

# TPA Personnel Handbook



**PALM BEACH**  
Transportation  
Planning Agency

*July 2019*

# Background

- Board Resolution 2017-08
  - Board items to operate as an independent agency
  - 1.G - Establish a handbook of employee policies including provision of benefits
- Draft handbook is based on Federal and State regs, TPA member agencies, and other Florida MPOs

## RESOLUTION MPO 2017-08

RESOLUTION DIRECTING THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION'S (MPO) EXECUTIVE DIRECTOR TO CREATE FUTURE MPO GOVERNING BOARD ITEMS THAT WILL ALLOW THE MPO TO OPERATE AS AN INDEPENDENT AGENCY; RENEWING THE EXISTING INTERLOCAL STAFF AND SERVICES AGREEMENT BETWEEN THE MPO AND PALM BEACH COUNTY FOR AN ADDITIONAL YEAR; PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the MPO and Palm Beach County have an existing interlocal agreement for staff and services that expires on September 30, 2018 and requires the MPO to give a one-year notice regarding the renewal of the agreement prior to the expiration; and

**WHEREAS**, at its May 18, 2017 MPO Governing Board meeting, the MPO created a nine (9) member Governance Committee to review the interlocal staff and services agreement between the MPO and Palm Beach County and to recommend that the MPO extend it, modify it, or terminate it; and

**WHEREAS**, the MPO Governance Committee met on June 12, 2017 and August 23, 2017 to evaluate the benefits and costs of the options available to the MPO; and

**WHEREAS**, the MPO Governance Committee recognized the value of empowering all of its members to lead the selection of transportation projects and programs to best serve our local communities, avoiding undue influence by any member agencies, and establishing maximum flexibility to the MPO to provide transportation planning services to the public; and

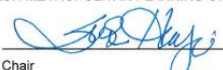
**WHEREAS**, the MPO Governance Committee unanimously recommended to the full MPO Governing Board to move forward expeditiously to operate as an independent agency, and to renew the existing interlocal staff and services agreement with Palm Beach County for an additional year to accomplish this.

### NOW THEREFORE, BE IT RESOLVED THAT:

1. The MPO Executive Director is directed to create future MPO Governing Board agenda items to allow the MPO to operate as an independent agency, including but not limited to the establishment of:
  - a. A contract for legal services;
  - b. Annual member agency dues in an amount not to exceed ten (10) cents per capita to provide matching funds for federal grants and pay for non-reimbursable expenses incurred by the MPO;
  - c. Agreements with two or more members to provide a line of credit to the MPO to establish capital float for the MPO without requiring a large one-time contribution from member agencies;
  - d. A procurement process for MPO purchases;
  - e. An office space to support MPO staff operations and committee meetings but not MPO Governing Board meetings;
  - f. A schedule for future MPO Governing Board meetings to be conducted at MPO member locations around Palm Beach County;
  - g. A handbook of MPO employee policies including provision of benefits; and
  - h. Contracts to support MPO operations including payroll and accounting services, audit services, networking and communications services, and agency insurance protections.
2. The MPO Executive Director is directed to request an extension to the term of the existing interlocal staff and services agreement between the MPO and Palm Beach County from September 30, 2018 to September 30, 2019 with a clause allowing for additional one-year extension if desired by the MPO Governing Board.
3. This resolution shall take effect upon adoption.

The foregoing Resolution was offered by Mayor Maria Marino who moved its adoption. The motion was seconded by Commissioner Paula Ryan and upon being put to a vote, the motion passed. The Chair thereupon declared the Resolution duly adopted this 21<sup>st</sup> day of September 2017.

PALM BEACH METROPOLITAN PLANNING ORGANIZATION

By:   
Chair

# Handbook Purpose

- Document terms and benefits of employment with TPA
  - Attract and retain excellent staff
  - Provide exemplary compensation and benefits
- Establish authority structure
- Declare administrative processes

# Approving Authority

Handbook Section	Approving Authority
Policies	TPA Board
Procedures	Executive Director

# Policy 2.1 - TPA Employees

- Board hires Director
  - Board approves total number of employees via budget
- Director hires staff
- General Provisions
  - All employees are at-will
  - All employees are classified as Exempt or Non-Exempt pursuant to Fair Labor Standards Act

## Policy 2.2 - Salary

- Board sets Director salary/benefits via employment contract
- Director sets staff salaries
  - Subject to appropriation by Board in TPA budget
- Director proposes annual staff salary adjustments
  - Based on COLA and/or Performance Reviews
  - Subject to appropriation by Board in TPA budget

## Policy 2.3.A. - Insurance

- Group hospitalization, medical and dental insurance
  - For employee and eligible dependent(s)
  - TPA subsidy rate for premiums based on budget availability, subject to Board approval
- TPA-Paid Life Insurance (\$25K life, \$15K accident)
- Opportunity to purchase supplemental life, short-term and long-term disability insurance through TPA carrier

## Policy 2.3.B. - Retirement

- Participation in Florida Retirement System (FRS)
- Optional participation in 457 deferred compensation plan through payroll deductions
- Director's discretion to provide all or select employees opportunity to participate in 401(a) money-purchase retirement plan



## Policy 2.3.C. - Transportation Benefits

Policy: Be a regional leader in alternate commuter modes

- TPA-paid parking at nearest parking facility
- Reimbursement for transit passes for travel to/from work
- Reimbursement for actual costs for bicycle commuting
- On-site bicycle parking

## Policy 2.3.D. - Tuition Reimbursement

- Up to \$2,500/yr for Grad courses, \$2,000/yr undergrad
- Subject to budget availability
- Must earn a grade of B or better
- Must stay with the TPA for one year or repay proportionate amount of reimbursement

## Policy 2.3.E. - Cell Phone Stipend

- Director's discretion to provide cell phone stipends

# Policy 2.4.A. - Holidays

Twelve (12) paid holidays per calendar year

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving	Fourth Thursday and Friday in November
Christmas	December 25 and either the workday immediately preceding or following

# Policy 2.4.B. & 2.4.C. - Vacation and Sick

<u>Tenure</u>	<u>Vacation Days Per Year</u>	<u>Sick Days Per Year</u>
Year 1	12 days	13 days
Years 2+	15 days	13 days
Years 6+	18 days	13 days
Years 10+	24 days	13 days
	Max Balance = 400 hours (50 days)	Max Balance = 480 hours (60 days)
	Paid at 100 percent upon departure	Paid at ten (10) percent upon departure*
		*100% in event of employee death

The Executive Director is authorized to offer an initial balance and/or initial accrual rate to new hires that differs from what is outlined above, based on experience outside the TPA and subject to the above schedule and maximums.

# Policy 2.4.D-H - Other Leave

- Comp Time
  - Exempt - Hour per hour worked
  - Non-Exempt - 1.5 hour per hour worked
- Bereavement - up to 4 days
- Admin Leave - For office closure
- Military Leave
- Jury Duty/Witness Duty

# Policy 2.4.1 - Parental Leave

- Six (6) weeks for bonding
- Additional two (2) weeks for recovery w/ physician note
- Must stay with the TPA for one year or repay value of parental leave taken

# Policy 2.5 - Travel

- Applicability: Staff, Board, and any others traveling for TPA
- Authorization:
  - Chair authorizes Director, Board members, committee members
  - Director authorizes staff
- Costs - economical and efficient:
  - Actual cost for registration, travel, lodging and incidentals
  - Use federal mileage rate for personal vehicle travel
  - Use \$10 for breakfast, \$15 for lunch, \$30 for dinner

# Requesting Adoption

- Unanimously endorsed by TPA Transition Committee
- Reviewed with commendation by TPA General Counsel
- Any changes to TPA Employment policies (Section 2) must come back to full Board for approval
- Director may change procedures (Section 3) administratively