


TO: Juvenile Welfare Board Members

FROM: James E. Mills, Executive Director 
Lisa A. Sahulka, Director, Programs and Finance

Requested Action

Transfer \$27,397 from the Annual Leave/Sick Leave Contingency Fund to the operating budgets of JWB Administration, Coordinated Child Care of Pinellas and Pinellas County License Board. Clarify the Personnel Practices for Annual Leave/Sick Leave reimbursement.

Options

1. Approve the request
2. Deny the request.
3. Any other action the Board deems appropriate.

Recommended Action

- Transfer \$4,047 from One Time Only Contingency to the Annual Leave/Sick Leave Contingency Fund.
- Transfer \$27,397 from the Annual Leave/Sick Leave Contingency Fund to the Operating Budgets of Coordinated Child Care of Pinellas (\$5,175) and Pinellas County License Board (\$22,222).
- Approve the amended Personnel Practice 5.1215 (additions underlined, no changes in percentages reimbursed):
"Upon voluntary termination, unless previously involuntarily demoted, a regular employee is eligible for reimbursement at a rate not less than the average straight time pay received by the employee during the last three years or the final regular rate received by the employee, whichever is higher. Regular employees not subject to the JWB salary & classification system will receive reimbursement at the maximum rate of the grade in which they served at the time of removal from the salary and classification plan, or their current salary, whichever is lower, unless their salary is otherwise approved by the JWB Board. If previously involuntarily demoted, the employee shall be reimbursed at the final regular rate."

Source of JWB Funds

FY 2001-02 Annual Leave/Sick Leave Contingency Fund.

Fiscal Impact

The FY 2001-02 One Time Only Contingency Fund will be reduced by the amount of \$4,047 from \$103,364 to \$99,317.

The FY 2001-02 Annual Leave/Sick Leave Contingency Fund will be increased by the amount of \$4,047 from \$23,350 to \$27,397 and then distributed to the operating budgets.

Narrative

For FY 2001-02, \$23,350 was appropriated to the Annual Leave/Sick Leave Contingency Fund as a reserve required for potential organizational liability for compensation of accrued annual leave/sick leave upon employee separation.

Since October 1, 2001, \$61,645.43 has been paid to 22 employees who have terminated their employment. The amount has been paid from the current salary and fringe benefit line items of the unit to which the employee was assigned.

Based upon JWB practice, two weeks salary plus fringe benefits per employee was absorbed from current operating budgets. This practice leaves the remaining amounts, which need to be transferred from the Annual Leave/Sick Leave Contingency:

Employing Unit	# of Employees	Amount of Transfer
Coordinated Child Care	3	\$ 5,175
Marriage & Family Counseling	0	\$ 0
Pinellas County License Board	1	\$ 22,222*
TOTAL	4	\$ 27,397

The recommended revision to the Personnel Practices is proposed to limit JWB's liability for Annual Leave and Sick Leave reimbursement in those cases where the terminating employee's salary is not determined by the JWB. Currently, the Executive Directors of Coordinated Child Care and Marriage and Family Counseling are no longer under the constraints of the JWB Board approved salary schedule, yet remain as JWB employees. The Boards of Coordinated Child Care and Marriage and Family Counseling approve salaries and compensation packages for these Executive Directors, but the JWB Board still has responsibility for Annual Leave and Sick Leave reimbursement at termination. Both Executive Directors are currently compensated above the maximum of grade level 10, the highest in the system. This policy would not restrict the Boards of Coordinated Child Care and Marriage and Family Counseling in compensating their Executive Directors. It would require them to assume fiscal responsibility for termination benefits generated as a result of compensation granted beyond the JWB pay schedule.

** Employee was subject to reimbursement from a previous personnel system, which has since been revised.*