

ORDINANCE NO. 03-29

AN ORDINANCE OF THE TOWN OF MIAMI LAKES, FLORIDA, ESTABLISHING AN EXTRA COMPENSATION PROGRAM FOR EMPLOYEES OF THE TOWN; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council (the “Council”) of the Town of Miami Lakes (the “Town”) would like to reward its outstanding employees whose performance exceeds standards with bonuses; and

WHEREAS, in accordance with Sections 166.021 and 215.425, an extra compensation may be provided to municipal employees pursuant to policies adopted by the Council ; and

WHEREAS, there currently exists no policy for extra compensation within the Town; and

WHEREAS, the Town Council finds that it is in the best interest of the Town to provide for an extra compensation program for its employees.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF MIAMI LAKES, FLORIDA AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and are incorporated herein by reference.

Section 2. Establishment of Bonus Program. The Town Manager, in accordance with the Employee Bonus Program Criteria attached as Exhibit “ A ”, shall have the authority to award bonuses to Town employees whose performance exceeds standards, provided that bonus payments are not included in an employee’s regular base rate of pay and that the

payment is not carried forward in subsequent years. The total bonus allowance awarded to an employee for a fiscal year shall not exceed 3% of the employee's gross annual pay.

Section 3. Repeal Of Conflicting Provisions. All provisions of the Code of Miami-Dade County as made applicable to the Town by Article VIII, Section 8.3 of the Town Charter which are in conflict with this Ordinance are hereby repealed.

Section 4. Severability. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 5. Inclusion In The Code. It is the intention of the Town Council that the provisions of this Ordinance shall become and made a part of the Town of Miami Lakes Code; that the sections of this Ordinance may be renumbered or re-lettered to accomplish such intentions; and that the word "Ordinance" shall be changed to "Section" or other appropriate word.

Section 6. Effective Date. This Ordinance shall become effective immediately upon adoption on second reading.

The foregoing Ordinance was offered by Councilmember Collins, who moved its adoption on first reading. The motion was seconded by Councilman Thomson and upon being put to a vote, the vote was as follows: 6-1

Councilmember Mary Collins	<u>No</u>
Councilmember Robert Meador, II	<u>Yes</u>
Councilmember Michael Pizzi	<u>Yes</u>

Councilmember Nancy Simon
Councilmember Peter Thomson
Vice Mayor Roberto Alonso
Mayor Wayne Slaton

Yes
Yes
Yes
Yes

PASSED AND ADOPTED on first reading this 12th day of November, 2002.

The foregoing Ordinance was offered by Councilmember Collins, who moved its adoption on second reading. The motion was seconded by Councilmember Simon, and upon being put to a vote, the vote was as follows:

Councilmember Mary Collins
Councilmember Robert Meador, II
Councilmember Michael Pizzi
Councilmember Nancy Simon
Councilmember Peter Thomson
Vice Mayor Roberto Alonso
Mayor Wayne Slaton

Yes
Yes
Yes
Yes
Yes
Yes
Yes

PASSED AND ADOPTED on second reading this 14th day of January, 2003.

Wayne Slaton
WAYNE SLATON, MAYOR

ATTEST:

Beatris M. Arguelles
BEATRIS M. ARGUELLES, CMC
TOWN CLERK

APPROVED AS TO FORM:

[Signature]
WEISS, SEROTA, HELFMAN, PASTORIZA & GUEDES, P.A.
TOWN ATTORNEY

EXHIBIT "A"

TOWN OF MIAMI LAKES

EMPLOYEE BONUS PROGRAM

Bonus awards provide a vehicle for recognition of significant, outstanding employee performance. Bonuses are performance-based salary increases for professional/managerial employees and may be granted at the time of an employee's annual merit review or on an ad-hoc basis, as deemed appropriate. Bonus payments remain subject to the Town Manager's review.

A bonus is a one-time, non-recurring amount that does not increase base pay or anniversary date. The cost of the bonus is not compounded by future wage adjustments. The Town is not required to make a contribution to the Town's 401(a) or 457 since bonuses are not considered to be wages for retirement purposes. A bonus, if awarded, shall be in addition to and not in lieu of any Cost of Living increases.

CRITERIA

1. To compensate executive employees for performing duties:
 - a. of a higher classification for a period longer than two weeks.
 - or
 - b. which far exceed the performance measures for the position for which the employee was hired.

2. Evaluations of outstanding performance shall be determined as follows:
 - a. The employee must have an outstanding rating in all of the performance evaluation categories which include:
 1. Quality of Work
 2. Productivity
 3. Knowledge of Job
 4. Reliability and Dependability
 5. Attendance
 6. Initiative
 7. Creativity
 8. Working Relationships
 9. Adherence to Policies and Procedures

 - b. The employee must have accomplished a significant majority of the goals established between the employee and the Manager at the beginning of the assignment.

3. A completed Employee Evaluation Form must be attached to any request for bonus distribution.