

# Executive Summary

Board of Governors Meeting, July 13, 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 nineteen (19) increases that require the board's approval at the July board meeting. Details are included in the attached board supplemental document and includes all the same information for the proposed increases that was provided to the board prior to the board meeting.

All of the proposed salary increases represent promotions to a higher level of responsibility with a salary that is at or below the median market value for the job. The increases take into consideration the employee's relevant skills and experience.

### 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** \_\_\_\_\_

 **CONSENT ITEM**
 **Contract Amendment**
 **Existing Contract Extension**
 **Existing Contract Additional Spend**
 **Previous Board Approval** \_\_\_\_\_

**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   |
|---------------------------|---|
| <b>Purpose/Scope</b>      | 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.<br><br>This Action Item requests approval of the proposed salary increases that exceed 10% of an individual employee's salary. |
| <b>Contract ID</b>        | N/A   |
| <b>Budgeted Item</b>      | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No  |
| <b>Procurement Method</b> | N/A   |
| <b>Contract Amount</b>    | N/A   |
| <b>Contract Terms</b>     | N/A   |

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

|  |   |
|--|---|
| <b>Board Recommendation</b><br>(DOES NOT go through Committee) | Citizens' Staff proposes that the Board of Governors:<br><ul style="list-style-type: none"><li>a) Authorize the <b>Increases as Required by Section 627.351(6)(jj), Fla. Statutes</b>, as set forth in this Action Item; and</li><li>a) Authorize staff to take any appropriate or necessary action consistent with this Action Item.</li></ul> |
| <b>CONTACTS</b>  | Violet Bloom, Chief Human Resources Officer<br>James Taylor, Director, Total Rewards  |

Moving to Consent

# Recommendation for Board Approval of Increases Required by Section 627.351 (6) (jj), Florida Statutes

## Supplemental Document

| PENDING SALARY ACTIONS >10% - BOARD OF GOVERNORS |                |                       |                                      |                                    |            |  |
|--|----------------|-----------------------|--------------------------------------|------------------------------------|------------|--|
| Employee Number                                  | Effective Date | Division              | Previous Position Title              | New Position Title                 | % Increase | Rationale  |
| 2359   | 4/18/2022      | Enterprise Operations | Agency Management Rep II             | Agency Management Rep - Sr         | 18.75%     | Individual assumed significant additional responsibilities and advanced 2 level; request brings employee to minimum of paygrade.                                   |
| 94633  | 5/2/2022       | Enterprise Operations | IT Intern                            | Software Engineer - Associate      | 20.20%     | Individual advanced from IT Intern to Software Engineer - Associate level (entry) this request brings the employee \$1,203 above the minimum of pay grade.         |
| 93627  | 5/31/2022      | Claims                | Business Analyst - Sr                | Mgr - Business Analysis            | 15.00%     | Individual applied and was selected for promotional advancement by 2 levels.   |
| 3214   | 6/6/2022       | Enterprise Operations | Software Automation Engineer - Assoc | Software QA Analyst - Intermediate | 15.00%     | Individual applied and was selected for the promotional opportunity, bringing her just above the minimum of pay grade.   |
| 3338   | 5/31/2022      | Financial Services    | Mail Technician - I                  | Acctg Ops Asst I                   | 13.20%     | Individual applied and was selected for promotional opportunity, advancing 1 level. The standard rate for this job is \$17.00 hour which annualizes to \$35,360.   |
| 2604   | 5/2/2022       | Enterprise Operations | Quality Improvement Rep II - ES      | Quality Improvement Rep Sr - ES    | 15.00%     | Individual assumed significant additional responsibilities and advanced 2 levels in-line promotion, request brings employee to slightly above minimum of paygrade. |
| 94635  | 6/20/2022      | CPS                   | Customer Care Rep I                  | Policy Services Representative     | 12.00%     | Individual applied and was selected for promotional advancement by 2 levels.   |
| 94868  | 6/27/2022      | CPS                   | Customer Care Rep I                  | Customer Care Rep III              | 20.00%     | Individual applied and was selected for promotional advancement by 3 levels.   |
| 94636  | 7/11/2022      | CPS                   | Customer Care Rep I                  | Clearinghouse Representative       | 15.00%     | Individual applied and was selected for promotional advancement by 2 levels.   |

<sup>1</sup>Report 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.

# Recommendation for Board Approval of Increases Required by Section 627.351 (6) (jj), Florida Statutes

## Supplemental Document

| PENDING SALARY ACTIONS >10% - BOARD OF GOVERNORS |                |          |                         |                      |            |  |
|--|----------------|----------|-------------------------|----------------------|------------|--|
| Employee Number                                  | Effective Date | Division | Previous Position Title | New Position Title   | % Increase | Rationale  |
| 94701  | 7/11/2022      | CPS      | Customer Care Rep I     | Customer Care Rep II | 15.00%     | Individual was selected for in-line promotional advancement by 2 levels. |
| 94572  | 7/11/2022      | CPS      | Customer Care Rep I     | Customer Care Rep II | 14.00%     | Individual was selected for in-line promotional advancement by 2 levels. |
| 94697  | 7/11/2022      | CPS      | Customer Care Rep I     | Customer Care Rep II | 14.00%     | Individual was selected for in-line promotional advancement by 2 levels. |
| 94328  | 7/11/2022      | CPS      | Customer Care Rep I     | Customer Care Rep II | 15.00%     | Individual was selected for in-line promotional advancement by 2 levels. |
| 94524  | 7/11/2022      | CPS      | Customer Care Rep I     | Customer Care Rep II | 15.00%     | Individual was selected for in-line promotional advancement by 2 levels. |
| 94344  | 7/11/2022      | CPS      | Customer Care Rep I     | Customer Care Rep II | 14.00%     | Individual was selected for in-line promotional advancement by 2 levels. |
| 94734  | 7/11/2022      | CPS      | Customer Care Rep I     | Customer Care Rep II | 13.00%     | Individual was selected for in-line promotional advancement by 2 levels. |
| 94796  | 7/11/2022      | CPS      | Customer Care Rep I     | Customer Care Rep II | 13.00%     | Individual was selected for in-line promotional advancement by 2 levels. |
| 92623  | 7/11/2022      | CPS      | Customer Care Rep I     | Customer Care Rep II | 13.00%     | Individual was selected for in-line promotional advancement by 2 levels. |
| 94340  | 7/11/2022      | CPS      | Customer Care Rep I     | Customer Care Rep II | 13.00%     | Individual was selected for in-line promotional advancement by 2 levels. |

<sup>1</sup>Report 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.