



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

New Business - Miscellaneous

J.6.

10/26/2021

Subject:

Amendment to BCC-08, Allowing for Employee Reimbursement of Concealed Carry License Expenses

Fiscal Impact:

If amendments are ultimately approved, expenses are currently expected to be approximately \$190 per employee who seeks reimbursement, including the \$97 licensing fee to the State, and approximately \$90 for the concealed weapons course most individuals are required to take

Dept/Office:

District 3

Requested Action:

Request the Board to direct staff to research potential implications of adopting the proposed amendments to policy BCC-08.

Summary Explanation and Background:

Currently, BCC-08 allows license reimbursements only where such a license is a requirement for the employee to carry out their duties. Meanwhile, there are circumstances where it may be in the best interests of the County to have certain employees armed. BCC-05 now allows for this, but only when such employee has a concealed carry license. The attached amended BCC-08 allows for employees seeking to carry during their employment to seek reimbursement for expenses related to obtaining this license. This would include fees as well as applicable coursework expenses, such as required gun-safety courses. Areas to be researched may include but not limited to: general liability, workers' compensation, drug testing, training and compliance and public records issues.

Clerk to the Board Instructions:



October 27, 2021

M E M O R A N D U M

TO: Frank Abbate, County Manager

RE: Item J.6., Amendment to Policy BCC-08, Allowing for Employee Reimbursement of Concealed Carry License Expenses

The Board of County Commissioners, in regular session on October 26, 2021, directed staff to research potential implications of adopting the proposed amendments to Policy BCC-08, Education Assistance Program and Licensing Fee Reimbursement Program, including but not limited to general liability, workers' compensation, drug testing, training and compliance, and public records issues allowing for employee reimbursement of concealed carry license expenses.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

A handwritten signature in cursive script, reading "Kimberly Powell".

Kimberly Powell, Clerk to the Board

/ds

cc: Each Commissioner
County Attorney
Risk Management
Finance
Budget



POLICY

Number: BCC-08
Cancels: 03/31/2015
Approved: 08/14/2018
Originator: Human Resources
Review: 08/14/2021

TITLE: Education Assistance Program & Licensing Fee Reimbursement Program

I. Objective

For the purpose of improving the level of service rendered to the public and to encourage continued education of its personnel, the Brevard County Board of County Commissioners hereby establishes a tuition reimbursement program and a licensing fee reimbursement or payment program.

II. Definitions and References

- A. Brevard County Ordinance No. 09-29, dated October 20, 2009.
- B. Chapter 82, Brevard County Code – Personnel, Section 82-2, Purpose and Intent.
- C. Form BCC-208a, Application for Reimbursement of Education Expense.
- D. Form BCC-208b, Licensing Fee Reimbursement or Payment Application.
- E. F.S. Section 112.063.
- F. F.S. Section 790.06 (2021)
- G.

III. Directives

The Human Resources Director is authorized to approve, subject to arbitration by the County Manager, tuition reimbursement and licensing fee reimbursement or payment requests under the following eligibility guidelines:

A. Participant Eligibility

Eligible participants must be full time, permanent employees with a satisfactory job performance record over the past twelve (12) months with Brevard County.

B. Reimbursement Coursework

- 1. Course work must be directly related to the duties of an employee's current position or must directly enhance the knowledge, skills, and abilities relating to official duties which an employee performs.
- 2. Educational facilities must be institutions that are accredited and recognized by the U.S. Department of Education and listed in the Database of Accredited Post-Secondary Institutions and Programs.

C. Availability of Funds

Funding for tuition reimbursement will be achieved through an allocation of a portion of the general fund training budget. If a commitment of all allocated funds occurs prior to the end of the fiscal year, no additional requests shall be approved until additional funds are allocated.

All agencies which are not supported by general fund revenues shall be responsible for providing funding for tuition reimbursement and advising the Human Resources Director whether funds are available as each application is submitted.

D. Reimbursement Schedule

Reimbursement will be made at the completion of the approved course in accordance with the following schedule:

<u>Letter Grade</u>	<u>Percentage Reimbursed</u>
A	100%
B	90%
C	75%
D or below	None
*Pass	100%
*Fail	None
(*When used by school in lieu of a letter grade)	

- E. Tuition reimbursement shall be limited to a maximum of \$5,440.00 per fiscal year. Per IRS Publication 15-B; Employer's Tax Guide to Fringe Benefits, Educational Assistance in excess of \$5,250.00 in a calendar year will be included as additional income to the recipient.

F. Limitation on Reimbursement

Employees entitled to educational benefits under other programs or legislation (i.e.; G.I. benefits, scholarships, grants, etc.) shall not be approved for tuition reimbursement until such benefits have been expended.

Employees receiving assistance from another source separate and apart from the County will be reimbursed only in proportion to the total amount of tuition paid by the employee and not reimbursed from another source. No employee will receive tuition reimbursement greater than actual expenditures paid by the employee.

Reimbursement shall be made for tuition and student lab fee costs only, and shall not include student activity fees, books, materials, travel, parking fees or any other expenses.

Reimbursement will not be made unless the receipt for tuition payment and final grade(s) are submitted no later than ninety (90) days following completion of the course(s) for which reimbursement is being requested.

G. Service Obligation

Employees receiving tuition reimbursement must agree to remain in the employ of the County for at least three (3) years following course completion. Employees who separate from employment for any reason other than disability or reduction in force, within the three (3) year period shall reimburse the County for tuition benefits applicable to course(s) completed during the affected period. Reimbursement shall be in an amount proportionate to the three (3) year period of employment not completed, rounded to the nearest month.

FEE SCHEDULE

CONCEALED WEAPON OR FIREARM: SECTION 790.06, FLORIDA STATUTES

LICENSE TYPE	Fingerprint Processing Fee	Initial License Fee	Total	Renewal License Fee	Revised/ Duplicate Fee
Concealed Weapon or Firearm Florida Resident	\$42	\$55	\$97	\$45	\$15
Concealed Weapon or Firearm Out of State Resident	\$42	\$55	\$97	\$87 (includes \$42 fingerprint processing fee)	\$15
FLORIDA Law Enforcement Officer, ACTIVE	NONE	\$55	\$55	\$45	\$15
FLORIDA Law Enforcement Officer, RETIRED within preceding year	NONE	NONE	NONE	\$30	\$15
FLORIDA Law Enforcement Officer, RETIRED more than one year	\$42	\$30	\$72	\$30	\$15
Consular Security Official	NONE	\$300	\$300	\$300	\$15
Judge, ACTIVE	NONE	NONE	NONE	NONE	NONE
APPOINTED TAX COLLECTOR CONVENIENCE FEES					
APPOINTMENT OF TAX COLLECTOR TO ACCEPT APPLICATIONS FOR CONCEALED WEAPON OR FIREARM					
SECTION 790.0625, FLORIDA STATUTES					
Tax Collectors may collect the following convenience fees in addition to the fees noted above:					
New Applications: + \$22			Renewal Applications: + \$12		