



Office of the
**INDIAN RIVER COUNTY
ADMINISTRATOR**

Jason E. Brown, County Administrator
Michael C. Zito, Assistant County Administrator

MEMORANDUM

TO: Members of the Board of County Commissioners

FROM: Jason E. Brown
County Administrator

DATE: January 8, 2018

SUBJECT: Emergency Services Director Position Posting
Vacation Compensation Consideration

DESCRIPTIONS AND CONDITIONS:

John King, Indian River County Emergency Services Director, will retire on April 30, 2018. In light of Chief King's upcoming retirement, the position has recently been posted on the County's job listings website. We are advertising the position with the Florida Fire Chief's Association, the Florida Emergency Preparedness Association, and other outlets. It is my plan to fill the Emergency Services Director position as soon as possible, and prior to Chief King's April 30th retirement. The expected overlap is not expected to be more than two months, and the total cost including all associated benefits will not exceed \$30,000. A budget amendment will be processed when the specific start date and salary have been determined.

Due to work responsibilities, Chief King has been unable to take the necessary vacation required to comply with Administrative Policy Manual Number AM-502.1 (7) prior to his retirement. As a result, he will lose a substantial amount of earned vacation leave because his vacation leave accrual balance exceeds the maximum amount allowed to be paid in lieu of taking the vacation. In the past, the Board of County Commission has granted exceptions to this policy when special conditions exist. As a result of our County experiencing two hurricanes in the last two years, Chief King has been required to be at work to handle emergency operations and has been unable to take his accrued vacation, resulting in a considerable balance. Because the situation has been beyond his control, I do not want Chief King to have to forfeit all of this earned benefit.

I hereby request authorization to pay Chief King, Emergency Services Director, for 20 days of the accrued vacation leave balance which exceeds the maximum specified in the Indian River County Administrative Policy. The total cost for this exception to the policy is \$12,724.55 (breakdown attached).

RECOMMENDATION:

Staff recommends the Board of County Commission authorize an overlap of up to two months for the Emergency Services Director position at a cost not to exceed \$30,000.00. Staff also recommends that a special exception be made to Administrative Policy Manual Number AM-502.1 (7) and authorize payment for 20 additional days of accrued vacation leave balance exceeding the maximum vacation leave allowed to be paid.

Attachments: Vacation Leave Policy
Benefit Budget Worksheet