



UNIFIED PERSONNEL BOARD AGENDA

Date: January 10, 2024

Time: 6:30 p.m.

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

Election of Chair and Vice Chair

Dr. Ricardo Davis elected Chair

Ralph O. Reid IV elected Vice Chair

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 December 7, 2023 - ***Approved***

II. New Business

1. Request Approval of Proposed Changes to the Employees' Advisory Council Bylaws - ***Approved***
2. Revisions to Personnel Rule 3, Compensation – ***Deferred changes to section D.6.f. and approved additional changes***
3. Joint Workshop with Employees' Advisory Council

III. Informational Items

1. HR Update
2. Action Taken Under Authority Delegated by the Personnel Board

* 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 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
December 7, 2023 Meeting Minutes

The Unified Personnel Board (UPB) met in regular session at 6:30 PM on this date in the County Commission Assembly Room at the Pinellas County Courthouse, 315 Court Street, Clearwater, Florida.

Present

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

Others Present

Lisa Arispe, Employees' Advisory Council Representative
Jennifer Monroe Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Peggy Rowe, Interim Director Human Resources (HR)
Krista Johnson, Board Reporter, Deputy Clerk
Other interested individuals

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

CALL TO ORDER

Chair Vecchioli called the meeting to order at 6:30 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 joint Appointing Authorities and EAC meeting was held earlier in the week, with discussions taking place regarding the grievance process and an alternative for new employees' use of floating holidays and personal days. She noted that there was an agreement among the Appointing Authorities

to close on the June 19 holiday, except for the Clerk of the Circuit Court and Comptroller due to the court schedule; and that the Clerk's Office will be closed in observance of the holiday on a different day.

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

CONSENT AGENDA

Minutes of the November 2, 2023 meeting

A motion was made by Ms. O'Shea to approve the November 2 meeting minutes. The motion was seconded by Mr. Peluso and carried unanimously.

NEW BUSINESS

Revisions to Personnel Rule 3, Compensation

Ms. Rowe discussed four proposed revisions to Personnel Rule 3 and pointed out that they are related to opportunities for increasing salaries of employees based on certain milestones being reached:

- Reclassification or Reallocation Increase
- In-Grade Adjustment
- Career Path Increase
- Market Adjustment

Ms. Rowe discussed a fifth proposed change to Personnel Rule 3, noting that it addresses a revision of a policy which had been created to satisfy a reimbursement requirement by the Federal Emergency Management Agency (FEMA) regarding compensation of exempt employees working during a declared emergency; whereupon, discussion ensued with remarks and queries by the members, and Attorney Moore provided information related to the Board's purview of employees, premium pay versus overtime, and compared emergency pay between classified and exempt employees.

Attorney Moore recommended that staff consult with the County Attorney's Office regarding the language in the proposed revision related to the reimbursement policy for exempt employees working during a declared emergency; whereupon, Mr. Peluso made a motion to accept the first four changes and to await language on the fifth. The motion was seconded by Ms. O'Shea and carried unanimously.

Reappointment of the Personnel Board Member Appointee for 2024-2025

Chair Vecchioli reviewed how the Board's membership is determined, including that one member is collectively appointed by the UPB; that the current appointee is Ricardo Davis; and that he has indicated a willingness to continue to serve on the Board. Mr. Schulz made a motion, which was seconded by Ms. O'Shea and carried unanimously, that Mr. Davis be reappointed for a two-year term.

INFORMATIONAL ITEMS

HR Update

Ms. Rowe referred to the *HR Update* document included in the agenda packet and highlighted the following items:

- Enhancements to Learning Paths for 2024
- Cameras On Campaign to ensure active participation during training sessions
- Personnel Rule Updates sessions

She provided an update on recruitment for a new HR Director, indicating that a brochure advertising the position has been published; that 50 people have applied thus far; and that the job posting closes in December.

Reappointments of the Following Personnel Board Members for 2024-2025

Ms. Rowe stated that Chair Vecchioli and Mr. Reid have been reappointed to the Board by the Constitutional Officers and the EAC, respectively; and that the reappointment of the Board of County Commissioners' (BCC) appointee, Mr. Peluso, is scheduled to go before the BCC for approval in January.

Action Taken Under Authority Delegated by the Personnel Board

Ms. Rowe referred to the document titled *Action Taken Under Authority Delegated by the Unified Personnel Board*, which is included in the agenda packet, and indicated that it lists the HR Director's actions authorized by the Board.

Unified Personnel Board Schedule for 2024

Chair Vecchioli indicated that the January UPB meeting was moved due to a holiday; and that workshops with the Appointing Authorities have been added to the calendar, noting that it may be amended to add a meeting with the EAC at a later date.

In response to comments and queries by the members, Ms. Rowe indicated that the interview date for the HR director candidates is February 27, and the members came to a consensus to schedule the meeting for 6:00 PM.

At the request of Chair Vecchioli, Ms. Rowe provided an overview of the recruitment process for the HR Director, explaining that the Appointing Authorities and the EAC Chair have each had a one-on-one meeting with the consulting company to share the attributes that they envision for the next HR Director; that the draft recruitment brochure was reviewed by the Appointing Authorities, which provided an opportunity for input, and the final version was then launched on the Monday following the Thanksgiving holiday; whereupon, she described the process that the consulting company will utilize to select the candidates who will meet with the Appointing Authorities for face-to-face interviews, noting that the candidates will be further narrowed down by the Appointing Authorities; and that those final candidates will be provided to the UPB for consideration.

A lengthy discussion ensued regarding concerns related to the proposed turnaround time during which the UPB would be tasked with selecting the final candidate, including an appeals hearing which will be heard at the March 7 Board meeting, as well as other potential options which would afford the members more time, if needed; whereupon, Chair Vecchioli suggested a meeting start time of 5:30 PM for the March 7 meeting, pending the outcome of the February candidate interviews, and requested that Ms. Rowe forward the final version of the HR Director recruitment advertisement to the members.

EMPLOYEE VOICE SURVEY RESULTS

At the request of Chair Vecchioli, Ms. Rowe deviated from the agenda and provided a high-level summary of pertinent key findings resulting from the employee voice survey as related to the Unified Personnel System (UPS) and the HR Department, including that there was an increase from both groups related to recommending working for Pinellas County.

She indicated that high ranked responses for both groups showed that a work environment free from violence and drug abuse is being maintained; and that low ranked responses were related to the connection between compensation and performance; whereupon, she noted that efforts are being made by the Appointing Authorities to identify career paths so that employees can see potential next steps and salary increases based on knowledge and skills being gained; and that there are additional areas of opportunity related to employee morale and management of underperforming employees.

With respect to the HR Department, Ms. Rowe reported that survey findings revealed high rankings in many categories, including a 94% satisfaction with work being done by the

Department overall, but that some of the low rankings, including management of low performers and development of career paths, revealed areas of opportunities.

She commended the HR Department's leadership and staff, as well as the County's staff overall, for the work that has been done to make improvements over the last couple of years and for reviewing the survey results to make adjustments and changes for providing a work environment where employees can be successful.

In response to requests by Mr. Schulz and Chair Vecchioli, Ms. Rowe indicated that she will provide the members with additional information regarding the requested sections of the survey results; whereupon, a lengthy discussion ensued and included the topics of performance and compensation, disciplinary conversations, career path opportunities, turnover rate, and exit interviews.

Chair Vecchioli requested that Ms. Rowe provide the Board with quarterly updates regarding exit interviews; and that Mr. Reid, with the Board's approval, be deputized to work with Attorney Moore for developing an evaluation process for the HR Director position, which will be brought back to the Board for review.

APPELLANT'S MOTION FOR RECONSIDERATION OF TERMINATION APPEAL

Dustin Guinta v. Pinellas County Department of Administrative Services

Mr. Reid noted that the appellant's motion for reconsideration of termination appeal has been withdrawn and indicated that he would like to clarify the language regarding the timeframe related to motions for reconsideration; whereupon, Attorney Moore provided information related to the rule as it is written and with regard to the recent motion for reconsideration of termination appeal, indicating that she would like to solicit the Board's thoughts regarding when it considers that a decision has been made and when the 15-day timeframe for a motion to appeal would begin.

A lengthy discussion ensued; whereupon, the Board arrived at a consensus for the rule to be changed to clearly reflect when the 15-day appeal timeframe begins and requested that Attorney Moore draft the amended language for review by the Board.

ADJOURNMENT

Chair Vecchioli adjourned the meeting at 7:43 PM.



TO: The Honorable Chair and Members of the Unified Personnel Board
FROM: Lisa Arispe, EAC Chair
DATE: December 14, 2023
SUBJECT: Revisions to EAC Bylaws

Recommendation:

Change the order in which the At Large Position and the Election of Officers is voted upon.

Background:

The At Large Position on the Employees' Advisory Council was created when the seat occupied by Business Technical Services (BTS) changed their organizational structure to mostly exempt positions.

The reason to change the order of the vote for the At Large Position prior to the vote for the EAC Officers is to allow for a fair election of the At Large Position.

The changes to the bylaws were voted on and passed unanimously by the Employees' Advisory Council on March 15, 2023.

We are requesting the Unified Personnel Board accept the revisions to the Employees' Advisory Council Bylaws for the reasons as stated.



Employees' Advisory Council



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

BYLAWS OF EMPLOYEES' ADVISORY COUNCIL TO THE PERSONNEL BOARD OF THE PINELLAS COUNTY UNIFIED PERSONNEL SYSTEM

As per the Personnel Act

Pinellas County Unified Personnel System Act Chapter 77-642 – Laws of Florida, Section 7.

Employee Advisory Council. There shall be an Employees Advisory Council which shall serve in an advisory capacity to the Pinellas County Personnel Board concerning personnel matters, policies, rules and regulations affecting Pinellas County employees. The size and departmental representation of the Employees Advisory Council shall be determined by rule of the Personnel Board. All members of the Employees Advisory Council shall be members of the classified service and shall be elected by their fellow employees. Members of the Employees Advisory Council shall serve a two year term of office. In case of a vacancy, a new member shall be selected in the same manner as his predecessor and serve out the unexpired term.

Article I - NAME

This body shall be known as the **Employees' Advisory Council** to the Personnel Board of the Pinellas County Unified Personnel System, hereinafter called the Council or EAC.

Article II - STATEMENT OF PURPOSES AND OBJECTIVES

Section 1 - The express purpose of the Employees' Advisory Council, acting as a representative body of all classified employees, shall be to serve in an advisory capacity to the Personnel Board, management and their fellow employees.

Section 2 - To improve understanding between management and employees, the Council shall render assistance both to management and their fellow employees.

- Members of the Council are urged to assist in resolving problems between employees and management where such assistance would not interfere or interrupt the general procedures set forth in the rules dealing with such matters.
- Where there is evidence of unjust or unnecessary treatment involving a group of employees, the Council shall investigate and attempt to resolve the matter with those parties involved.
- When conditions warrant, and with the approval by the Council, the Appointing Authorities may be invited to any Council meeting for discussion of mutual problems or information sharing. In addition to any such meeting, informal discussion between the Appointing Authorities and the Advisory Council are encouraged.

Section 3 - The Council is charged with developing and recommending ideas related to working conditions, morale, public image, efficiency, employee safety, employee insurance programs, and other employee related benefits.

Section 4 - The duties of the Council members shall be to transact all business brought before the Council for said Council's disposition.

Section 5 - Furthermore, no member of the Council shall use it as a means for personal or political gain, nor shall the Council as a whole take part in any movement not in keeping with the real purpose and objective of the Council.

Article III - MEETINGS

Section 1 - SUNSHINE LAW: All meetings of the EAC where two or more Council members are present will be conducted in accordance with Florida Statutes Chapter 286 (the Sunshine Law).

Section 2 - MEETINGS: Normally there shall be regular monthly meetings of this Council on the third (3rd) Wednesday of each month. Said meetings are to be held at 2:30 p.m. at a designated location.

Section 3 - SPECIAL MEETINGS: Special meetings may be held at the call of the Chairperson or Vice Chairperson, by the request of at least eight (8) members of the Council, or by the Director of Human Resources.

Section 4 - NOTICE: Normally at least three (3) days notice of each special meeting shall be furnished to each member of the Council.

Section 5 - ORDER OF BUSINESS: The order of business at regular meetings shall be:

- Call to Order
- Roll Call and Introduction of Guests
- Approve Minutes of Previous Meeting
- Committee Reports
- Old Business (unresolved issues)
- New Business (issues brought up for the first time)
- Adjournment

Section 6 - QUORUM: Eight (8) of the members constitute a quorum for the transaction of business.

Section 7 - VOTING: Every member of the Council shall have the right and be entitled to one vote, in person, upon every proposal properly submitted to vote at any meeting. In the event a Council member is unable to attend a meeting, an alternate may be selected by the member to attend the meeting in their place.

Section 8 - RULES OF ORDER: "Robert's Rules of Order" shall be utilized as a guideline for all matters of procedure not specifically covered by these Bylaws.

Section 9 - HUMAN RESOURCES DEPARTMENT'S ROLE: The Director of Human Resources or his/her designee shall act in an advisory and liaison capacity to the Council.

Article IV - COUNCIL MEMBERSHIP

Section 1 - MEMBERS: Membership of this Council shall consist of fifteen (15) members.

Section 2 - COUNCIL COMPOSITION: The Council shall be composed of fifteen (15) members to be apportioned as follows:

- Tax Collector - One (1) Member
- Clerk of the Circuit Court - Two (2) Members
- Property Appraiser - One (1) Member
- Supervisor of Elections - One (1) Member
- Other Appointing Authorities - One (1) Member
- Board of County Commissioners - Eight (8) Members
- Representative At Large - One (1) Member

Council members shall be elected from each of the following Groups:

- (1) Tax Collector
- (1) Clerk of Circuit Court - North County
- (1) Clerk of Circuit Court - South County
- (1) Property Appraiser
- (1) Supervisor of Elections
- (1) Other Appointing Authorities (representing County Attorney, Office of Human Rights, Human Resources, Forward Pinellas, Business Technology Services)
- (8) Board of County Commissioners - 1 from each of 8 Groups

Council member selected by appointment:

- (1) Representative At Large – Appointed by a quorum of the 14 Elected Council Members

Section 3 - GROUP COMPOSITION: The Council shall establish the composition of each Representative Group according to geographical, organizational and numerical considerations, in a manner that will best serve the established purposes and objectives of the Council.

Section 4 - TERM: Council members shall serve two (2) year terms. The commencement of each term shall be staggered so that no more than eight (8) of the Council seats will need to be filled through a regular election at one time.

Section 5 - QUALIFICATIONS: The members shall have been employed for at least one year by Pinellas County as a permanent employee of the classified service.

Section 6 - POWERS TO ELECT OFFICERS: Election of officers will take place after election of the At Large Representative. The Council, at their December meeting each year, shall elect a Chairperson, a Vice Chairperson, and a Secretary. These officers will take office at the first scheduled meeting in January.

Section 7 - REMOVAL OF OFFICERS AND/OR MEMBERS: Any officer and/or member may be removed by the Council whenever, in the judgment of the Council, the best interest of the Council will be served thereby, by a two thirds (2/3) vote of the Council, after two (2) weeks notice and reason for removal to the members of the Council and the Human Resources Director. Members missing three (3) consecutive monthly meetings or six (6) meetings over a twelve (12) month period shall have a review by the Council with the possible action of removal.

Article V - ELECTION PROCESS

Section 1 - ELECTION PROCESS: It shall be the responsibility of the Employees' Advisory Council to establish, with the approval of the Personnel Board, the electoral process for all parties elected to said Council and for classified service employees within the Unified Personnel System aspiring to be elected to the Council.

Section 2 - ELECTION COMMITTEE: The Council shall appoint an Elections Committee to oversee this election process including the responsibility of supervising the Primary and the General Elections. The Elections Committee shall consist of three council members not up for re-election. It shall be the Elections Committee's responsibility to oversee the voting process as well as addressing and investigating any irregularities in the campaign, nomination and voting processes and referring them to the Council for disposition.

Section 3 - ELECTION POLICY: The Elections Committee shall conduct each election annually in accordance with the policies and procedures approved by the Employees' Advisory Council each year. The policies and procedures shall be approved by the Employees' Advisory Council no later than the July meeting.

Section 4 - ELECTION REVIEW REQUEST: A classified employee who believes that inappropriate activities, such as violation of campaign rules, voter fraud, voter coercion, etc., have significantly affected a primary or general election, may file a written complaint to the Elections Committee, which shall investigate the matter and present a report to the chairperson. If, in its report, the Elections Committee finds merit in the complaint, the chairperson shall schedule a meeting, within ten working days, for the entire Council, during which it shall review the Elections Committee report and consider what action to take regarding the situation. After considering the evidence presented, and the greater good to all concerned, the Council, with the support of two-thirds vote of those voting, may require a new election in the EAC group(s) affected.

Article VI - AT LARGE REPRESENTATIVE

The At Large Representative will be voted on prior to the election of officers. The At Large Representative shall be appointed by a quorum of the other 14 representatives on the Council following the election of officers. This representative shall serve for a two-year term and is eligible for reappointment by a quorum vote of the Council at the end of each two-year term. This representative shall meet the same employment qualifications as the other representatives on the Council and shall be subject to the same removal procedures as the other members on the Council.

Article VII - COUNCIL MEMBER VACANCY

When a vacancy arises in any group of the Council, the Council has the option of either selecting a "spokesperson" who will fill the role until the next annual election, or selecting the remaining eligible candidate with the second most votes in the last General Election for that group.

Section 1 - ELIGIBLE CANDIDATE: If the council selects the remaining eligible candidate with the second most votes in the last General Election, the new Council member will have complete voting privileges and will serve for the unexpired term of the former member.

Section 2 - APPOINTMENT: The Council shall have the authority to appoint, by two-thirds (2/3) vote of the existing Council members, a spokesperson from the affected Group to speak on behalf of the employees affected by the vacancy. Any Council member may nominate an employee for discussion and vote. Under this option, this person will not vote on Council business unless there is at least six months remaining on the original term vacated, if so the Council may grant voting rights. At the next annual election, a replacement shall be selected following normal election procedures regardless of whether or not that group was scheduled for election that year. The new Council member will have complete voting privileges but, if necessary will face re-election the following year in order to return the group to its scheduled election cycle.

Article VIII - EAC DELEGATES

The Council members shall, with approval of the affected Appointing Authorities, determine the number of delegate areas necessary to adequately represent employees in an EAC group.

Delegates shall be selected in a manner prescribed by the Council and the appointments made with the approval of the Council.

The delegate roster shall be updated in January of each year or as needed due to organizational or staffing changes. Council members are responsible for assuring that each of the delegate areas in their group is staffed. New delegates are introduced at the March delegate meeting.

Article IX - OFFICERS

Section 1 - OFFICERS' DUTIES: Officers of the Council shall perform the following duties:

Section 2 - The CHAIRPERSON shall:

- Preside at all meetings of the Council.
- Make all Committee appointments.
- Be a member Ex-Officio of all internal Council committees.
- Represent or appoint representation for the Council on any external committees, working groups, or other similar activities within County government wherein Council participation has been designated or invited.
- Perform all other duties pertaining to the Office of the Chairperson.
- Present his/her respective report of operation of the Council for the current operational year at the December meeting of the Council.
- Provide updates on Council activities and concerns to the Unified Personnel Board at their scheduled meetings.

Section 3 - The VICE CHAIRPERSON shall:

- Act as Chairperson in his/her absence.
- Perform all other duties pertaining to the Office of Vice Chairperson as prescribed by the Chairperson and/or the Council.

Section 4 - The SECRETARY shall:

- Record the minutes of all meetings.
- Take attendance records at all meetings.
- Maintain Committee reports.
- Perform such other duties as may be delegated by the Council of the Chairperson.
- Publish approved minutes for distribution.

Article X - COMMITTEES

Section 1: The Chairperson shall appoint members of the Council to serve on committees.

Section 2: All committees shall provide agendas and verbal reports at all subsequent meetings until completion or release.

Section 3: The Chairperson is an Ex-Officio member of all internal Council committees.

Article XI - OPERATIONAL YEAR

The operational year of the Council shall be January 1 of one calendar year through December 31 of the same calendar year.

Article XII - AMENDMENTS

The Council may later amend, revise, add to, or repeal these Bylaws and/or adopt new Bylaws at pleasure by a two thirds (2/3) vote of the members of the Council after two (2) weeks notice to the members and the Director of Human Resources Upon approval by a two thirds vote of the members of the Council, the said changes shall be presented to the Personnel Board for approval at their next regularly scheduled Board meeting.

UNIFIED PERSONNEL SYSTEM

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 Clearwater, Florida 33756
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 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 *MRW*

DATE: January 10, 2024

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:

As a result of the Unified Personnel Board meeting held December 7, 2023, the verbiage for Rule 3: Compensation, has been modified for clarity. Please see changes below as well as highlighted in the attached copy of the Personnel Rule.

Section D. Supplemental and Incentive Pay, 6.f. Declared Emergencies and Other Emergency or Disaster Situations (remove the following yellow highlighted text):

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.**

Additional Changes:

While further reviewing the Personnel Rule 3, we realized that there was verbiage in the rule that referenced the Evergreen compensation study that should not be included. I recommend removing that language as noted below and in the attachment.

Additionally, we added verbiage intended only to clarify some content in the rule. These additions are not substantive changes but rather clarify the intent and the practice. When a base salary adjustment is granted to an employee, the adjustment should not exceed the maximum of the current pay range. We have that verbiage in some areas but not in all. The language has been added in parts of the rule where it had not been included.

Attachment:

- Personnel Rule 3 Redline 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%, not to exceed the maximum pay rate of the employee's job classification.

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. The Appointing Authority may grant the employee a pay adjustment in accordance with the following:

- Base pay increase of up to 2% of the employee's current salary not to exceed the maximum pay rate of the employee's job classification.

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%, not to exceed the maximum pay rate of the employee's job classification.

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

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

D. Supplemental and Incentive Pay

1. Standby Pay

- a. All Classified Service employees required to work standby shall be paid one hour additional pay ("standby pay") at the employee's straight hourly rate for every eight hours of the standby assignment regardless of whether the employee is called to report for work and regardless of the number of hours worked in the workweek. Standby pay is not hours worked.
- b. If required to physically report for work:
 - i. The employee's hours worked for the week (or for salaried classified employees for the pay period) shall include travel time from home to the work location and back home from the work location and all hours worked on the assignment.
 - ii. A minimum of two hours shall be counted as hours worked for the first instance requiring the employee to physically report to a work location in an eight hour standby period. No minimum number of hours worked shall be counted for subsequent standby call outs during the same standby period.

- c. If not required to physically report for work:
 - i. If an employee can complete the assignment without physically reporting to the work location, the employee's hours worked for the week (or for salaried classified employees for the pay period) shall include all hours worked on the assignment.
 - ii. A minimum of one hour shall be counted as hours worked for the first instance worked remotely in an eight hour standby period. No minimum number of hours worked shall be counted for subsequent call outs during the same standby period.
- d. Pay for reporting for standby duty, whether physically or remotely, is in addition to the standby pay.

2. Emergency Call Out Pay

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

3. Shift Differential Pay

a. Five Percent Differential

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

b. Ten Percent Differential

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

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

4. Control Burn Fire Team

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

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

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

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

6. Declared Emergencies and Other Emergency or Disaster Situations

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

- a. When regular County operations have been suspended because of an emergency situation, Classified Service employees directed to report to work in any capacity will be paid at the overtime rate regardless of the number of hours worked in the workweek.
- b. When regular County operations are fully or partially open regular pay rules will apply to Classified Service employees whether preparing for or dealing with the emergency or recovery efforts are part of the employee's normal duties.
- c. If a Classified Service employee is assigned duties at a higher classification and such assignment continues longer than 30 consecutive calendar days, the employee will receive a pay adjustment in accordance with rules and practices governing temporary increases in C.1.h above.
- d. Appointing Authorities may grant employees administrative leave with pay if they direct them to leave work during their regularly scheduled hours in order to prepare their homes for emergency. Applicable shift differentials will be applied to the administrative leave with pay. Employees so directed who fail to return to work as directed by management may be considered AWOL (Absent Without Leave) and subject to discipline.
- e. Classified service employees required to work during an emergency (when County operations are closed) on a recognized County Holiday will be paid for such time in accordance with Personnel Rule 4 A.
- f. An Appointing Authority may elect to compensate exempt employees directed to report to work in any capacity during a declared local state of emergency after the Appointing Authority has closed his or her operations. ~~at one and one half times that rate for any hours worked in the workweek over 40.~~
- g. County employees who are *directed not to report to work* during an emergency (when County operations are closed or partially closed) will be granted leave with pay equal to their normal work hours for a period up to four weeks duration.
 - i. County employees who have previously scheduled paid time off during such time will not be required to use the paid time off.
 - ii. County employees not scheduled to work on a day that would be covered by leave with pay under this provision are not eligible for leave with pay on that day or any other day in substitution for that day.

- h. County employees who are directed not to report to work due to such an emergency for a period in excess of four weeks duration will be granted leave without pay for this time beyond the initial four weeks. Employees so affected shall substitute available compensatory time, extended illness leave, floating holidays, personal day and then available annual leave for the leave without pay. Employees may retain up to 80 hours of annual leave and be granted leave without pay for the duration.

7. Market Driven Skills Supplement (MDSS)

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

8. Certification Pay

Certification pay is a supplemental pay provided to an employee for possession and maintenance of specific certification(s). The supplemental pay may be an amount added to the employee's base pay or an amount paid at set intervals during the year (for example, monthly). Eligible certifications are determined by the Appointing Authority. Certifications which are required in the minimum qualification of the job classification are not eligible for certification pay. Possession of the certification should add value to the employee's ability to perform his/her job responsibilities. The added value should be meaningful and real. Loss or failure to maintain the certification will result in removal of the certification pay. Changes in job classification may result in removal of the certification pay.

9. Other Supplemental Pay

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

E. Pay

1. Method of Payment

a. Exempt Employees

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

- ii. All members of the Exempt Service will have their pay directly deposited in a financial institution of their choosing.

b. Classified Employees

- i. Overtime: It shall be the general practice of the County to not have its employees work frequent or considerable overtime. However, Appointing Authorities may authorize or direct an employee to work overtime when necessary in order to meet emergency situations or operating needs. Each Appointing Authority shall maintain records of all hours worked, including overtime hours worked by Classified Service employees in his/her department.
 - a) For overtime compensation purposes, recognized Holidays or Leave with Pay for work-related purposes shall be considered as time actually worked. All other time used by the employee, such as, time paid under the Workers' Compensation Law, under short or long term disability plans, Compensatory Time, Annual Leave, Extended Illness Leave, Floating Holidays, Personal Days, or Leave with Pay for non-work related purposes shall not be considered as hours worked.
 - b) All hourly Classified Service employees, except Airport Firefighters and Airport Fire Lieutenants, paid on an hourly basis will be compensated at time and one half for any hours worked over 40 in any workweek in accordance with the Fair Labor Standards Act. Any hours worked over 40 in a workweek shall be considered overtime hours.
 - c) Pursuant to section 207 (k) of the Fair Labor Standards Act (FLSA) and Title 29 Code of Federal Regulations, Pinellas County establishes a 21 consecutive day work period for all Airport Firefighters and Airport Fire Lieutenants Employees effective November 20, 1988. All classified Airport Firefighters and Airport Fire Lieutenants working 159 hours or less during the established 21 consecutive work day period shall be paid at the straight hourly rate set forth in the Pinellas County Pay & Classification Plan. Should Fire Protection Employees be required to work more than 159 hours in any 21 consecutive day work period, all such time shall be considered overtime work.
 - d) Salaried Classified Service employees, those certified by the Appointing Authority through the County Attorney to the Director of Human Resources as excluded from the overtime provisions of the Fair Labor Standards Act ("Classified Excluded"), will be compensated at time and one half for any hours worked over 80 in a pay period if approved by the Appointing Authority.
 - e) Compensation for overtime may be monetary or in compensatory time, at the sole discretion of the Appointing Authority. Employees may not accumulate more compensatory time than designated below.
 - f) The maximum accumulation of compensatory time for Classified hourly employees shall be 80 hours and for Classified Excluded employees shall be 240 hours.
 - g) An employee who has accumulated compensatory time may request compensatory time off and such compensatory time off must be given within

a reasonable time so long as it does not unduly disrupt departmental operations.

- h) Upon separation from employment, an employee shall receive a lump sum payment for all accumulated compensatory time at a rate which is not less than that employee's average regular rate during the last three years of employment, or that employee's final regular rate, whichever is higher.
- ii. Employees promoted from the Classified Service to an exempt position shall, at the time of promotion, receive payment for accumulated compensatory time based upon the employee's regular rate of pay at the time of promotion.
- iii. All members of the Classified Service will have their pay directly deposited in a financial institution of their choosing.

F. Claims for Underpayment of Wages

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



HR Update for January (December 2023 Updates)

Benefits & Wellness

- We are engaging with Purchasing to solicit and review bids for Benefits Consultant and for Actuarial Services for OPEB valuation and State Insurance requirements. The current contracts end in 2024.
- This month's wellness webinars include two financial well-being classes (Personal Finance and Creating a Financial Gameplan), 25 Tips for Weight Loss, and a cooking demonstration.
- The annual *Stepping Into Your Health* walking challenge begins January 29.
- The Wellness Team is preparing for Wellness Center open house on February 6.

Communication & Outreach

- We are working with Emergency Management on promoting the DAPA survey, which will open on January 29.
- The pilot for Give Pulse (our new volunteer program management software) is ongoing. Full roll out of the system to the County is planned for April 1. We are providing extensive training to site managers and support for training of current volunteers to help build comfort and familiarity with the system.
- Finalizing the Annual Report in January.

Internal Happenings

- Jim Beaty was promoted to HR Consultant on the Workforce team.

Organizational & Talent Development (OTD)

- We continue to work with BTS and our Advisory Committee representing all 10 Appointing Authorities on the implementation of the cloud-based Learning Management System, LMS365.
- Three new Tech4U videos created and posted to Microsoft Stream: How to Best Find the OTD SharePoint Site and Register for Classes, OTD SharePoint Navigation, and How to Change Your Background in a Virtual Meeting or Class.
- Course offerings are posted for first the four months of 2024 on SharePoint and EBS/OPUS.
- We are collaborating with the Appointing Authorities to revamp New Employee Orientation (NEO). The updated NEO will be offered weekly and in person (coming soon).

Workforce Strategy – Recruitment / HRMS / Classification & Compensation

- The time to fill in November was 58.9 days.
- 37 new hires in November
- 36 promotions occurred in November.
- November's annualized turnover was 15.37% with 24 separations.
- We are preparing for a Pinellas County Career Fair at the Magnolia Room on January 26.

Scorecard (November – 28 responses)

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

November: 96.3%

Goal: 92.5%

YTD 2023: 96.04%

After interaction with HR personnel:

The representative was professional & courteous

November: 100%

Goal: 100%

YTD 2023: 100%

The representative was helpful:

November: 100%

Goal: 100%

YTD 2023: 100%

Receive the requested information in a timely manner:

November: 100%

Goal: 95%

YTD 2023: 100%



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

The Human Resources Director, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **December 03, 2023 through January 05, 2024**.

CAREER LADDER ADDITION

BCC: Public Works
Field Inspector 1 (C20) → Construction Engineering Inspector 1 (C25) → Construction Engineering Inspector 2 (C27) → Construction Engineering Inspector 3 (C30)