

RESOLUTION #2014-03
of the
Town Council
for the
Town of Windermere, Florida
amending the
Town's Personnel Rules and Regulations

Whereas, Policy 1.2 of the Town's Personnel Rules and Regulations provides that the personnel rules can be amended by resolution of the Town Council.

Whereas, the Town Council desires to establish a new policy as it relates to compensatory time off.

Whereas, the Town Council desires to amend the current policies to allow for the Town Manger to pay out accrued vacation time.

Now Therefore, Be It Resolved by the Town Council of the Town of Windermere, Florida:

(1) **Amendments to the Town's Personnel Rules and Regulations are as follows:**

Policy 2.1 Definitions.

Compensatory time off: Time off with pay in lieu of overtime pay for irregular or occasional overtime work, or when permitted under agency flexible work schedule programs, time off with pay in lieu of overtime pay for regularly scheduled or irregular or occasional overtime work.

Policy 6.5 Overtime/Flextime/Compensatory Time

e. If a full time employee is required to remain on the job on a particular day within the work week for more than the number of hours performed on a regular work day, that employee shall be entitled to take time off with pay in lieu of overtime pay or flex time to be used at a later date not within the work week.

i. Compensation Time shall be accrued at the same rate as overtime pay and may be banked to be used at a late date.

ii. A full time employee shall only accrue an annual maximum of 40 hours of compensation time. Annual accrual shall be in line with the Towns fiscal year.

iii. A full time employee shall only accrue a maximum of 80 hours of compensation time.

iv. Compensation time will be paid out at the same rate as overtime pay if there is a separation of employment.

v. All use of compensation time must be approved by the employees appropriate supervisor.

Policy 7.2 Vacation Leave

(D) (15) Payment of Vacation Leave Credits.

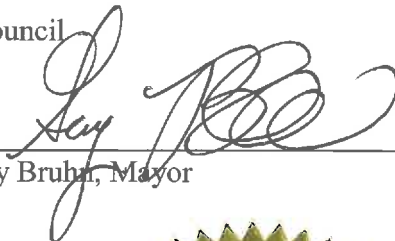
- a. An employee will only be paid for accrued but unused annual leave credits only after completing the probationary period, upon resignation, and if the employee gives a two-week notice unless otherwise agreed upon by the Town Manager.
- b. ~~Employees entitled to be compensated for accrued but unused annual leave shall as provided for under subsection 11(a), shall only be compensated for accrued but unused annual leave up to but not to exceed 160 hours.~~
- b. The Town Manager may at his/her own discretion, pay out an employee for accrued but unused annual leave up to 40 hours per year if it is determined that the employee was unable to take leave during the year to avoid accruing over the max allotment of 160 hours.
- c. Employees entitled to be compensated for accrued but unused annual leave shall as provided for under subsection 15(a) and 15(b), shall only be compensated for accrued but unused annual leave up to but not to exceed 160 hours.

(2) **Codification.** The change in Section 1 shall be codified and shall be incorporated into the Town of Windermere's Personnel Rules and Regulations.

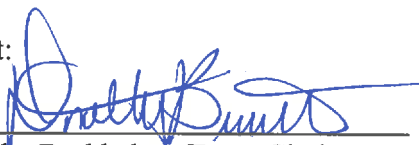
Resolved this 12th day of August, 2014.

TOWN OF WINDERMERE, FLORIDA

By: Town Council

By: 
Gary Bruhn, Mayor

Attest:


Dorothy Burkhalter, Town Clerk

