the Unified Personnel Board. OHR is responsible for investigations when alleged violation of the policy has occurred. The changes to the Pinellas County Anti-Harassment Policy will more closely align with federal guidance of anti-harassment laws for workplace harassment.

PLEASE ADDRESS REPLY TO:  
Pinellas County Office of Human Rights  
400 South Fort Harrison Avenue, 5<sup>th</sup> Floor  
Clearwater, Florida 33756  
PHONE: (727) 464-4880  
FAX: (727) 464-4157  
TDD: (727) 464-4062  
WEBSITE: [pinellascounty.org/humanrights](http://pinellascounty.org/humanrights)





## EMPLOYEE POLICIES & PROCEDURES

### UNIFIED PERSONNEL BOARD POLICY #14

#### Pinellas County Anti-Harassment Policy

##### **1. General:**

It is the policy of Pinellas County to maintain a work environment free from verbal or physical conduct that unreasonably harasses, disturbs, or interferes with an employee's work performance or that creates an intimidating, offensive, or hostile environment based on one's race, color, national origin, religion, gender (including gender identity or gender expression and sexual harassment), sexual orientation, disability, pregnancy, age, political affiliation, military status, or any other characteristic protected by federal, state or local law.

This policy prohibits harassment that impacts the workplace, no matter where or in what medium or forum it occurs.

Examples of prohibited conduct include, but are not limited to:

- (1) unwanted physical contact or offensive conduct of a sexual nature, including flirtations, advances, or propositions;
- (2) verbal harassment about an individual's gender or sexual interest, sexual innuendos, and offensive jokes or descriptions of personal sexual conduct;
- (3) demeaning, degrading, or insulting comments about a person's physical appearance or any characteristic enumerated above;
- (4) displaying photos or other media which are demeaning, insulting, intimidating, or sexually suggestive; and
- (5) demeaning, insulting, sexually suggestive, or otherwise offensive written, recorded, or electronically transmitted messages.

##### **2. Reporting:**

a. An employee who believes they are subjected to conduct prohibited by this policy must report such conduct as soon as possible to the Office of Human Rights (OHR) at 727-464-4880. OHR will notify the Appointing Authority and appropriate Board Chair or Vice Chair if necessary (though no discipline shall be imposed for failure to do so).

b. If a supervisor or manager becomes aware that harassment or discrimination is occurring, either from personal observations or as a result of an employee coming forward, the supervisor or manager must immediately report it to OHR.

##### **3. Investigation and Discipline:**

a. Allegations shall be treated seriously, and investigated promptly by OHR.

b. Employees also remain free to report such activity to the Equal Employment Opportunity Commission or Florida Commission on Human Relations.

c. Once OHR commences an investigation under this policy, they will work with the

Appointing Authority to assure the complainant and alleged harasser interact only to the extent that business necessity dictates if complete separation of the parties during the pendency of any investigation proves impractical. However, no adverse action will be taken against a complaining employee in order to accomplish this separation.

d. In the event an Appointing Authority who reports to a Board has been accused of harassment, OHR shall consult with the Chair of said Board to determine how best to accomplish separation during the pendency of the investigation.

e. Allegations against a Commissioner, Constitutional Officer, or anyone in OHR shall be forwarded by OHR to the Equal Employment Opportunity Commission or Florida Commission on Human Relations for investigation.

f. To ensure fairness to all parties, an investigation will be conducted in a confidential manner and include the taking of oral and written statements from all parties involved and any witnesses. Any alleged harasser will be provided the opportunity to respond to allegations of harassment.

g. Any refusal by an employee to participate in an investigation initiated under this policy by the designated County official, after being advised that statements made and evidence gathered as a result are not admissible in a criminal proceeding, shall be considered a violation of this policy and Unified Personnel System Rule 6. There shall be no retaliation for participating in an investigation of alleged harassment.

h. Violations of this policy may result in discipline up to and including termination.

It is the policy of Pinellas County to maintain a work environment free of discrimination, harassment, or abusive conduct, including conduct based on race, color, religion, age, genetic information, pregnancy, sex (including sexual orientation and gender identity), national origin, disability, military status, marital status, or any other characteristic. Harassment and abusive conduct (verbal or nonverbal abuse that is threatening, insulting, or humiliating, such as nicknames, or other derogatory comments) will not be tolerated.

To ensure a comfortable work environment, we prohibit any offensive or unwelcome abusive or harassing conduct, including conduct of a sexual nature. The following are examples of conduct we prohibit **by anyone (employees, citizens, or suppliers/ vendors)**.

- Unwelcome or unwanted advances, requests, or demands for favors (sexual advances, flirting, hugging, cornering, kissing, touching/brushing up against, requests for dates or sexual favors regardless of whether the employee's job is or could be impacted, or any other unwelcome or intimidating conduct).
- Offensive verbal conversations containing slurs, negative stereotypes, sexual comments, or any other offensive comments oriented toward a protected category, or other characteristic (jokes, whistling, inappropriate comments about body or appearance, or comments related to sex, a protected category, or other characteristic).
- Offensive conduct or visual displays (leering, gestures, pranks, or displaying objects, pictures, cartoons, or any items that are obscene, sexually suggestive, or oriented toward a protected category or other characteristic).

Respectful, non-coercive interactions are not considered abusive or harassing if welcomed by both parties. Employees who violate this policy are subject to disciplinary action, up to and including discharge. Further, the following can be as serious (or even more serious) than the conduct itself:

- ignoring/not reporting abusive conduct or harassment or treating it as a joke;
- being dishonest or refusing to cooperate during an investigation; and/or
- retaliating against anyone complaining of such conduct.

Abusive conduct or harassment can be virtually impossible to detect unless the offensive conduct is reported to the correct employee. In order for us to address concerns, they **must** be reported to an employee who is properly trained to handle them (managers, supervisors, or department directors). Employees can also report concerns to Human Resources at (727) 464-3367 or the Office of Human Rights (OHR) at (727) 464-4880.

Employees who bring a complaint under this Policy are treated courteously and complaints will not be used against them or have an adverse effect on their employment. Complaints are handled as swiftly as practical. Employees not satisfied with how their complaint is resolved remain free to report such activity to the Equal Employment Opportunity Commission or Florida Commission on Human Relations.



## EMPLOYEE POLICIES & PROCEDURES

### UNIFIED PERSONNEL BOARD POLICY #14 Pinellas County Anti-Harassment Policy

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**UNIFIED PERSONNEL SYSTEM**

Annex Building  
 400 S. Fort Harrison Ave.  
 Clearwater, Florida 33756  
 Phone: (727) 464-3367  
 Fax: (727) 453-3638  
 www.pinellas.gov/hr



Peggy Rowe  
 Interim Director

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

FROM: Peggy Rowe, Interim Director of Human Resources *MWR*

DATE: November 2, 2023

SUBJECT: Revisions to Personnel Rule 3, Compensation

**Recommendation:**

I recommend the changes to Personnel Rule 3: Compensation as described below and found in the attached redline version.

**Background:**

The County is in need of creative ways to award employees with salary adjustments when they have gained additional skills and certifications that are advantageous to their department. As you are aware, recruiting and maintaining appropriate staffing levels continues to be a challenge for most employers.

To allow career and financial advancement for employees we are recommending modifications to the compensation rule that will provide guidance and flexibility to the Appointing Authorities as needed. Below are the recommended changes to the rule.

1. Section C. Base Pay Adjustments, 1. Base Pay Increases (add the following red text):

**d. Reclassification or Reallocation Increase**

- At the discretion of the Appointing Authority, in consultation with the HR Director, employees moved up multiple pay grades may receive an additional 4% of the midpoint for each grade, not to exceed an overall increase greater than 10%.

**e. In-Grade Adjustment**

When a position review is conducted by Human Resources, and it is found that the employee's duties have evolved resulting in a higher level of responsibilities that remain within the scope of the current classification and grade allocation, the Appointing Authority, in consultation with the HR Director, may grant the employee a pay adjustment in accordance with the following:

- Base pay increase of 4% to 10%

**f. Career Path Increase**

Career path increases are base pay adjustments due to professional development and career progression. Employees who apply new knowledge and skills that benefit the County and have been acquired through a defined job-related training, education, certification, and/or licensure path are eligible for a career path increase. A career path shall be established in advance to define the criteria for incremental increases.

- Base pay increase of 2% of the employee's current salary

**g. Market Adjustment**

When employee salaries in a specific classification are identified by Human Resources as significantly behind the labor market based on qualification and experience, the Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- Base pay increase of 4% to 10%

2. Section D. Supplemental and Incentive Pay, 6.g. Declared Emergencies and Other Emergency or Disaster Situations (add the following red text):

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 unless otherwise directed by their Appointing Authority.

The Appointing Authorities and the Employees' Advisory Council (EAC) have reviewed and concur with the changes.

Attachments:

- Personnel Rule 3 Redline Version
- Personnel Rule 3 Clean Version



### **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.
- At the discretion of the Appointing Authority, in consultation with the HR Director, employees moved up multiple pay grades may receive an additional 4% of the midpoint for each grade, not to exceed an overall increase greater than 10%.
- No reclassification pay increase may be granted above the maximum rate established for the classification.

**e. In-Grade Adjustment**

When a position review is conducted by Human Resources, and it is found that the employee's duties have evolved resulting in a higher level of responsibilities that remain within the scope of the current classification and grade allocation, the Appointing Authority, in consultation with the HR Director, may grant the employee a pay adjustment in accordance with the following:

- Base pay increase of 4% to 10%

**f. Career Path Increase**

Career path increases are base pay adjustments due to professional development and career progression. Employees who apply new knowledge and skills that benefit the County and have been acquired through a defined job-related training, education, certification, and/or licensure path are eligible for a career path increase. A career path shall be established in advance to define the criteria for incremental increases.

- Base pay increase of 2% of the employee's current salary

**g. Market Adjustment**

When employee salaries in a specific classification are identified by Human Resources as significantly behind the labor market based on qualification and experience, the Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- Base pay increase of 4% to 10%

**h. General Increase**

A general increase is an increase applied to all eligible regular status or probationary classified employees. A general increase may be granted where the increase is included within the Appointing Authority's budget for that fiscal year.

**i. Eligibility**

Each Appointing Authority will determine an employee's eligibility for the general increase by taking into consideration factors which may include but are not limited to, the employee's hire date, last promotion date, past pay adjustments, voluntary demotion date, and disciplinary action received.

At the time general increases are made within the County, an Appointing Authority may at its discretion defer or deny the granting of the increase to an employee where:

- a) The employee is hired within 90 days prior to the date of a general increase;
- b) The employee is promoted within 90 days prior to a general increase;
- c) The employee receives an upward or downward pay adjustment within 90 days prior to a general increase;
- d) The employee is involuntarily demoted within 90 days prior to a general increase;
- e) The employee receives disciplinary action occurring in the 12-month period prior to the awarding of the general increase and lasting until such time as all disqualifying discipline becomes inactive.

**ii. Effect of Deferral or Denial Due to Active Discipline**

After the time for awarding general increases and upon inactivation of all disqualifying discipline, the employee shall be granted the deferred or denied general increase prospectively at the same rate and amount provided to all eligible classified employees in the employee's associated pay grade whose general increase was not deferred or denied that fiscal year, to be paid effective the first day of the payroll period following inactivation of the disqualifying discipline.

When a general increase is deferred or denied, the decision should be clearly disclosed to the employee and documented in the comments section of OPUS.

**iii. Determining Amount & Form of General Increase**

General increases in any manner awarded shall be awarded in the same amount and manner for all eligible classified employees in the associated pay grade within the Appointing Authority, except as denied in accordance with this Rule.

In determining the amount of any general increase and the manner of payment, the Appointing Authority has the discretion to determine if a general pay increase will be paid as a percentage increase, a lump sum increase, or a combination of both.

The amount of a percentage increase will be calculated on the midpoint of the pay grade established for the employee's associated pay grade.

The amount of a lump sum increase shall be at the discretion of the Appointing Authority.

If a percentage based general increase brings an employee's pay rate above the maximum rate established for the employee's associated pay grade, the Appointing Authority shall bring the employee to the maximum of the pay rate of the employee's associated pay grade and grant the remaining portion of the percentage based general increase as 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 associated pay grade, any percentage based general increase shall be granted as a one-time lump sum payment calculated as the annualized value of the increase.

**i. 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.

**j. 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.

**k. 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 unless otherwise directed by their Appointing Authority.
  - 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.



## **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.
- At the discretion of the Appointing Authority, in consultation with the HR Director, employees moved up multiple pay grades may receive an additional 4% of the midpoint for each grade, not to exceed an overall increase greater than 10%.
- No reclassification pay increase may be granted above the maximum rate established for the classification.

**e. In-Grade Adjustment**

When a position review is conducted by Human Resources, and it is found that the employee's duties have evolved resulting in a higher level of responsibilities that remain within the scope of the current classification and grade allocation, the Appointing Authority, in consultation with the HR Director, may grant the employee a pay adjustment in accordance with the following:

- Base pay increase of 4% to 10%

**f. Career Path Increase**

Career path increases are base pay adjustments due to professional development and career progression. Employees who apply new knowledge and skills that benefit the County and have been acquired through a defined job-related training, education, certification, and/or licensure path are eligible for a career path increase. A career path shall be established in advance to define the criteria for incremental increases.

- Base pay increase of 2% of the employee's current salary

**g. Market Adjustment**

When employee salaries in a specific classification are identified by Human Resources as significantly behind the labor market based on qualification and experience, the Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- Base pay increase of 4% to 10%

**h. General Increase**

A general increase is an increase applied to all eligible regular status or probationary classified employees. A general increase may be granted where the increase is included within the Appointing Authority's budget for that fiscal year.

**i. Eligibility**

Each Appointing Authority will determine an employee's eligibility for the general increase by taking into consideration factors which may include but are not limited to, the employee's hire date, last promotion date, past pay adjustments, voluntary demotion date, and disciplinary action received.

At the time general increases are made within the County, an Appointing Authority may at its discretion defer or deny the granting of the increase to an employee where:

- a) The employee is hired within 90 days prior to the date of a general increase;
- b) The employee is promoted within 90 days prior to a general increase;
- c) The employee receives an upward or downward pay adjustment within 90 days prior to a general increase;
- d) The employee is involuntarily demoted within 90 days prior to a general increase;
- e) The employee receives disciplinary action occurring in the 12-month period prior to the awarding of the general increase and lasting until such time as all disqualifying discipline becomes inactive.

**ii. Effect of Deferral or Denial Due to Active Discipline**

After the time for awarding general increases and upon inactivation of all disqualifying discipline, the employee shall be granted the deferred or denied general increase prospectively at the same rate and amount provided to all eligible classified employees in the employee's associated pay grade whose general increase was not deferred or denied that fiscal year, to be paid effective the first day of the payroll period following inactivation of the disqualifying discipline.

When a general increase is deferred or denied, the decision should be clearly disclosed to the employee and documented in the comments section of OPUS.

**iii. Determining Amount & Form of General Increase**

General increases in any manner awarded shall be awarded in the same amount and manner for all eligible classified employees in the associated pay grade within the Appointing Authority, except as denied in accordance with this Rule.

In determining the amount of any general increase and the manner of payment, the Appointing Authority has the discretion to determine if a general pay increase will be paid as a percentage increase, a lump sum increase, or a combination of both.

The amount of a percentage increase will be calculated on the midpoint of the pay grade established for the employee's associated pay grade.

The amount of a lump sum increase shall be at the discretion of the Appointing Authority.

If a percentage based general increase brings an employee's pay rate above the maximum rate established for the employee's associated pay grade, the Appointing Authority shall bring the employee to the maximum of the pay rate of the employee's associated pay grade and grant the remaining portion of the percentage based general increase as 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 associated pay grade, any percentage based general increase shall be granted as a one-time lump sum payment calculated as the annualized value of the increase.

**i. 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.

**j. 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.

**k. 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 unless otherwise directed by their Appointing Authority.
  - 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.



## HR Update for November (September/October 2023 Updates)

### Scorecard (September – 44 responses)

Based on today's experience, how satisfied are you with HR?

September: 95.24%

Goal: 92.5%

YTD 2023: 96.43%

After interaction with HR personnel:

The representative was professional & courteous

September: 100%

Goal: 100%

YTD 2023: 100%

The representative was helpful:

September: 100%

Goal: 100%

YTD 2023: 100%

Receive the requested information in a timely manner:

September: 100%

Goal: 95%

YTD 2023: 100%

### Benefits & Wellness

- **Biometric Screening & Health Assessment:** The deadline to complete the biometric screening and health assessment is November 30, 2023, due to Quest's reporting schedule and year-end processing requirements. We continue to remind employees of the deadline through email blasts, MyPinellas, newsletter and personalized calls to those who haven't completed either the biometric screening, the health assessment or both.
- We partnered with Publix to offer free onsite vaccination clinics. Employees can get the following vaccines: Flu, shingles, pneumonia, Hepatitis A and B, and Tdap (Tetanus, Diphtheria, Pertussis).
- We partnered with BayCare to offer Pinellas employees first access to mammogram appointments at two BayCare locations.
- Annual Enrollment is held every year from November 1 to 15. All employees are required to enroll for the next year's benefits in OPUS during this time period. Communications efforts are underway, and our team is hosting information sessions that are also open to spouses and domestic partners.
  - OPUS will be available to select benefits on November 1.
  - There are no changes in benefits plans or providers, other than the Health Savings Account (HSA) plan deductibles and maximum contributions have increased per IRS guidelines.
  - Medical and dental plan premiums are increasing.

- Employees can also access the new Mobile Wallet Card with all of the benefits contacts at [www.pinellas.gov/wallet-card](http://www.pinellas.gov/wallet-card).

## Communications & Outreach

- MyPinellas is now accessible via Okta and Teams. It is the default start page in Edge for County Administration, BTS, and Human Resources employees. We are averaging 2,500 views a day and receiving positive feedback from employees.
- Art Show winners will be announced on October 31. We received 250 submissions.
- The Employee Voice biennial survey results will be shared in November.

## Internal Happenings

- Welcomed Ashley Wesley-Loyd as a Benefits Technician. She comes to us from the Tax Collector's Office.
- Welcomed Leslie Fann as a temp to assist the Communications team while Irena Karolak is on leave.

## Organizational & Talent Development (OTD)

- New Employee Orientation polling results during the last three months are shown below. The question was *What mattered to you when choosing Pinellas County as your employer? Choose all that apply.* The top answer was *Benefits* with a close second for *Growth & Development*, followed by *Make a Difference in the Community*:

What mattered to you when choosing Pinellas County as your employer?	Benefits	Growth & Development	Make a Difference in the Community	Compensation	Flexibility	Paid Holidays	Recognition
	75	71	58	38	36	30	19

- The Leadership Development Program in partnership with Human Services comes to an end. This program addressed six core competencies for the section managers in the Community Connections Division. Participants explored how to best Build Effective Teams, Drive Engagement & Results, Ensure Accountability, and Drive Work through Delegation & Courage.
- Held a session at Public Works Customer & Tech Services on techniques, aimed at better understanding individual preferences and effective communication skills of our generationally diverse workforce.
- Tuition spend for the FY23 was slightly over \$163k, down by 5.8% from the prior year. This represented 105 participants from across the County.
- Twenty participants attended the last of three Business Writing Workshops held by an external vendor. In total, 77 employees took advantage of this learning opportunity. Participants shared it was well done and informative, and they will definitely be able to apply what they learned to their job. Many said the workbook is a helpful reference. These materials are found on our OTD SharePoint page for all to review and put into practice.
- We joined the Tax Collector at their quarterly Human Resources meeting to facilitate a session on Harnessing the Power of Emotional Intelligence.

## Planning and Performance

- Conducting Personnel Rules Updates in-person informational sessions on October 23, November 2 and 9 to better educate supervisors and employees of the changes to Rule 6 and 7.

## **Workforce Strategy – Recruitment / HRMS / Classification & Compensation**

- The time-to-fill for September was 67.5 days.
- 51 new hires in September.
- 39 promotions made in September.
- September's annualized turnover was 16.29% with 39 separations.



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

The Human Resources Interim Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **August 27 through October 21, 2023**.

### REVISION

Spec No.	Title	PG
13534	Arborist 1	C17
16600	Field Inspector 2	C24
16606	Construction Engineering Inspector 2	C27
16608	Construction Engineering Inspector 3	C30

### REVISION

Spec No.	Title	Old OT Code	New OT Code	PG
18660	Printshop Production Supervisor	Classified	Classified/Excluded	C22

### ADDITIONS

Spec No.	Title	EEO4 Code	OT Code	PG
13532	Arborist Apprentice	Technicians	Classified	C15
13536	Arborist 2	Technicians	Classified	C20
16605	Construction Engineering Inspector 1	Professionals	Classified	C25

### PAY GRADE CHANGES

Spec No.	Title	Old PG	New PG
13000	Division Manager, Fleet Operations	E30	E32
18510	Mail Clerk	C12	C13
22560	Airport Traffic Assistant	C12	C13
20030	Animal Care Assistant	C12	C13
13500	Maintenance 1	C12	C13

### REALLOCATION

Spec No.	Title	Old PG	New PG
23046	Tax Collector Training Specialist	C24	C25

### DELETIONS

Spec No.	Title	PG
22560	Airport Traffic Assistant	C13
11034	Office Assistant	C10



## **Unified Personnel Board Meetings 2024**

January 11

February 1

March 7

April 4

May 2

June 6

July 11

August 1

September 5

October 3

November 7

December 5

UPB/AA Workshop - TBD