

RESOLUTION NO. 11-05-03

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE EMPLOYEE POLICY/HANDBOOK SECTION 2, EMPLOYMENT PRACTICES, SUB-SECTION 5, EMPLOYEE APPOINTMENT PROBATIONARY PERIODS.

WHEREAS, the Town of Lake Park is a municipal corporation of the State of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, pursuant to the authority conferred upon it, the Town Commission of the Town of Lake Park has previously adopted policies for the efficient direction and administration of the Town's human resources, codified in Chapter 2 of the Town Code, entitled Administration; and

WHEREAS, pursuant to Article VII of the Town Charter and Section 2-151 of the Town Code, the Town Manager shall have the responsibility for preparing and submitting personnel rules and regulations to the Town Commission for their consideration; and

WHEREAS, the Town Commission of the Town of Lake Park has previously approved resolutions adopting personnel rules and regulations, which have been consolidated in the Town of Lake Park Employee Policy/Handbook; and

WHEREAS, the Town Commission of the Town of Lake Park has considered the proposed amendment to the Personnel Policy Handbook; and finds that the amendment would promote the more efficient direction and administration of the Town's human resources.

NOW THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AS FOLLOWS:

Section 1. The Employee Policy/Handbook of the Town of Lake Park, Section 2, Sub-Section 5 is hereby amended as follows:

- (a) one (1) year probationary requirement for all newly appointed employees.
- (b) six (6) month probationary period requirement for all employees promoted or demoted to positions similar to their previously held positions.

Section 2. The amendments described hereinabove shall be codified and Section 2 of the Employee Policy/Handbook, entitled "Employment Practices" shall be amended regarding the probationary terms for newly appointed employees and current employees who have been promoted or demoted to positions that are similar to their previously held positions.

This resolution shall become effective immediately upon its adoption.

The foregoing Resolution was offered by Commissioner Balius, who moved its adoption. The motion was seconded by Commissioner Longtin, and upon being put to a roll call vote, the vote was as follows:

	AYE	NAY
MAYOR PAUL W. CASTRO	<u>X</u>	_____
VICE-MAYOR G. CHUCK BALIUS	<u>X</u>	_____
COUNCILOR PAUL GARRETSON	<u>X</u>	_____
COUNCILOR BILL OTTERSON	<u>X</u>	_____
COUNCILOR JEANINE LONGTIN	<u>X</u>	_____

The Mayor thereupon declared the foregoing Resolution No. 11-05-03 duly passed and adopted this 7th day of May, 2003.

TOWN OF LAKE PARK, FLORIDA

BY: *Paul W. Castro*
PAUL W. CASTRO
MAYOR

ATTEST:

Carol Simpkins
CAROL SIMPKINS
TOWN CLERK

Approved as to form and legal sufficiency:

BY: *Thomas J. Baird*
THOMAS J. BAIRD
TOWN ATTORNEY

(TOWN SEAL)



Following the closing date for receipt of applications, those not meeting the minimum qualifications for the position shall be eliminated for that particular position. Applications shall be further reviewed for other positions as an appropriate vacancy arises. The applications shall be reviewed and those meeting minimum qualifications shall be turned over by Personnel to the appropriate department head for scheduling of interviews. Upon selection of a top candidate, the Town Manager shall be consulted for approval.

Following the approval of the Town Manager, the top candidate shall be offered the position contingent upon successful completion of required exams (such as physicals). If this candidate accepts and successfully completes the exams, a start date shall be determined by the Department Head.

4. HIRING POLICY

Upon the selection of a qualified candidate to fill a vacancy the Department Head shall initiate the hiring process. Completion of required physical exam(s) is a condition of employment. The Department Head will ensure completion of a Personnel Action Report stating title, date of hire, salary and any other pertinent information. The form shall be forwarded to the Personnel Coordinator for processing.

The new employee will be required to receive a Policy Handbook and sign for it, signifying knowledge of and agreement to adhere to its contents. Further appointments will be made with the appropriate departments to provide benefits information and sign up procedures. The Department Head is responsible for training and documentation of training for the new employee and will forward copies of this documentation to Personnel for inclusion in the employee's personnel file.

010 * 5. EMPLOYEE APPOINTMENT/PROBATIONARY PERIODS

All employees hired, transferred or promoted to fill a regular position shall be required to serve a six month probationary period. This period may be extended if it is deemed necessary by the Department Head and documented by an employee evaluation, signed by the Department

Head and the Town Manager. During the probationary period, the employee is continuously evaluated for suitability for the position. If the employee does not meet the standards set for the job, the employee may be terminated at any time. Employees covered by bargaining agreements serve probationary periods as required by their contracts.

During the probationary period the newly hired employee accrues annual leave but cannot request paid time except in extenuating circumstances, as determined in the discretion of the department head.

Employees who are transferred or promoted will continue to accrue leave time at the same rate. Any employee who has been promoted or demoted to a different position will serve the required probationary period.

Temporary employees who are appointed to regular positions may have some or all of their time credited toward fulfilling the probationary period provided the position is a comparable one.

6. PROMOTION OF EMPLOYEES

It is the policy of the Town to employ and/or promote the most qualified individual available for any vacant position. Promotion from within the Town system shall be considered before seeking outside applicants. Vacancies shall be advertised in accordance with the policies and procedures delineated in the recruitment and selection sections of this manual. Preference shall be given to applications from existing personnel who meet the qualifications of the position. Employees promoted to a higher position will serve the required probationary period.

When a vacancy is filled by promotion the following factors will be considered:

- a. Qualifications for the position, i.e., knowledge, skills and abilities
- b. Service record with the Town, previous performance evaluations

2.5 EMPLOYEE APPOINTMENT/PROBATIONARY PERIOD

Employee Appointment/Probationary Period:

All employees hired, transferred or promoted to fill a regular position shall be required to serve a one (1) year probationary period.

1. This probationary period may be extended if deemed necessary by the Department Head and documented by an employee evaluation, signed by the Department Head and the Town Manager.
 - A. During the probationary period the employee will be continuously evaluated for suitability for the position. If the employee fails to meet the standards set for the job the employee may be terminated at any time.
 - B. Employees covered by bargaining agreements will serve probationary periods as required by their contracts.
2. The newly hired employee will accrue annual leave during the probationary period but may not request paid leave time for a period of three (3) months, except in extenuating circumstances, as determined by the employee's Department Head.
3. Employees who are transferred or promoted will continue to accrue leave time at the same rate. Any employee who has been promoted or demoted to a different position will serve a six (6) month probationary period.
 - A. This probationary period may be extended if deemed necessary by the Department Head and documented by an employee evaluation, signed by the Department Head and the Town Manager.
4. Temporary employees who are appointed to regular positions may have some or all of their time credited toward fulfilling the probationary period, provided the position is a comparable one.