



CITY COMMISSION POLICY MANUAL

Structure and Management of City Commission Office Staff

Department:
City Treasurer-Clerk

Date Adopted:
July 14, 1994

Last Revised Date:
April 7, 2021

130.01 AUTHORITY:

City Commission approval July 14, 1994.

130.02 PURPOSE:

To delineate the process for the hiring, firing, evaluating, disciplining, management and reporting relationships of the staff to the City Commission.

130.03 STATEMENT OF POLICY:

This policy shall apply to all staff of the City Commission Office, in the manner provided herein.

130.04 POLICY STATEMENT:

It is the policy of the City Commission that the process for the hiring, firing, evaluating, disciplining, management and reporting relationships to the staff of the City Commission be structured in such a manner as to best meet the needs of the Mayor and Commissioners, and to provide continuity within the Commission Office.

130.05 STAFFING OF THE CITY COMMISSION OFFICE:

Permanent City Commission staff shall be composed of the following positions: one Senior Aide to the Mayor, two Aides to the Mayor; one Aide per City Commissioner, and one Administrative Aide position. The City Commission may employ additional temporary staff, including interns. The Mayor and each Commissioner may hire up to two interns. All temporary staff, including interns, in the City Commission Office shall be paid with payment coming from available temporary wages in each official's operating budget. Any future additional staff resources, whether permanent or temporary, will be requested through the annual budget process. Should any permanent positions be subsequently reclassified or added to or deleted from the Commission Office staff by action of the City Commission, this policy shall be automatically amended without the requirement for formal action to reflect such change.

130.06 CITY COMMISSION OFFICE STRUCTURE AND MANAGEMENT:

A. Responsibilities of the Senior Aide to the Mayor - The Senior Aide to the Mayor recommends the hiring, advancement, discipline or discharge of the Aides to the Mayor and the Administrative Aide. Conducts performance evaluations and recommends approval or disapproval of merit increases. The Senior Aide to the Mayor shall be responsible for approving time records and leave requests of the Aides to the Mayor and the Administrative Aide. The Senior Aide to the Mayor shall CP130 Structure and Management of City

Commission Office Staff - Page 2 of 5 coordinate scheduling for the Aides to the Mayor and the Administrative Aide. The Senior Aide to the Mayor shall supervise the Aides to the Mayor and Administrative Aide and otherwise direct City Commission office staff to the extent that direction does not conflict with a Commissioner's direction to his or her Aide. The Senior Aide to the Mayor shall set standards and protocol within the office, making decisions relative to how citizens are handled when they call or visit the Commission Office. The Senior Aide to the Mayor shall manage the Office of the Mayor and the City Commission Administration budget and shall approve purchases of office supplies and equipment made for the benefit of the entire office.

B. Responsibilities of the City Commission Aide – The Aide to the City Commissioner shall manage the budget for his or her Commissioner and shall initiate purchases of office supplies and equipment made for the benefit of his or her Commissioner's office.

C. Responsibilities of temporary staff – Temporary staff for the Mayor or a City Commissioner shall complete those duties and tasks in accordance with the assigned job specification and as assigned by their supervising official.

D. Responsibilities of the Mayor - The Mayor shall be responsible for the hiring, firing, evaluation, disciplining and approving time records and leave request for the Senior Aide to the Mayor, and for providing supervision and direction to the Senior Aide to the Mayor.

E. Responsibilities of the City Commissioners - Each City Commissioner shall be responsible for hiring, firing, evaluating, disciplining approving time records and leave requests for his or her Aide, and for providing supervision and direction to the Aide.

F. Responsibilities of Human Resources & Workforce Development Department - Human Resources & Workforce Development shall be responsible for maintaining all personnel records of the Commission Office. They shall execute all employment forms (change of status, employment report, employment requisitions, etc.) and together with the appropriate Elected Officials and process pay raises.

130.07 EMPLOYMENT PROCESS:

A. As applies to all Commission Office staff positions - At the time a position becomes vacant, unless otherwise directed by the Mayor or by the appropriate Commissioner, in the case of an Aide to the City Commissioner, the Human Resource & Workforce Development Department, in coordination with the Mayor's office or Commissioner office will coordinate receipt of application, conduct an assessment of minimum training and experience requirements as set forth in the established job description, conduct background investigation and will process required new hire documentation.

B. As applies to the Senior Aide and Aides to the Mayor - The Mayor may personally conduct interviews or may solicit the assistance of Human Resources & Workforce Development in any capacity he or she deems appropriate. In the case of Aides to the Mayor, the Mayor may also solicit the assistance of the Senior Aide to the Mayor. In any

case, the Mayor shall be solely responsible for making the final selection. The selected applicant shall be advised of their at-will status.

C. As applies to the Aides to Commissioners - The Commissioner may personally conduct interviews or may solicit the assistance of the Human Resources & Workforce Development in any capacity he or she deems appropriate. In any case, CP130 Structure and Management of City Commission Office Staff - Page 3 of 5 the Commissioner shall be solely responsible for making the final selection. The selected applicant shall be advised of their at will status.

D. As applies to the Interns - The Mayor or Commissioner may personally conduct interviews or may solicit the assistance of the Human Resources & Workforce Development in any capacity he or she deems appropriate. In any case, the Mayor or Commissioner shall be solely responsible for making the final hiring decision. The selected applicant shall be advised of their at-will status.

E. As applies to the Administrative Aide position - The Senior Aide to the Mayor may solicit the assistance of the Human Resources & Workforce Development Department in any capacity he or she deems appropriate. In any case, the Senior Aide to the Mayor shall be solely responsible for making the final selection.

13.08 EVALUATION PROCESS:

A. As applies to all Commission staff positions – All City Commission staff will be evaluated at the end of a six-month probationary period, and at least annually thereafter on the same schedule as for the other City employees.

B. As applies to the Senior Aide and Aides to Mayor - Human Resource & Workforce Development will provide the Mayor with the appropriate evaluation form. The Mayor will be responsible for preparing and conducting the evaluation of the Senior Aide to the Mayor. The Mayor will present the evaluation to the Senior Aide for the purpose of evaluating the Senior Aide's work performance in the position, discussing professional development needed and setting goals and objectives for the subsequent review period. The Senior Aide to the Mayor will be responsible for preparing and conducting the evaluation of the Aides to the Mayor. The Senior Aide to the Mayor will present the evaluation to each Aide for the purpose of evaluating the Senior Aide's work performance in the position, discussing professional development needed and setting goals and objectives for the subsequent review period.

C. As applies to the Aides to Commissioners - Human Resource & Workforce Development will provide each Commissioner with the appropriate evaluation form. Each Commissioner will be responsible for preparing and conducting the evaluation of their Aide. The Commissioner will present the evaluation to their Aide for the purpose of evaluating the Aide's work performance in the position, discussing professional development needed and setting goals and objectives for the subsequent review period.

D. As applies to temporary employees - Evaluations may be provided at the discretion of the supervising official. Upon request, Human Resource & Workforce Development will provide each Commissioner with the appropriate evaluation form. Should the official opt to conduct an evaluation, the official will be responsible for completing the evaluation form and presenting the evaluation to the temporary employee for the purpose of evaluating the employee's work performance, discussing professional development needed, and setting goals and objectives for the subsequent review period.

E. As applies to the Administrative Aide position - Human Resource & Workforce Development will provide the Senior Aide to the Mayor with the appropriate evaluation forms. The Senior Aide to the Mayor will be responsible for preparing and conducting the evaluations of the Administrative Aide position.

130.09 DISCIPLINARY PROCESSES:

A. As applies to all Commission staff positions, including temporary employees - All City Commission Office staff shall be subject to disciplinary actions as specified in the City Personnel Policy and Procedures Manual for all City employees.

B. As applies to the Senior Aide and Aides to Mayor - Recognizing that performance evaluation is an on-going process, if at any time the Mayor has concerns about the performance of the Senior Aide and/or Aide to the Mayor, the Mayor should immediately make Senior Aide or Aide aware of those concerns. Should the problem continue after reasonable notice to the Senior Aide and/or Aide to the Mayor, or if the severity or frequency dictates such, the Mayor should notify the Human Resource & Workforce Development who shall assist the Mayor in applying appropriate disciplinary action as determined by City Personnel Policy. For disciplinary purposes, the Senior Aide and/or Aide to the Mayor shall be considered in the same light as Senior Management and shall, therefore, have no right of grievance of disciplinary action

C. As applies to the Aides to Commissioners and temporary staff - Recognizing that performance evaluation is an on-going process, if at any time a Commissioner has concerns about the performance of his or her Aide or temporary staff, the Commissioner should immediately make the individual aware of those concerns. Should the problem continue after reasonable notice to the Aide or temporary staff, or if the severity or frequency dictates such, the Commissioner should notify the Human Resource & Workforce Development Department who shall assist the Commissioner in applying appropriate disciplinary action as determined by City Personnel Policy. For disciplinary purposes, the Aide to Commissioner or temporary staff shall be considered in the same light as Senior Management and shall, therefore, have no right of grievance of disciplinary action.

D. As applies to the Administrative Aide position - Recognizing that performance evaluation is an on-going process, if at any time the Senior Aide to the Mayor has concerns about the Administrative Aide's performance, the Senior Aide to the Mayor should immediately make the Administrative Aide aware of those concerns. Should the problem continue after reasonable notice to the Administrative Aide, or if the severity or frequency

dictates such, the Senior Aide to the Mayor should notify Human Resource & Workforce Development who shall assist the Aide to the Mayor in applying appropriate disciplinary action as determined by City Personnel Policy. The Administrative Aide position shall have full benefit and availability of the grievance process as provided in the City Personnel Policy.

130.10 TERMINATION OF EMPLOYMENT:

A. As applies to the Senior Aide and Aides to the Mayor - Given the special needs of the Mayor, the Senior Aide and Aides to the Mayor shall serve at the pleasure of the Mayor and, accordingly, may be dismissed from the employment of the City by the Mayor without cause.

B. As applies to the Aides to Commissioners – Given the special needs of the Commissioners, the Aides to Commissioners shall serve at the pleasure of their assigned Commissioners and, accordingly, may be dismissed from the employment of the City by their Commissioners without cause.

C. As applies to temporary staff – Given the special needs of the Mayor and Commissioners, temporary employees shall serve at the pleasure of their assigned CP130 Structure and Management of City Commission Office Staff - Page 5 of 5 Mayor or Commissioner and, accordingly, may be dismissed from the employment of the City without cause by their supervising official.

D. As applies to the Administrative Aide position – the Administrative Aide position shall be afforded career service protection as applies to all City employees other than Elected and Appointed Officials and Executive and Senior Management.

130.11 ELIGIBILITY FOR SEVERANCE PAY:

A. Employees, excluding temporary employees, may be eligible for severance pay in accordance with Florida Statutes Section 215.425.

130.12 SUNSET PROVISION:

This policy is also subject to sunset review by the City Commission no later than five (5) years from the date of adoptions. Subsequent reviews by the City Commission are to occur no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

REVISIONS:

July 14, 1994

November 13, 2019

April 7, 2021