

**TO:** Juvenile Welfare Board Members  
**FROM:** James E. Mills, Executive Director *JEM*  
Walter G. Williams, Director, Human Resources *WGW*

**Requested Action**

Approve the recommended changes to the Personnel Practices Manual as proposed.

**Options**

- 1. Approve the changes to the Personnel Practices Manual as proposed.
- 2. Deny all or any part of the recommendations.

**Recommended Action**

- 1. Approve the changes to the Personnel Practices Manual as proposed.

**Fiscal Impact**

FY 2002 – 03 Administrative Budget

**Narrative**

**Personnel Practices Manual**

The JWB Personnel Practices (which cover employees of JWB Administration, License Board, and those remaining in the State Retirement Fund and leased to Coordinated Child Care, and Marriage & Family Center) are reviewed annually.

The following recommended changes in the Personnel Practices Manual reflect the final recommendations proposed by management. Input from staff was solicited through each satellite agency, JWB departments, as well as through the EPC (Employee Personnel Committee). Proposed revisions have been prepared legislative style to illustrate both additional and deleted language

## I. Section 1.0 General Policies

- 1.8. Employment of Family Members - Family members (as defined in Paragraph 5.1.2.2) of current employees generally are considered for employment on the basis of their qualifications. However, where the hiring or employment of an employee's relative would result in the types of prohibited employment relationships identified below, the agency will not accept or consider such applications for employment.
- 1.8.1 Prohibited Employment Relationships: The hiring of a family member is prohibited if employment of such an individual would result in the creation of:
- 1.8.1.1 A supervisory/subordinate relationship between a family member and an employee: If a direct supervisory or managerial relationship would be established, family members of a current employee cannot be considered as applicants for an open position.
- 1.8.1.2 An actual conflict of interest or the appearance of a conflict of interest: Generally, this bars the hiring or employment of an employee's family member in any position that has an auditing or control relationship to the employee's job.
- 1.8.2 Marriages or Relationships Between Employees: Employees who marry or establish a close personal relationship may continue in their current positions as long as a prohibited employment relationship is not created. If one of the prohibited situations does occur, attempts will be made to find another position within the agency to which one of the employees can transfer. All practical efforts will be made to arrange such a transfer at the earliest possible time. If accommodations of this nature are not feasible, one of the employees must resign.
- 1.8.3 Covered Employment Classifications: This policy applies to hiring, transfer, promotion and employment decisions affecting all job definitions in paragraph 2.1.
- 1.8.4 Enforcement of Policy: All questions and issues relating to an employment of family member situation or concern should be addressed to the Director of Human Resources. Employees who become subject to this policy's provisions due to marriage or commencement of a close personal relationship must inform their supervisor and/or the Director of Human Resources as soon as practical. All decisions and personnel actions taken as a result of this policy must be reviewed and approved by the Executive Director (OHD).

**Rationale:** There currently is no policy addressing this issue. This establishes a policy which prohibits employees from being supervised by family members or other employees with whom they have a romantic or close personal relationship. This policy will reduce actual or perceived conflicts of interest and reduce concerns of favoritism within the workforce.



1.8 1.9  
1.9 1.10  
1.10 1.11

**Rationale:** Change paragraph numbers.

## II. Section 4.0 Compensation

### 4.4.1. Longevity Payments

- 4.4.1.1 Employees who have completed at least 10 years of employment shall be eligible for a longevity payment of ~~\$300~~ \$400 or a proportionate share thereof for less than full time employment on the employee's anniversary date.
- 4.4.1.2. Employees who have completed 15 years of employment shall be eligible for a longevity payment of ~~\$450~~ \$600 or a proportionate share thereof for less than full time employment on the employee's anniversary date.
- 4.4.1.3. Employees who have completed at least 20 years of employment shall be eligible for a longevity payment of ~~\$600~~ \$800 or a proportionate share thereof for less than full time employment on the employee's anniversary date.
- 4.4.1.4. Employees who have completed a least 25 years of employment shall be eligible for a longevity payment of \$1000 or a proportionate share thereof for less than full time employment on the employee's anniversary date.

**Rationale:** Longevity payments have proven over the years to be an excellent retention tool through which we recognize the value and contributions of employees with 10 or more years of service with the organization. We currently pay longevity payments at 10 years (\$300), 15 years (\$450), and 20 years (\$600). This change will increase amounts paid and add a new payment at 25 years (\$1000). The fiscal impact of this change to JWB will be \$3,250.00 which will be absorbed in the FY 2002 – 03 Administrative Budget. The Directors of Coordinated Child Care, Marriage and Family Centers, and Pinellas County License Board have agreed with the changes and will absorb the cost in their respective budgets. This proposal is consistent with the Board approved policy adopted at the time of elimination of one-time-only merit raises (the bonus system).

4.4.14 4.4.1.5

**Rationale:** Change paragraph numbers

The following suggestion was submitted and is not recommended for adoption:

1. Allow employees with 10 or more years' service to take their birthday off. Was not favorably considered at this time. It is felt that sufficient time off is provided through annual leave, personal leave, sick leave and holidays.