

INDIAN RIVER COUNTY
MEMORANDUM

TO: Jason Brown
County Administrator

FROM: Suzanne Boyll
Human Resources Director

DATE: September 24, 2019

SUBJECT: Revision to Administrative Policy AM-301.3 Overtime and AM-502.1 Vacation

BACKGROUND:

Indian River County has established administrative policies outlining various policies, practices and procedures applicable to County employees. The policies are reviewed, and recommended revisions are presented to the Indian River County Board of County Commissioners (IRCBOCC) for consideration. Subsequent to the contractual changes negotiated with the Teamsters' Union, Human Resources is recommending the attached revisions to AM-301.3 Overtime and AM-502.1 Vacation policies.

The overtime policy is updated to provide for competitive compensation for non-exempt employees who are required to work during a declared emergency when other employees are relieved of duty. Employees working their normal shift while other employees are relieved of duty with pay will receive two times their time for hours worked during their normal shift. Hours worked outside of their normal shift will be paid at time and one-half. This is consistent with the compensation paid to employees represented by the Teamsters' union.

In addition, the vacation policy is updated to provide for a common vacation accrual schedule for employees regardless of the date of hire. The criteria for accruing vacation for the month has also been more clearly explained. There is no change to the maximum accrual/carryover amounts. This is consistent with the accrual schedule for employees represented by the Teamsters' union.

FUNDING:

The impact to overtime funding is included in the funding for expenses associated with a declared emergency.

There may be a negligible increase cost associated with possible overtime expenses resulting from the additional vacation day accrual if the employee's position needs to be backfilled using overtime. This would not be realized until the FY20/21 budget.

RECOMMENDATION:

Staff recommends the Board approve the revisions to Administrative Policy AM-301.3 Overtime and AM-502.1 Vacation.

ATTACHMENTS:

AM-301.3 Overtime Policy

AM-502.1 Vacation Policy