



Memorandum

DATE: March 7, 2022

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

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

SUBJECT: **Consent Agenda – March 22, 2022**
Revisions to the Orange County Policy Manual

CONTACT: 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 of Policy 201 Salary Administration – Regular Employees and 202 Salary Administration - Administrative Pay Plan propose changes that will allow the County Administrator to establish pay programs designed to recognize staff for creditable years of service with the County.

ACTIONS REQUESTED:

Approval of revisions to Orange County Policy 201 Salary Administration – Regular Employee Pay Plan and Policy 202 Salary Administration – Administrative Pay Plan with an effective date of March 22, 2022.

c Byron W. Brooks, AICP, County Administrator
Carla Bell Johnson, Deputy County Administrator

BCC Mtg. Date: March 22, 2022

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 the minimum performance and code of conduct standards for the applicable fiscal year and not be in a trainee status. Trainees are eligible for increase only if there is a change in structure.

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.

202 Salary Administration – Administrative Pay Plan

POLICY:

The Board of County Commissioners shall approve the Administrative Pay Plan, and shall be authorized to approve adjustments to the minimum, midpoint and/or maximum rates of the salary grades within the plan. The Board authorizes other Incentive Pay Programs as outlined in this policy to promote efficiency and effectiveness in achieving strategic organizational goals and enhance the recruitment, engagement, learning, and retention of critical skills and talent necessary to achieve organizational goals.

The Board of County Commissioners assigns the County Administrator the responsibility of fairly and equitably administering the Administrative Pay Plan for Executive employees and other Incentive Pay Programs.

The Administrative Pay Plan does not cover Mayor/Commission staff.

202.1 Job Classification Placement in Salary Range

The Human Resources Division, at the County Administrator's request, shall be responsible for making recommendations to the Board of County Commissioners for market adjustments to the Administrative Pay Plan salary ranges.

202.2 Movement through the Salary Range

The County Administrator shall recommend to the Board of County Commissioners salary rates for newly hired or promoted Executive employees up to the maximum of the assigned salary pay grade.

The Board of County Commissioners shall approve salary rates for all newly hired or promoted Executive employees, during the appointment process.

202.3 Annual Salary Increases

The Board of County Commissioners may approve salary increases within the budgetary constraints established each fiscal year. The granting of salary increases are always subject to the availability of adequate funds and implementation guidelines.

202.4 Intentionally Left Blank

202.5 Special Salary Pay Adjustment

The County Administrator has the authority to approve base salary increases Executive employees should a legitimate need arise. The Board of County Commissioners must approve a special salary pay adjustment for the County Administrator or County Attorney.

202.6 Acting Pay

The County Mayor may award acting pay to a qualified County executive or regular employee to exercise the powers and perform the duties of the County Administrator during the County Administrator's absence or vacancy of the position.

The County Administrator shall have the authority to award acting pay to an employee designated to perform the duties of a Deputy County Administrator, Department Director, or Division Manager during such executive's absence or vacancy of the position.

Effective: 4/11/2004

Proposed: 3/22/2022 Revised: 04 /26/2015

202.7 Incentive Pay Program

The County Administrator may approve incentive pay programs when a legitimate business need exists. Such programs may not exceed existing budget and will be subject to funding availability. Each program will outline objectives and specify all eligibility and payout criteria.

Effective: 4/11/2004

Proposed: 3/22/2022 Revised: 04 /26/2015