

Executive Summary

Board of Governors Meeting, March 23, 2022

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 12 increases that require the board's approval at the March 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.

The majority 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. The last two on the chart are increases to bring the salaries closer to market in order to attract and retain staff in those roles.

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 Statutes

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 Statutes
Purpose/Scope	Section 627.351(6)(jj), Fla. Stat., requires that any proposed raise for an individual employee exceeding 10 percent 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 Statutes Action Item

Board Recommendation (DOES NOT go through Committee)	Citizens' Staff proposes that the Board of Governors: <ul style="list-style-type: none">a) Authorize the Increases as Required by Section 627.351(6)(jj), Fla. Statutes, as set forth in this Action Item; anda) 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 Statutes

Action Item Supplemental Document

Employee Number	New Salary Effective Date	Division	Previous Position Title	New Position Title	% Increase	Rationale
2878	1/3/2022	Claims	Mgr - Claims	Director - Claims	15.00%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program
93363	2/7/2022	Claims	Claims Asst I	Legal Billing Reviewer	35.00%	Individual assumed significant additional responsibilities and advanced 3 levels within Citizens' Employee Compensation Program; request brings employee to 80% compa-ratio
617	2/7/2022	Claims	Business Analyst - Intern	Business Analyst - Sr	15.00%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program
3227	2/7/2022	Claims	Business Analyst - I	Business Analyst - Intern	15.00%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program
3257	2/21/2022	Claims	Vendor Operations Coord	Project Administrator	19.00%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program; request brings employee to 80% compa-ratio
92664	2/21/2022	Claims	Legal Billing Reviewer III	QA Rep Intern - Claims	15.58%	Individual assumed significant additional responsibilities and advanced 1 level within Citizens' Employee Compensation Program; request brings employee to minimum of paygrade
94343	1/10/2022	CPS	Customer Care Rep I	Customer Correspondence Rep I	15.00%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program
1481	1/10/2022	Human Resources	Learning Specialist - Sr	Learning Consultant	12.60%	Individual assumed significant additional responsibilities and advanced 1 level within Citizens' Employee Compensation Program
92866	1/10/2022	Human Resources	Mail Services Coordinator	Supervisor - Mail Services	18.00%	Individual assumed significant additional responsibilities and advanced 3 levels within Citizens' Employee Compensation Program
2760	12/13/2022	Legal	Sr Counsel - Corporate Services	Deputy General Counsel	27.83%	Individual assumed significant additional responsibilities and advanced 2 levels within Citizens' Employee Compensation Program
2950	2/20/2022	Legal	Sr Counsel - Privacy Officer	Same	17.40%	Salary was very low compared to internal peers and to market data; this increase brings employee's salary closer to peers and market.
2443	2/20/2022	Legal	Sr Counsel - Corporate Services	Same	18.00%	Salary was very low compared to internal peers and to market data; this increase brings employee's salary closer to peers and market.

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.