

SECTION IV

PAY PLAN

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4.01 Scope and Purpose

This chapter sets forth the policies for development and maintenance of a comprehensive and effective pay plan and establishes roles for the equitable administration of the plan. The pay plan shall be applicable to all classes of positions under the Board.

4.02 Authority

The department shall establish and maintain an equitable pay plan, shall adopt rules for the administration of the pay plan, and shall provide oversight and assistance in the administration of the pay plan.

4.03 Statements of Policy

1. The Human Resource Director shall develop and maintain a pay plan and schedule of salary ranges.
2. Individual employees shall be compensated within the Schedule of Salary Ranges, and may receive increases to the base rate of pay, salary additive or lump-sum bonus payments as provided for in this Chapter.
3. The department shall conduct and publish wage and salary surveys as necessary for the purpose of achieving the goal of an equitable and competitive, pay policy.
4. The minimum of each salary range shall be no less than the minimum wage required by the Fair Labor Standards Act (FLSA).

5. An employee shall not be paid in excess of the maximum of the salary range for a class, unless such payments are authorized by these rules or by the County Administrator.
6. All provisions of this chapter relating to payment of salaries must be in compliance with applicable law.
7. Any deviation from paying employees in accordance with these rules because of budgetary limitations or other special conditions must be approved by the Human Resource Director.

4.04 Definitions

For the purpose of administering this chapter, the following definitions shall apply:

1. Absences for "Other Than Personal Reasons" – Absences occasioned by the employer (excluding disciplinary actions) or by the operating requirements of the agency, and where the employee is ready, willing and able to work.
2. Absences for "Personal Reasons" – Absences occasioned by the employee including sickness or accident.
3. Base Rate of Pay – An employee's salary excluding any salary additives as defined in Section 4.08.
4. Demotion – The changing of the classification of an employee to a class having a lower maximum salary; or the changing of the classification of an employee to a class having the same or a higher maximum salary but a lower level of responsibility as determined by the Department of Management Services.
5. Department – The Department of Management Services.
6. "FLSA" – The Federal Fair Labor Standards Act.
7. Overtime – For classes designated as non-exempt, overtime is defined as the hours of work, excluding holidays and leave with pay, required in excess of 40 hours during the workweek or in excess of the number of hours indicated in an extended work period, or other plan, approved by the Department of Management Services. For exempt classes, overtime is defined as the hours of work, excluding holidays and leave with pay, in excess of the number of hours in the work period (bi-weekly).
8. Pay Grade – A numerical designation denoting a specific salary range.
9. Pay Plan- A formal description of the philosophy, methods, procedures and Salary Schedule for competitively compensating employees for work performed.
10. Position – The work, consisting of duties and responsibilities, assigned to be performed by an employee.

11. Promotion – The changing of the classification of an employee to a class having a higher maximum salary; or the changing of the classification of an employee to a class having the same or a lower maximum salary but a higher level of responsibility as determined by the Department of Management Services.
12. Reassignment – Moving an employee from a position in one class to a different position in the same class or a different class having the same degree of responsibility. For purposes of this rule, same degree of responsibility shall be determined by the pay range assignment and/or the essential functions of the position.
13. Regular Rate of Pay – An employee's base rate of pay plus any salary additives approved by the department.
14. Salary Additives – A specific salary amount approved by the department and paid in addition to an employee's base rate of pay.
15. Salary Range – The minimum salary, the maximum salary, and intermediate rate which are payable for work in a specific class of positions.
16. Salary Range Minimum – The lowest point in the salary range.
17. Salary Range Maximum – The highest point in the salary range.
18. Salary Schedule – An official document which contains a complete list of classes and their assigned salary ranges.

4.05 Development and maintenance of Salary Ranges

The department shall develop and maintain salary ranges within the Salary Schedule and upon the following provisions, assign individual classes to the established pay grades.

1. Each salary range shall be comprised of a minimum and maximum amount.
2. The department shall establish salary range minimum and maximum amounts for each salary range based upon competitive market salary survey data and/or other factors as determined appropriate by the department.

4.06 Determining Salary Upon Appointment

1. Original or Promotional Appointment – An employee who is given an original or promotional appointment in accordance with the provisions of Chapter 5 shall receive a base rate of pay at the minimum of the salary range for the class to which appointed, however:
 - a. An employee may be granted an original or promotional appointment at a base rate of pay up to the maximum of the salary range if it can be documented that the following conditions exist:

1. The individual's qualifications and/or the knowledge, skills, and abilities must substantially exceed the requirements for the position to which the individual is appointed. The agency must determine that the individual's qualifications or knowledge, skills, and abilities directly relate to the requirements of the position and will enhance the individual's ability to perform the duties and responsibilities assigned the position to which appointment is being made; or
 2. The agency must have experienced difficulty in filling positions at the minimum of the salary range approved for the class. The agency must have actively recruited for vacancies in the class and have demonstrated inability to fill positions after such recruitment has been completed.
- b. An employee, who is given trainee status upon original or promotional appointment, shall be paid during the training period, in accordance with the individual training schedule approved by the department; provided, however no such approval shall be in violation of the provisions of the FLSA.
2. Reassignment – An employee who reassigned may have the base rate of pay adjusted in accordance with the provisions of Section 4.07(1) (d).
 3. Transfer – An employee who is transferred may have the base rate of pay adjusted in accordance with the provisions of Section 4.07(1) (e).
 4. Demotion Appointment – An employee who is given a demotion appointment in accordance with the rules, may be demoted with or without a reduction in base rate of pay subject to the following provisions:
 - a. An employee's base rate of pay may exceed the maximum of the salary range for the class to which the employee is demoted for a period of five years.
 - b. An employee who is given a demotion appointment shall not be granted an increase in base rate of pay as a result of being demoted.
 5. Leave of Absence Without Pay – An employee who returns from an authorized leave of absence without pay shall be paid at the same base rate of pay being paid at the time leave was granted except that, upon return from leave, the employee shall be granted any adjustments made in the salary range for the class to which the employee is assigned or any mandatory salary adjustments or increases granted during such absences. In determining the amount of adjustment which the employee shall be granted, the same implementation instructions which applied to all employees in that class shall be followed.

4.07 Increase to Base Rate of Pay

1. When an agency recommends an increase to an employee's base rate of pay between the minimum and maximum of the pay range at any given time, it shall be based upon one or more of the following pay adjustment categories. Employees may receive only one increase per category in any 12 month period. In order for any increase to be

awarded, an employee must be performing at a satisfactory level. An increase is not to exceed the maximum of the pay grade unless approved by the County Administrator.

- a. Superior Proficiency – An increase based upon documented, superior performance.
- b. Added Duties and Responsibilities – An increase based upon the addition of duties and responsibilities not warranting reclassification or assuming duties of a vacant or deleted position(s). The added duties and responsibilities shall be documented on the official position description.
- c. Education and Training – An increase based upon the satisfactory completion of an approved, documented, job related class or program having a continuing benefit to the agency.
- d. Reassignment – An increase based upon documentation of recruitment difficulties to fill the position(s) or specific need identified by the agency. Must be approved prior to reassignment and must be less than 50 miles.
- e. Transfer – An increase based upon documentation of recruitment difficulties to fill the position(s) or specific needs identified by the agency. Must be approved prior to transfer.
- f. Competitive Job Offer – An increase may be granted when an employee receives a documented bonifide job offer.
- g. Internal Pay Relations – An increase when it can be documented that labor market conditions necessitate hiring new employees at a higher rate than current employees in the same class. Agencies may increase salaries of current employees to provide equity.

2. Upward Pay Grade Adjustments

When the department has reassigned a class to a pay grade having a higher minimum salary, each employee's base rate of pay in the class shall be adjusted in an amount equal to the amount by which the minimum salary for the class is adjusted, provided the pay adjustment does not place the employee's base rate of pay above the new maximum of the pay grade for the class. In such cases the employee's base rate of pay shall be adjusted to the new maximum of the pay grade. This procedure for granting pay adjustments shall apply unless a different method of implementation is required by the department. The County Administrator may approve other increases of the base rate of pay as determined appropriate.

4.08 Salary Additives

1. The department shall, where appropriate, approve additional salary additives in accordance with these rules and shall modify or discontinue existing salary additives in response to a change in the circumstances which justified their establishment. The employing agency must use such pay additive, as are appropriate, within these rules

and shall advise the department in writing of the plan for implementing such pay additives prior to the implementation date.

2. Employees filling positions for which a salary additive has been approved shall receive the amount of the salary additive as specified in this chapter, or as approved by the department. If the conditions upon which the salary additive was granted change, the salary additive shall be removed or adjusted.
3. Salary additives for specific classes shall be approved by the department. Salary additives include the following:
 - a. Competitive Area Differential Additive – An additive for a class based on geographical, localized recruitment, turnover or competitive pay problems. A Competitive Area Differential additive shall be applicable to all positions in the approved class within the geographical area for which the additive is approved by the department.
 - b. Shift Differential Additive – An additive for a class when justified by competitive labor practices in accordance with guidelines established by the department.
 - c. On-Call Additive – Agencies may approve positions to be placed on-call. Agencies may assign individual positions on On-Call additive when:
 1. The employee has been instructed by the appropriate management to remain available to work during on off duty period;
 2. The employee must leave word where the employee may be reached by phone or electronic signaling device;
 3. The employee is available to return to the work location on short notice to perform assigned duties; and
 4. Employees placed on-call shall be compensated in accordance with the collective bargaining unit agreement to which they are assigned. If not covered by a collective bargaining agreement, the employee shall be compensated as determined by the agency.
 - d. Lead Worker Additive – An agency may approve an increase for performing limited supervisory responsibilities that do not include administering performance plans and reviews, administering disciplinary actions, do not justify reclassification, and cannot be utilized to create an intermediate level of supervision. Duties must be reflected on the position description.
 - e. Coordinator Additive – An agency may approve an increase for performing duties and responsibilities in addition to normal duties. Duties may include some or all of the duties defined as supervisory but do not justify reclassification and cannot be used to create an intermediate level of supervision. Duties must be reflected on a position description.

- f. Temporary Special Duty Additive – An agency may approve a Temporary Special Duty additive when a position has been assigned temporary duties and responsibilities not customarily assigned to the position.
- g. Trainer Additive – An agency may approve an additive for a trainer when an employee is assigned the responsibility to provide on-the-job training to other employees as part of an agency approved formalized training program; provided that such training is not part of the customarily assigned duties of the class.
- h. Hazardous Duty Additive – An agency may approve a hazardous duty additive for specific positions within a class when it can be demonstrated that such positions are required to perform duties and responsibilities that are exceptionally hazardous or dangerous. Such duties and responsibilities shall not be customarily associated with all positions in class.

4.09 Reduction in Pay

1. A reduction in pay is defined as a discretionary action taken by an agency in reducing an employee's base rate of pay where such reduction is not required by the provisions of this chapter. Removal of salary additives such as lead worker, coordinator, competitive area differential, on-call pay, shift differential pay, other temporary or special pay additives in accordance with these rules, or other pay actions which are taken to correct and recover overpayments resulting from erroneous implementation or application of the Florida Statutes, legislative appropriation or Regular Service Rules shall not constitute a reduction in pay.
2. An employee who has attained regular status in any class shall have the right to appeal a reduction in pay to the County Administrator.

4.10 Computation of Hourly Rate

1. All pay is computed on the basis of 2080 work hours annually, regardless of whether an employee is paid bi-weekly or monthly.
2. In order to calculate hourly base rate of pay:

Biweekly Base Rate of Pay x 26 = Hourly Base Rate of Pay 2080

Monthly Base Rate of Pay x 12 = Hourly Base Rate of Pay 2080
3. If an employee is paid at different rates of pay during a pay period, the employee's hourly pay at each rate shall first be determined as stated above. Next, the number of hours worked at each hourly rate shall be multiplied by that hourly rate and the two amounts shall be added to obtain the total amount to be paid during that pay period. To determine the weighted average hourly rate of pay for the pay period, the total pay for that pay period is divided by the total hours worked during the pay period.

4.11 Pay for Less than Full-Time Employment

1. Hours worked in the work week are defined as hours actually worked, time off with approved leave with pay, or time off due to a holiday falling within the period the employee is on the payroll.
2. In applying the criteria set forth in (1) above, the following shall apply:
 - a. All new employees in Regular Service – The number of hours worked shall be the number of hours on duty plus any holiday falling after the employee's first day of work.
 - b. Part-Time Employees – The number of hours worked shall be the number of hours on duty plus any leave with pay and prorated number of hours for any holiday falling during the pay period after the first day of work.
 - c. Employees Moving from One Agency to Another Agency – The number of hours worked in the agency the employee is leaving shall be the number of hours on duty in that agency plus any leave with pay and any holiday falling prior to the employee's last day as an employee of that agency. The number of hours worked in the agency to which the employee is moving shall be the number of hours on duty in that agency plus any leave with pay and any holiday falling after the employee's last day as an employee of the other agency.
 - d. Employees Separating from County Service – The number of hours worked shall be the number of hours on duty plus any leave with pay and any holiday falling prior to the employee's last day on the payroll.

4.12 Overtime

The established work week is forty (40) hours within a seven (7) day period, Tuesday through Monday. Overtime is calculated at 1 ½ times an hour on hours worked over the established workweek. All overtime work must have prior authorization by Department/Division Director or designee. Not securing this authorization may result in disciplinary action.

Leave time earned and used is recorded daily on the official time card and weekly on the official Time/Attendance Form.

Compensation for overtime shall be administered by the following guidelines.

Employees in exempt positions, according to FLSA, shall not be eligible for overtime compensation. However, if overtime is worked, compensatory leave credits equal to the overtime hours worked shall be granted. The maximum accumulation is 80 hours. Additional accumulation can only be extended with the approval of the County Administrator.

Regular Service employees in non-exempt positions, according to FLSA, who are authorized to work overtime, shall be granted either time off (compensatory leave) at the rate of one and one half (1 ½) hours for each overtime hour worked or cash payment for overtime worked at the rate of one and one half (1 ½) times that employee's regular hourly rate of pay.

Compensatory leave or cash compensation for overtime may only be granted when actual hours of work exceed forty (40) hours during the workweek. Holidays, however, shall be considered as hours worked for purposes of this section. NOTE: EMS employees are paid 8 hours regular pay for all holidays. Holiday hours do not count for overtime.

If overtime is authorized using compensatory leave only, employees must be notified before the overtime is worked. Every effort should be made to schedule such leave at the earliest possible date. Requests for compensatory leave shall be made on an Official leave/Compensation Request Form. Executive Service and Senior Management Service employees are not eligible for overtime.

4.13 Assignment of Overtime

Overtime assignments are made on a fair and equitable basis. Any scheduled work time is required duty. Failure to perform overtime, except in cases of personal emergency, or other appropriate reasons, is deemed to be insubordination. Exemptions shall be granted in cases of such emergency or other appropriately approved reason.

Procedure: Overtime

Leave time earned and used is recorded daily on the official time card and weekly on the official Time/Attendance form.

4.14 On-Call and Call-Out Pay

Employees in positions which provide emergency service on a recurring basis may be designated on-call during other than normal working hours. Employees in such on-call status are expected to be constantly available in order to respond immediately to the need for their services. However, such employees shall be allowed to engage in personal activities and shall only be paid for the time worked.

Should these employees' status move from on-call into call-out, or should any employee with no prior notice be called out, they are compensated from the time of the call and provided a minimum of two hours worked. Compensation differs between normal weekday (Monday thru Friday), weekend (Saturday & Sunday) and Holiday.

4.15 Reinstatement Pay

When an employee is reinstate to a position in the same class, or in a different class within or below the same skill level from which he/she was previously demoted, transferred, or reclassified with no reduction in pay, the rate of pay shall not change unless it is below the minimum class to which the employee I reinstated, in which case it will go to minimum.

4.16 Payroll

Each Department/Division is required to keep an accurate account of all hours worked and leave used by Regular Service employees on the official time sheet. All leave taken must be documented on a Request for Leave Form.

Pay checks are normally distributed on Thursday between 9:30 a.m. and 3:30 p.m. for the bi-weekly payroll.

4.17 Processing of Pay Changes

1. In processing pay changes made in accordance with the provisions of this chapter, all computations should be rounded to the nearest cent. If the third decimal place is four, or less, round down to the next lower cent.
2. In processing pay changes, all salary additives shall be removed prior to calculating any changes to any employee's base rate of pay.
3. If any changes are made to an employee's pay, the employee shall be notified, in writing, of the changes.

4.18 Budgetary limitations

1. All provisions of this chapter relating to payment of salaries are contingent upon funds being available in the agencies' approved budget and in compliance with applicable law.
2. Any deviation from paying employees in accordance with these rules because of budgetary limitations must be approved by the County Administrator.

4.19 Effective Date of Salary Changes

The effective date of salary changes provided for in this chapter shall be:

1. The effective date specified by Board action; or
2. If no effective date is specified by Board action, the effective date specified by the Personnel Department; or
3. If no effective date is specified by the department or Board action, the date the salary action is taken by the agency. An agency shall not establish a retroactive effective date for any salary action.
4. Salary Increase Upon Promotion – A promotional increase to be granted in accordance with these rules shall be effective on the date of the promotion. If an employee is promoted and adequate funds are not available due to budgetary limitations at the time of promotion to grant a promotional increase, a promotional increase may be granted when funds subsequently become available, provided the increase is granted within 12 months following the date of promotion. In no case can the promotional salary be made effective back to the date of promotion.