




City of Delray Beach

M E M O R A N D U M

TO: City Commission

THROUGH: Mark R. Lauzier, City Manager

FROM: Sharon Liebowitz, Human Resources Director 

DATE: March 15, 2018

SUBJECT: Revised Personnel Policies and Procedures Manual

As a result of the March 15, 2016 City of Delray Beach Special Election, Chapter 25784 Laws of Florida was repealed, allowing the City Commission to amend its Civil Service Code by ordinance. This revised Personnel Policies and Procedures Manual will replace the Civil Service Code of Rules and Regulations and the Personnel Policy Manual currently in effect.

The highlights of the changes are as follows:

Section 1.1

- The revised manual has been expanded to include current Administrative Policies and Procedures that relate to human resources and personnel management. Including these policies in the manual will provide employees a more efficient method of accessing information in one location.

Section 1.2

- Employees who fall within the provisions of the Civil Service Act of the City of Delray Beach (i.e. employees who are not department heads and are not covered under the terms of a collective bargaining agreement) will now be considered "at will" employees. Their employment will be based on merit and qualifications.

Section 9

- The reasons for disciplinary action have been revised to be more specific, provide more clarity, and standardize current practice.
- If the progressive discipline process results in the City Manager making the decision to terminate an employee, his/her decision is final. Thus, eliminating the need for a Civil Service Board which had rarely been used in the past (i.e. The Civil Service Board heard one case last year and the City's decision was not overturned).

Section 10

- The grievance process for non-disciplinary issues will end with the Human Resources Director instead of the City Manager.

Section 11

- Language concerning separation of employment was clarified to ensure employees are aware of their rights and responsibilities.