



HUMAN RESOURCES DIVISION

J. Ricardo Daye, Human Resources Director

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August 26, 2019

TO: Mayor Jerry Demings
- AND -
Board of County Commissioners

A handwritten signature in black ink that reads "J. Ricardo Daye".

FROM: J. Ricardo Daye, Human Resources Director

SUBJECT: Consent Agenda Item – September 10, 2019
FY 2019-20 Non-Bargaining Pay Plan Structure Adjustments, Salary Increase,
Implementation Plan and Personal Leave Sell Program

A. Fiscal Year 2019-20 Non-Bargaining Pay Plan Structure Adjustments

The Human Resources Division has researched pay structure adjustment trends in preparation for the upcoming fiscal year. Recent research indicates that for 2019, nationally, employers will adjust their salary structure for all employee groups on an average of 2%.

As the labor market improves, Orange County must remain competitive in order to attract and retain qualified talent. For the upcoming fiscal year, staff recommends the following:

- Increase the minimum hourly rate for all Contingency pay ranges in the Regular Pay Plan, as well as those in the Administrative and the Mayor/Board of County Commissioners Staff Pay Plans, by 2%.
- Increase the minimum hourly rate for all other pay ranges in the Regular Pay Plan. The new minimum for these pay ranges are consistent with the County's direction of increasing the minimum hourly rate to \$15 by October 2021.
- Increase the maximum of the pay ranges for the Mayor/Board of County Commissioners Staff Pay Plan by 4%. There is no change recommended for the maximum rate for employees in the Administrative and Regular Pay Plans.

B. Fiscal Year 2019-20 Non-Bargaining Salary Increase and Implementation Plan

This year's budget proposal contained a 4% salary increase for all regular, non-bargaining employees. Staff recommends the following implementation:

- Employees who are meeting performance standards will receive a 4% salary increase as an adjustment to their base hourly rate and/or lump sum as necessary.
- Process annual salary increases effective October 6, 2019.



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FY 2019-20 Non-Bargaining Pay Plan Structure Adjustments, Salary Increase and Implementation Plan and Personal Leave Sell Program

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C. Personal Leave Sell Program

Staff recommends offering a Leave Sell Program that will allow all non-bargaining unit employees with a personal leave balance of 100 hours or more an opportunity to participate in an one-time leave sell. The program will allow eligible employees to sell up to 40 hours of accrued leave in calendar year 2020.

Upon Board approval, Human Resources will establish program requirements, communicate participation guidelines with employees and facilitate payout as appropriate.

ACTION REQUESTED: Approval of Regular Employee Pay Plan Structure FY 2019-20, Administrative Pay Plan FY 2019 – 20, and Mayor/Board of County Commissioner Staff FY 2019-20 regarding adjustments, salary increase, implementation plan, effective October 6, 2019 and implementation of a Personal Leave Sell Program.

C: Byron W. Brooks, County Administrator, AICP
Shreya Moolchandani, Compensation & Recruitment Administrator

REGULAR EMPLOYEE PAY PLAN STRUCTURE

FY 2019 - 20

BCC Mtg. Date: September 10, 2019

Pay Grade	FY 19 - 20 Hourly			Pay Grade	FY 19 - 20 Annual		
	Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
008	12.16	14.69	17.21	008	25,293	30,555	35,797
009	13.24	16.00	18.75	009	27,539	33,280	39,000
010	14.16	17.23	20.30	010	29,453	35,838	42,224
011	15.00	18.76	22.51	011	31,200	39,021	46,821
012	16.20	20.39	24.58	012	33,696	42,411	51,126
013	17.50	22.64	27.77	013	36,400	47,091	57,762
014	18.90	24.13	29.36	014	39,312	50,190	61,069
015	20.41	26.45	32.48	015	42,453	55,016	67,558
016	22.25	28.84	35.43	016	46,280	59,987	73,694
017	24.03	31.11	38.18	017	49,982	64,709	79,414
018	25.95	33.08	40.20	018	53,976	68,806	83,616
019	28.03	35.07	42.10	019	58,302	72,946	87,568
020	30.27	38.28	46.29	020	62,962	79,622	96,283
021	32.69	41.86	51.03	021	67,995	87,069	106,142
022	35.31	44.28	53.25	022	73,445	92,102	110,760
023	38.13	46.76	55.38	023	79,310	97,261	115,190
024	41.18	50.32	59.46	024	85,654	104,666	123,677
*24F	29.33	35.83	42.32	*24F	85,644	104,624	123,574
025	44.47	54.40	64.33	025	92,498	113,152	133,806
026	48.03	58.98	69.92	026	99,902	122,678	145,434
027	51.87	65.10	78.33	027	107,890	135,408	162,926
CONTINGENCY RANGES							
051	52.82	68.28	83.73	051	109,866	142,022	174,158
052	57.15	74.41	91.67	052	118,872	154,773	190,674
053	66.20	86.67	107.13	053	137,696	180,274	222,830
054	74.68	96.84	118.99	054	155,334	201,427	247,499
055	84.30	109.66	135.02	055	175,344	228,093	280,842

Effective October 06, 2019

* Fire Rescue 56 Hour Classifications

BCC Mtg. Date: September 10, 2019

Administrative Pay Plan FY 19 - 20						
Pay Grade	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
905	32.06	40.71	49.36	66,685	84,677	102,669
906	33.68	42.79	51.90	70,054	89,003	107,952
907	35.06	44.74	54.41	72,925	93,059	113,173
908	36.29	46.48	56.66	75,483	96,678	117,853
909	37.52	48.26	58.99	78,042	100,381	122,699
910	38.79	50.14	61.49	80,683	104,291	127,899
911	40.91	53.04	65.17	85,093	110,323	135,554
912	43.97	57.25	70.52	91,458	119,080	146,682
913	46.58	60.98	75.37	96,886	126,838	156,770
914	48.99	64.11	79.23	101,899	133,349	164,798
915	51.52	67.44	83.36	107,162	140,275	173,389
916	54.66	71.86	89.06	113,693	149,469	185,245
917	59.00	77.51	96.01	122,720	161,221	199,701
918	62.60	82.57	102.53	130,208	171,746	213,262
919	65.86	86.85	107.84	136,989	180,648	224,307
920	78.56	106.97	135.37	163,405	222,498	281,570
930	1.20	25.60	50.00	2,496	53,248	104,000
999	31.61	48.22	64.84	65,749	100,298	134,867

MAYOR/BOARD OF COUNTY COMMISSIONERS STAFF

BCC Mtg. Date: September 10, 2019

FY 2019 - 20

BCC Pay Plan FY 19 - 20						
Pay Grade	Hourly			Annual		
	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
200	12.62	15.59	18.56	26,250	32,427	38,605
202	15.66	20.78	25.89	32,573	43,222	53,851
204	19.62	25.45	31.27	40,810	52,936	65,042
208	23.59	30.09	36.59	49,067	62,587	76,107
210	25.05	31.77	38.49	52,104	66,082	80,059
211	26.66	33.28	39.90	55,453	69,222	82,992
212	28.15	34.90	41.65	58,552	72,592	86,632
214	33.89	43.25	52.60	70,491	89,960	109,408
216	46.37	59.19	72.00	96,450	123,115	149,760