

**TOWN OF INTERLACHEN
TOWN COUNCIL WORKSHOP MINUTES
TUESDAY, JANUARY 18, 2022 - 3:00 P.M.
DICKERMAN BUILDING**

CALL TO ORDER

Chairperson Costanzo called the meeting to order at 3:00 p.m.

ROLL CALL

Council Members present were Chairperson Judi Costanzo, Vice-Chairperson Carolyn Bennett, Beverly Bakker, and Joni Conner. Council Member Carolyn Meadows and Mayor Larsen were absent due to illness.

COUNCIL CHAIRPERSON: JUDI COSTANZO

Chairperson Costanzo welcomed everyone and dispensed with the formalities.

COUNCIL DISCUSSION:

Discussion and Consideration of the Employee Personnel Manual.

The following changes were made:

- 1) Page 7, Section 2.18; “F.S. 112.3135(d)” was added.
- 2) Page 9, Section 3.6; the word “in” was deleted.
- 3) Page 10, Section 5.1; “one hour” was added.
- 4) Page 12, Section 7.0(b); the word “without was replaced by “with”.
- 5) Page 12, Section 7.1, Eligibility & Accrual, shall read as follows: “Full time employees who are on a regular weekly schedule will be entitled to earn and accrue sick leave. This benefit begins accruing from the date of hire; however, it is eligible for use upon the first of the month after sixty days of continuous employment with no breaks in service. Temporary, emergency, or other part-time employees shall not be eligible to earn, accrue or use sick leave. Sick leave shall be credited as eight working hours for each completed calendar month of employment. This benefit shall be pro-rated when an employee begins work in the middle of the month.
- Sick leave shall be credited to the employee on the first of each month for the preceding month. Employees on a leave of absence with pay shall continue to earn and accrue sick leave. When an employee is granted leave in conjunction with pending resignation or termination of employment the employee shall not earn, accrue, or use sick leave credits. Employees on a leave of absence without pay will not lose any accumulated sick leave credited to them, however they also will not accrue sick leave during this time. Employees may carry over an unlimited amount of unused sick leave from one calendar or fiscal year to the next. No advancement of this benefit will be authorized.”
- 6) Page 13, Section 8.1 shall read as follows: “The Town of Interlachen offers full time employees vacation leave after completion of their first (1st) year of employment. Temporary, emergency or other part-time employees are not eligible to accrue vacation leave.

Employees with one (1) to Nineteen (19) Years of Continuous Employment: Employees may accrue and carry forward a maximum of two-hundred and forty (240) hours of vacation leave. Employees who have accrued more than two-hundred and forty hours (240) hours on September 30th of each fiscal year will have their accrued vacation leave credits reduced to two-hundred and forty (240) hours on October 1st of each fiscal year. The Town will not pay for vacation leave in excess of two-hundred and forty (240) hours.

Employees with Twenty (20) Plus Years of Continuous Employment:

When an employee reaches their twenty-year anniversary date, the maximum cap of two-hundred and forty (240) hours no longer applies, and they may accrue vacation leave with no restrictions.”

7) Page 15, Section 8.10 shall read: “During leave of absence with pay, employees shall continue to earn and accrue sick leave. When an employee is granted leave in conjunction with pending resignation or termination of employment the employee shall not earn, accrue, or use sick leave credits. Employees on leave of absence without pay will not lose the accumulated vacation credited to them, however they also will not accrue vacation leave during this time.

8) Juneteenth was added as an additional holiday observed by the Town.

9) Page 20, Section d(1) ”or until disciplinary action has been satisfied” was added after the word “days”.

10) Page 21, Section 19.1; the last paragraph was changed to read: “ Employees on leave of absence with pay shall continue to earn and accrue this benefit. When an employee is granted leave in conjunction with pending resignation or termination of employment the employee shall not earn or accrue this benefit.”

11) Page 37; the last paragraph was deleted.

A five (5) minute break was taken, and the workshop resumed at 4:26.

Discussion and Consideration of Proposed Rules & Regulations for Concerts at the Caboose.

Council Member Conner suggested having concert/picnics at the caboose once a month in April, May, June, September, October and November. She would screen the bands and bring suggested dates before the Council for their approval. There was some discussion about allowing vendors.

ADJOURNMENT:

Meeting adjourned at 4:40p.m.