



Legislation Details (With Text)

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**Title:** AMENDMENT TO CRA HUMAN RESOURCES POLICIES & PROCEDURES MANUAL - SECTION 17 AND SECTION 30

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Agenda Cover Report, 2. Exhibit A – Proposed Amendment to Section 17 and Section 30 to the CRA Human Resources Policies & Procedures Manual

Date	Ver.	Action By	Action	Result
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**TO:** CRA Board of Commissioners  
**FROM:** Gina Clayton, Finance & Operations Director  
**THROUGH:** Renée A. Jadusingh, Executive Director  
**DATE:** September 28, 2023

**AMENDMENT TO CRA HUMAN RESOURCES POLICIES & PROCEDURES MANUAL - SECTION 17 AND SECTION 30**

**Recommended Action:**

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

**Background:**

The proposed amendment to the CRA Human Resources Policies & Procedures Manual is it modify Section 17 - Deferred Compensation and Section 31 - Cellular Phone Stipend/Allowance Policy as detailed below. An excerpt of the updated HR Manual is attached (See Exhibit A) with proposed revisions and the complete manual is available upon request.

Amendment to Section 17 - Deferred Compensation

- Amend employer contribution to CRA Employee deferred compensation amount from ten percent (10%) to thirteen percent (13%). Deferred compensation for the Executive Director is detailed in the Employment Agreement.

Amendment to Section 30 - Cellular Phone Stipend/Allowance Policy

- Category 1 - Include CRA Legal Advisor and amend the monthly stipend from \$60 to \$75.
- Category 2 - Amend the monthly stipend for the GreenMarket Manager from \$60 to \$75.
- Category 3 - Amend the monthly stipend from \$30 to \$50.

Attachments: Exhibit A - Proposed amendment to Section 17 and Section 30 to the CRA Human Resources Policies & Procedures

Manual

**CRA Attorney Review:**

N/A

**Finance Review:**

Reviewed and prepared by Gina Clayton, CRA Finance & Operation Director.

**Funding Source/Financial Impact:**

N/A