



MEMORANDUM

AGENDA ITEM #III.I

DATE: JULY 7, 2014

TO: COUNCIL MEMBERS

FROM: STAFF

SUBJECT: SFRPC PERSONNEL POLICY AMENDMENT (CONTRACT GRANT EMPLOYEES)

Background

Staff has prepared an amendment to the Council's Personnel Policy to accommodate the new employee classification "Grant Contract Employee". The Council has been under contract with the Palm Beach Sheriff's Office (PBSO) to provide administration services to the Regional Fusion Center since November 2010. The Council provides "Paymaster" services to the PBSO. The individuals paid have been classified as Independent Contractors since this contract began. During a recent tax compliance check conducted by Council staff, SFRPC legal, and the Internal Revenue Service it was determined a more appropriate classification for these individuals would be as an SFRPC employee. Since the employment of these individuals is contingent upon the continued funding of the Grant changes to SFRPC Personnel Policy were needed.

Summary of Changes

Section 2 Definitions - New definitions were added to establish Classified and Unclassified employees. This was done so the Council could offer benefit packages which would be consistent with benefits normally offered to Non-contracted employees (SFRPC regular employees) and benefits normally offered to Contracted employees (Executive Director and Grant Contract Employees). The definition of Temporary employees was modified to include Grant Contract Employees. Temporary employees are not entitled to any leave or insurance benefits.

Section 7.2 Overtime - The Executive Director authorizes overtime for SFRPC regular employees. The Grant Administrator authorizes overtime for Grant Contract Employees.

Recommendation

Staff recommends approval of the SFRPC Personnel Policy Amendment.