

RESOLUTION NO. 18-09-98

**A RESOLUTION OF THE VILLAGE COUNCIL OF
ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA
AUTHORIZING A MERIT BONUS POLICY FOR VILLAGE
EMPLOYEES; AUTHORIZING VILLAGE OFFICIALS TO
IMPLEMENT THE TERMS AND CONDITIONS OF THE
MERIT BONUS POLICY; AND PROVIDING FOR AN
EFFECTIVE DATE**

WHEREAS, Islamorada, Village of Islands (the “Village”) is a “Public Employer” as defined by Subsection 447.203(2), Florida Statutes, and currently employs approximately one hundred and thirteen (113) full-time employees; and

WHEREAS, approximately 27 Village employees are presently members of a collective bargaining unit which has entered into a collective bargaining agreement with the Village pursuant to Chapter 447, Florida Statutes; and

WHEREAS, the Village Manager has recommended a comprehensive set of general guidelines and policies in regard to a merit bonus policy in recognition for performance above and beyond the daily routine and as a retention tool as requested during the strategic planning meetings; and

WHEREAS, the policies are intended to apply to all Village employees that do not have an employment contract with the Village, as well as to Village employees covered by employment contracts; and

WHEREAS, the proposed Merit Bonus Policy, attached hereto as Exhibit “A” and incorporated herein by this reference, are general guidelines for the Village’s practices and workplace procedures; and

WHEREAS, the Merit Bonus Policy become effective on October 1, 2018; and

WHEREAS, the Village Council finds that adoption of the Merit Bonus Policy is in the best interest of the Village.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:

Section 1. **Recitals.** The above recitals are true and correct and incorporated into this Resolution by this reference.

Section 2. **Approval of Merit Bonus Policy.** The Village Council of Islamorada, Village of Islands hereby approves the Merit Bonus Policy, a copy of which is attached hereto as Exhibit "A", together with such non-material changes as may be acceptable to the Village Manager and approved as to form and legality by the Village Attorney.

Section 3. **Authorization of Village Officials.** The Village Manager and/or his designee and the Village Attorney are authorized to take all actions necessary to implement the terms and conditions of the Merit Bonus Policy.

Section 5. **Effective Date.** This Resolution shall become effective on October 1, 2018.

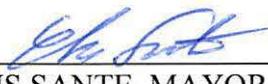
Motion to adopt by Councilman Mike Forster, second by Vice Mayor Deb Gillis.

FINAL VOTE AT ADOPTION

VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

Mayor Chris Sante	YES
Vice Mayor Deb Gillis	YES
Councilman Mike Forster	YES
Councilwoman Cheryl Meads	YES
Councilman Jim Mooney	YES

PASSED AND ADOPTED ON THIS 27TH DAY OF SEPTEMBER, 2018.


CHRIS SANTE, MAYOR

ATTEST:


KELLY S. TOTH, VILLAGE CLERK

APPROVED AS TO FORM AND LEGALITY
FOR THE USE AND BENEFIT OF ISLAMORADA,
VILLAGE OF ISLANDS ONLY


ROGET V. BRYAN, VILLAGE ATTORNEY

Merit Bonus Policy

The merit bonus program will provide a bonus of up to 5% made as a one-time lump sum payment based on the Annual Employee Performance Review. All employees, including regular full-time and part-time employees, are eligible to receive bonuses under this program. The merit bonus program funds will be based on the annual budget recommended by Village Manager and approved by the Village Council. Funds will be distributed per department, and directors will recommend the proposed percentage-derived bonus for each eligible employee to the Village Manager through the Annual Employee Performance Review process. The recommendation must state the reasons the employee is being recommended, as well as a statement indicating the financial impact on the department/division. Recommendations shall precede by nominations initiated through the employee's direct supervisor. The nomination and recommendation shall be based on the criteria outlined below.

The merit bonus program recognizes employees that exceed the basic competencies and accountabilities of their position (as outlined in their job descriptions and the Annual Employee Performance Review) and who met one of the following four (4) criteria: job growth, career growth, high performance and/or high project outcomes.

1. Job growth is when employees have significantly expanded their job responsibilities in ways that exceed the department's normal expectations. Eligibility: Must have achieved one or more of the following:
 - a) Demonstrated initiative and willingness to accept more responsibilities and accountability for job
 - b) Cultivated positive community relations outside the normal relations of the employee's duties;
 - c) Implemented progressive and updated systems within the employee's area of responsibility.
2. Career growth is when employees have demonstrated that their education and/or training has added value to the Village. Eligibility: Must have achieved one or more of the following:
 - a) Initiated actions that resulted in reduced expenditures or the generation of additional revenue/time;
 - b) Implemented progressive and updated systems which may be applied in divisions other than the one within the employee's area of responsibility.
 - c) Developed management or operational programs, which increased efficiency/effectiveness.
3. High Performance outcomes are when employees have exceeded the goals that were set out at the beginning of the review period. Eligibility: Must have achieved one or more of the following:
 - a) Individual performance was the catalyst for the success of the team or work group; or
 - b) Completed tasks prior to the estimated timeframes outlined in the project plan.
4. High Project outcomes are when employees have exceeded expectations with contributions to a special project. Eligibility: Must have achieved one or more of the following:
 - a) Activity led to standardized improvement within a Department, specifically, or the Village generally
 - b) Introduced innovative and achievable tasks for a project; or
 - c) Contributions led to outside recognition on a county, state, national or international level

Employees who have received a disciplinary action of written reprimand and/or suspension, who have received an overall appraisal rating at or below "Needs Improvement," or who have had their probationary period extended for disciplinary or performance reasons have failed to meet the eligibility criteria and, therefore, are ineligible for a merit bonus within the designated review period.

To qualify for the merit bonus program, an employee must be employed by the Village for the entire designated review period.

Merit bonuses will be awarded based on the employee's base salary as of September 30 and will be reflected in the employee's second October paycheck.