

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

Meeting Date: August 18, 2021

Presenter's Name and Title: Randy Cross, Human Resources Director

Temp. Reso. Number: 7469

Item Description: Temp. Reso. No. 7469, APPROVING A COMPREHENSIVE PAY PLAN FOR UNREPRESENTED EMPLOYEES FOR THE PERIOD BEGINNING OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022. (Human Resources Director, Randy Cross)

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 of the City Commission).

Fiscal Impact: Yes ☒ No ☐

REMARKS: Fiscal Impact of \$768,100.

Content:

- Agenda Item Memo from the City Manager to City Commission
- Resolution T 7469
 - Exhibit A: Comprehensive Pay Plan for FY2022
 - Schedule 1 – FY2022 Salary Schedule FT
 - Schedule 2 – FY2022 Salary Schedule PT



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners
FROM:  Vernon E. Hargray, City Manager 
BY: Randy Cross, Human Resources Director
DATE: August 12, 2021
RE: Temp. Reso. No. 7469, approving a Comprehensive Pay Plan for Fiscal Year 2022

RECOMMENDATION: The City Manager recommends approval of Temp. Reso. No. 7469, approving a Comprehensive Pay Plan ("CPP") for Fiscal Year 2022 ("FY2022").

ISSUE: City Commission approval is required to adopt the CPP for FY2022.

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 the compensation for the remaining approximately 20% employees (i.e., non-represented professional, supervisory, managerial, and executive staff). In addition, the CPP provides the accompanying salary schedules for City employees, attached as Exhibit "A." The FY2022 CPP applies only to City employees and does not address Elected Officials.

The following list includes the highlights and changes for the FY 2022 CPP:

- \$1,000 not to base merit bonus check for satisfactory or above performance evaluation for rank of Assistant/Deputy Directors and below.
- 2% COLA effective the first full pay period in October 2021 for all employees covered by the CPP.
- Medical Retirement Benefits:
 - a. Increase retirement medical stipend from \$10 per year of service with maximum of \$250 to \$15 per year of service with maximum of \$375 per month for all CPP retirees

- b. Implement medical coverage for Executive staff equal to 1 year of coverage for every 3 years in executive position.
- 100% of PBL is eligible to be converted to cash
- Combined cash out limit of 120 hours for all other leave time increased to 200 hours

The fiscal impact of the FY 2022 CPP is \$522,600 for the 2% COLA, which is included in the FY 2022 Proposed Budget and \$245,500 for the one-time merit bonus for a total impact of \$768,100.

Temp. Reso. No. 7469
8/5/2021
8/12/2021

**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 UNREPRESENTED EMPLOYEES FOR THE PERIOD BEGINNING
OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022; PROVIDING FOR
SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the City Commission recognizes the need to adopt a Comprehensive Pay Plan ("CPP") for unrepresented employees for Fiscal Year 2022 ("FY2022") (October 1, 2021 through September 30, 2022), 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 foregoing "**WHEREAS**" clauses are ratified and confirmed as being true and correct and are made a specific part of this Resolution.

Reso. No. _____

Temp. Reso. 7469
8/5/2021
8/12/2021

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.

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 parts 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.

Temp. Reso. No. 7469
8/5/2021
8/12/2021

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

PASSED AND ADOPTED this _____ day of _____.

Mayor, Wayne M. Messam

Vice Mayor, Maxwell B. Chambers

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 Winston F. Barnes
Commissioner Maxwell B. Chambers
Vice Mayor Yvette Colbourne
Commissioner Alexandra P. Davis
Mayor Wayne M. Messam

Voted

Reso. No. _____

**CITY OF MIRAMAR
COMPREHENSIVE PAY PLAN
FY 2022**

SECTION 1. ESTABLISHMENT

There is hereby established a Comprehensive Pay Plan (“CPP”) for the City of Miramar (the “City”) for Fiscal Year 2022 (i.e., October 1, 2021, through September 30, 2022) (“FY22”) pertaining to all classes of job positions included in the attached Schedules I and II, those job positions 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 11 and Schedule II. All references to “All Employees” refer to Regular Employees and Part-time Employees. Regular Employees covered under the CPP are categorized in the following groups:

1. Executive
2. Leadership
3. Management/Professional
4. Entry Level/Professional Support

SECTION 2. COMPOSITION OF SALARY RANGES

Salary Ranges within the CPP are in accordance with the following Salary Level schedule:

Salary Band	Salary Levels	Position Categories	Job Evaluation Score	Min	Mid	Max	Range Spread
Executive	SL10	Senior Executive	1052 - 1174	\$150,000	\$172,500	\$195,000	30%
	SL9	Executive	949 - 1051	\$135,000	\$155,250	\$175,500	30%
Leadership	SL8	Department Head	846 - 948	\$120,000	\$144,000	\$160,000	30%
	SL7	Asst Department Head	745 - 845	\$110,000	\$132,000	\$154,000	40%
	SL6	Division Head	644 - 744	\$95,000	\$118,750	\$142,500	50%
Management / Professional	SL5	Senior-Level Professional/Management	545 - 643	\$70,000	\$91,000	\$112,000	60%
	SL4	Mid-Level Professional/Management	446 - 544	\$56,000	\$72,800	\$89,600	60%
	SL3	Junior-Level Professional/Management	348 - 445	\$48,000	\$62,400	\$76,800	60%
Entry Level / Professional Support	SL2	Entry Level Professional	251 - 347	\$42,000	\$54,600	\$67,200	60%
	SL1	Professional Support	Below 250	\$35,000	\$45,500	\$56,000	60%

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 of Miramar Commission in FY15. For pay purposes, the Living Wage for FY22 shall be set at \$12.50 per hour. The City Manager may amend the salary schedules within the fiscal year because of changes in any relevant final orders from the Public Employment Relations Commission regarding bargaining unit clarifications, or for reasons of salary equity, compression and appropriate position classification.

The minimum rate of pay for each Regular and Part-time job position shall be paid to an employee upon original appointment to the City, unless there are extraordinary circumstances warranting employment at a higher rate of pay such as extensive relevant experience, difficult to hire skill sets, advanced credentials or certifications, or demonstrated difficulty hiring and/or retaining employees in a particular field or discipline. In such cases, the City Manager may authorize the Director of Human Resources to approve 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 overall financial business plan.

SECTION 5. ANNUAL SALARY AND SALARY RANGE ADJUSTMENT

For FY 2022, 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 2% Cost of Living Adjustment ("COLA"). Any redlined employees will receive the COLA increase in the form of a one-time check, not to their base salary.

All Employees at the level of Deputy / Assistant Director and below shall receive a \$1,000 merit bonus in the form of a one-time check, which does not increase the employee's salary, effective on his/her current anniversary date, provided that the employee's performance was satisfactory as indicated on a fully executed annual performance evaluation. An Employee who did not demonstrate satisfactory performance will not receive a merit bonus.

SECTION 6. PAY PLAN AND SALARY RANGES

Salary range maximum for Department Directors shall be at least 10% higher than the salary range maximum of their next lower ranked subordinates.

SECTION 7. PROVISIONS FOR SENIOR MANAGERS

Effective July 1, 2010 and for All Employees, the City may, in the sole discretion of the City Manager, cease its contribution of any percentage of the annual salary of its employees to an authorized Deferred Compensation Plan (i.e., 457 or 401a Plans) and/or other approved tax deferred program into which contributions are made on a pre-tax basis, and earnings accrue on a tax deferred basis. If the City Manager exercises such discretion, these Deferred Compensation Plans and/or other approved tax deferred programs only shall be funded by employee contributions. Notwithstanding the preceding, employees who are in the following classifications: City Manager's Senior Executive Staff (including all Deputy City Manager, Assistant City Managers, Chief Financial Officer, Chief Operations Officer, Chief Budget Officer, Strategic Administration Officer, the Chief Development Officer and Chief Marketing Officer), Department Directors, Deputy and Assistant Directors, who contribute at least 3% of their annual salary to a 457 or 401a Plan, will have their contributions matched by the City with a 6% contribution. Employees in other classifications not listed above who contribute at least 3% of their annual salary to a 457 or 401a Plan, will have their contributions matched by the City will match with a 3% contribution.

SECTION 8. PERFORMANCE MANAGEMENT

- A. Regular Employees who are not members of any collective bargaining unit will be evaluated at least annually. This process will not affect the employment and/or

promotion anniversary dates of such employees. Failure by the City to conduct an annual job evaluation will not alter the terms or conditions of this CPP.

- B. Regular Employees covered by the Civil Service system who have not completed their initial probationary period will receive their evaluation on their one-year anniversary date.
- C. All Employees whose performance is considered by the City Manager to be “Below Satisfactory” or “Unsatisfactory”, may be required to enter into an Action Plan or Performance Improvement Plan developed by the senior management of their department 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. A promoted employee shall receive a 7.5% increase over their present salary, or the minimum pay rate for the new classification, whichever is higher. This increase shall establish the employee’s new annual salary. Salary compression issues will be assessed on a case-by-case basis. Promotional increases greater than 7.5% and above the minimum of the new salary range, can be granted when the promoted employee demonstrates a high competency for the new position or other factors such as prior performance, tenure, market demands, education/certifications, etc. Any increase above the 7.5%, requires the approval of the City Manager or his/her designee.
- 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. If the probationary period has been completed successfully, a new anniversary date will be established based on the date of promotion. If the employee does not successfully complete the probationary period, as determined by the City, he/she may, upon the City Manager or his/her Designee’s approval, be granted a probationary extension, not to exceed 60 days. If the City Manager or his/her Designee denies an extension, the employee shall be demoted to his/her previous classification and their salary shall be reduced by 7.5% or to the top of the new salary grade. The probationary evaluation will not contain a salary increase. If an employee is promoted within their first year of service with the City, their probationary period is extended to the end of the six-month promotional probation, or to the end of the employee’s one-year anniversary, whichever is longer.
- C. An employee who is temporarily promoted to a higher classification due to resignation, termination or promotion of the employee occupying that higher classification, shall receive a retroactive (to the effective date of the promotion) 7.5% salary increase, or the minimum pay rate for the new classification, whichever is higher, for the entire period of time that the employee works in that higher classification, provided that the promoted individual is in the position for 30

days or more. This type of promotion will ordinarily occur during the process for filling the vacated position.

- D. Notwithstanding the above, the City Manager or his/her Designee shall have the sole discretion to authorize a salary adjustment to address issues of retention, recruitment, salary compression, reorganization or for other job-related reasons as prescribed by City policy, which is based on industry bench market standards.
- E. The City Manager 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 and benefits are maintained.

SECTION 10. BLOCK BUDGETING

Notwithstanding other rules and regulations, and in furtherance of employee development and positive recruitment and retention of employees with outstanding performance and behavior records, the City Manager may authorize the implementation of the concept of "block budgeting", as defined by Departmental administrative policies and the City Code, Section 16-44. Block Budgeting may be authorized for the advancement of trainee level professionals to entry level, entry level to journey level, and journey level to lead classification levels as established by market industry standards.

SECTION 11. PART-TIME EMPLOYMENT

- A. Part-time Employees shall be paid hourly wages in bi-weekly increments. Part-time Employees are not eligible for cash payments, but may receive an annual salary adjustment, if specified in the CPP.
- B. Performance appraisals shall be conducted on an annual basis for all non-seasonal part time employees on their anniversary date. Failure by the City to conduct an annual job evaluation will not alter the terms or conditions of this CPP.
- C. Non-seasonal Part-time Employees, who average 30 hours or more of work per pay period for a period of one year, shall accrue the following City paid leave benefit after one year of employment: 1 hour of sick leave per pay period and 1.5 hours of vacation leave per pay period. Sick leave for those job classifications covered by the GAME Collective Bargaining Agreement will accrue as specified in the contract. The City shall also provide a \$5,000 life insurance and accidental death and dismemberment benefit. Non-seasonal Part-time Employees will be limited on the amount of vacation leave remaining at the end of the calendar year, which can be carried over to the following year. At the end of the calendar leave year (December 31), vacation leave in excess of 80 hours, shall be credited to the employee's sick leave account. Credits will be accumulated from January 1 to December 31.
- D. For Part-time Employees who work an average of 30 hours or more per week, the City shall provide single coverage HMO health and DHMO dental insurance. The

employee will pay \$15 per pay period for the single coverage under the health insurance plan.

- E. The following paid holidays will also be provided at a rate of six hours for non-seasonal Part-time Employees:

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

- F. All overtime hours will be paid according to the Fair Labor Standards Act ("FLSA"), that is, overtime hours are hours worked in excess of 40 hours for the workweek.

SECTION 12. EMPLOYMENT BY DIFFERENT DEPARTMENTS

The prescribed rates of pay include payment for all work performed in the work category, even though the work may be performed in more than one department. The City Manager may assign personnel to work in one or more Departments to meet the needs of the City. For extended periods of such assignment, each department may be charged the appropriate share of such services; however, the total compensation received by such employees shall not exceed the prescribed rate of pay for the position. No employee shall be allowed to work in two positions concurrently with the City.

SECTION 13. TEMPORARY APPOINTMENT

- A. The City Manager may appoint personnel temporarily, or in an acting capacity, for an appointed period not to exceed 180 days per appointment, or as specified in the City Code, 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. Said appointment shall be renewable for one additional appointment period only, provided, however, that all budgeted employment position funds, minus any monies required to be expended for the support of temporary appointments authorized above, shall be adequate to meet all employment and payroll related expenses for the balance of the renewed contract or funds are available within the departmental activity budget that contains the designated position.

SECTION 14. POST-EMPLOYMENT HEALTH INSURANCE BENEFITS

- A. The City will continue to permit post-employment access to health and dental insurance benefits, including the dependent coverage choices, if any, made during the open enrollment immediately prior to separation from the City for All Employees who honorably separate from City service, as long as the full costs for such

insurance premiums, as they may change from time to time, are paid at the former employee's expense, subject to reasonable administrative rules.

- B. Employees classified under the Comprehensive Pay Plan as executive staff will be provided one year of employee only health insurance, dental and vision coverage for each three years served in an executive staff position, to a total amount of five years of health insurance, dental and vision coverage.
- C. The City will continue to provide a retiree health insurance stipend for Regular Employees retired, after October 1, 2006 but before October 1, 2021, under the following conditions:
1. The amount of the stipend will be a monthly payment equal to \$10 per year of service to a maximum of \$250 per month.
 2. The health insurance stipend will cease upon the 65th birthday of the retiree.
- D. The City will continue to provide a retiree health insurance stipend for Regular Employees retired after October 1, 2021 under the following conditions:
3. The amount of the stipend will be a monthly payment equal to \$15 per year of service to a maximum of \$375 per month.
 4. The health insurance stipend will cease upon the 65th birthday of the retiree.
- E. The benefits provided under this Section shall be considered as vested benefit entitlements for persons employed as of the effective date of the Ordinance adopting the FY11 Comprehensive Pay Plan.

SECTION 15. CITY PAID LIFE INSURANCE

Term life insurance benefit will be provided to Regular Employees in the amount of one and one half times the employee's base salary, at the City's expense.

SECTION 16. LONGEVITY INCENTIVE

All Regular Employees shall continue to be eligible for the following longevity incentive pay, applicable to their base salary, with the understanding that the amounts are non-cumulative. For example, an employee who has been with the City for 24 years will receive their annual salary of \$50,000 and 3%, for a total annual salary of \$51,500:

<u>Length of Service</u>	<u>Longevity Incentive</u>
15 to 19 years (completed 15 years)	1% during these years
20 to 23 years (completed 20 years)	2% during these years
23 years or more (completed 23 years)	3% during these years

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

SECTION 17. EDUCATIONAL ASSISTANCE PROGRAM

1. The City supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers while with the City. In keeping with this philosophy, the City has established an educational assistance program for expenses incurred through accredited institutions of higher learning. An accredited institution of higher learning is one whose programs have been reviewed and approved by one or more of the commonly recognized educational commissions for organizations legally authorized to review and accredit higher learning programs. The major institutions utilized by the large majority of City employees for tuition reimbursement already meet the standard. These include universities and colleges such as BC, FIU and FAU, as well as the larger and well established private organizations such as NSU, Florida Memorial University, Barry University, University of Phoenix, and University of Miami.
2. All regular employees who have completed their initial probationary period are eligible for participation in this program as long as the courses will prepare City employees for job growth while they are employed with the City. The City shall reimburse each eligible employee who participates in the Educational Reimbursement Program as set forth herein, up to \$5,000 per calendar year for undergraduate courses, not more than \$7,000 per calendar year for graduate courses, and not more than \$7,000 for any combination of undergraduate and graduate courses. The reimbursement is provided based on the class dates as defined in the course catalog and not on the submission date of the receipt. Participation in degreed programs and/or non-credit coursework must be approved by the Department Director and Human Resources Director or designee prior to taking the actual coursework. Failure to do so will result in denial of reimbursement requests. All reimbursement requests must include proper supporting documentation, and be submitted to the Human Resources Department within 30 days of the completion of coursework each period. Details and forms are available in the Human Resource Department.
3. Regular Part Time Employees who have completed two years of consecutive service with the City are eligible to participate in this program consistent with the all other subsections of this Section 17 with the exception that the City shall reimburse each eligible part time employee who participates in the Educational Reimbursement Program as set forth herein, up to \$2,500 per calendar year for undergraduate courses, not more than \$5,000 per calendar year for graduate courses, and not more than \$5,000 for any combination of undergraduate and graduate courses

Within the context of the Education Assistance Program, the City shall reimburse eligible employees, up to the maximum amount set forth above, as follows:

- A. One hundred percent (100%) of the State University System of Florida (www.flbog.edu) resident tuition rates or community college rate for courses at

educational institutions that are directly related to the employee's position or career growth with the City.

- B. Reimbursements shall be made for approved private and non-profit schools up to the annual cap discussed above in subsections 2 and 3 above, without calculating the State rate as part of the reimbursement request process.
- C. Reimbursement shall be made provided the employee receives a grade of "C" or better, pass in pass/fail or 70 or better where such grades are given.
- D. Books and lab fees will be reimbursed on a tiered scale after successful completion of the class as follows: 50% - for a grade of 2.0-2.9 (C), 75% for a grade of 3.0-3.9 (B), and 100% for a grade of 4.0 (A).
- E. Employees shall request preapproval under this Program by submitting the appropriate form to the Department Director. Once the Department Director approves, the form is sent to the Director of Human Resources for review, approval and processing. Employees must pay for their own tuition for which the City will reimburse after approval as outlined above upon the successful completion of each course and supply such proof of attending the course. Papers required for verification shall be a payment receipt and a report of grades received. Reimbursement requests must be timely and submitted to the Human Resources Department within 30 days of the completion of coursework each period.
- F. If an employee voluntarily terminates his/her employment with the City within one year following the completion of any eligible educational program under Section 1 or license fees or tuition costs for training under Section 3, for which such employee has received a refund, then the amount refunded in the prior 12 months shall be repaid by the employee immediately. The amount of any such reimbursement shall be deducted from the employee's final paycheck, in the event that the employee fails to reimburse the City as provided above, and requires the services of any attorney to collect any of said amounts, such attorney's fees and court fees will be added to the amounts owed by the employee to the City.

SECTION 18. INCENTIVES FOR EMPLOYEES EXEMPT FROM FLSA OVERTIME

- A. Regular Employees exempt from the overtime provisions of the FLSA shall receive 80 hours of Position Basis Leave ("PBL") at the beginning of each fiscal year (October 1). Regular Employees hired into PBL eligible positions or promoted from a non-PBL eligible position into a PBL eligible position between October 1st and March 31st will have 80 hours credited to their leave balance. Regular Employees hired into PBL eligible positions or promoted from a non-PBL eligible position into a PBL eligible position between April 1st and June 30th, will have 40 hours credited to their leave balance. New employees are not eligible to use vacation time or PBL for their first 90 days of employment. PBL cannot be carried over to a new fiscal year and may be converted to cash as set forth in Section 23(D).

- B. Regular Employees holding the rank of Deputy/ Assistant Director, or higher, will receive a total of 120 hours of Position Basis Leave or 60 hours, as specified above based upon hire date.
- C. For FLSA exempt Regular Employees, the City Manager is authorized to approve additional PBL for those who work extraordinary amounts of additional time or who have completed a significant project which may include work during the period of a declared emergency such as a Hurricane event. Additional PBL granted in these circumstances will be governed by the same rules outlined in paragraph 'A' above. Any additional PBL time must be authorized in writing and signed by the City Manager. At the City Manager's discretion, PBL leave may be restored to prior levels of 160 and 120 hours for Senior Management employees and Regular employees, respectively.

SECTION 19. VEHICLE AUTHORITY

- A. Consistent with the City's vehicle assignment policy, the City Manager may authorize 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 pursuant to this section shall be responsible for the payment of all fuel that is for personal, non-job-related use.
- B. The City Manager may revise or amend the vehicle use policy in his or her discretion without further approval of the City Commission.

SECTION 20. PROVISIONS FOR MANAGEMENT PENSION PLAN MEMBERS

Effective July 1, 2010, the employee's contribution rate into the City of Miramar Management Retirement Plan (the "Plan") shall be fixed at 13.515% of the employee's compensation. Also, effective July 1, 2010, the City shall make an annual contribution to the Plan in an amount equal to the difference in each year between the total of member contributions for the year and the total cost for the year as shown by the most recent actuarial valuation for the plan. The total cost for any year shall be defined as the total of normal cost plus the additional amount sufficient to amortize the unfunded accrued past service liability over a thirty-year period commencing with the effective date of the Plan.

SECTION 21. HEALTH INSURANCE BENEFITS

The City shall pay the cost of the employee-only premium for health insurance for its Regular Employees and Part Time Employees who work an average of 30 hours or more per week as explained in Section 11, Paragraph 'D', except for an employee share of premium equal to \$15 per bi-weekly pay period. However, the City Manager in his/her sole discretion may change the Regular Employee's share of the premium, the health insurance benefit levels, the types of health insurance plans offered, and/or the insurance carriers.

SECTION 22. 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 23. MISCELLANEOUS PROVISIONS

- A. Upon the sole discretion of the City Manager, Unrepresented 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 GAME contract benefits, if any, which the City Manager may conclude exceeds the level of unrepresented benefits.
- B. All Employees will be permitted, at their own expense, to contribute to Roth IRAs and/or section 529 College Savings Plans through payroll deduction for any such program approved by the City Manager.
- C. Regular Employees may continue the option to convert to cash accrued paid leave up to 420 **200** hours annually when a balance of no less than 80 hours per accrual bank remains and is subject to Department Director approval unless such employee is a participant in the City's Police or Fire Pension Plans, or a member of a Defined Benefit Plan that allows the deposit of accrued time by members, in which case, such employee is excluded from the option to cash-out such accrued sick, vacation and compensatory leave. Regular Employees may likewise convert accrued vacation time to sick leave or vice versa, but converted hours are not subject to cash out and may be subject to accrual caps as outlined by City policy.
- D. Regular Employees shall have the option to convert to cash up to ~~60~~ **100%** of Position Basis Leave.
- E. The City Manager shall have the option to implement furlough days for Regular Employees in lieu of salary reductions.
- F. Other benefits currently in place for All Employees that are not addressed within this CPP will remain unchanged, except by action of the City Commission amending the CPP.
- G. The City Manager has the discretion to structure separation packages for senior management that may include, but not be limited to, salaries and other benefits, for the purpose of reducing personnel costs and eliminating positions.

SECTION 24 - DISCIPLINARY ACTION

It is inherent in the authority of the City Manager and designees to take disciplinary action when warranted, when employees fail to perform or behave in relation to their employment in an effective, ethical and positive manner consistent with their obligations

and responsibilities. Any disciplinary action affecting non-probationary employees which results in the loss of employment property for that employee including, dismissal from employment, reduction in pay or rank, or suspension without pay, shall be based upon good cause and completed in a manner which provides appropriate due process for the affected employee. Disciplinary action shall not be based upon 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.

SALARY SCHEDULE I

FY 2022 Comprehensive Pay Plan
Full Time Positions

Job Class	Position Title	Salary Level	Minimum Salary	Maximum Salary	Civil Service Covered
1008	ACCOUNTING MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1011	ACCOUNTING SYSTEM ANALYST	SL4	\$ 56,000.00	\$ 89,600.00	No
1778	ACCOUNTS PAYABLE MANAGER	SL4	\$ 56,000.00	\$ 89,600.00	No
1012	ACCOUNTS PAYABLE SUPERVISOR	SL4	\$ 56,000.00	\$ 89,600.00	No
1620	ACCREDITATION & PROGRAM MGR	SL5	\$ 70,000.00	\$ 112,000.00	No
1345	ACTIVITY COORDINATOR	SL2	\$ 42,000.00	\$ 67,200.00	Yes
1402	ADMINISTRATION SUPERINTENDENT	SL4	\$ 56,000.00	\$ 89,600.00	No
1686	ADMINISTRATIVE BUDGET MANAGER	SL4	\$ 56,000.00	\$ 89,600.00	No
1021	ADMINISTRATIVE SUPERVISOR	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1788	ADMINISTRATIVE MANAGER I	SL5	\$ 70,000.00	\$ 112,000.00	No
1149	ADMINISTRATIVE MANAGER II	SL6	\$ 95,000.00	\$ 142,500.00	No
1490	ADULT DAY CARE SUPERINTENDENT	SL4	\$ 56,000.00	\$ 89,600.00	No
1543	ARTS & EDUCATION ADMINISTRATOR	SL5	\$ 70,000.00	\$ 112,000.00	No
1888	ASSISTANT DIR OF ECON & BUS DV	SL7	\$ 110,000.00	\$ 154,000.00	No
1381	ASSISTANT GRANTS ACCTG MANAGER	SL4	\$ 56,000.00	\$ 89,600.00	No
1382	ASSISTANT PAYROLL MANAGER	SL4	\$ 56,000.00	\$ 89,600.00	No
1988	ASSISTANT TO THE CITY MANAGER	SL7	\$ 110,000.00	\$ 154,000.00	No
1528	ASST CITY ENGINEER	SL7	\$ 110,000.00	\$ 154,000.00	No
1027	ASST CITY MANAGER	SL10	\$ 150,000.00	\$ 195,000.00	No
1502	ASST DIR OF COMM DEV	SL7	\$ 110,000.00	\$ 154,000.00	No
1029	ASST DIR OF CULTURAL AFFAIRS	SL7	\$ 110,000.00	\$ 154,000.00	No
1030	ASST DIR OF FINANCIAL SERVICES	SL7	\$ 110,000.00	\$ 154,000.00	No
1031	ASST DIR OF HUMAN RESOURCES	SL7	\$ 110,000.00	\$ 154,000.00	No
1515	ASST DIR OF IT	SL7	\$ 110,000.00	\$ 154,000.00	No
1550	ASST DIR OF MGMT & BUDGET	SL7	\$ 110,000.00	\$ 154,000.00	No
1393	ASST DIR OF PARKS RECREATION	SL7	\$ 110,000.00	\$ 154,000.00	No
1032	ASST DIR OF PUBLIC WORKS	SL7	\$ 110,000.00	\$ 154,000.00	No
1084	ASST DIRECTOR OF UTILITIES	SL7	\$ 110,000.00	\$ 154,000.00	No
1449	ASST FIRE MARSHALL/PLANS EXAM	SL5	\$ 70,000.00	\$ 112,000.00	No
1450	ASST PLANNER	SL2	\$ 42,000.00	\$ 67,200.00	Yes
1035	ASST POLICE CHIEF	SL7	\$ 110,000.00	\$ 154,000.00	No
1037	ASST TREASURER	SL4	\$ 56,000.00	\$ 89,600.00	No
1038	ASST UTILITY MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1560	ATHLETIC PROGRAM MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1587	AUDIO VISUAL MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1554	BANQUET MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1579	BENEFIT FUND ANALYST	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1045	BENEFITS ANALYST	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1434	BUDGET ADMINISTRATOR	SL6	\$ 95,000.00	\$ 142,500.00	No
1503	BUDGET ANALYST I	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1057	BUDGET MANAGER	SL6	\$ 95,000.00	\$ 142,500.00	No
1050	BUILDING OFFICIAL	SL6	\$ 95,000.00	\$ 142,500.00	No
1052	BUREAU ADMINISTRATOR	SL5	\$ 70,000.00	\$ 112,000.00	No
1593	BUSINESS DEVELOPMENT COORD	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1859	BUSINESS DIVERS ADMINISTRATOR	SL6	\$ 95,000.00	\$ 142,500.00	No
1715	C.A.R.E PROGRAM MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1583	C.A.R.E PROGRAM SPECIALIST	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1059	CHIEF ACCOUNTANT	SL5	\$ 70,000.00	\$ 112,000.00	No
1977	CHIEF BUDGET OFFICER	SL9	\$ 135,000.00	\$ 175,500.00	No
1060	CHIEF CODE COMPL OFFICER	SL5	\$ 70,000.00	\$ 112,000.00	No
1537	CHIEF FINANCIAL OFFICER	SL9	\$ 135,000.00	\$ 175,500.00	No
1482	CHIEF MARKETING OFFICER	SL8	\$ 120,000.00	\$ 160,000.00	No
1063	CHIEF OPERATION OFFICER	SL9	\$ 135,000.00	\$ 175,500.00	No
1594	CHIEF UTILITY ENGINEER	SL7	\$ 110,000.00	\$ 154,000.00	No

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Full Time Positions

2002	CHIEF WASTEWATER PLANT OPERATOR	SL4	\$ 56,000.00	\$ 89,600.00	No
2001	CHIEF WATER PLANT OPERATOR	SL4	\$ 56,000.00	\$ 89,600.00	No
1065	CITY CLERK	SL8	\$ 120,000.00	\$ 160,000.00	No
1066	CITY ENGINEER	SL8	\$ 120,000.00	\$ 160,000.00	No
1933	CIVIL ENGINEER I	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1068	CIVIL ENGINEER III	SL5	\$ 70,000.00	\$ 112,000.00	No
1071	CODE COMPLIANCE MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1611	COMMUNITY GARDEN SPECIALIST	SL1	\$ 35,000.00	\$ 56,000.00	Yes
1958	COMMUNITY SERVICES PROG SUPT	SL4	\$ 56,000.00	\$ 89,600.00	No
1599	COMMUNITY SVCS OPS SPECIALIST	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1625	COMP & CLASS FACILITATOR	SL5	\$ 70,000.00	\$ 112,000.00	No
1539	COMPLIANCE COORDINATOR	SL4	\$ 56,000.00	\$ 89,600.00	No
1598	CONSTRUCTION SUPERINTENDENT	SL4	\$ 56,000.00	\$ 89,600.00	No
1435	CONTRACT ADMINISTRATION MGR	SL5	\$ 70,000.00	\$ 112,000.00	No
1756	CREATIVE ARTS & GRAPHIC DESIGN	SL4	\$ 56,000.00	\$ 89,600.00	No
1427	CRIME INTELLIGENCE ANALYST	SL4	\$ 56,000.00	\$ 89,600.00	No
1380	CULTURAL EVENT AIDE	SL1	\$ 35,000.00	\$ 56,000.00	Yes
1605	CUST CONTACT & MKTG REL MGR	SL5	\$ 70,000.00	\$ 112,000.00	No
1650	DEPARTMENT ADMINISTRATOR	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1094	DEPARTMENT BUDGET COORDINATOR	SL4	\$ 56,000.00	\$ 89,600.00	No
1447	DEPARTMENT COORDINATOR	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1095	DEPUTY CITY CLERK	SL6	\$ 95,000.00	\$ 142,500.00	No
1096	DEPUTY CITY MANAGER	SL10	\$ 150,000.00	\$ 195,000.00	No
1097	DEPUTY FIRE CHIEF	SL7	\$ 110,000.00	\$ 154,000.00	No
1098	DEVELOPMENT & CAP MGMT COORD	SL4	\$ 56,000.00	\$ 89,600.00	No
1103	DIR OF COMMUNITY DEVELOPMENT	SL8	\$ 120,000.00	\$ 160,000.00	No
1462	DIR OF CULTURAL AFFAIRS	SL8	\$ 120,000.00	\$ 160,000.00	No
1101	DIR OF ECONOMIC & BUSINESS DEV	SL8	\$ 120,000.00	\$ 160,000.00	No
1106	DIR OF FINANCIAL SERVICES	SL8	\$ 120,000.00	\$ 160,000.00	No
1107	DIR OF HUMAN RESOURCES	SL8	\$ 120,000.00	\$ 160,000.00	No
1108	DIR OF INFORMATION TECHNOLOGY	SL8	\$ 120,000.00	\$ 160,000.00	No
1281	DIR OF MANAGEMENT & BUDGET	SL8	\$ 120,000.00	\$ 160,000.00	No
1102	DIR OF PARKS AND RECREATION	SL8	\$ 120,000.00	\$ 160,000.00	No
1109	DIR OF PROCUREMENT	SL8	\$ 120,000.00	\$ 160,000.00	No
1111	DIR OF PUBLIC WORKS	SL8	\$ 120,000.00	\$ 160,000.00	No
1113	DIR OF UTILITIES	SL8	\$ 120,000.00	\$ 160,000.00	No
1112	DIRECTOR OF COMMUNITY SERVICES	SL8	\$ 120,000.00	\$ 160,000.00	No
1115	DIVISION MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1015	E-PLAN ADMINISTRATOR	SL5	\$ 70,000.00	\$ 112,000.00	No
1123	EARLY CHILDHOOD SUPERINTENDENT	SL4	\$ 56,000.00	\$ 89,600.00	No
1928	ECONOMIC DEVELOPMENT ANALYST	SL4	\$ 56,000.00	\$ 89,600.00	No
1919	ELECTRONIC PLANS REVIEW SPEC	SL4	\$ 56,000.00	\$ 89,600.00	No
1610	EMERGENCY MANAGEMENT MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1132	EMERGENCY MANAGEMENT PLANNER	SL4	\$ 56,000.00	\$ 89,600.00	No
1623	ENERGY RESOURCE MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1974	ERP ADMINISTRATOR	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1548	EVENT SERVICES SUPERVISOR	SL4	\$ 56,000.00	\$ 89,600.00	No
1549	EVENTS & ACTIVITY COORDINATOR	SL1	\$ 35,000.00	\$ 56,000.00	Yes
1424	EVENTS& VENUE PROMOTIONS MGR	SL5	\$ 70,000.00	\$ 112,000.00	No
1966	EXECUTIVE ADMINISTRATOR	SL5	\$ 70,000.00	\$ 112,000.00	No
1146	FACILITIES MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1564	FACILITY OPERATIONS SUPT	SL4	\$ 56,000.00	\$ 89,600.00	No
1148	FAMILY SERVICES SUPERINTENDENT	SL4	\$ 56,000.00	\$ 89,600.00	No
1174	FIELD SERVICES MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1264	FIELD SERVICES SUPERINTENDENT	SL4	\$ 56,000.00	\$ 89,600.00	No

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Full Time Positions

1651	FINANCIAL SVCS ADMINISTRATOR	SL6	\$ 95,000.00	\$ 142,500.00	No
1153	FIRE CHIEF	SL8	\$ 120,000.00	\$ 160,000.00	No
1878	FIRE DEPARTMENT COORDINATOR	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1158	FIRE DIVISION CHIEF	SL6	\$ 95,000.00	\$ 142,500.00	No
1161	FIRE MARSHAL	SL6	\$ 95,000.00	\$ 142,500.00	No
1305	FISCAL OP MGR	SL5	\$ 70,000.00	\$ 112,000.00	No
1601	FISCAL OPERATIONS ANALYST	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1602	FISCAL OPERATIONS MGMT CONTROL	SL5	\$ 70,000.00	\$ 112,000.00	No
1526	FLEET & TRANSIT LOGIST SPEC	SL4	\$ 56,000.00	\$ 89,600.00	No
1973	FLEET & TRANSIT OPERATIONS MGR	SL5	\$ 70,000.00	\$ 112,000.00	No
1172	GENERAL MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1622	GIS MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1180	GRANTS ACCOUNTING MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1902	GRAPHIC DESIGN & PRODUCTION MG	SL5	\$ 70,000.00	\$ 112,000.00	No
1388	HELP DESK ANALYST I	SL2	\$ 42,000.00	\$ 67,200.00	Yes
1506	HELP DESK MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1652	HOUSING & COMMUNITY DEV ADMINR	SL6	\$ 95,000.00	\$ 142,500.00	No
1881	HR ANALYST I	SL2	\$ 42,000.00	\$ 67,200.00	Yes
1189	HR ANALYST II	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1916	HR DIVISION DIRECTOR	SL6	\$ 95,000.00	\$ 142,500.00	No
1488	HR GENERALIST	SL4	\$ 56,000.00	\$ 89,600.00	No
1192	HR MANAGER	SL6	\$ 95,000.00	\$ 142,500.00	No
1492	INFORMATION SECURITY MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1491	INFORMATION SYSTEMS MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1547	INFORMATION TECHNOLOGY MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1925	INTERGOVERNMENTAL AFFAIRS LIAISON	SL5	\$ 56,000.00	\$ 89,600.00	No
1999	JR ANALYST	SL1	\$ 35,000.00	\$ 56,000.00	Yes
1612	MARKETING COORDINATOR	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1546	MARKETING OPERATIONS MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1493	MULTIMEDIA AND BROADCAST MGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1389	NETWORK ANALYST II	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1433	NETWORK MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1541	OMBUDSMAN COORDINATOR	SL4	\$ 56,000.00	\$ 89,600.00	No
1900	OPERATIONS COORDINATOR	SL2	\$ 42,000.00	\$ 67,200.00	Yes
1294	OPERATIONS MANAGER -COMM SVCS	SL6	\$ 95,000.00	\$ 142,500.00	No
1542	OUTREACH COORDINATOR	SL4	\$ 56,000.00	\$ 89,600.00	No
1276	PARK MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1299	PARKS SUPERINTENDENT	SL4	\$ 56,000.00	\$ 89,600.00	No
1243	PLANNER II	SL4	\$ 56,000.00	\$ 89,600.00	No
1248	POLICE CAPTAIN	SL6	\$ 95,000.00	\$ 142,500.00	No
1249	POLICE CHIEF	SL8	\$ 120,000.00	\$ 160,000.00	No
1250	POLICE MAJOR	SL7	\$ 110,000.00	\$ 154,000.00	No
1365	POLICE PERSONNEL COORDINATOR	SL5	\$ 70,000.00	\$ 112,000.00	No
1561	POLICE PERSONNEL SPECIALIST	SL2	\$ 42,000.00	\$ 67,200.00	Yes
1253	POLICE PLANNER	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1509	PRINCIPAL BUDGET ANALYST	SL5	\$ 70,000.00	\$ 112,000.00	No
1507	PRINCIPAL PLANNER	SL6	\$ 95,000.00	\$ 142,500.00	No
1613	PROCUREMENT ADMINISTRATOR	SL6	\$ 95,000.00	\$ 142,500.00	No
1255	PROCUREMENT ANALYST I	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1588	PROGRAM ADMINISTRATOR	SL5	\$ 70,000.00	\$ 112,000.00	No
1016	PROGRAM MANAGER - COMM SVCS	SL6	\$ 95,000.00	\$ 142,500.00	No
1258	PROGRAMMING ENGINEER	SL5	\$ 70,000.00	\$ 112,000.00	No
1260	PROJECT MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1604	PROJECT MGMT ADMINISTRATOR	SL8	\$ 120,000.00	\$ 160,000.00	No
1955	PROJECTS COORDINATOR	SL3	\$ 48,000.00	\$ 76,800.00	Yes

FY 2022 Comprehensive Pay Plan
Full Time Positions

1263	PUBLIC INFORMATION OFFICER	SL6	\$ 95,000.00	\$ 142,500.00	No
1901	PUBLIC RELATIONS & MEDIA MGR	SL5	\$ 70,000.00	\$ 112,000.00	No
1687	PUBLIC RELATIONS SPECIALIST	SL4	\$ 56,000.00	\$ 89,600.00	No
1529	RECREATION SUPERINTENDENT	SL4	\$ 56,000.00	\$ 89,600.00	No
1444	RECYCLING COORDINATOR	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1530	REGULATORY COMPLIANCE OFFICER	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1453	SECURITY ANALYST I	SL2	\$ 42,000.00	\$ 67,200.00	Yes
1471	SECURITY ANALYST II	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1279	SENIOR BUDGET ANALYST	SL4	\$ 56,000.00	\$ 89,600.00	No
1688	SENIOR DEPARTMENT PERSONNEL CD	SL4	\$ 56,000.00	\$ 89,600.00	No
1877	SENIOR HR GENERALIST	SL5	\$ 70,000.00	\$ 112,000.00	No
1285	SENIOR PLANNER	SL5	\$ 70,000.00	\$ 112,000.00	No
1777	SENIOR PROJECT ENGINEER	SL6	\$ 95,000.00	\$ 142,500.00	No
1971	SENIOR PROJECT MANAGER	SL7	\$ 110,000.00	\$ 154,000.00	No
1152	SNR MANAGEMENT ADMINISTRATOR	SL8	\$ 120,000.00	\$ 160,000.00	No
1297	SOLID WASTE & RECYCLING MGR	SL5	\$ 70,000.00	\$ 112,000.00	No
1915	SPECIAL EVENTS AIDE	SL1	\$ 35,000.00	\$ 56,000.00	Yes
1545	SPECIAL PROJECTS MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1633	SPECIAL PROJECTS ADMINISTRATOR	SL4	\$ 56,000.00	\$ 89,600.00	No
1457	STREETS & DRAINAGE ENGINEER	SL4	\$ 56,000.00	\$ 89,600.00	No
1472	SYSTEMS ANALYST I	SL2	\$ 42,000.00	\$ 67,200.00	Yes
1473	SYSTEMS ANALYST II	SL3	\$ 48,000.00	\$ 76,800.00	Yes
2000	TRAINING & DEVELOPMENT MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1577	TRANSPORTATION & LOGISTICS MGR	SL5	\$ 70,000.00	\$ 112,000.00	No
1443	TRANSPORTATION COORDINATOR	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1320	TREASURER/ACCOUNTS PAYABLE MGR	SL6	\$ 95,000.00	\$ 142,500.00	No
1324	UTILITY BILLING MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1328	UTILITY BILLING SUPERVISOR	SL4	\$ 56,000.00	\$ 89,600.00	No
1329	UTILITY FIELD OPERATIONS MGR	SL5	\$ 70,000.00	\$ 112,000.00	No
1510	UTILITY INSTRUMENT ENGINEER I	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1479	UTILITY SERVICE SAFETY OFFICER	SL4	\$ 56,000.00	\$ 89,600.00	No
1555	UTLITY SERVICE ADMINISTRATOR	SL3	\$ 48,000.00	\$ 76,800.00	Yes
1335	VICTIM ADVOCATE II	SL4	\$ 56,000.00	\$ 89,600.00	No
1518	VICTIM ADVOCATE PROGRAM COORD	SL5	\$ 70,000.00	\$ 112,000.00	No
1339	WASTEWATER COLLECTION SYS SUPT	SL4	\$ 56,000.00	\$ 89,600.00	No
1580	WATER QUALITY/LAB MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1353	WATER RESOURCES MANAGER	SL5	\$ 70,000.00	\$ 112,000.00	No
1484	WATER SYSTEM SUPERINTENDENT	SL4	\$ 56,000.00	\$ 89,600.00	No

SALARY SCHEDULE II

**FY 2022 Comprehensive Pay Plan
Part Time Positions**

Job Class Number	Position Title	Minimum Hourly Rate
1005	ACCOUNT MANAGER - PT	\$ 27.81
1519	ACCOUNTING TECHNICIAN	\$ 15.00
1124	ADMINISTRATIVE ASSISTANT	\$ 12.50
1470	APPRENTICE	\$ 12.50
1024	AQUATIC ATTENDANT - PT	\$ 12.50
1521	AUDIO VISUAL TECHNICIAN	\$ 27.00
1378	BANQUET SERVER	\$ 15.00
1376	BARTENDER	\$ 15.00
1218	BLDG. MAINTENANCE TRAINEE - PT	\$ 12.50
1970	BUDGET ASSISTANT	\$ 12.50
1377	CHEF	\$ 15.00
1125	CLIENT SERVICES COORD PT	\$ 18.00
1467	COMMUNITY GARDEN AIDE	\$ 13.30
1371	CONCIERGE P/T	\$ 12.50
1428	CONTRACT PROJECT MANAGER TEMP	\$ 38.48
1465	CONTRACT PURCHASING MANAGER	\$ 21.00
1464	CONTRACTOR	\$ 12.50
1090	CULTURAL ARTS AIDE - PART-TIME	\$ 12.50
1091	CUSTODIAN - PART-TIME	\$ 12.50
1364	CUSTOMER SERVICE SUPPORT	\$ 18.00
1386	DATA ENTRY CLERK	\$ 15.00
1592	DIGITAL EVIDENCE TECHNICIAN	\$ 15.00
1118	EARLY CHILDHOOD AIDE II - PT	\$ 13.55
1119	EARLY CHILDHOOD AIDE III - PT	\$ 14.30
1121	EARLY CHILDHOOD INSTRUCT I PT	\$ 14.78
1122	EARLY CHILDHOOD INSTRUCT II PT	\$ 15.32
1116	EARLY CHLD CURR SPECIALIST PT	\$ 15.37
1120	EC HOUSEKEEPING AIDE PT	\$ 12.50
1126	EDUCATION INSTRUCTOR - PT	\$ 20.00
1136	EVENT AIDE - PT	\$ 12.50
1419	FEILD MARKETING REP	\$ 12.50
1440	FIELD SERVICE WORKER P/T	\$ 12.50
1411	GENERAL MAINTENANCE AIDE	\$ 12.50
1511	GRANT ANALYST - PART-TIME	\$ 21.00
1179	GRANT ASSISTANT - PART-TIME	\$ 15.00
1191	HR COORDINATOR PT	\$ 18.00

Job Class Number	Position Title	Mininum Hourly Rate
1566	INTERN	\$ 12.50
1373	LEAD USHER	\$ 12.50
1408	LEGISLATIVE SECRETARY- PT	\$ 22.00
1207	LIFEGUARD - PART-TIME	\$ 13.50
1219	MAINTENANCE WORKER - PT	\$ 13.73
1313	MIS ANALYST II- PT	\$ 35.00
1362	MIS LABOR TEMP	\$ 12.50
1523	NETWORK TECHNICIAN	\$ 27.00
1231	OFFICE AIDE III	\$ 13.30
1347	OFFICE SPECIALIST	\$ 15.00
1234	PARK AIDE II - PT	\$ 12.90
1235	PARK AIDE III - PT	\$ 13.30
1236	PARK RANGER - PT	\$ 13.75
1589	PLANNING INTERN	\$ 12.50
1486	PRODUCTION ASSISTANT -PT	\$ 15.00
1336	PROGRAM SPECIALIST - CNA	\$ 12.50
1267	RECREATION AIDE I - PT	\$ 12.50
1268	RECREATION AIDE II - PT	\$ 12.90
1269	RECREATION AIDE III - PT	\$ 13.30
1516	SALES & COMM ENG COORD	\$ 15.00
1203	SENIOR NURSE ADMINISTRATOR	\$ 15.60
1286	SENIOR PROCURE ANALYST - PT	\$ 27.81
1420	SOCIAL SERVICES AIDE I	\$ 12.50
1293	SOCIAL SERVICES AIDE II - PT	\$ 12.90
1475	SOCIAL SERVICES AIDE III - PT	\$ 13.30
1525	SOCIAL SVCS FAC AIDE II - PT	\$ 16.00
1143	SPECIAL EVENTS AIDE - PT	\$ 13.30
1403	STAGE ASSISTANT I	\$ 22.00
1404	STAGE ASSISTANT II	\$ 16.00
1405	STAGE ASSISTANT III	\$ 18.00
1406	STAGE ASSISTANT IV	\$ 22.00
1407	STAGE ASSISTANT V	\$ 23.00
1524	VAN/BUS DRIVER	\$ 18.00
1413	VOLUNTEER COORDINATOR	\$ 12.50
1354	WATER SAFETY INSTRUCTOR - PT	\$ 16.50
1544	GRANTS RESEARCHER/WRITER	\$ 40.87