




Memorandum

DATE: January 17, 2020

TO: Mayor Jerry L. Demings
-AND-
Board of County Commissioners

FROM: 
J. Ricardo Day, Director, Human Resources Division

SUBJECT: **Consent Agenda – January 28, 2020**
Administrative Regulation 7.13.02 - Clarification

CONTACT: Suzette Shields, Human Resources Division 407-836-5820

On December 17, 2019, the Board approved a revision to Administrative Regulation 7.13.02 titled “Employee and Volunteer Service Awards and Recognition.” The revision authorized a monetary recognition for employees with prolonged service to the County. The intent of this change in the Administrative Regulation was to ensure that the payments are made net of all applicable federal taxes. Beginning with 20 years of service, employees will receive \$150 and continuing with each five-year increment thereafter as follows: 25 years (\$200) and 30+ years (\$250).

ACTION REQUESTED:

Approval to make employee recognition payments pursuant to Administrative Regulation 7.13.02 net of all applicable federal taxes.

cc: Byron W. Brooks, AICP, County Administrator
Randy Singh, Deputy County Administrator