

**CITY OF MIRAMAR
PROPOSED CITY COMMISSION AGENDA ITEM**

Meeting Date: September 29, 2025

Presenter's Name and Title: Kanika Stamp, Chief HR Officer/Director of Human Resources

Prepared By: Kanika Stamp, Chief HR Officer/Director of Human Resources

Temp. Reso. Number: 8524

Item Description: Temp. Reso. #8524, APPROVING A COMPREHENSIVE PAY PLAN FOR NON-REPRESENTED EMPLOYEES FOR THE PERIOD BEGINNING OCTOBER 1, 2025, THROUGH SEPTEMBER 30, 2026.

Consent ☐ Resolution ☒ Ordinance ☐ Quasi-Judicial ☐ Public Hearing ☐

Instructions for the Office of the City Clerk: None

Public Notice – As required by the Sec. ____ of the City Code and/or Sec. ____, Florida Statutes, public notice for this item was provided as follows: on ____ in a ____ ad in the ____; by the posting the property on ____ and/or by sending mailed notice to property owners within ____ feet of the property on ____
(fill in all that apply)

Special Voting Requirement – As required by Sec. ____, of the City Code and/or Sec. ____, Florida Statutes, approval of this item requires a ____ (unanimous, 4/5ths etc.) vote by the City Commission.

Fiscal Impact: Yes ☒ No ☐

REMARKS: The financial impact of the FY 2026 CPP is \$1,813,400 which is included in the FY 2026 Proposed Budget.

Content:

- Agenda Item Memo from the City Manager to City Commission
- Resolution TR8254
 - Exhibit A: FY 2026 Comprehensive Pay Plan



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners

FROM: Dr. Roy L. Virgin, City Manager 

BY: Kanika Stamp, Chief HR Officer/Director of Human Resources

DATE: September 24, 2025

RE: Temp. Reso. No. 8524 approving a Comprehensive Pay Plan for non-represented employees for Fiscal Year 2026

RECOMMENDATION: The City Manager recommends approval of Temp. Reso. No. 8524, approving a Comprehensive Pay Plan ("CPP") for Fiscal Year 2026 ("FY 2026")

ISSUE: City Commission Approval is required to adopt the CPP for FY 2026.

BACKGROUND: The City Commission annually approves a CPP to establish salary and incentive parameters for the City's non-represented employees. Benefits and salary changes for approximately 80% of the City's employees are approved in collective bargaining agreements with the City's three unions. The CPP establishes compensation for approximately 20% of the remaining employees (i.e., non-represented professional, supervisory, managerial, and executive staff).

The following list includes the highlights and changes in the FY 2026 CPP:

- 3% COLA for all employees covered by the CPP effective the first full pay period for FY 2026.
- 2% merit pay will be effective April 2026 for employees with "satisfactory" or above performance evaluations. Eligible employees will receive this merit pay the first paycheck in May 2026.
- Living Wage increased to match Broward County's rate of \$15.87 per hour.

DISCUSSION: The current CPP expires on September 30, 2025. An updated CPP that establishes salary and incentive parameters for the City's non-represented employees will enable the City to remain competitive within the labor market by attracting and retaining qualified employees.

ANALYSIS: The financial impact of the FY 2026 CPP is \$1,813,400, which is included in the FY 2026 Proposed Budget.

**CITY OF MIRAMAR
MIRAMAR, FLORIDA**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, APPROVING A COMPREHENSIVE PAY PLAN FOR THE CITY OF MIRAMAR'S UNREPRESENTED EMPLOYEES FOR THE PERIOD BEGINNING OCTOBER 1, 2025, THROUGH SEPTEMBER 30, 2026; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission recognizes the need to adopt a Comprehensive Pay Plan ("CPP") for the City's unrepresented employees for Fiscal Year 2026 ("FY 2026"), in the form attached hereto as Exhibit "A," in order to maintain competitive employment conditions; and

WHEREAS, the City Manager recommends approval of the CPP by adoption of this resolution; and

WHEREAS, the City Commission deems it to be in the best interest of the citizens and residents of the City of Miramar to approve the CPP, attached hereto as Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA AS FOLLOWS:

Section 1: That the forgoing "**WHEREAS**" clauses are ratified and confirmed as being true and correct and are made a specific part of this resolution.

Section 2: That the City Commission approves the Comprehensive Pay Plan for unrepresented employees, attached as Exhibit "A," together with such non-substantial changes as are acceptable to the City Manager and approved as to form and legal sufficiency by the City Attorney.

Reso. No. _____

Section 3: That the provisions of this Resolution are declared to be severable, and if any section, sentence, clause, or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this resolution.

Section 4: That all resolutions or paths thereof, in conflict with this Resolution are repealed to the extent of such conflict.

Section 5: That the appropriate City officials are authorized to do all things necessary and expedient to carry out the aims of this Resolution.

Section 6: That this Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of _____, 2025.

Mayor, Wayne M. Messam

Vice Mayor, Yvette Colbourne

ATTEST:

City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved
this RESOLUTION as to form:

City Attorney,
Austin Pamies Norris Weeks Powell, PLLC

Requested by Administration

Commissioner Maxwell B. Chambers

Commissioner Avril Cherasard

Vice Mayor Yvette Colbourne

Commissioner Carson Edwards

Mayor Wayne M. Messam

Voted

**CITY OF MIRAMAR
COMPREHENSIVE PAY PLAN
FY 2026**

SECTION 1. ESTABLISHMENT

There is hereby established a Comprehensive Pay Plan ("CPP") for the City of Miramar (the "City") for Fiscal Year 2026 (i.e., October 1, 2025, through September 30, 2026) ("FY26") pertaining to all classes of job classifications included in the position categories not specified elsewhere in existing negotiated collective bargaining agreements. All references to Regular Employees in this document refer to Unrepresented Full-Time employees/positions as outlined herein except for Part-time Employees identified in Section 10. All references to "All Employees" refer to Regular Employees and Part-time Employees.

SECTION 2. COMPOSITION OF SALARY RANGES

Salary Ranges within the CPP are in accordance with the following Salary Level schedules listed in this section. An up-to-date list of positions covered under each schedule will be posted on the available on the HR Collective Bargaining Agreements page of the City's intranet (Miramar Pulse).

Any employee with a salary equal to or above the maximum salary on the relevant salary schedule listed in this section will be considered "redlined". A redlined employee is ineligible for any additional increases in their annual salary. Any benefits that result in a salary increase to a redlined employee will be paid, at the full value, in a lump-sum check. This will provide the redlined employee with the full benefit enjoyed by all other employees covered under this CPP without increasing the employee's annual salary.

Salary Band	Salary Levels	Position Categories	Min	Mid	Max	Range Spread
Unrepresented Non-Sworn / Non-IT	SL1	Professional Support	\$39,393	\$51,212	\$63,030	60%
	SL2	Entry-Level Professional	\$47,272	\$61,453	\$75,635	60%
	SL3	Junior-Level Professional/Management	\$60,416	\$77,030	\$93,645	55%
	SL4	Mid-Level Professional/Management	\$70,687	\$90,126	\$109,565	55%
	SL5	Senior-Level Professional/Management	\$84,824	\$108,150	\$131,477	55%
	SL6	Division Head	\$107,726	\$134,657	\$161,589	50%
	SL7	Asst Dept Head	\$123,885	\$151,760	\$179,634	45%
	SL8	Department Head	\$136,273	\$166,935	\$197,596	45%
	SL9	Executive	\$155,352	\$186,422	\$217,493	40%
	SL10	Senior Executive	\$174,305	\$209,166	\$244,027	40%

Salary Levels SL1, SL2, and SL3 includes civil service covered positions, as defined and allowed by Section 16-4(12) of City Code

Salary Band	Salary Levels	Position Categories	Min	Mid	Max	Range Spread
Unrepresented Information Technology	IT1	Junior-Level IT Professional	\$60,416	\$77,030	\$93,645	55%
	IT2	Mid-Level IT Professional	\$70,687	\$90,126	\$109,565	55%
	IT3	Senior-Level IT Professional	\$84,824	\$108,150	\$131,477	55%
	IT4	IT Manager	\$107,726	\$134,657	\$161,589	50%
	IT5	Asst IT Director	\$123,885	\$151,760	\$179,634	45%
	IT6	IT Director	\$136,273	\$166,935	\$197,596	45%

Salary Level IT1 includes civil service covered positions, as defined and allowed by Section 16-4(12) of City Code

Salary Band	Salary Levels	Position Categories	Min	Mid	Max	Range Spread
Unrepresented Sworn Command	PS0	Sworn Administrative Officers	\$92,857	\$116,071	\$139,285	50%
	PS1	Asst Fire Marshal Police Captain	\$126,756	\$146,755	\$158,446	25%
	PS2	Fire Division Chief Fire Marshal Police Major	\$140,962	\$160,256	\$176,202	25%
	PS3	Deputy/Asst Fire Chief Deputy/Asst Police Chief	\$154,075	\$175,000	\$192,594	25%
	PS4	Fire Chief Police Chief	\$169,373	\$193,375	\$211,717	25%

SECTION 3. MINIMUM ENTRANCE SALARY

Regular and Part-time Employees shall be paid a minimum Living Wage in accordance with Ordinance 16-20 approved by the City Commission in FY15. For FY26, the Living Wage is \$15.87 per hour.

The City Manager may amend the salary schedules within the fiscal year to:

- Align with the annual Broward County Living Wage, published each January
- Incorporate changes resulting from final orders of the Public Employment Relations Commission (PERC), or
- Address issues of salary equity, compression, and/or position classification.

The minimum rate of pay for each Regular and Part-time position shall be applied upon original appointment to the City. Exceptions may be approved by the City Manager, or designee, where extraordinary circumstances exist (e.g., extensive relevant experience, difficult-to-hire skillsets, advanced credentials or certifications, or demonstrated recruitment and retention challenges), provided sufficient budgeted funds are available.

SECTION 4. COMPENSATION GUIDELINES

Salaries and benefits for All Employees in the City will be maintained in a reasonable, competitive, and sustainable manner to support recruitment and retention objectives. Salary and benefit adjustments shall be consistent with the expenditure assumptions contained in the City's overall financial business plan.

Notwithstanding other provisions of this Plan, the City Manager retains the authority to establish a specific salary for any employee covered under the CPP.

SECTION 5. PROVISIONS FOR EXECUTIVE STAFF

The City Manager has the authority to structure compensation and benefit packages for employees serving in an executive capacity, subject to the availability of funds within the approved budget. For purposes of this section, executive staff are defined as employees assigned to the Office of the City Manager and any other employees the City Manager designates to serve in an executive function within the organization.

SECTION 6. ANNUAL SALARY & SALARY RANGE ADJUSTMENT

For FY26, all Unrepresented Employees, excluding Commission Staff (i.e., Regular Employees and Part-time Employees), who are employed by the City as of the effective date of this CPP, will receive a 3% Cost of Living Adjustment ("COLA"). The salary ranges in Section 2 have been updated to reflect this COLA.

All Unrepresented Employees hired before October 1, 2025, are eligible to receive a 2% merit increase, provided they achieve a performance rating of "Satisfactory" or above.

- **Annual Evaluation Employees:** Employees who were in a covered position on or before January 1, 2025, will be evaluated for the review period of January 1, 2025, through December 31, 2025. Annual evaluations must be completed by January 31, 2026, and merit increases for eligible employees will be applied in the first pay period of May 2026.
- **Probationary Employees:** Employees hired into a covered position after January 1, 2025, but before October 1, 2025, will be evaluated based on their probationary period. If the probationary period is completed before the May 2026 merit payment, the 2% merit increase will be applied in that merit cycle. If the probationary period extends beyond May 2026, the merit increase will be applied within one payroll cycle following successful completion of probation, provided the employee achieves a rating of "Satisfactory" or above.

Any redlined employees will receive the COLA and/or merit increase in the form of a one- time bonus check, not to their base salary.

SECTION 7. PERFORMANCE MANAGEMENT

Employees who receive a performance rating below "Satisfactory" may be required to participate in an Action Plan or Performance Improvement Plan (PIP) developed by their department's senior management. A Special Evaluation may be conducted at the conclusion of a period not to exceed six months (180 days).

Nothing in this section shall alter the "at will" employment status of non-civil service employees.

SECTION 8. PROMOTIONS & ADJUSTMENTS

- A. Promotional Increases:** A promoted employee shall receive an increase of 7.5% above their current base salary, or the minimum pay rate for the new classification, whichever is greater. However, in no instance shall the promotional increase result in a salary that exceeds the maximum of the applicable salary level (SL). If the calculated increase would place the employee's salary above the maximum, the salary shall be adjusted to the maximum rate of the salary level. Any promotional increase exceeding the maximum of the salary level, or exceeding the greater of 7.5% or the minimum of the new salary grade, requires the approval of the City Manager, based on job-related factors, including demonstrated competency, prior performance, tenure, market conditions, or education/certifications. Salary compression concerns will be reviewed on a case-by-case basis.
- B. Promotional Probation:** Employees covered under the City's Civil Service system who are promoted shall serve a six- month probationary period in the new classification. At the conclusion of this probationary period, the employee shall receive a performance evaluation. If probation is successfully completed, a new anniversary date will be established based on the date of promotion. If probation is not successfully completed, the City Manager or designee may grant a probationary extension not to exceed 60 days. If an extension is denied, the employee shall be demoted to their former classification and their salary reduced by 7.5% or to the top of the prior salary grade, whichever is applicable. The probationary evaluation should not include a salary increase. Employees promoted within their first year of City service shall have their probationary period extended until the later of (a) completion of the six-month promotional probation, or (b) their one-year anniversary with the City.
- C. Temporary Promotions/Upgrade:** An employee who is temporarily promoted to a higher classification due to resignation, termination, or promotion of the incumbent shall receive a retroactive salary increase (effective the date of the temporary promotion) of 7.5% above their current base salary, or the minimum pay rate for the new classification, whichever is greater. This adjustment shall apply for the entire period the employee serves in the higher classification, provided that the temporary lasts at least two weeks. Temporary promotions will ordinarily occur during the process for filling the vacated position.
- D. Salary Adjustments:** The City Manager, or designee, shall have the sole discretion to authorize salary adjustments to address retention, recruitment, salary compression, reorganization, temporary appointment, out-of-class assignments, or other job-related factors consistent with City policy, and based on industry benchmark standards.

The City Manager, or designee, is authorized to approve changes to salary grades and/or benefits for all employees throughout the City to prevent salary grade compaction and to ensure equity in relative salary ranges and benefits.

SECTION 9. BLOCK BUDGETING

Notwithstanding other rules and regulations, and in support of employee development, recruitment, and retention of employees with exemplary performance and conduct, the City Manager may authorize the implementation of "block budgeting" as defined by City Code Section 16-44(f.). Block budgeting may be authorized in coordination with the Human Resources Director and the Management and Budget Director to facilitate the advancement of employees from trainee to entry level, entry to journey level, and journey to lead classifications, consistent with market industry standards.

SECTION 10. PART-TIME EMPLOYMENT

A. General Provisions:

1. Part-time Employees shall be classified as non-exempt and shall be paid hourly wages in bi-weekly increments.
2. Part-time Employees are not eligible for lump-sum payouts but may have their hourly wage adjusted if approved by the City Manager, or designee.
3. Performance appraisals shall be conducted annually for all non-seasonal, non-temporary, Part-Time employees on their employment anniversary date. Failure by the City to conduct an annual evaluation shall not alter the terms or conditions of this CPP.

B. Leave Benefits:

1. Following one (1) year of continuous employment, non-seasonal, non-temporary, part-time employees, who average thirty (30) hours of work per pay period for one year, shall accrue the following City-paid leave benefits:
 - Sick Leave: 1 hour per pay period
 - Vacation Leave: 1.5 hours per pay period
2. Vacation leave carryover for non-seasonal, non-temporary Part-time Employees shall be limited to 80 hours. Any excess vacation leave as of December 31st shall be converted to sick leave.

C. Insurance Benefits:

1. Part-time Employees averaging 30 hours or more per week shall be eligible for single-coverage HMO health insurance and DHMO dental insurance. Employees shall contribute \$15 per pay period towards the cost of this coverage.
2. The City shall also provide a \$5,000 life insurance and accidental death & dismemberment (AD&D) benefit.

D. Holiday Pay: Non-seasonal, non-temporary, Part-time Employees who have completed one year of service shall be eligible for six (6) hours of holiday pay for the following holidays:

- New Year's Day
- Martin Luther King Jr Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Day

1. If the employee works on the holiday, they shall receive six (6) hours of holiday pay in addition to pay for all hours worked. Hours worked in excess of forty (40) in the workweek shall be paid at the overtime rate in accordance with the Fair Labor Standards Act (FLSA).
2. If the employee does not work on the holiday, they shall receive six (6) hours of holiday pay at the straight-time rate.

E. Overtime: All Part-time employees shall be paid in accordance with the Fair Labor Standards Act (FLSA). Overtime is defined as hours worked in excess of forty (40) hours in a workweek.

SECTION 11. EMPLOYMENT BY DIFFERENT DEPARTMENTS

The prescribed rates of pay for a position shall include compensation for all work performed in that classification, regardless of whether the work is assigned in one or more departments. The City Manager may assign employees to work across multiple departments to meet operational needs. For extended assignments, the cost of such services may be proportionally charged to each department; however, the employee's total compensation shall not exceed the established rate of pay for the position. No employee shall be permitted to hold, or be paid for, two positions concurrently within the City.

SECTION 12. TEMPORARY APPOINTMENT

The City Manager may appoint personnel on a temporary or acting basis for a period not to exceed twelve (12) months, provided that background checks have been completed, and sufficient budgeted funds are available due to vacancies in authorized positions, or within the departmental activity budget for the designated position.

Said appointment may be renewed for one additional period of up to twelve (12) months unless an emergency situation exists, as determined by the City Manager. All temporary or acting appointments shall be supported by available funding to cover all payroll-related expenses.

SECTION 13. POST-EMPLOYMENT HEALTH BENEFITS (OPEB)

A. Eligibility: Post-Employment Health Insurance Benefits under this section apply to:

1. Pension-Eligible Retirees: Employees who separate from service and are eligible to receive a normal retirement benefit at the time of separation under a City pension plan. To qualify for OPEB, employees separating under an early retirement provision must elect to begin receiving their pension benefit.
2. Defined Contribution Plan Participants (401a): Employees who previously elected to remain in one of the closed defined contribution plans, provided they meet the retirement definitions established in the City Consolidated Retirement Plan and Trust Fund. For purposes of this section, that means the earlier of:
 - Twenty (20) years of credited service; or,
 - Age sixty-five (65) with at least seven (7) years of credited service.
3. Division Directors and Above: Employees serving in the positions of Division Director, Assistant Director, Deputy Director, Department Director, Executive staff, or equivalent public safety command positions who separate from service, subject to the provisions of Subsection C.

B. Continuation of Coverage: Retirees may continue to access the City's health and dental insurance plans, including dependent coverage, provided the full cost of premiums (as adjusted from time to time) is paid by the retiree, subject to reasonable administrative rules.

C. Benefits for Division Directors and Above: Employees serving in the positions of Division Director, Assistant Director, Deputy Director, Department Director, executive staff, or equivalent public safety command positions shall be eligible for the following benefits:

1. Employees in this category who separate after serving at least three (3) years of service with the City shall be provided one (1) year of employee-only health, dental, and vision coverage for every three (3) years of full-time service, up to a maximum of five (5) years of coverage.
2. Alternatively, employees in this category who have served at least two (2) years in such a position and retire under a City pension plan shall receive employee-only health, dental, and vision insurance coverage until they become eligible for Medicare.
 - a. Upon retirement and/or during a subsequent open enrollment period, eligible retirees may elect to receive this benefit as a monthly cash stipend equal to the value of HMO single coverage, in lieu of the coverage.

D. Retiree Health Insurance Stipend:

1. Employees who retire on or after October 1, 2021, shall receive a monthly stipend of \$15 per year of full-time service with the City, up to a maximum of \$375 per month.

2. Employees retiring from a position classified at Salary Level 6 (SL6) or above at the time of retirement shall receive an additional \$5 per year of service added to their monthly stipend.

3. The stipend will cease upon the retiree's 65th birthday.

E. Vested Entitlements: All benefits described in this Section shall be considered vested entitlements for employees actively employed as of the effective date of the Ordinance adopting this, and any prior, Comprehensive Pay Plan.

SECTION 14. CITY PAID LIFE INSURANCE

The City shall provide a term life insurance benefit to all Regular Employees in an amount equal to one and one half (1.5) times the employee's base salary, up to a maximum of \$280,000, at the City's expense.

SECTION 15. LONGEVITY INCENTIVE

All Regular Employees shall remain eligible for longevity incentive pay, applied to base salary, under the following schedule. Longevity incentive percentages are non-cumulative. For example, an employee with 24 years of service and an annual base salary of \$50,000, will receive longevity pay of 6.25%, for a total salary of \$53,125.

Length of Service	Longevity Incentive
7 to 9 years (completed 7 years)	1.25% during these years
10 to 14 years (completed 10 years)	2.50% during these years
15 to 19 years (completed 15 years)	3.75% during these years
20 to 23 years (completed 20 years)	5.00% during these years
23 years or more (completed 23 years)	6.25% during these years

The City Manager, at his/her discretion, may suspend longevity incentive pay.

SECTION 16. EDUCATIONAL ASSISTANCE PROGRAM

The City supports employees who wish to pursue higher education and professional development. Educational assistance is administered under Administrative Policy Directives and Procedures (APDP) 4.30.1, as may be amended from time to time.

A. Eligibility:

1. Regular Employees who have completed their initial probationary period are eligible to seek participation in the program.
2. Regular part-time employees who have completed one year of continuous service are eligible to seek participation under the provisions of APDP 4.30.1.

B. Annual Funding Limits (Calendar year):

Employment Status	Undergraduate	Graduate	Combination (UG + Grad)	Doctoral (Additional)
Regular Full-Time	\$7,000	\$10,000	\$10,000	\$5,000
Regular Part-Time	\$3,500	\$5,000	\$5,000	\$2,500

- C. Salary Incentive:** Regular Employees who complete a degree under the Educational Assistance Program during this (FY26) Comprehensive Pay Plan (CPP) are eligible for a one-time salary increase of \$2,000 within two (2) pay periods of providing proof of graduation. Employees whose salary is redlined will receive this as a lump-sum payment.
- D. Repayment:** All Employees who voluntarily separate from the City within one (1) year of receiving educational assistance must repay the City in accordance with APDP 4.30.1.
- E. Program Administration:** Participation, eligibility, covered expenses, and payment methods are governed by APDP 4.30.1.

SECTION 17. INCENTIVES FOR EMPLOYEES EXEMPT FROM OVERTIME

A. Standard Allocation:

1. Regular Employees exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) shall receive 80 hours of Position Basis Leave (PBL) at the beginning of each fiscal year (October 1st).
 - Employees hired or promoted into a PBL-eligible position between October 1st and March 31st will be credited with 80 hours.
 - Employees hired or promoted into a PBL-eligible position between April 1st and June 30th, will be credited with 40 hours.
2. New employees are not eligible to use paid leave, including PBL, during their first 90 days of employment.
3. PBL cannot be carried over to the new fiscal year and may be converted to cash.

B. Assistant Directors and above: Employees holding the rank of Assistant Director and above will receive 120 hours of PBL at the beginning of the fiscal year, or 60 hours if hired or promoted into an eligible position between April 1st and June 30th.

C. Additional PBL: The City Manager may authorize additional PBL for exempt employee who:

1. Work extraordinary hours beyond their normal duties;
2. Complete a significant project; or,
3. Perform during a declared emergency (e.g., hurricane response).

Additional PBL is subject to the rules in Subsection A and must be authorized in writing by the City Manager.

At the City Manager's discretion, PBL leave may also be restored to prior maximum levels of 160 hours for Senior Management employees and 120 hours for other eligible full-time Regular Employees.

SECTION 18. VEHICLE AUTHORITY

The City Manager may authorize either the assignment of a vehicle, or the payment of a vehicle allowance, to an employee covered by this Plan. Except for Police and Fire personnel, all employees utilizing vehicles under this section shall be responsible for the cost of fuel for personal, non-job-related use.

SECTION 19. DEFINED BENEFIT PENSION PLAN

The City provides a defined benefit pension plan, known as the Consolidated Pension Plan and Trust Fund, in which non-public safety sworn, full-time employees are required to participate.

- A. Employee Contributions:** 9.5% of base pay, deducted each pay period.
- B. Normal Retirement Eligibility:** Under the Consolidated Plan, employees attain normal retirement eligibility the earlier of:
- Twenty (20) years of credited service; or,
 - Age sixty-five (65) with a minimum of seven (7) years of credited service.

Contribution rates, benefit provisions, and other requirements are established in the Pension Ordinance and detailed in the applicable Summary Plan Description (SPD) available on the Retirement page of the City's intranet (Miramar Pulse).

A limited number of employees who previously elected participation in the 401(a) Defined Contribution Plan prior to its closure may continue under that plan; however, such employees may elect to join the Consolidated Pension Plan at any time.

SECTION 20. HEALTH INSURANCE BENEFITS

The City pays the cost of the employee-only health insurance premium for Regular Employees and for Part-Time Employees who work an average of thirty (30) hours or more per week (as defined in Section 10(C), less an employee contribution of \$15 per bi-weekly pay period.

Employees should review the Annual Benefits Booklet, available on the Benefits page of the City's intranet (Miramar Pulse), for current information on the cost of dependent and spouse coverage.

The City Manager, in his/her sole discretion, may adjust the employee contribution amount, the benefit levels provided, the types of plans offered, and/or the insurance carriers.

SECTION 21. CONTRACT EMPLOYEES

The City Manager may authorize the outsourcing of job positions when, in his/her sole discretion, such action results in cost savings, improved service quality, and/or increased efficiency, subject to the provisions of the City's Code.

SECTION 22. MISCELLANEOUS PROVISIONS

- A. Parity with Bargaining Units:** At the sole discretion of the City Manager, unrepresented sworn Regular Employees of the Fire Rescue and Police Departments may be granted benefits comparable to prevailing salary incentives for the respective Fire and Police collective bargaining units, subject to available funding. The City Manager may also extend GAME contract benefits to other Regular Employees if such benefits exceed the level otherwise provided to unrepresented employees.
- B. Voluntary Payroll Deductions:** Regular Employees may, at their own expense, contribute to Roth IRAs and/or Section 529 College Savings Plans through payroll deduction, subject to programs approved by the City Manager.
- C. Leave Conversion:**
1. Regular Employees may convert accrued paid leave to cash, up to 200 hours annually, provided a balance of at least 80 hours remains in each accrual bank and subject to Department Director approval.
 2. Employees participating in the City's Police or Fire Pension Plans, where deposits of accrued time are permitted, are not eligible for cash-out of accrued sick, vacation, or compensatory leave.
 3. Regular Employees may convert vacation time to sick leave or vice versa; however, converted hours are not eligible for cashout and may be subject to accrual caps under City policy.
 4. Exempt Employees may cash-out up to 100% of Position Basis Leave (PBL).
- D. Retirement Savings Match:** The City shall match employee contributions to a 457 Plan at a rate of 3% of annual base salary.
- E. Furloughs:** The City Manager may implement furlough days for Regular Employees in lieu of salary reductions.
- F. Other benefits:** All other benefits currently in place for Employees that are not addressed in this CPP shall remain unchanged unless amended by action of the City Commission.
- G. Separation Packages:** The City Manager has the discretion to structure separation packages for covered employees, which may include salaries and other benefits.

SECTION 23 - DISCIPLINARY ACTION

The City Manager and his/her designees have the authority to take disciplinary action when warranted. Such action may be taken when an employee fails to perform or behave in a manner that is effective, ethical, and consistent with the obligations and responsibilities of their position.

For non-probationary employees, any disciplinary action that results in the loss of employment property (including dismissal, reduction in pay or rank, or suspension without pay) shall be based on good cause, provide appropriate due process to the affected employee, and not be imposed on the basis of unlawful discrimination.

The following non-exclusive list of activities or actions may result in disciplinary action:

- (1) Conviction, plea of guilty, or plea of nolo contendere, whether or not adjudication was withheld, of a felony, misdemeanor, or criminal infraction which is job related, a crime involving moral turpitude or failure to disclose a conviction, plea of guilty or plea of nolo contendere whether or not adjudication was withheld, for a felony, misdemeanor, or criminal infraction within five (5) regularly scheduled working days following such conviction or plea.
- (2) Absenteeism.
- (3) Absence without leave for three (3) or more consecutive working days or failing to report to work after a leave of absence has expired.
- (4) Excessive tardiness.
- (5) Abuse of sick leave.
- (6) Insubordination or breach of discipline including failure or refusal to comply with a job-related verbal or written directive of a supervisor or manager.
- (7) Incompetence or inability to perform work required for the position.
- (8) Misuse or theft of city property or failure to permit inspection of or turn in city property under the control of the employee upon request.
- (9) Loss of job requirement, such as loss of necessary licenses or certification which prevents adequate or legal performance of assigned duties.
- (10) Willfully providing false information, making false statements or failing to disclose material facts to supervisors, officials, the public, or an agency of the city government.
- (11) Violation of city rules and regulations, including departmental or division rules, or these rules and regulations.
- (12) Misuse or unlawful manufacture, distribution, dispensing, possessing or using controlled substances, including alcoholic beverages, on duty or off duty if such behavior affects or impairs on duty performance.
- (13) Making any false statements in a job application, omission or misrepresentation of pertinent or material information from an application or other intent to deceive the city in an application or examination for employment.
- (14) Violation of ethics, laws or rules, including those provided in these rules and regulations, relative to conflict of interest, acceptance of gifts, nepotism or other policies established by state laws, the city commission or the city manager.
- (15) Refusal to be examined by a city-designated licensed medical professional once so directed.

- (16) Harassing or wantonly offensive conduct or language toward the public, supervisor, or fellow employees, including but not limited to language or conduct reflective of sexism, racism, or bigotry, such as the use of ethnic slurs disparaging comments or unwelcome harassing behavior based upon race, religion, national origin, disability, gender, sexual orientation, or other personal characteristic protected by city policy or state or Federal Civil Rights Law.
- (17) Violence or the threat of violence by any employee of the city directed towards another employee or any other person.
- (18) Possession, use, or threat to use a deadly weapon, including all firearms and explosive devices, in or on city property, including city vehicles, unless carrying such weapon is a necessary or approved requirement of the job.
- (19) Conduct unbecoming a City employee
- (20) The foregoing is not a complete list of all activities which could result in disciplinary action but is intended as a general disciplinary guide for employees and supervisors

This CPP is the complete plan and supersedes all previously established CPPs. Benefits established in prior CPPs, unless specifically terminated in this document, remain in full effect.