

Executive Summary

Board of Governors Meeting, December 15, 2021

Approval of Increases as Required by Section 627.351(6)(jj), Florida Statute

Topic

Section 627.351(6)(jj), FL Statute, requires that any proposed raise for an individual employee exceeding 10% of that employee's current salary must be approved by the board of governors.

History

At our September 22, 2021, board meeting, the board supported an approval process to comply with the Florida statute requirement that the board approve any proposed salary increase exceeding 10% effective July 1, 2021, or later. There are 13 increases that require the board's approval at the December board meeting. Details are included in the attached board supplemental document and includes all the same information for the proposed increases that was provided in the board briefings with the exception of salary data.

All of the salary increases represent promotions to a higher level of responsibility at a salary that is at or below the competitive market value for the new job.

Recommendation

Citizens' Staff proposes that the Board of Governors:

- a) Approve the Increases as Required by Section 627.351(6)(jj), Fla. Statute, as set forth in this Action Item; and
- b) Authorize staff to take any appropriate or necessary action consistent with this Action Item.

Approval of Increases as Required by Section 627.351(6)(jj), Florida Statute

Action Item

 ACTION ITEM
 New Contract
 Contract Amendment
 Other Approval of Increases as Required by Section 627.351(6)(jj)
 CONSENT ITEM
 Contract Amendment
 Existing Contract Extension
 Existing Contract Additional Spend
 Previous Board Approval _____
 Other _____

Action Items: Items **requiring** detailed explanation to the Board. When a requested action item is a day-to-day operational item or unanimously passed through committee it may be moved forward to the board on the Consent Index.

- Move forward as Consent:** This Action item is a day-to-day operational item, unanimously passed through committee or qualifies to be moved forward on the Consent Index.

Consent Items: Items **not requiring** detailed explanation to the Board of Governors. Consent items are contract extensions, amendments or additional spending authorities for items previously approved by the Board.

Item Description	Approval of Increases as Required by Section 627.351(6)(jj), Florida Statute
Purpose/Scope	Section 627.351(6)(jj), Fla. Stat., requires that any proposed raise for an individual employee exceeding 10% of that employee's current salary must be approved by the board of governors. This Action Item requests approval of the proposed salary increases that exceed 10% of an individual employee's salary.
Contract ID	N/A
Budgeted Item	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Procurement Method	N/A
Contract Amount	N/A
Contract Terms	N/A

Approval of Increases as Required by Section 627.351(6)(jj), Florida Statute Action Item

Board Recommendation (DOES NOT go through Committee)	Citizens' Staff proposes that the Board of Governors: a) Approve the Increases as Required by Section 627.351(6)(jj), Fla. Statute, as set forth in this Action Item; and a) Authorize staff to take any appropriate or necessary action consistent with this Action Item.
CONTACTS	Violet Bloom, Chief Human Resources Officer James Taylor, Director, Total Rewards

Recommendation for Board Approval of Increases Required by Section 627.351 (6) (jj), Florida Statute (Action Item Supplemental Document)

Employee Number	New Salary Effective Date	Division	Previous Position Title	New Position Title	% Increase	Rationale
92645	10/4/2021	Claims	Data Analyst - Intermediate	Data Analyst - Sr	15.0%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program
3313	11/29/2021	Claims	Business Analyst I	Claims Litigation Analyst	28.9%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program; salary increase will bring the employee to the minimum of the new pay grade.
94314	10/11/2021	CPS	Customer Care Rep I	Customer Correspondence Rep I	15.0%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program
94070	10/18/2021	CPS	Customer Care Rep I	Customer Care Rep II	14.0%	Individual assumed significant additional responsibilities and advance 2 levels within Citizens' Employee Compensation Program
93714	10/18/2021	CPS	Customer Care Rep I	Customer Care Rep II	15.0%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program
93716	10/18/2021	CPS	Customer Care Rep I	Customer Care Rep II	13.0%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program
94120	10/18/2021	CPS	Customer Care Rep I	Customer Care Rep II	14.0%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program
2864	10/1/2021	Enterprise Operations	Business Analyst - Intermediate	Business Analyst - Sr	15.0%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program.
1833	10/1/2021	Enterprise Operations	Business Analyst - Intermediate	Business Analyst - Sr	15.0%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program
1023	10/18/2021	Enterprise Operations	Product Analyst	Product Analyst - Sr	20.9%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program; salary increase will bring the employee to the minimum of the new pay grade.
2320	10/17/2021	Enterprise Operations	Depop & FMAP Coordinator	Depop & FMAP Administrator	16.3%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program; salary increase will bring the employee to the minimum of the new pay grade.
281	11/15/2021	Enterprise Operations	Claims Asst I	Underwriter 1 - PL	12.5%	Individual assumed significant additional responsibilities and advanced 3 levels within Citizens' Employee Compensation Program
3178	11/29/2021	Human Resources	Supervisor - HRIM	Manager - HRIM	15.0%	Individual assumed significant additional responsibilities and advanced 1 level within Citizens' Employee Compensation Program

¹Report provided prior to the Board meeting included details of salary increases and Chief HR Officer addressed specific questions on an individual basis. All materials prepared in conjunction with the Action Item remain subject to Chapter 119, Florida Statutes.