



HUMAN RESOURCES DIVISION

J. Ricardo Daye, Human Resources Director

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September 4, 2020

TO: Mayor Jerry L. Demings
- AND -
County Commissioners

FROM: J. Ricardo Daye, Human Resources Director

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

SUBJECT: Consent Agenda Item – September 22, 2020
FY 2020-21 Non-Bargaining Regular Pay Plan Structure Adjustments, Salary Increase and Implementation Plan, and Personal Leave Sell Program

A. Fiscal Year 2020-21 Non-Bargaining Regular Pay Plan Structure Adjustments

The FY 2020/2021 budget reflects the Mayor's direction to consider appropriate conservative measures to ensure the long-term financial health of the County. Accordingly, the following changes have been recommended for the upcoming fiscal year:

- Increase the minimum hourly rate for Pay Grades 8, 9, and 10 to \$15 per hour, merging into Pay Grade 10
- Increase the minimum hourly rate for Pay Grade 11 to \$15.30 per hour
- There is no change proposed to the minimum of any other Pay Grade or maximum of the range

This proposal is consistent with the County's direction of increasing the minimum hourly rate to \$15 by October 2021 as announced earlier. The increase of Pay Grade 11 to \$15.30 will ensure that four Pay Grades are not merged into one level and there is some segregation based on roles and responsibilities.

B. Fiscal Year 2020-21 Non-Bargaining Salary Increase and Implementation Plan

Considering the budget guidelines proposed for the upcoming fiscal year, the Human Resources Division recommends the following:

- Employees will receive salary increase adjustment only to move to the minimum of the new range proposed for Pay Grades 8, 9, 10 and 11.
- There will not be any salary increase for any other non-bargaining employees.
- All employees in Regular, Administrative, and BCC/Mayor Support Staff Pay Plans who received a Lump Sum amount last year due to being closer/at maximum of the range will be eligible to receive a Lump Sum if they meet the criteria for Lump Sum payment.
- All salary increases will be processed effective October 4, 2020.



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C. Personal Leave Sell Program

Staff recommends offering a Leave Sell Program that will allow all non-bargaining unit employees (Regular/ BCC-Mayor Support/ Administrative) with a personal leave balance of 200 hours or more an opportunity to participate in a one-time leave sell program. The program will allow eligible employees to sell either 20 hours, 40 hours, or 80 hours of accrued leave in calendar year 2020. Payments will be made during the second and fourth quarter of fiscal year 2021.

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 2020-21, Salary Increase and Implementation Plan effective October 4, 2020, and Personal Leave Sell Program.

C: Byron W. Brooks, County Administrator, AICP
Randy Singh, Deputy County Administrator
Shreya Moolchandani, Compensation & Recruitment Administrator
Kurt Peterson, Manager, OMB

**REGULAR EMPLOYEE PAY PLAN STRUCTURE
 FY 2020 - 21**

BCC Mtg. Date: September 22, 2020

Pay Grade	FY 20 - 21 Hourly			Pay Grade	FY 20 - 21 Annual		
	Minimum	Midpoint	Maximum		Minimum	Midpoint	Maximum
010	15.00	17.65	20.30	010	31,200	36,712	42,224
011	15.30	18.91	22.51	011	31,824	39,333	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

ATTACHMENT A

Effective October 04, 2020

* Fire Rescue 56 Hour Classifications