

RESOLUTION NO. 2011-22

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, ESTABLISHING EMPLOYEE BONUS POLICIES PURSUANT TO SECTION 215.425, FLORIDA STATUTES, AS AMENDED BY THE 2011 LEGISLATURE; ESTABLISHING ELIGIBILITY REQUIREMENTS AND QUALIFICATIONS; PROVIDING FOR REPEAL OF PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission believes that it is in the best interests of the Town and its residents who employees who perform their services in an exemplary fashion beyond expectations be eligible for recognition by bonuses; and

WHEREAS, the Florida Legislature in 2011 enacted amendments to Section 215.425, Florida Statutes regulating the giving of bonuses to public employees; and

WHEREAS, in order to be in compliance with Florida statutory provisions and provide for a bonus policy, said policy should be in writing and be made known to all employees.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, THAT:

Section 1. The above recitals are true and correct and are hereby adopted as if fully set forth herein.

Section 2. The Town of Ocean Ridge bonus policies as set forth in Attachment 1 herein are adopted as official policy as to bonuses for employees of the Town of Ocean Ridge.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This resolution shall take effective immediately upon adoption.

Commissioner _____ offered the foregoing Resolution and moved its adoption. The motion was seconded by Commissioner _____ and duly passed by the Commission.

The Mayor thereupon declared this Resolution approved and adopted effective December 5, 2011.

TOWN OF OCEAN RIDGE, FLORIDA

By: _____
Kenneth M. Kaleel, Mayor

Attest: _____
Karen Hancsak, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

Town Attorney

TOWN OF OCEAN RIDGE BONUS POLICIES

I. ANNUAL EMPLOYEE BONUSES

Bonus Funds

At the end of each calendar year, The Town of Ocean Ridge will review its financial situation and determine whether funds are available to be used for distributing employee bonuses. The amount of any bonuses will vary from year to year depending upon the financial situation of the Town and, at the discretion of the Town, there may be no bonus if circumstances do not warrant one.

Eligibility

Subject to Part IV below, all full-time employees of the Town shall be eligible for consideration for a bonus.

Qualifications

For the purposes of determining employees who may be awarded a bonus, the following work performance factors will be considered:

- Attitude
- Attendance
- Teamwork
- Leadership
- Loyalty
- Productivity
- Self-Motivation
- Skills (speed, accuracy, organization)
- Professionalism
- Interpersonal Skills
- Self-Improvement over previous year

Evaluation Period

At least two months prior to each calendar year for which the Town sets aside bonus funds, employee supervisors shall review the records of the employees they supervise and shall evaluate each employee's work performance based on the previously listed qualifications and provide the Town Manager with a written report for each employee wherein the supervisor shall either recommend that the employee receive a bonus or not receive a bonus. The final decision regarding bonuses or any particular employee's entitlement to a bonus and amount shall remain with the Town Commission.

II. BONUS FOR EXCEPTIONAL PERFORMANCE DURING EMERGENCY

Bonus Funds

In each year in which an emergency as defined below occurs, The Town of Ocean Ridge will review its financial situation and if funds are available may provide bonuses to employees who performed exceptionally during such emergency. The determination of whether to provide bonuses and, if so, how much is a matter that remains within the sole discretion of the Town Commission.

Eligibility

All full-time employees of the Town are eligible for consideration for a bonus for exceptional performance during an emergency. An emergency is either a natural or man-made catastrophic event resulting in, or having the potential to result in, significant damage to public and/or private property and/or loss of life or injury to Town residents and/or Town employees. Such events include, but are not limited to, hurricanes, tropical storms, tornadoes, terrorist attacks, hazardous chemical spills, and oil spills.

Qualifications

Exceptional performance must have been such as to merit recognition of the employee for service rendered in a clearly exceptional manner during an emergency. Performance of routine duties expected of the employee's position is not an adequate basis for this bonus.

Evaluation Period

At the conclusion of an emergency, employee supervisors shall provide the Town Manager with a written report for each employee that performed exceptionally during an emergency and shall provide a detailed description of said employee's exceptional service. In turn, the Town Manager will submit the request(s) to the Town Commission with a recommendation as to each request. The Town Commission will then determine if any bonuses shall be paid and, if so, the amount of each bonus. In making such decisions, the Town Commission shall apply the same or equivalent criteria to all eligible employees. The final decision regarding bonuses for exceptional performance during an emergency shall remain with the Town Commission.

III. RETIREMENT BONUSES

Eligibility

All full-time employees of the Town with a minimum of 20 years of continuous employment with the Town are eligible for consideration for a retirement bonus to be awarded upon said employee's retirement. Retirement shall mean the voluntary cessation of full-time employment with the Town.

Qualifications

For the purposes of determining employees who may be awarded a retirement bonus, the following work performance factors will be considered:

- Attitude
- Attendance
- Teamwork
- Leadership
- Loyalty
- Productivity
- Self-Motivation
- Skills (speed, accuracy, organization)
- Professionalism
- Interpersonal Skills

Evaluation Period

Upon an eligible employee's written notice to the Town that he/she intends to retire, the employee's supervisor shall review all of the records of the employee and shall evaluate the employee's work history based on the previously listed qualifications and provide the Town Manager with a written report. In the report the supervisor shall provide an explanation based on the listed qualifications why the employee should either receive a retirement bonus or not receive a retirement bonus. If the supervisor recommends that an eligible employee receive a retirement bonus, the amount of the retirement bonus shall be determined by the Town Commission based on a written recommendation from the Town Manager factoring in the fiscal situation of the Town at that time, but in no event shall the bonus exceed \$100 per year of employment with a cap of \$_____. If the supervisor recommends that an eligible employee not receive a retirement bonus, then the Town Manager shall review the supervisor's report and the eligible employee's work history and either affirm the supervisor's recommendation or overrule the supervisor's recommendation and prepare a written recommendation to the Town Commission concerning the amount of the retirement bonus as previously outlined herein. The final decision regarding retirement bonuses or any particular employee's entitlement to a retirement bonus and amount shall remain with the Town Commission.

IV. COLLECTIVE BARGAINING UNIT EMPLOYEES

The eligibility or non-eligibility for bonus consideration and the criteria therefore for employees who are members of a collective bargaining unit shall be as set forth in the collective bargaining agreement.