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
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

<table>
<thead>
<tr>
<th>Handbook Section</th>
<th>Approving Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies</td>
<td>TPA Board</td>
</tr>
<tr>
<td>Procedures</td>
<td>Executive Director</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>Third Monday in January</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Third Monday in February</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Last Monday in May</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4</td>
</tr>
<tr>
<td>Labor Day</td>
<td>First Monday in September</td>
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<tr>
<td>Columbus Day</td>
<td>Second Monday in October</td>
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<tr>
<td>Veterans Day</td>
<td>November 11</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>Fourth Thursday and Friday in November</td>
</tr>
<tr>
<td>Christmas</td>
<td>December 25 and either the workday</td>
</tr>
<tr>
<td></td>
<td>immediately preceding or following</td>
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</tbody>
</table>
### Policy 2.4.B. & 2.4.C. - Vacation and Sick

<table>
<thead>
<tr>
<th>Tenure</th>
<th>Vacation Days Per Year</th>
<th>Sick Days Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>12 days</td>
<td>13 days</td>
</tr>
<tr>
<td>Years 2+</td>
<td>15 days</td>
<td>13 days</td>
</tr>
<tr>
<td>Years 6+</td>
<td>18 days</td>
<td>13 days</td>
</tr>
<tr>
<td>Years 10+</td>
<td>24 days</td>
<td>13 days</td>
</tr>
</tbody>
</table>

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