




Memorandum

DATE: September 16, 2019

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

FROM: 
J. Ricardo Daye, Director, Human Resources Division

SUBJECT: **Consent Agenda – September 24, 2019**
Revisions to the Orange County Policy Manual

CONTACTS: Suzette Shields, Human Resources Division 407-836-5820 and
Reginald Davis, Human Resources Division 407-836-5479

The Human Resources Division continually reviews the Orange County Policy Manual to determine areas needing revision. The most recent review has resulted in proposed changes to Policy 201 Salary Administration - Regular Employee Pay Plan. The proposed revisions are due to requested changes in current procedural practices.

ACTION REQUESTED:

Approval of revisions to Orange County Policy 201 Salary Administration - Regular Employee Pay Plan with an effective date of October 1, 2019.

c Byron W. Brooks, AICP, County Administrator
Randy Singh, Deputy County Administrator

BCC Mtg. Date: September 24, 2019

201 SALARY ADMINISTRATION — REGULAR EMPLOYEE PAY PLAN

POLICY:

The Board of County Commissioners shall approve the Regular Employee Pay Plan and shall be authorized to approve adjustments to the minimum, midpoint and/or maximum rates of the salary grades.

The Board of County Commissioners assigns the County Administrator the responsibility of fairly and equitably administering the Regular Employee Pay Plan.

201.1 JOB CLASSIFICATION PLACEMENT IN SALARY RANGE

All job classification assignments and reassignments must be within the existing pay plan approved by the Board of County Commissioners.

The Human Resources Division shall be responsible for making recommendations to the Board of County Commissioners for market adjustments to the minimum, midpoint and maximum rates of the salary grades.

The salary grade assignment for new job classifications reassignment of existing job classifications and job classification deletions shall be an administrative function under the authority of the Human Resources Division.

201.2 MOVEMENT THROUGH THE SALARY RANGE

Changes to employees' salary may occur through promotion, transfer, reassignment, reclassification, special pay adjustment or annual salary increase.

The County Administrator or their designee shall have the authority to approve salary rates up to the maximum rate of the job classification's assigned salary range for existing employees and new hires.

201.3 PAY ABOVE ASSIGNED SALARY GRADE MAXIMUM RATE

The County Administrator only shall have the authority to approve pay rates above the assigned pay range maximum

201.4 ANNUAL SALARY INCREASES

The Board of County Commissioners may approve salary increases within budgetary constraints established each fiscal year. The granting of salary increases are always subject to the availability of adequate funds. In order to be eligible for an authorized salary increase the employee must meet ~~all of the following criteria: Employee meets the~~ minimum performance and code of conduct standards for the applicable fiscal year; ~~and Employee is not be in a~~ trainee status. Trainees are eligible for increase only if there is a change in structure.

~~▪ Employee is not on probation.~~

~~✓ Employees hired between October–March will be eligible to receive the full salary increase for the next fiscal year (in October) assuming they will not be on probation at the time of implementation.~~

~~✓—Employees hired from April to September will be eligible to receive salary increase the first full pay period the month after completion of their probation period.~~

201.5 ANNUAL LUMP-SUM PAYMENTS

Employees who have reached the maximum rate of their salary grade range (no longer eligible to receive annual increases to their base pay) may be eligible to receive an annual lump-sum payment equal to the amount of base pay increase awarded that year calculated as a percentage of the employee's annualized base pay.

Upon approval by the Board, employees whose base pay rates are nearing the maximum rate of their salary range will receive an annual adjustment in base salary up to the range maximum. If the amount of the percentage increase to base rate is higher than the base maximum base pay for the year, the employee will receive an increase up to the maximum base pay plus an additional annual lump sum payment that together with the increase in base pay equals the approved total base pay increase (base pay adjustment plus lump sum payment) approved by the Board.

201.6 SPECIAL SALARY PAY ADJUSTMENT

The County Administrator may approve base salary increases when a legitimate need arises (significant job change, market driven, internal equity, significant project assignments, degree or training completion).

201.7 PROMOTIONAL INCREASE/ACTING PAY

For promotions and acting pay, employees' rates of pay may be adjusted by 7 ½% or to the minimum of the new pay grade, whichever is greater.

A promotion is defined as the advancement of an employee from one job classification to another classification with a higher maximum salary rate. The promoted employee's pay rate shall be equal to or greater than the minimum of the new pay grade but may not exceed the maximum of the amount of the pay grade established for the new job classification.

An employee may be awarded acting pay when it is anticipated that the position will be vacant for a period of more than fourteen (14) calendar days. Acting Pay is approved by the County Administrator or their designee.

Non-exempt employees working in an acting capacity in an exempt position will be treated as non-exempt and will be paid for all hours worked to include overtime premium, calculated based upon the higher acting pay rate.

Paid time off to include holidays, personal leave and term leave taken while an employee is receiving acting pay will be paid at the higher acting pay rate.

201.8 CALL BACK PAY

Call back pay compensates regular, non-exempt employees who are called to report to work on an unscheduled basis. An employee (excluding employees on stand-by) who is off duty and is called to report to work on an unscheduled basis is eligible for call back pay, if the reporting time is more than four (4) hours before the start of the employee's next regular shift. When an employee is on duty and directed or assigned to continue or remain at work, the extra work time is considered as scheduled work, and the employee is not eligible for minimum call back pay.

An employee eligible for call back pay is paid for the actual hours worked or a minimum of three (3) hours straight time pay, whichever is greater.

201.9 SHIFT DIFFERENTIAL

All exempt and non-exempt regular employees and temporary employees may be eligible to receive shift differential, for hours worked within designated time zones and meeting eligibility criteria.

Non-Exempt Employees: Regularly scheduled shifts of less than 12-hours

Second Shift Differential:

To qualify for second shift differential pay, the following criteria must be met:

- Four or more hours of the shift must be worked between the hours of 3:00pm and 11:00pm

Those employees meeting the above criteria will receive thirty-five cents (\$0.35) per hour or any portion thereof in increments of 1/10th of an hour in addition to their regular rate of pay for only those hours worked in the second shift zone.

Third Shift Differential:

To qualify for third shift differential pay, the following criteria must be met:

- Four or more hours of the shift must be worked between the hours of 11:00 pm and 7:00 am.

Those employees meeting the above criteria will receive fifty cents (\$0.50) per hour or any portion thereof in increments of 1/10th of an hour in addition to their regular rate of pay for only those hours worked in the third shift zone.

Non-Exempt Employees: Regularly scheduled shifts of 12-hours or more

To qualify for 12-hour evening shift differential pay, the following criteria must be met:

- Four or more hours of the shift must be worked between the hours of 6:00 pm and 6:00 am

Those employees meeting the above criteria will receive fifty cents (\$0.50) per hour or any portion thereof in increments of 1/10th of an hour in addition to their regular rate of pay for only those hours worked in the 12-hour or more shift zone.

Exempt Employees

To qualify for shift differential pay, exempt employees scheduled to work and have worked a minimum of forty (40) hours per pay period between the hours of 6:00 pm and 6:00 am will be eligible for shift differential in the amount of forty dollars (\$40.00) for each qualifying pay period.

201.10 STAND-BY PAY

A stand-by duty assignment requires the non-exempt employee to be immediately available for work due to the likelihood of an urgent situation arising during off-duty time. Stand-by assignments may include nights, weekends and holidays.

Non-exempt employees assigned to stand-by duty are eligible to receive two (2) hours of straight-time pay for regular workdays (24-hour period) and for regularly scheduled days off.

Stand-by pay is not considered as time worked for the purpose of calculating overtime pay. Employees receiving stand-by pay will be paid for actual hours worked when called to report to work, but are not

eligible for minimum call back pay.