

SECTION 10

WAGE AND SALARY PAY PLAN

10.1 COMPENSATION

The compensation plan includes all approved classification plans and applicable salary schedules as adopted by the City Council. A classification plan consists of a listing of all classes of positions of similar function and responsibility within a grade and the minimum and maximum pay rates for each grade. A salary schedule includes all pay steps within a pay range for every grade.

10.2 MAINTENANCE OF THE COMPENSATION PLAN

The compensation plan is intended to provide fair compensation for all positions in the classification plan with regard to range of pay for other positions, general rates of pay for similar employment in private establishments and other municipalities or civil jurisdictions in the area, the financial condition of the City, and other factors. To accomplish this, the Personnel Director will, from time to time or by request, make comparative studies of all the factors affecting the level of salary ranges and will recommend to the City Manager such changes in salary ranges as appear to be pertinent. Such adjustments will be made by increasing or decreasing the salary ranges. The rate of pay for each employee will be adjusted to an appropriate rate in conformance with the adjustment of the salary range for that position as approved by the City Council.

10.3 USE OF SALARY RANGES

Salary ranges are intended to provide and clarify administrative flexibility in recognizing differences among positions allocated to the same grade and recognizing employee continued satisfactory service.

The minimum rate established for the grade is the normal hiring rate. Unusual circumstances may warrant appointment of an employee at a higher rate. Appointment above the minimum rate may be made only when the City Manager determines that it is necessary and in the best interest of the City. Approval will be based on qualifications of the applicant being in excess of the requirements for the grade, that there is a shortage of qualified applicants available at the minimum rate, and/or that qualified applicants decline employment at the minimum rate.

10.4 PAY FOR PART-TIME WORK

Whenever an employee works for a period of less than the established number of hours per week, the amount of pay shall be proportional to the time actually worked. The payment of a separate salary from two or more divisions for duties performed in each is permissible if the total salary received is not in excess of the maximum of pay for the grade, however, an employee cannot be placed in or hold two different classifications within the City.

10.5 SPECIAL PAY ADJUSTMENTS

Should unusual conditions arise (as defined by the City Manager) which would justify a pay increase not provided elsewhere in these policies, the City Manager is authorized to make the pay adjustment. Under no circumstances will the pay adjustment exceed the maximum of the incumbent's pay grade.

10.6 PROMOTIONS

Unless otherwise provided for by current applicable union contracts, the following will apply:

- When an employee is promoted (reassigned to a position with a higher maximum rate of pay, or whenever an employee's current position is upgraded as a result of a classification study, he will enter the new grade/position at the entry-level step of the salary range.
- In the event that placing the employee at the entry level does not provide a pay increase of at least 5%, the employee shall enter at the next closest step that provides a salary increase of at least 5%.
- In the event that the step pay plan is eliminated, employees will receive a pay increase of at least 5%, or the entry level of the new position, whichever is greater.
- Exception to this provision may be in accordance with the Career Opportunity Plan guidelines on promotions (Section 2.3).
- Under no circumstances will an employee be promoted to a pay rate that exceeds the maximum of the new salary range.

10.7 DEMOTIONS

Whenever an employee is demoted (reassigned to a position with a lower maximum rate of pay for whatever reason: performance, discipline, to accommodate a disability or incapacity, reorganization, in lieu of layoff, voluntary request, etc.) he will have his pay adjusted consistent with the nature of the demotion and commensurate with the knowledge, skills and abilities of the employee being demoted as compared to those employees currently performing the job, or most recently performing the job. Under no circumstances will a downgraded employee's pay rate exceed the maximum of his new salary range or, if the employee is being downgraded to a position he previously held, be at a rate higher than he would have attained had he remained in the position. It is the responsibility of the Department Director to specify the rate of pay for a demotion if it is requested to be set above the minimum for the pay grade.

10.8 LATERAL TRANSFERS

An employee who accepts a lateral move (reassigned to a position in the same grade they are currently in) will retain their current salary.

10.9 POSITION RECLASSIFICATIONS

Reclassification of a position upward or downward may take place when it is shown that the duties, responsibilities and/or salary requirements for the job have changed. In the event that a position is reclassified to a higher grade, the incumbent shall receive a pay increase consistent with the City of Melbourne's promotional rate of pay. Should a position be reclassified to a lower grade, the incumbent's rate of pay will be kept the same if an exact step is in place, or reduced to the step in the new grade closest to his current pay. Should the incumbent's pay exceed the maximum pay for the new grade, the incumbent's pay will be lowered to the maximum pay for the new grade.

10.10 WORKING OUT OF CLASSIFICATION

When an employee is required to serve in and accept the full responsibility for work in a higher classification for a period of 10 consecutive working days or more, such employee shall be placed into an "acting" status and shall receive pay consistent with the promotional pay policy for the extent of the "acting period."

10.11 OVERTIME

Overtime work is scheduled at the sole discretion of the appropriate Department Director or Division Manager. No allowances of any kind shall be provided for overtime work not approved by the presiding Department Director. Payment for overtime shall be in accordance with the Fair Labor Standards Act. Overtime is paid for hours worked in excess of 40 hours in a workweek. For the purposes of this policy, approved vacation and holidays are considered hours worked. Sick leave does not compute toward hours worked for the purposes of payment of overtime at 1½ times the normal rate of pay.

10.12 COMPENSATORY TIME

Scope:

This policy applies to all Departments and shall be administered uniformly for all employees as written; employees who are covered by a labor agreement shall be subject to the City's Personnel Rules and Regulations unless otherwise specifically negotiated.

Compensatory Time is defined as leave time accrued in lieu of monetary payment for having worked **in excess** of the scheduled workweek. Employees must have worked their scheduled hours (40 or 56 hour workweek) or been off on approved vacation or compensatory leave and also worked additional time in the same workweek before compensatory time may be authorized.

Policy:

Employees may earn and use compensatory time under the following conditions:

- A non-exempt employee will qualify for compensatory time under the same provision required to receive overtime payment.
- Compensatory time will be earned at the rate of one and one-half (1 ½) times the hours worked in excess of the scheduled work week for non-exempt employees, and hour for hour for exempt employees; Department Directors may receive compensatory time at the discretion of the City Manager.
- Exempt and non-exempt employees shall accrue no more than eighty (80) hours of compensatory time. If because of seasonal work requirements or a necessary work assignment, an exempt employee must exceed the 80 hour maximum, the Department Director shall work with that employee to reduce the excess compensatory time balance to the maximum permitted within six months.
- Accrual of compensatory time for exempt employees will be at the discretion of the Department Director.
- Department Directors are responsible for maintaining records of compensatory time earned.
- Compensatory time, which is used, counts as time worked in the week in which it is taken.
- Scheduling use of accrued compensatory time and vacation time shall be at the discretion of the Department Director. The Department Director's refusal to authorize use of accrued compensatory time shall not be subject to the grievance procedure.
- Bargaining unit members shall be compensated under the current applicable contract.
- Compensatory time off shall be recorded and processed in the same manner as a vacation or sick leave request. Department Directors or designee approval is required.

- Compensatory time accrued by an employee shall be compensated by payment of money at the current rate of pay upon resignation or retirement from the City. Payment for compensatory time may not exceed the accrual limit established in this policy.
- Department Directors cannot require an employee to use compensatory time in lieu of vacation. Management should treat compensatory time requests the same as vacation requests, with no more or no less restriction.

10.13 STEP PAY PLAN

Subject to Council direction each year employees shall be granted a one-step pay increase in recognition of continued satisfactory service with the City of Melbourne.

Eligibility:

- All permanent employees who complete six current and consecutive months of satisfactory service with the City of Melbourne will become eligible to participate in the Step Pay Plan.
- All employees who have received a satisfactory rating on their most recent performance evaluation and whose current performance is considered satisfactory as determined by the employee's Department Director.

Procedure:

In September of each year, the Personnel Division will contact each Department Director to identify the employees who are eligible for the step raise based on their past years performance.

For those employees who are not recommended for a step increase as determined by the Department Director and with concurrence of the Personnel Director, such determination will be based on the following:

- A rating of unsatisfactory service on the most recent performance rating, or
- A significant service decline as documented in the employee's Personnel File

Action Notices will be generated for all employees meeting satisfactory service for the year moving employees up one step within their current pay grade.

Employees who reach the top of their pay grade will be awarded a lump sum payment equal to 2% of their base pay consistent with Council approval of the step pay plan each year if the employee meets the eligibility requirements listed above.

10.14 CONTINUITY OF OPERATIONS PLAN PAY POLICY

It is the intent of the pay policy that department directors will make every reasonable effort to minimize the impact on requiring employees who are not designated as Assigned Personnel to use their personal accrued leave. As noted throughout this Plan, not every function performed by the City is mission-essential; some functions will be temporarily suspended during activation of the COOP. Depending on the nature of the event, the City may experience funding constraints. Department directors will need to review and prioritize mission-essential functions. The idea that all employees will be paid their regular wages, regardless of whether they report to work, must be balanced against the City of Melbourne being a taxpayer supported governmental agency.

If an event in the City triggers the activation of the COOP and, as a result, only Assigned Personnel are instructed to report for duty, department directors will have the flexibility to:

- Implement alternative work schedules
- Establish and/or change operational hours
- Permit telecommuting
- Alternate and redistribute work assignments
- Temporarily assign employees who are not designated as Assigned Personnel to other departments, when possible
- Require Assigned Personnel to report to work if they are on pre-approved leave, but are available and able to work

For the first 72 hours during activation of the COOP, all employees in the affected department will continue to receive their normal pay. The leave for employees who have scheduled pre-approved leave (sick, vacation, compensatory time, etc.) during this 72-hour period will be recorded on the time sheet as previously scheduled. Employees designated as Assigned Personnel who call in sick during this 72-hour period, and sick leave is approved, shall have their sick leave balance reduced in accordance with their regularly scheduled hours.

After 72 hours, the department director will require employees who are not designated as Assigned Personnel and who have not been temporarily reassigned to use their accrued vacation or compensatory time. Employees may take approved leave without pay. Employees who do not have accrued leave will be required to take leave without pay.

In all cases, employees covered by a collective bargaining agreement shall be governed by the terms of the applicable agreement. If there is no language in the applicable collective bargaining agreement that addresses the activation of the COOP, then this policy shall apply.