

PERSONNEL AND SALARY COMMITTEE CHARGE

A record shall be kept of all meetings of the board of trustees and in such meetings, a concurrence of the majority of said trustees shall be necessary to any affirmative action taken by the board. Said trustees may adopt such rules and readations, not inconsistent with any portion of this act, or chapters 189 and 418, Florida Statutes, as they may deem necessary or convenient in and about the transaction of the business of the board and in carrying out the provisions of this act. Notwithstanding any provisions to the

Bayshore Gardens being a Park and Recreation District created a Personnel and Salary to be chaired by a Trustee. Members of the Committee shall be appointed by the Chairman of the Board of Trustees at a Board of Trustee Meeting. Trustee Committee Chairman may bring forward candidates for appointment to the committee

The committee shall create a mission statement and submit to the Board for approval. The committee shall determine the personnel needs of the District and submit a plan and salary requirements to the Board of Trustees for approval. This is a fact finding committee only.

The Committee shall meet in the Recreation Center. The meeting must be properly noticed in the Bradenton Herald and the Official website, dates should appear in the Banner when possible. The agenda must be submitted to the office at least 8 days prior to the meeting and minutes must be taken and submitted to the District. The agenda must be posted on the official website for the district. The committee has no authority to enter into agreements for the District . All positions must have prior board approval as well as a budget approved by the Board of Trustees for the position/s.


The committee is charged with the following duties and responsibilities:

1. Review Employee Handbook at least annually and report any recommended changes to the Board in the February Board of Trustee meeting.
2. Review at least annually or as needed the pay scale for each all employees and make recommendations for changes to the Board of Trustees in the February Board of Trustee meeting .
3. Survey the pool usage at least every two weeks and report to the Board of Trustees at the next Board meeting. The data collection may be assigned to a Pool attendant. The head count must be done for one day every two weeks in 15 minute increments during the time the pool is open to the public.
4. Review employee evaluations at least bi-annually to determine if training is necessary for any of our employees.
5. Review annually job descriptions (except Dock Master) and recommend changes to the Board of Trustees.

Approved

Revised

Effective

3/19/19   
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