

Agenda
Bayshore Gardens Park & Recreation District
Board of Trustee Work Session
July 8, 2020 @ 7:00 P.M.

1. Roll Call
2. Call to Order
3. Pledge to flag

Discussions:

4. Dockmaster Position
5. Employee Handbook
6. Beach Gate Access

(Resident comments agenda item 3 minutes)

7. Adjournment

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact the District Manager at least 48 hours in advance of meeting to ensure that adequate accommodations are provided for access to the meeting.

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is based.

SECTION 5

WAGE AND SALARY POLICIES

5.1 WAGE OR SALARY INCREASES

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted on or about the anniversary date of employment or the date of the previous compensation review. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to District policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.11, Performance Review/Planning Sessions).

Although the District's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, Bayshore Gardens does not grant "cost of living" or longevity increases. Performance is the key to wage increase in the District.

5.2 TIMEKEEPING

Accurate recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on the job(s) performing assigned duties.

Bayshore Gardens does not pay for extended breaks or time spent on personal matters.

All employees are expected to report for work and begin working on time in accordance with their established work schedule and at the designated work site. Each employee must document his/her work hours on a daily basis. Employees will record hour worked and leave taken and submit a time sheet to the Manager.

For all full time- year around employees work is seven and a half (7.5) hours per day or thirty seven and a half (37.5) hours a week.

5.3 OVERTIME

Bayshore Gardens office is open for business 40 hours per week. **Overtime compensation is paid to non-exempt employees in accordance with federal and stated wage and hour restrictions. Overtime is payable for all hours worked over 40 hours per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. is compensated by accruing comp time at the rate of one and one-half times the hours**

over forty (40) hours of work in a week. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the Manager's prior authorization. Overtime worked without prior authorization from the Manager may result in disciplinary action. The Manager's signature on a timesheet authorizes pay for overtime hours worked.

All accrued overtime comp time must be used within the current calendar year.

Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked.

All overtime work performed by an hourly employee must receive the Manager's prior authorization. Overtime worked without prior authorization from the Manager may result in disciplinary action. The Manager's signature on a timesheet authorizes pay for overtime hours worked.

5.4 PAYDAYS

All employees are paid biweekly. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay on the previous day of operation.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his/her return from vacation.

If the employee is not at work when paychecks are distributed and does not receive the paycheck, the employee will need to see the Manager.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee's address upon request accompanied by a self-addressed stamped envelope.

SECTION 6 BENEFITS AND SERVICES

Bayshore Gardens offers a benefits program for its [regular full-time] and [regular par-time] employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in the administered through these programs.

6.1 INSURANCE

The District does now have a current insurance benefit plan bur offers a monthly allotment for all year round employees to use towards any insurance program they may have purchased outside Bayshore.

6.2 SOCIAL SECURITY/MEDICARE

Bayshore Gardens withholds income tax from all employee’s earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6.3 VACATION

Paid vacation is available to regular full-time and regular part-time employees following their first-year anniversary with Bayshore Gardens and is provided based on the following calculations:

During the first 3 (three) years of employment, two weeks of paid vacation time will be earned. Earned vacation can be taken after 1 (one) year continuous employment.

During the 4th (Fourth) year of employment, two weeks of paid vacation time will be earned.

After the 5th (fifth) year of employment, 3 weeks of paid vacation time will be earned.

NOTES:

The vacation policy applies to all regular full-time and part-time employees.

Casual part time employees cannot earn vacation, as they do not work a full calendar year.

Paid vacation time of regular part-time employees will be earned on a fractional basis. Fractional vacation weeks will correspond to the average number of hours worked during the preceding year.

Example: Employee “A” works 25 hours per week for 52 continuous weeks Earned vacation equals 25 hours

Earned vacation leave cannot be taken before it is accrued and approved.

Vacation may be taken in half=day increments of time with the advance approval of the Manager.

Upon termination, payment for unused earned vacation will be evaluated on a case by case basis. If granted, it will be paid in a lump sum in the employee’s final paycheck.

No vacation may be carried over from one calendar year to the next. However, no more than one week of vacation may be taken at one time, except under extraordinary circumstances. Requests for more than one week of vacation should be in writing at least thirty 30 days prior to the beginning of the requested vacation period. All vacations are subject to Manager approval.

Bayshore Gardens encourages all employees to make the most of their vacation time.

Regular breaks from daily work make everyone more productive. As vacation time is not a wage earned, getting paid for vacation earned but not taken would have to be reviewed by Personnel and Salaries and them submitted to the Board for approval. It is the responsibility of the employee to notify the Manager in advance of so it can be taken to the next Board meeting for final approval.

6.4 RECORD KEEPING

The Manager maintains vacation time earned and used.

6.5 HOLIDAYS

Bayshore Gardens observes the following paid holidays per year for all year round employees:

New Year’s Day	Martin Luther King Jr Day
Presidents Day	Memorial Day
Labor Day	Veteran’s Day
Thanksgiving Day	Day after Thanksgiving Day
½ day Christmas Eve	Christmas Day
½ day floating personal holiday	

If any of these holidays fall on a Saturday, the preceding Friday shall be observed as a holiday; if any of these holidays fall on a Sunday, the following Monday shall be observed as a holiday.

Regular year round employees also have 5 floating holiday/sick days to use at the approval of the Manager. The Board of Trustees July picnic is a mandatory work day, which may fall on the 4th of July.

6.6 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on a jury or military leave. Compensation will be determined by a case by case basis after review by Personnel & Salary committee and Board approval. A copy of the jury duty summons and all other associated paperwork are required for the personnel file.

6.7 SICK LEAVE

Full time employees are eligible for up to five days, or forty hours, of sick leave/or family sick during each calendar year. There will be no compensation for family sick leave. Part-time employees are eligible for pro-rated sick leave, based on the number of hours the employee is regularly scheduled to work. Sick leave benefits are earned on a pro-rated basis for each completed calendar month of service. Sick leave does not accrue from year to year nor will it be paid out at the end of the year, or upon termination.

Employees who are unable to report to work due to illness or injury need to contact their Manager as soon as possible and prior to the beginning of the work day.

Employees absent for more than three days in a row will be required to bring a note from your Doctor stating it is safe for your return to work.

The only exception to this would be upon approval of the Manager, Chairman of the Board, or Chairman of Personnel and Salaries.

6.8 TRAINING AND PROFESSIONAL DEVELOPMENT

Bayshore Gardens recognizes the value of professional development and personal growth for employees. Therefore, Bayshore Gardens encourages its employees who are interested in job related training to research these further and get authorization before signing up for the seminars or courses. Upon approval by Manager, request will go before Personnel and Salaries Committee to be vetted followed by Board review before final Board authorization.

6.9 USE OF FACILITIES

Full, par time, and casual employees of Bayshore Gardens Park and Recreation District who do not live in the district may use the pool picnic and beach area, and fishing pier during non-working hours under the following conditions: (a) employee only, at their own risk, (b) follows all rules and regulations stipulated by the District, (c) signs a waiver indicating their understanding of the conditions, and (d) behaves in a manner becoming of an employee. The District and /or manager reserve the right to suspend or revoke the privilege if abused.

BAYSHORE GARDENS PARK AND RECREATION DISTRICT

Intermittent On Call District Manager Job Description

Approved _____

The manager is responsible to the Board of Trustees and reports directly to Chairman of the Board. The manager prepares and delivers month end reports on status of the Center along with recommendations for future projects and activities to the Board at regular Board meetings. The manager attends monthly and annual Board meetings and is on call for emergencies **for up to three (3) hours per event, offsetting these hours during the week.**

A varied background and experience is necessary to accomplish the duties of the position. This includes bookkeeping, administering office procedures, supervising maintenance and custodial requirements, pool operations, and all personnel. Strong human relation skills are required to deal effectively with the needs and sites of the Bayshore Gardens homeowners and other Recreation Center patrons. The manager must be bondable and approved to act as a Notary Public.

Detailed job duties and responsibilities include but are not limited to the following:

1. General Management and Administration

- a. Allocation and supervise work in office
- b. Supervise the use of facilities by residents and clubs, all rental contracts and scheduled use of the recreation center facilities.
- c. Supervise the pool operations including pool attendants, pool scheduling and pool closings
- d. Supervise marina operations
- e. Advise trustees on updated state laws and regulations applying to park and recreation districts.
- f. Ensure and maintain Bayshore Gardens website updates.**
- g. Maintain files as the district's 'Custodian of the Files'.**

2. Financial

- a. ~~Serve as head bookkeeper~~, using knowledge of current version of QuickBooks.**
- b. Maintain current knowledge of all bank accounts and reserve investments
- c. Handle all cash, collect bills, maintain bank accounts, post daily receipts, and write all checks
- d. Insure that expenditures do not exceed amounts budgeted by the Board

- e. Reconcile all bank accounts and send copies to the auditor
- f. Prepare month end reports and financial statements to be distributed at monthly Board meetings
- g. Pay taxes and make tax reports
- h. Authorize the purchase of all supplies and maintain all purchase and receipt records.
- i. Keep all monies (except petty cash) in the safe, locked at all times
- j. Deposit cash and checks on a weekly basis, provided the amount on hand doesn't exceed \$500.
- k. Assist the auditor as needed to complete the year end audit in a timely fashion
- l. Provide financial information to Treasurer

3. House and Grounds/Marina

- a. Maintain security, good appearance and condition of the building, grounds and equipment
- b. Negotiate everyday contracts for use of the facilities according to guidelines.
- c. Accept bids on work contracts which must be approved by the Board of Trustees before being awarded.
- d. Supervise contractor work and approve payment on completion. Consult with appropriate committee and /or the Board when necessary.

4. Personnel and Salaries

- a. Supervise the work of all personnel
- b. Advise and /or train personnel in the performance of their duties
- c. Authorized to hire and fire Board established positions with approval of the Chairman of the Board, Chairman of the Personnel and Salaries and Personnel and Salaries Committee.
- d. ~~Promote and/or raise pay based on performance. Recommendations to promote out of current pay schedule must be board approved.~~
 Recommend to promote and/or raise pay based on performance for approval of the Chairman of the Personnel and Salaries.
 Recommendations to promote out of current pay schedule must be board approved.
- e. Complete employee performance reviews on all employees after their first 90 days and then annually on their anniversary date of hire. Complete these reviews in a timely fashion and keep them in the employee's individual file.



does an employee have to receive time off for lunch



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Meals and Breaks

Florida does not have any laws requiring an employer to provide a meal period or breaks to employees 18 years of age or older, thus the federal rule applies. The federal rule does not require an employer to provide either a meal (lunch) period or breaks.

www.employmentlawhandbook.com › florida

Florida Labor Laws - Wage, Hour - Employment Law Handbook

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People also ask

Is it mandatory to clock out for lunch?

Do hourly employees have to take a lunch?

In California, nonexempt employees who work at least 5 hours per day must be provided at least a 30-minute unpaid meal break. ... When an employee works 10 hours in a day, they must be provided with a second 30-minute unpaid meal break. Mar 30, 2018

www3.swipeclock.com › blog › state-federal-meal-rest-br...

State & Federal Meal & Rest Break Laws Broken Down By State

Search for: Do hourly employees have to take a lunch?

What happens if you dont take a lunch break?

If you don't get either of the meal breaks, you are still only entitled to 1 hours pay. That is, the violation is "per day" rather than per violation. In addition to the one hour of pay, the extra compensation can increase the amount of overtime that you are due. Dec 22, 2016

www.gotmealbreaks.com

California Labor Law of Meal Breaks

Search for: What happens if you dont take a lunch break?

Can an employee skip lunch and leave early?

If you are in a state that does not regulate meal breaks, you have the discretion to allow employees to skip breaks and leave early or get paid for the extra time. However, although this approach gives employees flexibility, it also may create some unintended problems for the organization. Mar 25, 2011

www.payscale.com › compensation-today › 2011/03 › br...

Meal Breaks Required by Law to Employees - PayScale

Search for: Can an employee skip lunch and leave early?

Can you be fired for not taking a lunch?

How long is my lunch if I work 9 hours?

Is it legal to work 8 hours without a lunch?

What happens if I take my lunch after 5 hours?

What states require breaks for employees?

Are salaried employees exempt from breaks?

Can an employee skip lunch and leave early in California?

BAYSHORE GARDENS PARK AND RECREATION DISTRICT
AGENDA FORM FOR TRUSTEES

1002F

Completed form due in the office by 4:00 p.m. eight (8) days prior to meeting date.

This form can be utilized to bring a motion and/or discussion topic to the board.

Motion Defined: A motion is a request, or proposal, for the board to take action on an issue.

Agenda Item: Beach Gate Access Meeting Date: 7-8-20

Type of Meeting: _____ Workshop Board Meeting _____

Motion: _____ Discussion: (check one)

Rationale for Request: Make beach gate access a one time \$10 plus tax fee. to be renewed every fiscal year to verify they are still a resident of the district. Also give non-residents who pay for kayak storage in the SBA. Board to discuss gate access time 7 days a week.

Estimated Costs to District (if applicable)

Attachments/Supporting documents: None: _____

Board Trustee: [Signature] Date: 6-30-20

Print Name: JAMES FOST

Received by: [Signature] Date: 6/30/2020