

CITY OF HOLLYWOOD  
COMPREHENSIVE PAY PLAN  
2020

**SECTION 1. ESTABLISHMENT**

There is hereby established a Comprehensive Pay Plan (hereinafter referred to as Compensation Plan) for the City of Hollywood (the "City") for Fiscal Year 2020 (i.e., October 1, 2019 through September 30, 2020), pertaining to all position classifications included in the attached Salary Schedule (i.e., those position classifications not specified elsewhere in existing negotiated collective bargaining agreements, and including provisions for elected officials). All references to Regular Employees in this document refer to Full Time non-represented employees as outlined herein except for Part Time employees identified in Section 28, unless otherwise provided. All references to "All Employees" refer to Regular Full and Part Time Employees.

**SECTION 2. COMPOSITION OF SALARY SCHEDULE**

- A. Each position classification is assigned a pay grade.
- B. Each pay grade is assigned a salary range.

**SECTION 3. MINIMUM ENTRANCE SALARY**

- A. Regular Full and Part Time Employees shall be paid in accordance with established salary/hourly ranges for each non-represented position. The City Manager may amend the salary schedule within the fiscal year because of, but not limited to; operational needs, changes in any relevant final orders from the Public Employment Relations Commission regarding bargaining unit clarifications, salary inequities, compression and/or appropriate position classification.
- B. Salary rates for regular Full and Part Time original appointments shall normally be within the first quartile of the pay grade designated for the position classification. When the City is unable to recruit qualified applicants, or when an applicant possesses exceptional qualifications warranting employment above the first quartile, the City Manager or his/her designee (or City Attorney in the case of employees in his/her office) may authorize appointment at a higher amount in the appropriate pay grade. In such cases, the Department/Office Director may seek approval from the City Manager for a higher salary rate, so long as sufficient funds are available in the budget.

#### **SECTION 4. ALL EMPLOYEES COMPENSATION PHILOSOPHY**

Salaries and benefits for All Employees in the City will be maintained in a reasonable, innovative and competitive manner in relation to the City's recruitment and retention needs. Notwithstanding the above, salary and benefit increases or reductions for All Employees will be in accordance with the expenditure assumptions included in the City's authorized operating budget.

#### **SECTION 5. ANNUAL SALARY ADJUSTMENT**

All Regular Full and Part Time Employees, including the City Commission, may receive a salary adjustment effective the first pay period in October, based on the City Manager's review and the adoption of the City's annual budget by the City Commission. Notwithstanding the foregoing, there shall continue to be no merit increases.

Sworn and Certified non-represented employees' salaries shall progress the same as the sworn or certified bargaining unit employees (i.e.; length of service and COLA, if provided).

#### **SECTION 6. AMENDMENT OF THE PAY PLAN**

Prior to the annual submission of the proposed budget to the City Commission, the City Manager shall review the Pay Plan and make appropriate changes based upon a review of the maximum pay ranges, economic conditions, internal/external equities, changes in position duties and responsibilities, and the salaries of the subordinate employees. The City Manager may also make such reviews of the Pay Plan during the fiscal year as he/she may consider advisable. On the basis of the information derived from such review, the City Manager shall approve such amendments as he/she deems necessary to properly maintain the integrity of the Pay Plan. Amendments to the Pay Plan as proposed in this section shall become effective upon the approval of the City Manager. Employee's salaries that are currently below the minimum pay ranges will be raised to the minimum. Those employees whose base pay reaches the maximum will be frozen until the maximums are revised.

#### **SECTION 7. SALARY RANGE FOR DEPUTY CITY MANAGER, ASSISTANT CITY MANAGERS AND DEPARTMENT DIRECTORS**

Salary range maximums for the Deputy City Manager, Assistant City Managers and Department Directors shall be at least 8% higher than the salary range maximum of their next lower ranked subordinates.

## **SECTION 8. PERFORMANCE MANAGEMENT**

- A. All Employees covered by the Civil Service system shall serve a twelve (12) month probationary period (“Original Probationary Period”) following their initial appointment. Employees shall be reviewed on or before the end of the Original Probationary Period to determine suitability of a regular appointment. Employees who are rated as “Unsatisfactory” will be dismissed from employment. Employees who are rated as “Satisfactory” will receive a regular appointment to their position. Employees will be evaluated twelve (12) months from the completion of the Original Probationary Period and then annually thereafter. Failure by the City to conduct an annual job evaluation will not alter the terms or conditions of this Pay Plan.
- B. Civil Service employees who receive a promotion to a new position, shall serve a six (6) month Promotional Probation Period. On or before the completion date of the Promotional Probation Period, the employee shall be evaluated to determine if the employee’s performance is “Unsatisfactory” or “Satisfactory.” “Unsatisfactory” employees shall be returned to their previous position or classification, whichever is first available. “Satisfactory” employees will continue on in their new position with a regular appointment and shall be evaluated twelve (12) months from the completion of the Promotional Probationary Period and then annually thereafter. Failure by the City to conduct an annual job evaluation will not alter the terms or conditions of this Pay Plan.
- C. All Employees whose performance is considered by the City Manager or City Attorney, as the case may be, to be "Below Average" or "Unsatisfactory" may be required to develop and implement an Action Plan to improve their performance. At the end of not more than six months (180 days), they may receive a Special Evaluation. This in no way, however, changes the "at will" employment status of non-civil service employees.

## **SECTION 9. PROMOTIONS & ADJUSTMENTS**

- A. Promotional appointments shall generally be made at not less than 5% and not more than 10%. Any exceptions to the above will only be made with the written consent of the City Manager or City Attorney, as the case may be, provided that the salary granted shall not be below the minimum or above the maximum of the assigned pay grade. All promotional appointments and salary increases shall be made upon the recommendation of the Assistant City Manager/Department Director and the Director of Human Resources, subject to the approval of the City Manager. Salary equity and compression issues will be assessed on a case-by-case basis.
- B. A promoted employee covered by the City's Civil Service system shall serve a six month probationary period in the new job classification. At the end of the probationary period, the employee shall receive a performance evaluation.

- C. Any employee promoted to Senior Executive, Executive, Management, Technical or Confidential from any bargaining unit, ceases to be covered by any provisions of the collective bargaining agreements. The employee will be covered by the Senior Executive, Executive, Management, Technical and Confidential Pay Plan and the Human Resources Policies and Procedures Manual. Individual employees requesting to sit for a closed competitive examination must be in a full-time permanent Civil Service status or regularly scheduled part-time status.
- D. An employee who is temporarily assigned to a higher classification, or assigned the essential functions of a vacant position, or assigned significant additional responsibilities outside the scope of their classification within the City's Pay Plan, may receive compensation equal to a 5% increase of base salary. However, under extraordinary circumstances, an employee may receive the minimum of the higher classification or a reasonable adjustment based on the assignment and internal equity. These circumstances must be documented and approved by the City Manager.

Assignment compensation shall be given upon the recommendation of the Assistant City Manager/Department Director with the approval of the City Manager or his/her designee. Assignment compensation may only be given in minimum increments of fifteen (15) days up to a maximum of ninety (90) days. An extension beyond the ninety (90) day period must be approved by the City Manager. Assignment compensation will generally be given when there is a vacancy. It will not be given for absences such as short-term vacations or sick leave less than fifteen (15) days. If long term assignment pay of six months or more is expected, an employee may receive an additional 5% increase for a total increase of 10%.

- E. Notwithstanding the above, the City Manager or his/her Designee (or City Attorney in the case of employees in his/her office) shall have the sole discretion to authorize a salary adjustment to address issues of retention, recruitment, salary compression, and reorganization or for other job-related reasons as prescribed by City policy, which is based on industry bench market standards.
- F. The City Manager or City Attorney, as the case may be, is authorized to make and approve changes in salary grades and/or benefits for All Employees throughout the City to prevent salary grade compaction or to insure that relative salary range equity is maintained.

## **SECTION 10. RECLASSIFICATION AND DEMOTIONS**

### Reclassification

When a position is moved from an existing class in a lower pay grade to a class in a higher pay grade, the salary of the incumbent shall be adjusted up within the pay grade by the City Manager or his/her designee. All reclassification actions require final approval of the City Manager or his/her designee based upon the initial recommendation of the Department Director, Assistant City Manager/Finance & Administration and the Director of Human Resources.

### Demotions

When an action either voluntary or involuntary changes the employees classification from a higher pay grade to a classification in a lower pay grade, the salary of the incumbent may be adjusted down by a minimum of 5% or to the maximum of the new pay grade if the employee's salary is beyond the maximum of the new pay grade. All demotion actions require final approval of the City Manager or his/her designee based upon the initial recommendation of the Assistant City Manager/Department Director and the Director of Human Resources.

## **SECTION 11. OVERTIME COMPENSATION**

Senior Executive, Executive, Management, and most Legal employees are considered salaried and FLSA exempt employees and are not entitled to overtime payment and/or compensatory time-off. Overtime for Confidential and Technical employees shall be administered according to the Fair Labor Standards Act and the City of Hollywood Policies and Procedures Manual or other City policies.

## **SECTION 12. INDEMNIFICATION**

The City shall defend and indemnify all non-represented employees against any tort, professional liability claim or demand or any and all other legal action, arising out of an alleged act or omission occurring in the performance of employee's duties, unless the employee acted in bad faith, with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

The City will litigate, compromise or settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon. The City, or its insurance carrier, will provide legal representation for Senior Executive, Executive and Legal employees, as deemed appropriate by the City Manager or the City Attorney, as the case may be, for any and all claims, proceedings or lawsuits, related to or arising out of the employee's affiliation with City. Nothing herein is intended to provide indemnification of any act of the employee which is held by a court of competent jurisdiction to constitute a crime under the laws of Florida or the United States or to constitute fraud. Indemnification shall survive the termination of employment.

## **SECTION 13. EMPLOYMENT AT WILL**

Senior Executive, Executive and Legal employees, exempt from the Civil Service System in accordance with Ordinance No.O-2010-30, are employed "at will" and may be terminated at any time, with or without cause, for any reason or for no reason. Upon termination, employees are not entitled to any further payments unless otherwise stipulated in this pay plan.

Upon notice of termination without cause, Senior Executive, Executive and Legal employees exempt from Civil Service shall have the right, but not the obligation, to continue employment with the City for an additional sixty (60) days in exchange for a

general release of all claims the employee has or may have against the City, in a form acceptable to the City Attorney.

#### **SECTION 14. TEMPORARY APPOINTMENT**

- A. The City Manager may appoint personnel temporarily, or in an acting capacity, provided that background checks have been conducted and excess budgeted funds exist because of past vacancies in authorized employment positions, or within the departmental activity budget that contains the designated position.
- B. Under normal circumstances, temporary employment should not exceed one (1) year. In work units where demand may be cyclical, temporary employment of longer than one (1) year may be approved by the City Manager.
- C. Individuals who are employed temporarily shall be paid the appropriate rate of pay as defined by the City Pay Plan. Earnings received will be subject to Social Security and other normal withholdings.
- D. Temporary employee benefits vary from that of regular full-time employees.

#### **SECTION 15. LONGEVITY INCENTIVE**

All regular full-time employees and regularly scheduled part-time employees will receive the following longevity compensation based on continuous years of service with the City:

- 10 years of service      5%
- 15 years of service      3%
- 20 years of service      2%

Longevity compensation may exceed the maximum of an employee's base salary.

Sworn and Certified non-represented employees' salaries shall progress based on length of service and they shall receive a cost of living increase similar to or the same as the sworn or certified bargaining unit employees. These employees will not receive longevity compensation.

#### **SECTION 16. TUITION REIMBURSEMENT ASSISTANCE**

The City shall reimburse each eligible employee who participates in the Tuition Reimbursement Assistance Program (the "Program"), as set forth herein, up to \$1,800 per fiscal year. The reimbursement is provided based on the class dates as defined in the course catalog and not on the submission date of the receipt.

In furtherance of the Program, the City shall reimburse eligible employees, up to the maximum amount set forth above, as follows:

- |    |  |   |
|----|--|---|
| A. | Graduate<br>Grade of B or Better<br>Grade of Pass      | Benefit<br>100% Reimbursement at State tuition rates<br>100% Reimbursement at State tuition rates |
|    | Undergraduate<br>Grade of C or Better<br>Grade of Pass | Benefit<br>100% Reimbursement at State tuition rates<br>100% Reimbursement at State tuition rates |
- B. In order to be considered for Educational Reimbursement, all coursework must be properly approved prior to the beginning of the class by the Department/Office Director and the City Manager or designee.
- C. Any coursework eligible for reimbursement must have a direct relationship to the job requirements of the employee's position.
- D. Reimbursement will be provided for attendance at an accredited college or university. Employees enrolled in a technical or vocational institution shall not be eligible for tuition reimbursement under this program.
- E. Reimbursement will not exceed \$1,800 for any employee in any one fiscal year. Employees shall be eligible to receive reimbursement for books and course fees (other than tuition) subject to the approval of the Department/Office Director and City Manager or designee.
- F. Employees who receive benefits under this program, who voluntarily leave the City's employment within two (2) years of receiving such benefit, shall be responsible for reimbursing the City for the entire cost of this benefit. The employee is responsible for contacting the Office of Human Resources to make appropriate arrangements regarding monies owed. An appeal to waive this requirement shall be directed to Department/Office Director for recommendation subject to the approval of the City Manager or designee.
- G. The availability of the Educational Reimbursement Program is contingent upon sufficient funds within the City's operating budgets during each fiscal year. City reserves the right to discontinue educational reimbursement for any courses not previously approved.

**SECTION 17. ANNUAL LEAVE ACCRUAL**

- A. Regular full-time employees shall accrue vacation leave as follows:

Senior Executive, Executive, Management, Legal, and Technical level employees shall accrue two hundred (200) hours of vacation leave per vacation year, (the vacation leave year shall begin on October 1st and end on the following September 30th). Employees in these classifications shall be required to utilize eighty (80) hours of vacation during the vacation year for which it is earned or it will be lost at the end of the vacation year (In individual circumstances, the City Manager may determine



that vacation that is unable to be used may be paid out rather than lost or may remain in the employee's bank). The remaining days may be carried forward and must be used within fifteen (15) months following the vacation year in which the leave is earned or be liquidated by cash payment at the end of the fifteen (15) month period. Such leave that is liquidated by cash payment shall be paid at the employee's rate of pay when the vacation time was earned. Such leave shall be earned on an accrual basis of 7.69 hours per bi-weekly pay period.

B. When a Senior Executive, Executive, Management, Legal and Technical Employee are unable to use any portion of the eighty (80) hours of vacation subject to lose provisions, the employee must notify the Department or Office Director before August 1<sup>st</sup> of that vacation year. The Department or Office Director will have the discretion to either require vacation for the employee to be used before October 1<sup>st</sup> or follow the procedure below.

C. The Department or Office Director shall make a request in writing to the City Manager, before August 15<sup>th</sup> for alternative consideration. The following information must be in the request:

- An explanation of the unique, unforeseen, or unusual circumstances that prevented the Department from allowing the employee time off to utilize eighty (80) hours of vacation.
- A history of the employee's request for vacation during the vacation year.
- A review of the employee's use of sick time.
- The City Manager will review the request (with a copy forwarded to the Human Resources Director) and will either reject or approve the Department's request. Should the City Manager reject the request, the employee will be notified to either use the vacation before October 1<sup>st</sup> or lose the remaining days according to the Vacation Leave Policy.
- Should the City Manager approve the request for alternative consideration, the remaining vacation days will be liquidated by cash payment in accordance with the vacation leave policy.

D. Confidential employees shall accrue vacation leave on a bi-weekly basis according to the following schedule:

- |                                       |           |
|---------------------------------------|-----------|
| • up to 7 completed years             | 80 hours  |
| • 7 but less than 10 completed years  | 112 hours |
| • 10 but less than 15 completed years | 144 hours |
| • 15 but less than 20 completed years | 160 hours |
| • 20 years and thereafter             | 200 hours |

E. Confidential employees shall be required to use fifty percent (50%) of their vacation accrual but shall not be required to use more than eighty (80) hours during the vacation year for which it is earned or it will be lost at the end of the vacation year. (In individual circumstances, the City Manager may determine vacation that is



unused may be paid out rather than lost or may remain in the employee's bank.) Any accrual carried over before payouts were permitted will be paid out at the first available opportunity.

- F. At the end of each vacation year, all Confidential employees with unused vacation may carry over and utilize such unused vacation during the next fifteen (15) month period following the vacation year in which such vacation time was earned. Cash payment of unused vacation time at the end of the fifteen (15) month period will be limited to 50% of the employee's annual accrued amount. Such leave that is liquidated by cash payment shall be paid at the employee's rate of pay when the vacation time was earned.
- G. For accrual purposes under this policy, City service shall be defined as continuous service within the City regardless of the funding source for paying the wages or salary of the employee.

## **SECTION 18. PAID HOLIDAYS**

All regular full-time and salaried employees shall be granted leave with pay on the following holidays:

- New Year's Day
- Martin Luther King's Birthday
- Presidents Day
- Memorial Day
- Independence Day (Fourth of July)
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

**Employee's Birthday:** The birthday holiday shall be taken at the discretion of the employee with the consent of the supervisor. The holiday shall not be taken more than one (1) week prior to the actual birthday and must be utilized within 365 calendar days following the day it is accrued.

## **SECTIONS 19. SICK LEAVE ACCRUAL**

Regular full-time employees shall accrue sick leave at the rate of eight (8) hours for each calendar month of service. Sick leave shall be allowed to accrue without limit; however, the maximum number of accrued sick leave hours paid at separation shall not exceed 1,200 hours. For an employee who has accrued sick leave hours over 1,200 hours on November 25, 2013, the payout limit shall not exceed the balance accrued as of November 25, 2013.

Upon separation, employees shall receive the below applicable percentage payment for their accrued sick leave in relationship to their overall employment tenure.

Years of Service	Accrued Sick Leave Payout
Less than five (5) years	20% sick leave
Five (5) to ten (10) years	40% sick leave
Ten (10) or more years	80% sick leave

Probationary employees will be allowed to utilize accrued sick leave. When employees have accrued two hundred (200) hours of sick leave, they shall have the option of converting up to forty (40) hours to annual leave for use only. This conversion option will take place during October of each year.

## **SECTION 20. PERSONAL LEAVE**

All regular full-time employees shall accrue forty (40) personal leave hours per fiscal year (the fiscal year shall begin on October 1<sup>st</sup> and end the following September 30<sup>th</sup>). Employees hired after October 1 through February 1 will accrue ten (10) less personal leave hours during their first year. Employees hired after February 1 through June 1 will accrue twenty (20) less personal leave hours during their first year. Employees hired after June 1 will not accrue any personal leave during their first personal leave year.

All regular full-time employees must use their personal leave in the same fiscal year in which they are earned unless granted an exception by the City Manager or City Attorney, as the case may be. If an exception is granted, the employee must use the carried over personal leave by the end of the first quarter of the new fiscal year (December 31). Personal leave will not accumulate from year to year and cannot be liquidated by cash payment.

## **SECTION 21. SERVICE DAYS**

All regular full-time employees shall be eligible to request to use one (1) paid day off, or two (2) one-half paid days off, e.g. in two (2) increments of five (5) hours annually to volunteer at a charitable organization or school event (that is scheduled on the employee's normal work day and is of a duration that justifies a full or one-half day off), subject to advance approval by the City and at the sole discretion of the City Manager or City Attorney.

## **SECTION 22. WIRELESS COMMUNICATION DEVICES**

- A. Consistent with the City's Acquisition of Wireless Communication Devices policy, the City Manager or City Attorney, as the case may be, may authorize a wireless phone, a wireless phone stipend or other electronic device to an employee covered by this plan to assist in the performance of his/her duties.
- B. The monthly wireless stipend for Senior Executive positions shall be \$100 and the monthly wireless stipend for Executive/Legal positions shall be \$70.

- C. The City Manager may revise or amend the Acquisition of Wireless Communication Devices policy in his or her discretion without further approval of the City Commission.

### **SECTION 23. TAKE HOME VEHICLES/VEHICLE ALLOWANCE**

- A. Consistent with the City's Take Home Vehicle policy, the City Manager may authorize the assignment of a vehicle. Any use other than portal to portal is subject to approval by the Department Director and the City Manager.
- B. The City accepts no liability for City employees' operation of a vehicle outside the course and scope of employment.
- C. City employees are responsible for purchasing and maintaining automobile liability insurance associated with the use of a "take home" vehicle in amounts sufficient to protect themselves from the risk of using a City "take home" vehicle outside the course and scope of their employment with the City.
- D. The City Manager may revise or amend the vehicle use policy in his or her discretion without further approval of the City Commission.
- E. In lieu of a city take home vehicle, the City Manager/City Attorney may authorize the payment of a vehicle allowance to a Senior Executive, Executive or Legal employee covered by this plan. The monthly vehicle allowance for Senior Executive positions shall be \$500 and the monthly vehicle allowance for Executive/Legal positions shall be \$400.
- F. Any employee with a vehicle allowance will not be provided or permanently assigned to use a City vehicle or allowed to use a pool vehicle except under extraordinary circumstances. Vehicle Allowance benefit will be determined at the sole discretion of the City Manager / City Attorney (for Legal employees).

### **SECTION 24. PROVISIONS FOR PENSION PLAN MEMBERS**

Eligible regular full-time employees shall be members of the respective pension plan based on their position. Pension benefits for members shall be governed, as applicable, by the subsection of Chapter 33 of the Code of Ordinances titled "Employees' Retirement Fund", the subsection of Chapter 33 titled "Firefighter's Pensions and Retirement", and the subsection of Chapter 33 titled "Police Officer's Retirement System".

### **SECTION 25. CITY PAID LIFE INSURANCE AND LONG TERM DISABILITY**

- A. Upon becoming eligible, all regular full-time employees shall receive term life insurance and accidental death and dismemberment benefits according to the following schedule and at the discretion of the City Manager:

<u>Category</u>	<u>Value</u>
Senior Executive, Executive, Management, Legal and Technical	\$100,000
Confidential	\$ 25,000

The City shall assume the premium costs for each employee's baseline life insurance and accidental death and dismemberment coverage. Employees shall have the option, to the extent possible and allowable by the policy, of purchasing, at the employee's expense, additional amounts of term life/AD&D insurance at group rates.

- B. All regular full-time employees will receive Disability Salary Replacement Insurance that will provide for a 60% base salary benefit after a ninety (90) day waiting period. During the ninety (90) day waiting period, an employee may utilize accrued sick and vacation leave. Upon entering the program, the employee may continue to use sick and vacation leave to make up the difference between 60% and 100% of salary.

**SECTION 26. HEALTH INSURANCE BENEFITS**

- A. The City of Hollywood shall provide health insurance to Senior Executive, Executive, Management, Legal, Technical and Confidential employees and their spouses, eligible partners and eligible dependents. The employee contribution rates are determined annually. The City Manager in his/her sole discretion may change the premium rates, the health insurance benefit levels, the types of health insurance plans offered, and/or the insurance carriers. The City currently offers 2 medical plans through Cigna; Open Access Plus (OAP) and Open Access Plus – In-network (OAPIN).
- B. The City provides employees who participate in one of the medical plans, a Health Reimbursement Account (HRA) through the P & A Group. The HRA's are funded by the City and can be used for any qualified medical, dental or vision expense. These are "use it or lose it" monies. The amount of the money is determined by the employee's medical enrollment status or if no coverage is elected, it will default to the lowest level. The level of contribution will be reevaluated once a year. The levels are: Single or no coverage = \$300; Employees plus one = \$400; and Employee plus two or more = \$700.
- C. The employee may establish and contribute to a Flexible Spending Account (FSA) for Health Care or for Dependent Care through payroll deductions.
- D. The City provides group dental with \$19.00 of the monthly premium costs paid by the City. There will be three plans offered beginning January 1, 2020; the Cigna Dental PPO Low, Cigna Dental PPO High and the Cigna Dental Buy-Up Option.
- E. The City provides an annual Life Scan to employees, which is an occupational health, wellness, and fitness evaluation that focuses on early detection and prevention of diseases. This benefit is currently valued at \$395 per examination.

## **SECTION 27. SUPPLEMENTAL INSURANCE PROGRAMS**

- A. Employees have the option to enroll in vision insurance provided by Vision Service Plan (VSP) through voluntary payroll deductions. Currently, the City offers three plan options.
- B. Employees have the opportunity to enroll in a voluntary Legal plan provided by Preferred Legal Plan and a voluntary identity theft protection/credit monitoring service through IdentityWorks, a part of Experian, both available through voluntary payroll deductions.
- C. The City offers a variety of voluntary supplement insurance plans through AFLAC. These policies may be purchased separately and the premiums payroll deducted tax free.

## **SECTION 28. POST EMPLOYMENT HEALTH INSURANCE BENEFITS**

- A. Upon retirement from the City with ten (10) or more years of credited service and eligibility to collect pension payments, Senior Executive, Executive, Management, Legal, Technical and Confidential employees hired prior to April 6, 2016, shall be eligible to continue Individual and Dependent coverage as follows:
  - The City will contribute 80% of the premium for retirees electing single coverage on the OAP plan and the retiree will be responsible for contributing 20% of the premium. Thereafter, the 80% / 20% cost sharing arrangement shall continue in effect with the dollar value of the contributions being subject to premium changes in future plan years. The retiree will contribute 100% of the premium equivalent for dependent coverage.
  - The City will contribute 100% of the premium for retirees electing single coverage on the OAPIN plan. The retiree will contribute 100% of the premium equivalent for dependent coverage.
  - The City's plan is secondary for Medicare eligible retirees.
- B. Senior Executive, Executive, Management, Legal, Technical and Confidential employees hired on or after April 6, 2016 have the option of continuing under the City's medical insurance plan upon reaching retirement eligibility to collect pension payment and having ten (10) or more years of service; however, they shall be responsible for the entire cost of the premium for themselves and their dependents. The City's plan is secondary for Medicare eligible retirees.
- C. Executive, Management, Legal, Technical and Confidential employees hired or promoted to an Executive, Management, Legal, Technical and Confidential level position prior to June 9, 2003 and who are employed in this category as of December 9, 2009, who separate from the City/FRS with ten (10) or more years of credited service but, who are not immediately eligible to collect City pension payments shall be eligible to return for coverage under the City's medical plan when they begin

collecting City/FRS pension payments and shall have medical premiums paid in accordance with the premium schedule set above for retired employees. The City's plan is secondary for Medicare eligible retirees.

- D. Senior Executive, Executive, Management, Legal, Technical and Confidential employees retiring with a duty disability shall receive medical benefits for him/herself and dependent(s) with premium coverage fully paid by the City. Employees hired prior to April 6, 2016 receiving non-duty disability will receive medical insurance for themselves with premiums fully paid by the City, provided they have ten (10) years of credited service prior to retirement however; they shall be responsible for paying the full cost for dependent medical care. The City's plan is secondary for Medicare eligible retirees.
- E. Senior Executive, Executive, Management, Legal, Technical and Confidential employees hired on or after April 6, 2016 who receive a non-duty disability retirement shall be responsible for the entire cost of the medical premium for themselves and their dependents. The City's plan is secondary for Medicare eligible retirees.
- F. Upon the death of an active or retired Senior Executive, Executive, Management, Legal, Technical or Confidential employee with ten years of credited service, covered dependent(s) may continue to receive medical coverage under the City's plan. The covered dependent(s) premium will be based on the hire date of the deceased employee/retiree, as stated above.
- G. In all circumstances, when the retiree or the retiree's eligible dependents become medicare eligible, the City's plan is secondary.

## **SECTION 29. PART-TIME EMPLOYMENT**

- A. Part-time Employees shall be paid hourly wages in bi-weekly increments. Part-time Employees may receive an annual salary adjustment, if specified in the Annual Comprehensive Pay Plan.
- B. Non-seasonal part-time employees, whose positions are not covered by any collective bargaining unit, will be evaluated October 1 of every year. Failure by the City to conduct an annual job evaluation will not alter the terms or conditions of this Pay Plan.
- C. Effective April 1, 2014, regularly scheduled non-seasonal part-time employees, who average at least thirty (30) hours or more of work per week shall be eligible for the following benefits:
  - Sick Leave: three quarters (75%) of the sick leave accruals for full-time employees.
  - Vacation Leave: three quarters (75%) of the vacation leave accruals for full-time employees.

- Holidays: six (6) hours per holiday including the Employee's Birthday.
- Bereavement Leave.
- Medical Insurance: these employees shall be eligible for the City's medical insurance coverage, on the 1<sup>st</sup> of the calendar month after the thirty (30) day waiting period has expired. The employees' premium cost share shall be in accordance with the Affordable Care Act Safe Harbor rate of pay method.
- A Health Reimbursement Account comparable to full-time employees effective the first day of the calendar month following thirty (30) consecutive days of employment.
- A (non-matching) City contribution to a deferred comp 457 plan in the amount of \$1,000.00 to be paid annually on the employee's anniversary date of hire.
- Jury duty: Employees shall be paid for each day served on Jury Duty that they would otherwise be normally scheduled to work.

D. Effective on April 1, 2014, regularly scheduled non-seasonal part-time employees who average more than 15 hours per week but less than thirty (30) hours of work per week shall be eligible for the following benefits:

- Sick Leave: fifty percent (50%) of the sick leave accruals for full-time employees.
- Vacation Leave: fifty percent (50%) of the vacation leave accruals for full-time employees.
- Holidays: four hours per holiday including the Employee's Birthday.
- Bereavement Leave.
- A (non-matching) City contribution to a deferred comp 457 plan in the amount of \$1,000.00 to be paid annually on the employee's anniversary date of hire.
- An AFLAC insurance plan (hospital indemnity plus accident) offered to the City as Option 3 or a plan that is substantially equivalent thereto in the amount of \$500.00 annually.

### **SECTION 30. CONTRACT EMPLOYEES**

The City Manager may outsource current job positions if he/she determines in his/her sole discretion that outsourcing saves the City money, improves service quality and/or increases efficiency, subject to the City's Code.

### **SECTION 31. MISCELLANEOUS PROVISIONS**

A. Upon the sole discretion of the City Manager, non-represented sworn regular employees of the Fire Rescue and Police Departments may be eligible to receive benefits at least equal, in the City Manager's judgment, to the generally prevailing salary incentives for respective Fire and Police Collective Bargaining Units, subject to availability of funds. In the sole discretion of the City Manager, other Regular Employees may be eligible to receive AFSCME contract benefits, if any, which the



City Manager may conclude exceed the level of non-represented benefits.

- B. Other benefits currently in place for All Employees that are not addressed within this Pay Plan will remain unchanged, except by action of the City Commission amending this Comprehensive Pay Plan.
- C. This Comprehensive Pay Plan is the complete plan and supersedes all previously established pay plans.

### **SECTION 32. ELECTED OFFICIALS' BENEFITS**

- A. Pension. The Mayor and City Commissioners may participate in the Florida Retirement System ("FRS"). For any Elected Official who is ineligible to participate in FRS, the City, in lieu of making a contribution to FRS, shall make a contribution for each month the Elected Official is in office, on the Non-FRS Elected Official's behalf, in the amount it contributes to FRS on behalf of each other Elected Official to an authorized 401, 457 and/or individual retirement account (IRA), or any other legal deferred compensation, annuity plan and/or retirement-related tax sheltered plan as may be designated by the Non-FRS Elected Official in accordance with, and subject to the limits of, applicable federal and state law, and such contribution shall be retroactive to the date that the Elected Official took office.
- B. Insurance. The Mayor and City Commissioners shall have the same medical, dental, life & Long-Term Disability (LTD) as Senior Executive positions. During active employment, the city will cover the full cost of the premiums for employee and dependent medical insurance. Upon eligibility to collect retirement benefits through FRS, elected officials will receive the same medical insurance offered to Senior Executive positions based upon the hire date of the elected official as stated above.
- C. Technology. The Mayor and City Commissioners shall receive the same technology benefits; i.e., wireless stipend, as Senior Executive positions.

**FY2020 Pay Plan – Salary Schedule**

Position	Pay Grade	Classification	FLSA Status	Civil Service Y/N	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum
Legal Secretary	NR04	Confidential	N	Y	\$44,162.81	\$70,660.48	\$21.23	\$33.97
Administrative Assistant II	NR04	Confidential	N	Y	\$44,162.81	\$70,660.48	\$21.23	\$33.97
Budget Support Technician	NR04	Technical	N	Y	\$44,162.81	\$70,660.48	\$21.23	\$33.97
Human Resources Technician	NR04	Technical	N	Y	\$44,162.81	\$70,660.48	\$21.23	\$33.97
Procurement Services Technician	NR04	Technical	N	Y	\$44,162.81	\$70,660.48	\$21.23	\$33.97
Paralegal	NR05	Confidential	N	Y	\$47,254.20	\$75,606.72	\$22.72	\$36.35
Payroll Specialist	NR05	Technical	N	Y	\$47,254.20	\$75,606.72	\$22.72	\$36.35
Special Projects Data Analyst	NR05	Technical	N	Y	\$47,254.20	\$75,606.72	\$22.72	\$36.35
Accreditation Program Manager	NR06	Management	E	Y	\$50,561.99	\$80,899.19	\$24.31	\$38.89
Chief Assistant to the Mayor	NR06	Management	E	Y	\$50,561.99	\$80,899.19	\$24.31	\$38.89
Executive Assistant	NR06	Management	E	Y	\$50,561.99	\$80,899.19	\$24.31	\$38.89
Human Resources Analyst	NR06	Management	E	Y	\$50,561.99	\$80,899.19	\$24.31	\$38.89
Risk Management Analyst	NR06	Management	E	Y	\$50,561.99	\$80,899.19	\$24.31	\$38.89
Teacher-Summer Camp	NR06	Technical	E	Y	\$25.75		\$25.75	
Management/Budget Analyst	NR07	Management	E	Y	\$54,101.33	\$86,562.13	\$26.01	\$41.62
Human Resources Officer	NR07	Management	E	Y	\$54,101.33	\$86,562.13	\$26.01	\$41.62
Payroll Coordinator	NR07	Management	E	Y	\$54,101.33	\$86,562.13	\$26.01	\$41.62
Sr. Human Resources & Risk Management Accounts Analyst	NR07	Management	E	Y	\$54,101.33	\$86,562.13	\$26.01	\$41.62
Senior Management/Budget Analyst	NR08	Management	E	Y	\$57,888.42	\$92,621.47	\$27.83	\$44.53
Collections Attorney	NR08	Management	E	N	\$57,888.42	\$92,621.47	\$27.83	\$44.53
Municipal Prosecutor I	NR08	Management	E	N	\$57,888.42	\$92,621.47	\$27.83	\$44.53
Emergency Operations Coordinator	NR09	Management	E	Y	\$61,940.62	\$99,104.98	\$29.78	\$47.65
Grants and Special Projects Manager	NR09	Management	E	Y	\$61,940.62	\$99,104.98	\$29.78	\$47.65

Position	Pay Grade	Classification	FLSA Status	Civil Service Y/N	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum
Human Resources Administrator	NR09	Management	E	Y	\$61,940.62	\$99,104.98	\$29.78	\$47.65
Payroll Administrator	NR09	Management	E	Y	\$61,940.62	\$99,104.98	\$29.78	\$47.65
Public Information Manager	NR09	Management	E	Y	\$61,940.62	\$99,104.98	\$29.78	\$47.65
Budget Officer	NR10	Management	E	Y	\$66,276.45	\$106,042.33	\$31.86	\$50.98
Deputy City Clerk	NR10	Management	E	Y	\$66,276.45	\$106,042.33	\$31.86	\$50.98
Fire Rescue Business and Compliance Manager	NR10	Management	E	Y	\$66,276.45	\$106,042.33	\$31.86	\$50.98
Fiscal Affairs Manager	NR10	Management	E	Y	\$66,276.45	\$106,042.33	\$31.86	\$50.98
Municipal Prosecutor II	NR10	Management	E	N	\$66,276.45	\$106,042.33	\$31.86	\$50.98
Accounting Systems Manager	NR11	Management	E	Y	\$70,915.81	\$113,465.29	\$34.09	\$54.55
Assistant Building Official	NR11	Management	E	Y	\$70,915.81	\$113,465.29	\$34.09	\$54.55
Assistant City Attorney	NR11	Management	E	N	\$70,915.81	\$113,465.29	\$34.09	\$54.55
Budget Manager	NR11	Management	E	Y	\$70,915.81	\$113,465.29	\$34.09	\$54.55
Communications Manager	NR11	Management	E	Y	\$70,915.81	\$113,465.29	\$34.09	\$54.55
Community Development Division Manager	NR11	Management	E	Y	\$70,915.81	\$113,465.29	\$34.09	\$54.55
Economic Development Manager	NR11	Management	E	Y	\$70,915.81	\$113,465.29	\$34.09	\$54.55
Manager, Network and Server Operations	NR12	Management	E	Y	\$75,879.91	\$121,407.86	\$36.48	\$58.37
Parking Administrator	NR11	Management	E	Y	\$70,915.81	\$113,465.29	\$34.09	\$54.55
Risk Manager	NR11	Management	E	Y	\$70,915.81	\$113,465.29	\$34.09	\$54.55
Helpdesk Manager	NR12	Management	E	Y	\$75,879.91	\$121,407.86	\$36.48	\$58.37
Planning Manager	NR12	Management	E	Y	\$75,879.91	\$121,407.86	\$36.48	\$58.37
Special Projects Administrator	NR12	Management	E	Y	\$75,879.91	\$121,407.86	\$36.48	\$58.37
Systems and Programming Manager	NR12	Management	E	Y	\$75,879.91	\$121,407.86	\$36.48	\$58.37
Assistant Director, Budget and Performance	NR13	Executive	E	Y	\$81,950.30	\$131,120.49	\$39.40	\$63.04

Position	Pay Grade	Classification	FLSA Status	Civil Service Y/N	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum
Assistant Director, Information Technology	NR13	Executive	E	Y	\$81,950.30	\$131,120.49	\$39.40	\$63.04
Assistant Director, Procurement and Contract Compliance	NR13	Executive	E	Y	\$81,950.30	\$131,120.49	\$39.40	\$63.04
Assistant Director, Public Utilities-Engineering	NR13	Executive	E	Y	\$81,950.30	\$131,120.49	\$39.40	\$63.04
Development Officer	NR13	Management	E	Y	\$81,950.30	\$131,120.49	\$39.40	\$63.04
Performance and Accountability Officer	NR13	Executive	E	Y	\$81,950.30	\$131,120.49	\$39.40	\$63.04
Assistant Director, Development Services	NR14	Executive	E	Y	\$88,506.33	\$141,610.13	\$42.55	\$68.08
Assistant Director, Parks, Recreation and Cultural Arts	NR14	Executive	E	Y	\$88,506.33	\$141,610.13	\$42.55	\$68.08
Assistant Director, Public Works	NR14	Executive	E	Y	\$88,506.33	\$141,610.13	\$42.55	\$68.08
Assistant Director, Public Works - Environmental Services and Solid Waste Management	NR14	Executive	E	Y	\$88,506.33	\$141,610.13	\$42.55	\$68.08
Division Director, General Accounting	NR14	Executive	E	Y	\$88,506.33	\$141,610.13	\$42.55	\$68.08
Assistant Director of Design & Construction	NR14	Executive	E	Y	\$88,506.33	\$141,610.13	\$42.55	\$68.08
Assistant Director, Human Resources	NR14	Executive	E	Y	\$88,506.33	\$141,610.13	\$42.55	\$68.08
Chief Building Official	NR14	Management	E	Y	\$88,506.33	\$141,610.13	\$42.55	\$68.08
City Engineer	NR14	Management	E	Y	\$88,506.33	\$141,610.13	\$42.55	\$68.08
Code Compliance Manager	NR14	Management	E	Y	\$88,506.33	\$141,610.13	\$42.55	\$68.08
Deputy Director, Public Utilities/Finance	NR14	Executive	E	Y	\$88,506.33	\$141,610.13	\$42.55	\$68.08
Deputy Director, Public Utilities/Operations	NR14	Executive	E	Y	\$88,506.33	\$141,610.13	\$42.55	\$68.08

Position	Pay Grade	Classification	FLSA Status	Civil Service Y/N	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum
Public Safety Legal Advisor	NR14	Management	E	N	\$88,506.33	\$141,610.13	\$42.55	\$68.08
Senior Assistant City Attorney	NR14	Management	E	N	\$88,506.33	\$141,610.13	\$42.55	\$68.08
Assistant Director, Financial Services and City Treasurer	NR15	Executive	E	Y	\$95,586.83	\$152,938.94	\$45.96	\$73.53
City Clerk	NR15	Executive	E	N	\$95,586.83	\$152,938.94	\$45.96	\$73.53
Director, Procurement & Contract Compliance	NR15	Executive	E	N	\$95,586.83	\$152,938.94	\$45.96	\$73.53
Director, Budget and Performance	NR15	Executive	E	N	\$95,586.83	\$152,938.94	\$45.96	\$73.53
Chief Civic Affairs Officer	NR16	Executive	E	N	\$103,233.78	\$165,174.05	\$49.63	\$79.41
Chief Litigation Counsel	NR16	Management	E	N	\$103,233.78	\$165,174.05	\$49.63	\$79.41
Deputy City Attorney	NR16	Executive	E	N	\$103,233.78	\$165,174.05	\$49.63	\$79.41
Director, Communications, Marketing & Economic Development	NR17	Executive	E	N	\$111,492.48	\$178,387.98	\$53.60	\$85.76
Director, Department of Parks, Recreation & Cultural Arts	NR17	Executive	E	N	\$111,492.48	\$178,387.98	\$53.60	\$85.76
Director, Design and Construction Management	NR17	Executive	E	N	\$111,492.48	\$178,387.98	\$53.60	\$85.76
Director, Department of Information Technology	NR17	Executive	E	N	\$111,492.48	\$178,387.98	\$53.60	\$85.76
Director, Development Services	NR17	Executive	E	N	\$111,492.48	\$178,387.98	\$53.60	\$85.76
Director, Human Resources	NR17	Executive	E	N	\$111,492.48	\$178,387.98	\$53.60	\$85.76
Director, Public Utilities	NR17	Executive	E	N	\$111,492.48	\$178,387.98	\$53.60	\$85.76
Director, Public Works	NR17	Executive	E	N	\$111,492.48	\$178,387.98	\$53.60	\$85.76

Position	Pay Grade	Classification	FLSA Status	Civil Service Y/N	Annual Minimum	Annual Maximum	Hourly Minimum	Hourly Maximum
Director, Financial Services	NR18	Executive	E	N	\$120,411.88	\$192,659.02	\$57.89	\$92.62
Fire Chief	NR18	Executive	E	N	\$120,411.88	\$192,659.02	\$57.89	\$92.62
Police Chief	NR18	Executive	E	N	\$120,411.88	\$192,659.02	\$57.89	\$92.62
Assistant City Manager - Public Safety	NR19	Sr. Executive	E	N	\$130,044.83	\$208,071.74	\$62.52	\$100.03
Assistant City Manager - Sustainable Development	NR19	Sr. Executive	E	N	\$130,044.83	\$208,071.74	\$62.52	\$100.03
Assistant City Manager- Finance & Administration	NR19	Sr. Executive	E	N	\$130,044.83	\$208,071.74	\$62.52	\$100.03
Deputy City Manager	NR20	Sr. Executive	E	N	\$140,448.42	\$224,717.48	\$67.52	\$108.04

## FIRE NON-REPRESENTED PAY PLAN

Fiscal Year 2020 - Effective October 7, 2019  
(2.0% Adjustment)

Years of Service	Battalion Chief/Deputy Fire Marshall <b>NRF3</b>	Fire Division Chief/Fire Marshall <b>NRF2</b>	Deputy Fire Chief <b>NRF1</b>	Fire Chief <b>NFPC</b>
12	\$133,363.78	\$140,025.60	\$147,026.88	\$162,006.71
15	\$142,698.82	\$149,837.59	\$157,337.86	\$173,347.19
20	\$145,541.76	\$152,840.06	\$160,456.61	\$176,814.14

## POLICE NON-REPRESENTED PAY PLAN

Fiscal Year 2020 - Effective October 7, 2019  
(2.0% Adjustment)

Years of Service	Police Major <b>NRP2</b>	Assistant Police Chief <b>NRP1</b>	Police Chief <b>NRPC</b>
16	\$149,827.39	\$157,337.86	\$175,116.84
20	\$153,582.62	\$161,262.82	\$179,487.36

- The red highlight represents the paygrade.