

AGENDA ITEM REPORT



To:

Subject: Proposed Management Package

Meeting: 05 24 2023 DRAFT AGENDA WORKSHOP COMMISSION MEETING - May 24 2023

Department: Administrative

Staff Contact:

FINANCIAL IMPACT:

\$15,000 Annually

RECOMMENDATION:

Staff recommends approval.

ATTACHMENTS:

[memo management package](#)
[2023 New Employee Benefit Summary](#)


	Status:
Roy Brown, Finance & Budget Director	Approved - May 18 2023
Jacobs Horowitz, Interim Town Attorney	Approved - May 18 2023
JC Jimenez, Town Manager	Pending
Marlen Martell, Town Clerk	None



Date: May 24, 2023

To: Mayor and Town Commissioners

Via: Juan Carlos (JC) Jimenez, Town Manager

From: Babette Friedman, Human Resources Director 

RE: Proposed Management Package

At this time, we are proposing adding a management package for Directors to assist in retention efforts and future recruitments.

The current state of the job market is an employee's market, and the competition is aggressive. The goal is to be competitive with other municipalities who offer similar benefits to Executive Staff as we all compete for the same pool of applicants. Attached is the proposed package. The Car allowance will not go into effect until October 1, 2023.

We are requesting your approval to adopt this management package.

As always, if you have further questions or comments, do not hesitate to contact me at your earliest convenience.



New Employee Benefit Summary

The benefits described in this summary are subject to change.

Executive Staff

Vacation Leave

Vacation leave is based on the employee's work week, and is calculated in the following manner:

Service	Vacation Leave
0 to 48 months	6.1539 hours per pay period = 160 hours per year
48 months to 120 months	6.9240 hours per pay period = 180 hours per year
120 months or more	7.6924 hours per pay period = 200 hours per year

Vacation leave can be used after successful completion of three (3) months of employment. Only two (2) weeks can be used consecutively. Employees with accrued vacation leave in excess of eighty (80) hours and who have utilized at least eight (80) hours of leave time during the fiscal year, may be allowed to make an election during one month of the year (to be determined by the Town Manager or designee) to sell the excess vacation leave time back to the Town, subject to available funds, at the discretion of the Town Manager or designee.

Telecommuting

Telecommuting allows Department Heads to work at home, on the road or in a satellite location for a part of their workweek. The Town considers telecommuting to be a viable, flexible work benefit when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a Town-wide benefit, and it in no way changes the terms and conditions of employment with the Town.

The telecommuting benefit may only be utilized by Department Directors for a maximum five (5) days per month. The days cannot be used consecutively. Any exceptions must be pre-approved by the Town Manager.

Car Allowance

Employees holding the position of Assistant Town Manager, Director, and Assistant Director shall be provided a \$250 a month car allowance for use of privately owned automobiles on official business. The only Department Heads who may receive a take-home vehicles in lieu of a car allowance are the Public Services Director, Assistant Public Services Director, Police Chief, or Police Command Staff.

Severance

Six (6) weeks of base pay; payable for termination of employment after completion of three-month period.