



**CITY OF HOLLYWOOD, FLORIDA**  
**INTEROFFICE MEMORANDUM**  
**Office of Human Resources**

**DATE:** January 17, 2017 **FILE:** HR-17-107

**TO:** Wazir Ishmael, Ph.D.  
City Manager

**VIA:** George Keller *gk*  
Assistant City Manager

**FROM:** Tammie L. Hechler *T. Hechler*  
Director, Human Resources

**SUBJECT:** Establishment of a Comprehensive Pay Plan for Non-Represented Positions

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**ISSUE:**

To establish a Comprehensive Pay Plan for Non-Represented Positions.

**EXPLANATION:**

The collective bargaining agreements define pay and benefits for those positions covered under their respective agreement. The Human Resources Policies and Procedures Manual establish the pay and benefits among other guidelines for all employees, i.e., some policies are included in the collective bargaining agreements.

It is the desire by City Administration and is a best practice to provide a comprehensive document that defines pay and benefits as well as required procedures in one convenient location which is an easy reference for non-represented positions.

**RECOMMENDATION:**

As per your request, attached is the Comprehensive Pay Plan for presentation to the City Commission for approval. This document will then be presented to the City Commission annually thereafter in conjunction with the approval of the City's Annual Budget.