

RESOLUTION 19-107

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA,
IMPLEMENTING A CRITICALLY STAFFING SHORTAGE INCENTIVE
PAY PILOT PROGRAM FOR A PERIOD OF ONE YEAR FROM THE
DATE OF THIS RESOLUTION.**

BE IT RESOLVED by the City Council of the City of Panama City Beach that the City Manager is hereby authorized to implement a Critically Staffing Shortage Incentive Pay Pilot Program for a period of one (1) year from the date of this Resolution under the following terms:

1. A "Critical Staffing Shortage" shall exist when the percentage of budgeted positions of any individual department's nonsupervisory positions reaches below 75%. The City Manager shall, by Executive Order, certify the existence of a Critical Staffing Shortage. The Executive Order shall identify the department and positions affected and request that the Civil Service Board take all actions reasonably necessary to fill the vacant positions from the Executive Order.

2. If the positions identified by the City Manager remain unfilled ninety (90) days from the date of their advertisement or the date of the Executive Order such that more than 25% of the non-supervisory positions are vacant for a period of ninety (90) days, then all non-supervisory full-time employees in the affected department(s) shall receive Critical Staffing Shortage Pay in the amount of \$80.00 per pay period. Critical Staffing Shortage Pay shall cease ninety (90) days from the physical start date of any non-supervisory employee whose hire or transfer renders the department staffed at 75% or above. The aforementioned employee shall not be eligible for Critical Staffing Shortage Pay within ninety (90) days of his or her start date.

THIS RESOLUTION shall take effect immediately upon its passage.


PASSED, APPROVED, AND ADOPTED in special session this 11th day of July, 2019.

CITY OF PANAMA CITY BEACH

By 

MIKE THOMAS, MAYOR

ATTEST:


MARY JAN BOSSERT, CITY CLERK

EXECUTIVE ORDER 19-02
IMPLEMENTING CRITICAL STAFFING SHORTAGE PAY

WHEREAS, on July 11, 2019, the City Council adopted Resolution 19-107 authorizing a Critical Staffing Shortage Pay Pilot Program designed to award those working in positions staffed below 75% of the budgeted and advertised positions; and

WHEREAS, Resolution 19-107 requires that the City Manager designate the department and positions affected which, if those positions have been advertised for ninety (90) days, may immediately institute incentive pay; and

WHEREAS, the City Manager finds that such conditions exist which entitle the positions listed below to immediate incentive pay as defined in the Resolution.

NOW THEREFORE IT IS HEREBY ORDERED that the following positions set forth below shall be entitled to Critical Staffing Shortage Pay until such time as the ninety (90) days from the physical start date of any non-supervisory employee whose hire or transfer renders any of the departments below staffed at 75% or above:

U/G UTILITIES WORKER TRAINEE
U/G UTILITIES WORKER TRAINEE
U/G UTILITIES WORKER TRAINEE
U/G UTILITIES WORKER I
U/G UTILITIES WORKER III
U/G UTILITIES WORKER III
U/G UTILITIES WORKER IV
U/G UTILITIES WORKER III
U/G UTILITIES WORKER IV
U/G UTILITIES WORKER IV
U/G WORKER VI
INSTRUMENT CONTROL TECH II
INSTRUMENT CONTROL TECH III
WW MAINT MECHANIC TRAINEE
WW MAINT MECHANIC TRAINEE
WW FACILITY MAINT MECHANIC 1
WW FACILITY MAINT MECHANIC 1

THIS ORDER shall be effective immediately upon execution.

ORDERED this 11th day of July, 2019.

CITY OF PANAMA CITY BEACH

By:



Mario Gisbert, City Manager

ATTEST:


City Clerk

Incentive Pay Resolution Acknowledgment and Receipt

I have received my copy of the Incentive Pay Resolution 19-107 effective July 11, 2019. I acknowledge that I am currently eligible for temporary Critical Staffing Shortage Pay in the amount of **\$80.00 per pay period**.

The document contains important information about the parameters in which I will receive incentive pay during periods of critical staffing at the City of Panama City Beach. I understand that I should consult my Supervisor or Human Resources regarding any questions not answered in the resolution.

I have received the Incentive Pay Resolution, and I understand that it is a temporary critical staffing adjustment and regular pay will resume 90 days after staffing reaches 75%. I understand that Critical Staffing Shortage pay shall cease automatically if I am no longer eligible.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE