



Cover Memorandum/Staff Report

File #: 18-0430 CRA

Agenda Date: 8/13/2019

Item #: 8G.

TO: CRA Board of Commissioners
FROM: Lori Hayward, Finance and Operations Director
THROUGH: Renée A. Jadusingh, Esq., Executive Director
DATE: AUGUST 13, 2019

AMENDMENT TO CRA HUMAN RESOURCES POLICIES AND PROCEDURES

Recommended Action:

Approve the proposed amendment to "Human Resources Policies and Procedures Manual" for the Delray Beach Community Redevelopment Agency.

Background:

Revisions to the CRA Human Resources Policies and Procedures Manual (HR Manual) were last approved by the CRA Board on March 22, 2018 to modify the manner in which employees accrue Vacation and Sick Time. Recently, the HR Manual was reviewed by CRA Legal Counsel and Parilla & Associates, a consulting firm specializing in Human Resources and Management Training. An updated HR Manual is attached (See Exhibit A) with proposed revisions recommended by Parilla & Associates which include the following:

- **Section 2: Introductory Period-** was added for the CRA to evaluate an employee's capabilities, work habits and overall performance, and to assess the potential for continued employment.
- Legal updates based on new laws included in:
 - **Section 3: Equal Employment Opportunity**
 - **Section 37: Drug Free Work Place**
- **Section 9: Vacation Leave & Section 10: Sick Leave-** This section was modified to accrue leave on a bi-weekly basis which is consistent with payroll processing on a bi-weekly basis.
- **Section 13- Leave of Absence With Pay**
 - **Court Leave-** Currently the policy allows for continuous pay while on leave for jury duty. In the event that jury duty service lasts several months, the CRA would be responsible for payment of the employees full wage during this time. Therefore, a limit of three weeks of pay continuance is suggested.
- **Section 17: Deferred Compensation-** A 401 (a) plan as a second option for employees to contribute to for retirement.
- **Section 22: Grievance Procedure-** A new procedure was introduced that is more informal and geared to resolve problems or complaints as they arise.
- **Section 31: Cellular Phone Stipend/Allowance Policy-** Category 3: was updated to allow the Executive Director to determine if a stipend (\$30 per month) is given to an employee based on their

job responsibilities and the need for that employee to be accessible out of the office.

Additionally, minor revisions were made throughout to reflect the modifications detailed herein.

A copy of the 2018 manual is available upon request.

Attachment(s): Exhibit A - CRA Human Resources Policies and Procedures Manual

CRA Attorney Review:

N/A

Finance Review:

Reviewed and prepared by Lori Hayward, CRA Finance & Operation Director.

Funding Source/Financial Impact:

N/A