UNIFIED PERSONNEL BOARD AGENDA

Date: November 5, 2026
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 3, 2026

II. New Business
   1. Revisions to Rule 3: Compensation
   2. Revisions to Rule 4: Time Off
   3. Recommendation for January Joint Unified Personnel Board and Appointing Authority Meeting

III. Informational Items
   1. Reduction in Force - Office of Management & Budget - Purchasing Division
   2. Reappointments of the following Personnel Board Members for 2027-2028:
      i. William A. Schulz II by the Employees' Advisory Council
      ii. Craig Bostock by the Constitutional Officials
      iii. Board of County Commissioners Appointee to be determined December 15, 2026 (Currently Jeffery Kronschnabl)
   3. Unified Personnel Board Schedule for 2027
   4. HR Updates
   5. 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) 464-4880. 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 3, 2026 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

Ricardo Davis, Chair
Kenneth Peluso, Vice-Chair
Jeffery Kronschnabl
William Schulz II
Sabina Soler
Mark Strickland

Not Present

Craig Bostock

Others Present

Wade Childress, Chief Human Resources Officer
Lisa McMurray, Employees' Advisory Council Representative
Jennifer Monrose Moore, Ogletree, Deakins, et. al., P.C., Board Counsel
Franchesca DiNapoli, Senior Board Records Specialist, Deputy Clerk
Other interested individuals

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

CALL TO ORDER

Chair Davis called the meeting to order at 6:30 PM and led the Pledge of Allegiance.

CITIZENS TO BE HEARD

No one responded to the Chair's call for citizens to be heard.

EMPLOYEES' ADVISORY COUNCIL (EAC) REPRESENTATIVE

Ms. McMurray indicated that she emailed the members regarding her comments at a recent Board of County Commissioners (BCC) meeting concerning the County's budget

challenges. She then announced that the EAC will hold a public delegate meeting on September 24, during which Property Appraiser Mike Twitty will discuss a proposal on the ballot; whereupon, she invited the members to attend the meeting.

Ms. McMurray also expressed support for the proposed revisions on the agenda, noting that the EAC reviewed them.

CONSENT AGENDA

Minutes of the Regular Personnel Board Meeting Held August 6, 2026

Chair Davis indicated that the next item on the agenda is a request for approval of the minutes for the regular UPB meeting held on August 6, 2026; whereupon, Mr. Strickland made a motion, which was seconded by Mr. Peluso and carried unanimously.

NEW BUSINESS

Approval of the Board's Counsel Contract Extension, Jennifer Monrose Moore

Chair Davis expressed appreciation for Attorney Moore's service to the Board and indicated that he provided his approval for the contract extension to the County Attorney's Office (CAO). Mr. Peluso then made a motion to approve the Chair's prior approval of the Board's Counsel Contract Extension, which was seconded by Mr. Strickland. Attorney Moore thanked the Board and noted that she negotiates her contract with the CAO to represent the Board; whereupon, following the Chair's call for the vote, the motion carried unanimously.

Revisions to Annual Leave Exchange Program Procedure

Mr. Childress provided information regarding the County's implementation of Workday as its new enterprise resource planning system, indicating that revisions to certain policies are necessary to make them compatible with Workday. He explained that the proposed revisions would accommodate Workday's capabilities and eliminate the need to incur additional programming costs; and that a tax attorney was consulted to ensure compliance with the Internal Revenue Services' code and to prevent constructive receipt of funds.

Mr. Childress related that, beginning next calendar year, employees would have two opportunities each year to exchange up to 160 hours of annual leave, provided they retain a minimum balance of 40 hours; and that staff is requesting approval of the revisions;

whereupon, Mr. Peluso made a motion to approve, which was seconded by Ms. Soler and carried unanimously.

Revisions to Unified Personnel Board Policy 5: Outside or Non-County Employment

Mr. Childress indicated that the proposed policy revisions would require all employees to enter requests for outside employment through the Workday self-service portal. He related that, with the proposed revisions, all approvals would be processed through Workday, allowing the associated information to be maintained in a single database rather than across multiple locations; that minor changes to the policy language are also included as part of the proposed revisions; and that staff is requesting approval of the changes; whereupon, Mr. Kronschnabl made a motion to approve, which was seconded by Mr. Peluso and carried unanimously.

Revisions to Unified Personnel Board Policy 8: Resignation from County Service

Mr. Childress indicated that the primary revision to the policy is that all resignations would now be processed through the Workday self-service portal. He explained that this revision would prompt a notification chain from the applicable manager to Human Resources (HR); and that an exit interview would then automatically be scheduled. Mr. Childress also pointed out that, if an employee does not submit their resignation to the Workday self-service portal, County managers and HR Department staff would also have the ability to input resignations.

In response to a query by Mr. Kronschnabl, Mr. Childress provided information regarding the current process for scheduling exit interviews, indicating that HR sends automated exit interview surveys following all resignations; and that the proposed revisions would automate the distribution of exit interview surveys upon receipt of a resignation; whereupon, Mr. Schulz made a motion to approve, which was seconded by Mr. Strickland and carried unanimously.

FY2027 Pay Plan Adjustments

Mr. Childress explained that the County has historically adjusted its pay plans by a lower percentage than the general salary increase; that the County Administrator has requested approval from the BCC for a 3% general increase for all County staff, which remains under consideration; that, due to a lengthier BCC budget process this year, staff is requesting approval to increase the pay plans by 2%, contingent upon approval of the proposed 3% general increase; and that, if a lesser general increase amount is approved by the BCC, staff may need to reduce the proposed pay plan increase accordingly.

In response to a query by Chair Davis regarding whether the UPB could defer approval of the pay plan adjustments until after the BCC's approval of the general increase, Mr. Childress explained that the adjustments would take effect on October 1, which is prior to the next UPB meeting; and that the BCC will not provide final approval of the budget until late September.

Mr. Peluso asked whether he could make a motion to approve the 2% increase to pay plans and a maximum of a 3% general increase, or whatever is approved by the BCC. Mr. Childress then clarified that the UPB can only approve pay plan changes, not pay increases; whereupon, Ms. Soler seconded Mr. Peluso's motion.

Chair Davis confirmed that the motion is approving the Fiscal Year 2027 pay plan adjustments; whereupon, Mr. Peluso noted that the Board could add "pending approval by the BCC" to his motion. Responding to a query by Chair Davis, Ms. Soler confirmed that she is amenable to the language addition. Upon the Chair's call for the vote, the motion was carried unanimously.

Chief Human Resources Officer's General Increase

Mr. Childress indicated that, when he was hired, the UPB asked that the general increase for his position be brought before the Board each year; whereupon, he requested that his increase be equivalent to the general increase approved by the BCC for all other County employees. Mr. Peluso then made a motion to approve, which was seconded by Mr. Kronschnabl. In response to comments by Mr. Schulz regarding potentially deferring this item until after the BCC's budget hearings have been held, Mr. Childress explained that while annual increases for County employees are effective on October 1, the Board could consider his increase at its next meeting if desired.

Thereupon, following the Chair's call for the vote, the motion carried by a vote of 5 to 1, with Mr. Schulz dissenting.

Potential Topics for a Joint Unified Personnel Board and Appointing Authority Meeting

Mr. Childress indicated that the UPB has historically held an annual joint meeting with the Appointing Authorities to ensure alignment, answer questions, and maintain friendly relations; that staff wishes to inquire as to whether the members have any topics that they would like to discuss; and that he will also ask the Appointing Authorities if they have any items they would like to discuss. Following brief discussion, Chair Davis confirmed that the members do not currently have any topics that they would like to discuss.

INFORMATIONAL ITEMS

Reduction in Force – Building and Development Review Services

In response to a query by Chair Davis, Workforce Relations Director Amanda Smith indicated that the number of positions to be eliminated was reduced from 41 to 37, of which 17 were vacant and 20 were filled; that, through attrition, retirements, and employees securing other positions, only one affected employee has not yet found alternative employment; and that staff continues to assist the employee with securing another position.

ADJOURNMENT

Chair Davis adjourned the meeting at 6:51 PM.

Human Resources
Unified Personnel System
Wade Childress
Chief Human Resources Officer

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

FROM: Wade Childress, Chief Human Resources Officer

DATE: November 5, 2026

SUBJECT: Revisions to Personnel Rule 3: Compensation

Recommendation:

I recommend the changes to Personnel Rule 3: Compensation described below and found in the attached document to be effective with the Workday implementation. The Appointing Authorities and Employees' Advisory Council concur with these recommendations.

Background:

The policy is being updated to align with Workday capabilities and industry best practices regarding shift differential pay. This change automates the process of paying shift differential when an employee works during the designated time frames. Previously, managers were required to submit manual requests to Payroll to have the additional pay applied. The update will also remove the Market Driven Skills Supplement from the Rule previously approved at the Unified Personnel Board meeting on April 16, 2026.

Please see changes highlighted in the attached policy.

Attachment:
- Personnel Rule 3: Compensation 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 Chief Human Resources Officer 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 Chief Human Resources Officer 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 Chief Human Resources Officer.

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 Chief Human Resources Officer.

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 Chief Human Resources Officer.

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 Chief Human Resources Officer.

C. Base Pay Adjustments

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

1. Base Pay Increases

a. Merit Increases

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

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

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

b. Special Merit Increase

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

c. Promotional Increase

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

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

d. Reclassification

When a position is reclassified 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 Chief Human Resources Officer, 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 Chief Human Resources Officer, 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%, 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 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 Chief Human Resources Officer but may not be granted above the maximum rate established for the employee's classification.

j. Pay Grade Change

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 Chief Human Resources Officer.

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 Chief Human Resources Officer.

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

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 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 within a scheduled shift. A minimum of one hour of standby pay will be awarded per scheduled 24-hour shift. If the employee is called to report for work, standby pay is no longer active and the employee will be paid for time worked. Standby pay accumulation will reactivate if the employee returns to standby within the same scheduled shift. 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. Standby pay is not applicable during an emergency event. Please see section 5. Declared Emergencies and Other Emergency or Disaster Situations for supplemental pay during an emergency event.

e. Standby work must be an essential function of the position to qualify for 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~~ designated Classified ~~Service employees~~ positions, ~~except Airport Firefighters and Airport Fire Lieutenants, who regularly work a shift where a majority of the~~ where hours worked fall~~s after~~ between 5 p.m. and 11:59 p.m.

b. Ten Percent Differential

A shift differential pay of 10% shall be paid to ~~those~~ designated Classified positions ~~Service employees, except Airport Firefighters and Airport Fire Lieutenants, who regularly work a shift~~ where ~~the majority of the~~ hours worked fall~~s after~~ between 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. 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 non-essential operations due to an emergency, employees will be compensated as follows:

a. When non-essential County operations have been suspended because of an emergency situation, Classified Service employees directed to report to work for the emergency event will be paid double their base hourly rate of pay regardless of the number of hours worked in the workweek.

b. When non-essential County operations have been suspended because of an emergency situation, Classified employees directed to report to work remotely for the emergency event will be paid one and a half times their base hourly rate of pay regardless of the number of hours worked in the workweek.

c. When non-essential County operations are fully or partially open, regular pay rules will apply to Classified Service employees whether or not preparing for or dealing with the emergency or recovery efforts are part of the employee's normal duties.

d. If a Classified Service employee is assigned duties are 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.

e. 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.

f. 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.

g. An Appointing Authority will 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 pursuant to the then current Appointing Authorities' emergency pay policy.

h. 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.

i. 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, 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.

~~**6. 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 Chief Human Resources Officer 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.~~

7. 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.

8. 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, 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 Chief Human Resources Officer 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.

Human Resources
Unified Personnel System
Wade Childress
Chief Human Resources Officer

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

FROM: Wade Childress, Chief Human Resources Officer

DATE: November 5, 2026

SUBJECT: Revisions to Personnel 4: Time Off

Recommendation:

I recommend the changes to Personnel Rule 4: Time Off described below and found in the attached document. The Appointing Authorities and Employees' Advisory Council concur with these recommendations.

Background:

The policy is being updated in conjunction with the implementation of Workday and to incorporate several additional changes, summarized below:

The policy reduces the maximum amount of scheduled annual leave that eligible retiring employees may use after their last day worked but before separation from 8 weeks to 4 weeks effective July 1, 2027, subject to budget availability and applicable eligibility requirements. Effective July 1, 2028, all conditions and exceptions will be eliminated, meaning the use of annual leave will no longer be permitted after the last day worked in conjunction with separation of employment, unless otherwise required by law. The employee will still receive a lump sum payment for unused authorized annual leave up to a maximum of 3 times their annual accrual rate.

The Comp Time Usage Policy was consolidated into Rule 4 under Compensatory (Comp) Time.

The text regarding using paid leave time prior to leave without pay was moved from the beginning to section J. Other Leave of Absence Without Pay.

Funeral leave was updated to the appropriate term of bereavement leave and clarifies that the Appointing Authority, in coordination with Human Resources, may request documentation to support an employee's bereavement leave.

Please see changes highlighted in the attached policy.

Attachment:
- Personnel Rule 4: Time Off Redline Version

Human Resources
Helping U Succeed

Rule 4. Time Off

Pinellas County recognizes that time away from work is essential for maintaining well-being, balance, and long-term success. The County provides a generous time-off policy that is designed to ensure every employee has the opportunity to rest, recharge, and attend to personal needs while supporting smooth business operations. ~~All forms of accumulated or gained leave shall be exhausted prior to the request and use of leave without pay, except as provided in the Pinellas County Family Medical Leave Act Handbook (FMLA Handbook); in a Declared Emergency as provided in Rule 3; or approved by the Appointing Authority.~~

A. Recognized Holidays

Eligible County employees will be allowed holiday leave with pay on the following recognized County holidays:

Holiday	Date(s)
New Year's Day	January 1
Martin Luther King Jr. Holiday	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas Day	December 25

If Christmas or New Year's Day falls on Tuesday or Thursday, the preceding Monday or following Friday will also be recognized as a holiday.

If any recognized holiday falls on a Saturday, the preceding Friday will be observed as a holiday and if any recognized holiday falls on a Sunday, the following Monday will be observed as a holiday.

1. Eligibility:

a. Regular status employees of the Unified Personnel System.

b. Temporary employees with 30 days or more of continuous service.

c. For those employees working part-time, holiday pay will be computed according to the ratio that the employee's normally scheduled workweek bears to a 40 hour workweek.

d. Airport Firefighters and Fire Lieutenants assigned to a work week schedule of 48 hours will earn 14.4 hours for each of the recognized holidays.

2. Exceptions:

For purposes of this rule, non-pay status shall mean an employee who is not receiving any pay or whose only source of pay is Workers' Compensation or short-term disability for the entire pay period.

a. Employees in a non-pay status for the entire pay period during which the holiday falls will not be eligible for holiday leave with pay.

b. Employees receiving Workers' Compensation or short-term disability during a week that includes a holiday and who are also in a paid status during that week will have holiday pay prorated pursuant to the rules of those respective benefits.

3. Application:

a. Classified employees who are required to work the calendar holiday, the observed holiday, or both will be compensated for all hours worked on those days at the overtime rate of pay, regardless of the actual number of hours worked in the week and in addition to being compensated for the County observed holiday at the regular rate of pay. At the discretion of the Appointing Authority, compensation may be in cash or as compensatory time.

b. In the event a recognized holiday is observed while an employee is on leave with pay, the recognized holiday will not be charged against the employee's accumulated leave and the employee will be compensated for the holiday.

c. Employees whose standard ~~work day~~ workday is greater than eight hours may add the necessary number of hours from any accumulated leave to bring the total number of hours to that of their standard ~~work day~~ workday unless doing so causes the number of hours in the workweek to exceed their normally scheduled workweek. These additional hours will be considered scheduled leave. Departments may also offer additional work hours during the week chosen in order to make up the difference if such is deemed in the interest of the department.

d. Last day of employment cannot be a recognized holiday unless the holiday is a required ~~work day~~ workday for the employee.

B. Floating Holidays

Eligible regular status County employees will be allowed floating holidays with pay on dates selected by the employee each payroll year as follows:

1. Eligibility:

a. After the first year of hire, regular status employees will be allowed two floating holidays with pay.

b. Employees who have completed 25 years of service will be allowed two additional floating holidays beginning with the next payroll year and each payroll year thereafter.

c. New hires into permanent positions will be allowed floating holidays based on their hire date from the beginning of the payroll year:

- Two floating holidays – hire date from beginning of payroll year through March 31
- One floating holiday – hire date of April 1 through September 30
- No floating holidays – hire date of October 1 through the end of the payroll year

d. Airport Firefighters and Fire Lieutenants assigned to a 48 hour work week will earn 17.6 hours for each floating holiday.

2. Application:

a. Floating holidays for employees with a normally scheduled workweek of at least 40 hours are for eight hours' pay, and a prorated number of hours for employees with a

workweek of fewer than 40 hours, computed according to the ratio that the employee's workweek bears to a 40-hour workweek.

b. Employees whose standard ~~work day~~ workday is greater than eight hours may add the necessary number of hours from any accumulated leave to bring the total number of hours to that of their standard ~~work day~~ workday unless doing so causes the number of hours in the workweek to exceed their normally scheduled workweek. These additional hours will be considered scheduled leave. Departments may also offer additional work hours during the week chosen in order to make up the difference if such is deemed in the interest of the department.

c. Floating holidays must be scheduled and approved in accordance with the Appointing Authority's established guidelines for scheduled annual leave.

d. Floating holidays must be used during the payroll year in which they are gained.

e. Holiday overtime provisions do not apply to floating holidays.

f. Floating holidays may be taken in two-hour increments.

g. Floating holidays may not be utilized within the final 2 weeks of the resignation notice period.

C. Annual Leave

Annual leave is provided for the purpose of vacation, personal business, emergencies, illness, medical and dental appointments, and any other reason an employee cannot be present at work.

1. Eligibility:

Annual leave is accumulated in accordance with the following schedule:

Hours of Annual Leave Earned Per Year According to Years of Service

Employee Category	1 – 2 Years	3 – 4 Years	5 – 9 Years	10 – 14 Years	15 – 19 Years	20+ Years
Classified Service and Temporary Exempt Service [1 2 3 5]	120	136	160	184	208	232
Airport Firefighters and Airport Fire Lieutenants [4 5]	144	164	192	221	250	279
Exempt Service [2 3 5]	144	160	184	208	232	256

1 Excludes temporary Classified employees with less than 30 days of continuous service.

2 Partial accumulation of annual leave is authorized for employees who are generally scheduled for less than a 40-hour workweek in a ratio which reflects the direct proportion that the generally scheduled hours bear to a 40-hour workweek.

3 No accumulation of annual leave is authorized for any time worked beyond a 40-hour workweek.

4 No accumulation of annual leave is authorized for any time worked beyond the 159 hours during the established 21 consecutive ~~work day~~ workday period.

5 A former employee who returns to employment with the County after a break in service of less than 3 years will retain their previous years of service for annual leave time accrual purposes and will earn annual leave accordingly.

2. Application:

a. Up to one year of continuous temporary service immediately preceding appointment to a permanent position will be counted for purposes of seniority in accruing annual leave.

b. Having annual leave in one's leave bank does not guarantee that the requested time off will be approved. Managers and supervisors may deny an employee's request for time off for business reasons.

c. Except as provided within the FMLA Handbook or during a Declared Emergency, all annual leave must be expended ~~prior to~~ before the use of leave without pay.

d. Annual leave is not earned when an employee is in a non-pay status for the entire pay period.

e. There is no limitation on the number of annual leave hours which may be accrued.

f. Advance payment for annual leave is prohibited.

g. Annual leave must be scheduled in advance according to the ~~Appointing Authority's~~ department's requirements. Leave not requested and approved in accordance with such requirements will be considered unscheduled and may result in disciplinary action.

h. When an employee is transferred within the Unified Personnel System the employee's accumulated annual leave will also be transferred and such leave, when taken, will be chargeable to the department to which the transfer was made.

i. Annual leave will not be earned when used in conjunction with a resignation, retirement or other separation from service.

j. Payment for annual leave will be made on the regular pay date at the employee's applicable rate of pay when used.

k. Upon separation, employees shall receive a lump sum payment for all unused annual leave up to a maximum of three times the employee's annual leave accrual rate. Such payment shall be made at the employee's regular rate of pay at the time of separation. Payment for such leave shall be made in accordance with the Florida Statutes.

l. ~~Effective July 1, 2025,~~ Unless otherwise required by law, the use of annual leave in conjunction with separation of employment is prohibited, except when all the following conditions are met:

- The employee is leaving employment in conjunction with retirement from Pinellas County employment and will not be employed full-time by any other employer during the period of time in which they remain an employee of Pinellas County.
- An employee who is retiring may use up to 8 weeks of scheduled annual leave if budget is available (additional unused annual leave will be paid per section k. of

the above). Effective July 1, 2027, the limit will be 4 weeks. ~~For calendar year 2025 only, the limit will be 12 weeks.~~

- The employee must give at least 60 days prior notice to be eligible unless an Appointing Authority has a written rule requiring more notice, in which case the written rule becomes the notice requirement.
- Effective July 1, 2028, there will be no conditions or exceptions to this provision.

D. Compensatory (Comp) Time

1. Eligibility:
   a. Compensatory time may be granted if a Classified employee works more than their regularly scheduled hours with management approval.
2. Application:
   a. Compensatory time is accumulated at a rate of 1.5 (time and one half).
   b. Compensatory time must be used prior to the use of annual leave.

E. Personal Day

1. Eligibility:

a. Employees in permanent positions will be allowed two 8-hour personal days in each payroll year, except that Classified employees serving their first year of employment in a permanent position will be allowed a personal day based on their hire date from the beginning of the payroll year:

- Two personal days – hire date from beginning of payroll year through June 30
- One personal day – hire date from July 1 through November 30
- No personal days – hire date of December 1 through the end of the payroll year

2. Application:

a. The personal day is for eight hours' pay for employees with a generally scheduled workweek of at least 40 hours and a prorated number of hours for employees with a workweek of fewer than 40 hours computed according to the ratio that the employee's workweek bears to a 40 hour workweek.

b. Employees whose standard ~~work day~~ workday is greater than eight hours may add the necessary number of hours from any accumulated leave to bring the total number of hours to that of their standard ~~work day~~ workday unless doing so causes the number of hours in the workweek to exceed their generally scheduled workweek. These additional hours will be considered scheduled leave. Departments may also offer additional work hours during the week chosen in order to make up the difference if such is deemed in the interest of the department.

c. The personal day may be used in four-hour increments.

d. Employees must notify their supervisor of their intent to use the personal day as soon as practicable. The personal day will not be considered when evaluating the employee's attendance unless as outlined in section e below.

e. If taken on an In-Service or other mandatory training day(s) or immediately before or after a recognized holiday, the personal day must be scheduled and approved in advance in accordance with department requirements for other scheduled leave or will be considered unscheduled.

f. The personal day must be used in the payroll year in which it is gained.

g. Personal days may not be utilized within the final 2 weeks of the resignation notice period.

F. ~~Funeral~~ Bereavement Leave

Eligible employees may be granted three days leave of absence with pay in the event of the death of any person residing in the employee's household or any member of the employee's immediate family.

1. Eligibility:

Employees in a permanent position~~,~~ including those in a probationary status.

2. Application:

a. Immediate family shall mean spouse, child, parent, sister, brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepchildren, grandparents, grandparent-in-law or grandchildren of the employee.

b. At the discretion of the Appointing Authority, additional time may be granted as scheduled leave. The time will be chargeable to any accumulated leave the employee has, or if the employee has no accumulated leave, to leave without pay.

c. Presentation of documentation may be requested by the Appointing Authority in conjunction with Human Resources to support the bereavement leave.

G. Jury Duty and Witness Duty

Leave of absence with pay will be granted to an employee to perform jury duty or testify as a witness when legally required, unless the employee is the plaintiff or defendant. Presentation of a summons or subpoena to appear in court is required before such leave is granted.

H. Injury

An employee who has sustained a compensable workers' compensation injury, has not reached maximum medical improvement (MMI) and has returned to work but whose injury necessitates that palliative or remedial care from their authorized physician be continued will be allowed reasonable leave with pay of up to 10 hours per pay period for treatment and travel to and from the authorized physician. Payment for absences beyond a total of 10 hours per pay period will be offset by the use of any accumulated leave.

I. Other Leave of Absence With Pay

Upon approval of the Appointing Authority, other leaves of absence with pay may be allowed if such leave is deemed to be in the best interests of the organization.

J. Other Leave of Absence Without Pay

~~Upon request of an employee, an Appointing Authority may grant a leave of absence without pay for any reason~~ All forms of accumulated or gained leave shall be exhausted prior to the request and use of leave without pay, except as provided in the Pinellas County Family Medical Leave Act Handbook; in a Declared Emergency as provided in Rule 3; or approved by the Appointing Authority if deemed to be in the best interest of the organization and may require presentation of appropriate documentation in support of such request.

K. Military Training/Duty

Leave of absence for military training and duty will be granted in accordance with Florida and Federal law.

L. Domestic and Sexual Violence Leave

Leave of absence for domestic and sexual violence will be granted in accordance with Florida law.

M. Request for Time Off

All time off, excluding recognized holidays and continuous FMLA, must be submitted and approved through the employee self-service portal. Any time taken without a properly submitted and approved request may result in inaccurate timecard reporting and pay discrepancies and may also lead to disciplinary action.

N. Unauthorized Absence

Unauthorized absences from work for a period of three consecutive working days may be considered as the employee's voluntary resignation by the Appointing Authority and as such may not be grieved or appealed.

Pinellas County

Office of Management & Budget

MEMORANDUM

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

THROUGH: Wade Childress, Chief Human Resources Officer

FROM: Barry A. Burton, County Administrator
Office of the County Administrator

CC: Blaine Williams, Assistant County Administrator
Chris Rose, Director, Office of Management and Budget

SUBJECT: Reduction in Force Office of Management and Budget – Purchasing Division

DATE: October 29, 2026

Please consider this notice pursuant to the Unified Personnel System Rule 5 that a reduction in force (RIF) is necessary in the Office of Management and Budget- Purchasing Division.

One (1) job classification affecting one (1) position control number is affected:

- Procurement Analyst Coordinator / BCC/C3971

Plan and Retention

A Reduction in Force is occurring due to reducing fund expenditures to meet the request for a 3% budget reduction to the General Fund as requested by the Office of Management & Budget. This position of Procurement Analyst Coordinator has been identified as a position to be eliminated within the department's annual budget analysis for the 3% reduction scenarios.

The proposed Reduction in Force will result in $60,632.00 annual reoccurring savings.

The Purchasing Division has nine (9) employees in this classification. In accordance with Personnel Rule 5-Reduction in Force, Padmini Mangalapurapu has the lowest score as reflected in the attached worksheet and therefore is the affected employee.

The incumbent in this position will be encouraged to seek other employment opportunities in the County. The anticipated date of the RIF is November 30, 2026.

Unified Personnel Board Meetings
2027

January 7
February 4
March 4
April 1
May 6
June 3
July 8
August 5
September 2
October 7
November 4
December 2

Joint UPB/Appointing Authorities and UPB/EAC – to be determined

Pinellas County

Human Resources

HR Update for October

(September 2026 Updates)

HR Updates

- Wade Childress has been named Board Chair of CPS HR Consulting which is a self-supporting public agency providing HR management and consulting services to government and non-profit clients.

Workday Software Platform Updates

- **Employee Training** – So far, over 50% of employees have signed up for a training session. We will also have video demos, job aids (screenshot help guides), on-demand self-paced eLearning, and Workday online help available. We distributed job aids to employees on September 28.
- **EBS (OPUS) Transaction Freeze Reminder** – There is a temporary EBS (OPUS) transaction freeze from September 20 - October 3 for entering new hires, promotions, demotions, pay changes, etc. Supervisors have been asked to limit transactions in EBS (OPUS) during the final buildout of Workday before we go live on October 12. This will limit catch-up entries and minimize the potential for errors. Note: This is only for manager actions, and does not impact employees' ability to use EBS (OPUS), such as for submitting timecards and leave requests.

Benefits & Wellness

- **Onsite Flu Shot Clinics –** Tampa General Hospital is offering a mobile flu shot clinic at 4 worksites in October.
- **Onsite Jet Dental Clinics –** Jet Dental is returning on October 13 at Planning and on October 14 at Public Works.
- **VIP Mammogram Days –** Employees have first access to mammogram appointments at BayCare locations in Clearwater and St. Petersburg.

Employee Communications & Volunteer Services

- **Employee Communication & Organizational Updates Survey** – The Employee Communication & Organizational Updates Survey concluded on August 21. Over 425 employees responded. Overall, employees feel informed. They prefer to receive information via email from Human Resources. Popular training formats included help guides, in-person sessions, and self-paced online learning. Top concerns were knowing how the changes affect my work, understanding what is changing, and receiving timely information. Top ways to make employees feel more prepared were early communication, clear expectations, and easy-to-find information. We will use this information to continue to shape our communications and to introduce enhancements where possible.

Employee Relations

- **EAC Elections** – HR is assisting the Employees' Advisory Council (EAC) with the upcoming elections for BCC Group 3, BCC Group 4, BCC Group 5, BCC Group 7, Clerk South, Other Appointing Authorities, and Tax Collector. The nomination period will run from September 21 to October 2, and the election will run from November 30 to December 11.

Learning & Development

- **LinkedIn Learning Challenge** – We offer a new 1-hour LinkedIn Learning challenge each month to give employees a fresh opportunity to build skills, stay engaged, and invest in their professional growth. Classified employees need manager approval. This month's topic is Stress Management. Next month's topic is Change Management.

- **Leadership Academy: Emerging Leaders Pilot** – On September 21, we launched a pilot of Emerging Leaders, a program of the new Pinellas County Leadership Academy. This 6-month program is for newly promoted first-time supervisors. It includes in-person workshops, self-paced learning, and practical leadership training to develop skills, confidence, and connections.
- **Supervisor Essentials** – Supervisor Essentials has replaced Boot Camp and serves as the foundational learning component of the Pinellas County Leadership Academy. Supervisor Essentials provides supervisors with essential information about County policies, procedures, employment practices, and supervisory responsibilities. Seven courses have been released, and more are planned to be distributed in October. Courses are on demand, allowing supervisors to return to them whenever they need a refresher.

Recruitment

- **Job Fairs** – Staff attended job fairs in St. Petersburg on September 13 and 14. Additionally, staff attended a job fair at St. Petersburg College's Tarpon Springs campus on September 30.
- Recruitment statistics for August:
    - Time to fill: 58.43 days
    - New hires: 49

HR Technology, Compensation, & Operations

- Employment statistics for August:
    - Promotions: 43
    - Separations: 52 (9 terminations, 10 retirements and 33 resignations)
    - County-wide year-to-date annualized turnover is 16.8% and the rolling 12-month turnover is 14.9%.
    - Human Resources Department's rolling 12-month turnover is 8.8% as of the end of August.

Pinellas County

Human Resources

HR Updates for November

(October 2026 Updates)

Workday Software Platform Updates

- **Employee Training** – We concluded 19 instructor-led training sessions attended by a total of 2,108 employees. Attendees consistently praised the live demonstrations, hands-on practice, and knowledgeable, well-prepared presenters and support staff. We also have video demos, job aids (screenshot help guides), on-demand self-paced eLearning, and Workday online help available.
- **Change Champions:**
  - 7 Change Champion meetings, with an average of 50 in attendance, conducted to support readiness and implementation efforts.
  - 90 Workday roadshows (worksite presentations) attended by approximately 1,900 employees to learn about Workday and prepare for the transition.
  - 100+ questions answered via Roadshow spreadsheet, Change Champion Teams Channel and email, Ask HR, etc.
- **Communications:**
  - Over 21,000 views of the Workday SharePoint site pages in the past 90 days.
  - Over 20 Workday-related emails distributed to communicate updates, key milestones, and employee actions.
  - 10 job aids developed to support employee training, system navigation, and key Workday processes
  - 600 online views of the Getting Started in Workday Tasks checklist.
  - Developed *Getting Started in Workday Journey* and *Open Enrollment Journey.*
- **Phase 1b Coming Soon:**
  - Phase 1b of Workday will go live in late December/early January.
  - This includes timecards, leave requests, direct deposit, payslips, resignations, and deferred compensation.
  - Instructor-led training for Phase 1b will be conducted in early December.

Benefits & Wellness

- **Open Enrollment for Benefits** – This year, Open Enrollment (previously referred to as Annual Enrollment), which is October 26 to November 9, will be in Workday. All employees must participate.
- **Cologuard Campaign Results** – UMR partnered with Exact Sciences/Cologuard to send a free at-home colorectal cancer screening kit to eligible employees and their dependents on the County medical plan. During the first 6 months of the campaign, 13 individuals discovered they had a positive result for colorectal cancer. This is a 5.6% positivity rate from the 232 completed kits received so far, which is 20% of the kits shipped out.

Employee Communications & Volunteer Services

- **Bike Drive** – We have been working with the Bike Drive Committee to communicate the annual Employee Bike Drive to purchase bicycles for children of less fortunate families.
- **AppXtender to OnBase** – We are working with the Clerk's Office to help communicate the transition from AppXtender to OnBase, a content management platform for digital documents.
- **Great American Teach-In** – This year's Great American Teach-In is November 18. Employees interested in participating are responsible for coordinating with the Pinellas County public school of their choice, and for seeking participation approval from their supervisor by November 10.

Employee Relations

- **EAC Elections** – Elections will be held for BCC Group 4 and the Tax Collector's Office. All others ran unopposed. The Election Committee will meet on November 18 to review the ballot. The election will run from November 30 to December 11. The Election Committee will meet on December 14 to certify the election results.

Learning & Development

- **LinkedIn Learning Challenge** – The October LinkedIn Learning Challenge theme is Change Management. The challenge offers a variety of short videos totaling approximately 1-hour. Classified employees need manager approval. Next month's topic is Resilience and Well-Being.
- **Supervisor Essentials** – Supervisor Essentials has replaced Boot Camp and serves as the foundational learning component of the Pinellas County Leadership Academy. A total of 13 courses have been released, with 2 more planned to be distributed soon.
- **Back to School Webinar** – The University of Phoenix is hosting a 30-minute Working Adults Going Back to School with Grit webinar on November 4 at 10 a.m. or 2 p.m. Employees can learn the benefits of higher education for personal and professional growth and how to think differently about what may be holding you back.

Recruitment

- Recruitment statistics for September:
    - Time to fill: 60.34 days
    - New hires: 30

HR Technology, Compensation, & Operations

- Employment statistics for September:
    - Promotions: 37
    - Separations: 42 (10 terminations, 9 retirements and 23 resignations)
    - County-wide year-to-date annualized turnover is 16.7% and the rolling 12-month turnover is 15.5%.
    - Human Resources Department's rolling 12-month turnover is 11.4% as of the end of September.

Pinellas County
Human Resources

Chief Human Resources Officer
Action Taken Under Authority Delegated by the Unified Personnel Board

The Chief Human Resources Officer, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **August 20, 2026 through September 17, 2026**. PG indicates pay grade.

ADDITION

Spec No.	Title	EEO4 Code	OT Code	PG
02230	Stormwater Apprentice	Technicians	Classified	C15
02234	Stormwater Journeyman	Skilled Craftsmen	Classified	C21
02235	Stormwater Lead Journeyman	Skilled Craftsmen	Classified	C24
02231	Stormwater Technician 1	Technicians	Classified	C17
02232	Stormwater Technician 2	Technicians	Classified	C18
02233	Stormwater Technician 3	Technicians	Classified	C19
16773	Surveyor and Mapper 1	Professionals	Exempt	E23
16775	Surveyor and Mapper 2	Professionals	Exempt	E26
16777	Surveyor and Mapper 3	Professionals	Exempt	E28
16771	Surveyor in Training	Technicians	Exempt	E18

Pinellas County
Human Resources

Chief Human Resources Officer
Action Taken Under Authority Delegated by the Unified Personnel Board

The Chief Human Resources Officer, having been granted delegated authority to act on behalf of the Unified Personnel Board, has taken the following actions from **September 18, 2026 through October 14, 2026**. PG indicates pay grade.

ADDITION

Spec No.	Title	EEO4 Code	OT Code	PG
19236	CCC Data Quality and Analytics Administrator	Professional	Exempt	150
18740	Court Clerk 3	Administrative Support	Classified	C21

PAY GRADE CHANGE

Spec No.	Title	Old PG	New PG
19500	Clerk Supervisor	C23	C24
20181	Clerk Training Specialist	C20	C21
18730	Court Clerk 1	C18	C19
18684	Court Registry Specialist	C18	C19
18690	Records Specialist 1	C13	C14
18694	Records Specialist 2	C14	C15

REVISION

Spec No.	Title	PG
18738	Court Clerk 2	C20

Spec No.	Old Title	New Title	PG
18834	Business Systems Specialist	CCC Business Systems Specialist	150