

COMPENSATION ADMINISTRATION

Represented Employees

Management Philosophy

The basis of any compensation program is the management philosophy between the employee and the employees. It is the City's position that the following issues must be addressed with respect to pay:

- The educational requirements and requisite knowledge, skills, and abilities required for each position;
- Supervisory responsibility, scope of authority, and demonstrated technology skills;
- The ability to attract, retain, and motivate quality staff in order to achieve organizational Mission, Vision, and Values;
- The availability of qualified applicants for recruitment, often times based on economic conditions found in the labor market;
- External comparative market/public sector compensation and internal equity and consistency;
- The financial incentive programs that are appropriate for reinforcing organizational goals.

Internal Pay Equity

An internally equitable compensation system compensates employees according to differences in the knowledge, skills, abilities, level of responsibility, impact of work, public contact, supervisory responsibility, scope of authority, and work environment required to perform different jobs in the organization. Occasionally, changed job requirements and reassignments enhance the job duties and responsibilities that make the current incumbent's salary not adequately reflect required duties and responsibilities and it is necessary to address the situation. In these types of circumstances, Human Resources (HR) may recommend an equity adjustment to fairly compensate employees in relationship to the internal and external value of the positions, as approved by the City Manager.

The FY 2019 Proposed Budget includes a compensation philosophy to be utilized when HR recommends a Professional Technical, Operational Management, and/or Executive Management job title to be increased in pay grade, the incumbents in these classifications will receive a one time 2% pay adjustment for each range adjustment made in the pay plan. If the employee is not at the minimum of the range, the employee will be brought to the minimum, and then given a 2% pay adjustment so the employee is not at the minimum where new hires begin.

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External Pay Equity

The FY 2020 Proposed Budget includes 3.00% of total wages for non-represented pay increases. The allocation of this amount will potentially vary based on tenure, and percentage through the pay range. Collective bargaining agreements outline the compensation and annual pay raises for CWA, IAFF, IAFF-Supervisory, PBA, and PBA-Supervisory employees. CWA and IAFF-Supervisory are in labor negotiations.

Employees who are less than 3% below the maximum for their position will have their wage rate increased to the new maximum. The remaining percentage will be paid in a lump sum payment.

Performance Evaluation

The importance and purpose of a performance evaluation is to indicate, specifically and honestly, how the employee is performing and meeting expectations, and what the employee can do to continue being a productive, valuable, and successful member of the organization. The performance evaluation serves as a useful tool for career development with the employee:

- to set performance expectations
- to recognize the employee's performance
- to review strengths, areas requiring improvement, and areas for professional development;
- to provide constructive performance feedback, to include citing specific examples;
- to identify specific and measurable goals for the upcoming review period;
- to serve as a record of accomplishments for future career opportunities.

COMPENSATION ADMINISTRATION

Personal Insurance Credits

The Personal Insurance Credits (PICs) program is a cafeteria type, flexible benefit program where employees are provided a certain number of points (1 point equals 1 dollar) to purchase benefits from a menu of options. This allows employees the option to select benefits based on individual needs. The number of credits for non-represented employees for FY 2020 are calculated on a formula, which includes many factors, but is largely comprised of the cost for single CORE health insurance coverage. The PIC credits are adjusted not only for health insurance premium increases, but also for other benefit allowances (dental, life, etc.) included in the formula.

The credits are adjusted by the health insurance premium charge for CORE single coverage. A portion of the premium for the base health insurance plan for dual and family coverage is also added to the number of credits when the employee selects dual or family coverage. Employees who waive* health insurance coverage will receive credits in an amount equal to base coverage as allocated in FY 2012. Only those employees who select group health insurance through the City will receive the increased credits for dual and family coverage. The number of Personal Insurance Credits for each employee group beginning fiscal year 2017 are displayed in the following table:

	PROF/TECH		OP. MGMT		EXE. MGMT.		CITY COMM.		+Dual	+Fam
	Base	Waive	Base	Waive	Base	Waive	Base	Waive		
FY2017	11,254	9,208	13,179	10,907	15,138	12,543	8,927	7,150	3,622	8,242
FY2018	11,706	9,208	13,699	10,907	15,691	12,543	9,347	7,150	3,818	8,675
FY2019	12,537	9,208	14,627	10,907	16,467	12,543	10,198	7,150	4,197	9,539
FY2020	13,693	9,208	15,671	10,907	17,747	12,543	11,322	7,150	4,702	10,683

**Applicable when an employee elects to waive health insurance through the City of Largo. To waive insurance an employee must prove coverage through another group plan. Another group plan is defined as a spouse's employer's group health insurance plan, a current or previous employer's group health insurance plan, Medicare, or military coverage. Personal insurance credits run on a fiscal year.*

Vehicle Usage

Employees who are required to regularly drive a personal vehicle in the performance of regular work assignments or City-related business may be eligible, at the discretion of the City Manager, for a bi-weekly car allowance up to a maximum of \$200. Employees who use personal vehicles on an incidental basis may be eligible for mileage reimbursement at the current IRS allowable rate, with Department Director approval.

COMPENSATION ADMINISTRATION

Variable/Temporary Employees

In an effort to recognize the changing economy and to provide the ability to manage seasonal and peak work times, a 'Variable' pay group was established. Classifications in this group have one position control number for a pool of employees who work throughout the year on an as-needed basis and may be continuous or carried on throughout the year. These employees work less than 1040 hours in the fiscal year. Variable employees are eligible for longevity recognition, service awards, gift cards, 457 contributions, flu shots, health fair participation and merit increases as provided to non-represented staff, with the exception of any pay over the maximum pa range (not eligible for lump sum). Variable employees are ineligible for group health benefits, leave time and retirement.

The 'Temporary' pay group differs in that these employees are hired for a specific period of time with an established start date and end date. Employees in this group also work less than 1040 hours in the fiscal year. Temporary classifications are not benefit eligible, but may participate in the health fair, flu shots, and 457 contributions. This group may include one position control number for a pool of employees who work throughout the year, or may be assigned to one position.

Represented Employees

Compensation, terms, and conditions of employment are established for represented City employees through contracts with separate union. The five bargaining units are as follows:

- Communications Workers of America (CWA) – general employees, including vocational and clerical
- International Association of Firefighters (IAFF) – Firefighter/EMTs, Firefighter/Paramedics, and Fire Lieutenants
- Police Benevolent Association (PBA) – Police Officers and Police Sergeants
- International Association of Firefighters Supervisory Unit (IAFF) – District Chiefs and Assistant Chiefs
- Police Benevolent Association Supervisory Unit – Police Lieutenants

The bargaining units exist pursuant to State Statutes and regulations of the Florida Public Employee Relations Commission (PERC).

Current Contract Terms

- IAFF – October 7, 2018 – September 30, 2021
- CWA – October 1, 2016 – September 30, 2019 (under negotiation)
- IAFF Supervisory – June 6, 2017 – September 30, 2019 (under negotiation)
- PBA – October 1, 2017 – September 30, 2020
- PBA Supervisory – January 2, 2018 – September 30, 2020

**PAY PLAN
EFFECTIVE OCTOBER 1, 2019**

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
ELECTED OFFICIALS			
Mayor	LEG	(Biweekly) 899.78	(Annual) 23,394.28
Commissioner	LEG	599.90	15,597.40
EXECUTIVE MANAGEMENT			
City Manager	EM	Contract	
Range A		47.10	65.92
Assistant City Manager	EM	97,968.00	137,113.60
Fire Chief	EM		
Police Chief	EM		
Range B		44.86	62.79
Community Development Director	EM	93,308.80	130,603.20
Communications & Engagement Director	EM		
Engineering Services Director	EM		
Environmental Services Director	EM		
Finance Director	EM		
Human Resources Director	EM		
IT Director/CIO	EM		
Library Director	EM		
Performance & Budget Director	EM		
Public Works Director	EM		
Recreation, Parks & Arts Director	EM		
PROFESSIONAL TECHNICAL (PT) and OPERATIONAL MANAGEMENT (OM)			
Range I		12.89	19.34
		26,811.20	40,227.20
Range II		13.49	20.27
		28,059.20	42,161.60
Range III		14.20	21.31
Library Assistant II	PT	29,536.00	44,324.80
Operational Secretary	PT		
Range IV		14.94	22.36
		31,075.20	46,508.80
Range V		15.66	23.49
Facility Management Specialist	PT	32,572.80	48,859.20

<u>Range VI</u>		16.45	24.67
Fire Resource Specialist	PT	34,216.00	51,313.60
Senior Accounting Clerk	PT		
<u>Range VII</u>		17.27	25.92
Athletics Program Supervisor	PT	35,921.60	53,913.60
Box Office Supervisor	PT		
Nature Program Supervisor	PT		
Office Administrator	PT		
<u>Range VIII</u>		18.12	27.17
Children's Program Supervisor	PT	37,689.60	56,513.60
Custodial Foreman	PT		
Librarian	PT		
Parks Foreman	PT		
Planning Technician	PT		
<u>Range IX</u>		19.04	28.52
Civilian Support Supervisor	PT	39,603.20	59,321.60
Library Outreach Liaison	PT		
Technical Operations Supervisor	PT		
<u>Range X</u>		19.98	29.99
Communications & Marketing Specialist	PT	41,558.40	62,379.20
Digital Engagement Specialist	PT		
Executive Assistant to the City Manager	PT		
Executive Assistant to the City Mayor & City Commission	PT		
Housing Construction Specialist	PT		
Housing Finance Specialist	PT		
Human Resources Analyst	PT		
Non-Sworn Fire Inspector	PT		
Payroll Specialist	PT		
Procurement Analyst	PT		
Public Educator – Fire	PT		
Victim Advocate	PT		
<u>Range XI</u>		20.97	31.46
Emergency Communications Supervisor	PT	43,617.60	65,436.80
IT GIS Analyst	PT		
IT Technical Specialist	PT		
Parks Supervisor	PT		
Permitting Services Supervisor	PT		
Planner I	PT		
Special Events Coordinator	PT		
<u>Range XII</u>		22.06	33.04
Accountant	PT	45,884.80	68,723.20
Artistic Supervisor	PT		
Chief Code Enforcement Officer	PT		
Compensation & Classification Analyst	PT		
Custodial Supervisor	PT		
ERP Professional Support	Temp		
Facilities Maintenance Supervisor	PT		

Range XII (cont'd)

Housing Grants Specialist	PT
HR Analyst, Senior	PT
HR Business Partner	PT
Management Analyst I	PT
Multimedia Supervisor	PT
Planner-Scheduler	PT
Plans Examiner	PT
Plans Examiner – Fire	PT
Recreation Program Planner	PT
Recreation Program Supervisor	PT
Risk & Safety Specialist	PT
Solid Waste Supervisor	PT
Streets & Stormwater Supervisor	PT
Treatment Plant Shift Supervisor	PT
Utilities Program Coordinator	PT
Utilities Supervisor	PT

Range XIII

		23.13	34.69
Application Administrator	PT	48,110.40	72,155.20
Assistant Parks Superintendent	PT		
Construction Project Supervisor	PT		
Engineer I	PT		
Greens Superintendent	PT		
Lead Mechanic	PT		
Records & Property Manager	OM		

Range XIV

		24.29	36.42
Asset Management Data Coordinator	PT	50,523.20	75,753.60
Assistant Streets & Stormwater Manager	PT		
Assistant Solid Waste Manager	PT		
Chief Building Inspector	PT		
Chief Engineering Inspector	PT		
Community Engagement Administrator	PT		
Contracts & Procurement Administrator	PT		
Deputy City Clerk	PT		
Economic Development Coordinator	PT		
Environmental Compliance Supervisor	PT		
Environmental Control Supervisor	PT		
Fleet Services Supervisor	PT		
HR Business Partner, Senior	PT		
Intergovernmental Relations Coordinator	PT		
IT GIS Administrator	PT		
IT Network Administrator	PT		
Management Analyst II	PT		
Planner II	PT		
Senior Accountant	PT		
Stormwater Program Administrator	PT		
Sustainability Program Administrator	PT		

Range XV

		25.50	38.26
Borrower Services Manager	OM	53,040.00	79,580.80
Communications & Marketing Manager	OM		
Engineer II	PT		
IT Business Analyst	PT		
IT Enterprise Application Administrator	PT		
Library Services Manager	OM		
Performing Arts Center Manager	OM		
Plans Examiner, Sr.	PT		
Principal Planner	PT		
Recreation Program Manager	OM		

<u>Range XVI</u>		26.78	40.15
Environmental Manager	OM	55,702.40	83,512.00
Housing Manager	OM		
HR & Benefits Supervisor	PT		
IT Project Manager	PT		
IT Security Administrator	PT		
IT Systems Administrator	PT		
Management Analyst III	PT		
<u>Range XVII</u>		28.11	42.16
Assistant Building Official	PT	58,468.80	87,692.80
Code Enforcement Manager	OM		
Parks Superintendent	OM		
Recreation Business Manager	OM		
Treasury Manager	OM		
Wastewater Collection System Manager	OM		
<u>Range XVIII</u>		29.57	44.28
Assistant Library Director	OM	61,505.60	92,102.40
Facilities Manager	OM		
Fleet Manager	OM		
Program Engineer	OM		
Senior Engineer	PT		
Solid Waste Manager	OM		
Streets & Stormwater Manager	OM		
Wastewater Manager	OM		
<u>Range XIX (A)</u>		31.01	46.51
Building Official	OM	64,500.80	96,740.80
Economic Development Manager	OM		
IT Business Services Manager	OM		
IT Customer Service Manager	OM		
IT Infrastructure Manager	OM		
Planning Manager	OM		
<u>Range XIX (B)</u>		37.58	52.61
Division Fire Chief	OM	78,166.40	109,428.80
Police Major	OM		
<u>Range XX</u>		32.56	48.82
Asst. Engineering Services Director	OM	67,724.80	101,545.60
Asst. Environmental Services Director	OM		
Asst. Human Resources Director	OM		
Asst. Recreation, Parks & Arts Director	OM		
Performance & Budget Manager	OM		
City Clerk	OM		
IT Assistant Director	OM		
Risk Manager	OM		
<u>Range XXI (A)</u>		34.18	51.29
Assistant City Attorney	OM	71,094.40	106,683.20
Asst. Community Development Director	OM		
Assistant Finance Director	OM		
<u>Range XXI (B)</u>		41.04	57.47
Deputy Fire Chief	OM	85,363.20	119,537.60
Deputy Police Chief	OM		

VARIABLE / TEMPORARY

Range 1

Intern – High School Student	Temporary	Minimum Wage	
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Range 2

Party Attendant	Variable	9.00	11.25
Snack Bar Attendant	Variable		

Range 3

Athletics Assistant	Variable	10.00	12.50
Events Assistant – Variable	Variable		
Facility Attendant	Variable		
Intern – Undergraduate Student	Temporary	12.50	
Lifeguard – Variable	Variable		
Snack Bar Operator	Variable		
Summer Camp Leader	Temporary		
Temporary Worker	Temporary		

Range 4

School Crossing Guard	Variable	12.25	15.31
Bus Driver	Variable		

Range 5

Fleet Technician Intern	Temporary	15.00	
Intern – Graduate Student			

Range 6

Management Fellow		16.00	
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Range 7

Temporary / Non-Budgeted Employee	Temporary	Range Determined Based on Existing Position Placement In Pay Plan	
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Note: Any position in a Regular (Represented, Professional/Technical or Operational Manager) and Non-Budgeted Temporary Position can be classified in the Variable or Temporary Category upon organizational need to complete special projects/assignments as approved by City Administration.

Reserve School Resource Officer (SRO)

Range 1

Reserve School Resource Officer (SRO)	SRO	22.60	
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COMMUNICATIONS WORKERS OF AMERICA (CWA)

<u>Range 12</u>		13.15	19.15
Courier	CWA	27,347.42	40,618.88
Custodian	CWA		
Event Assistant	CWA		
Library Assistant	CWA		
Library Security Guard	CWA		
Lifeguard	CWA		
Pro Shop Clerk	CWA		
Service Worker	CWA		
<u>Range 13</u>		13.81	20.10
Accounting Clerk	CWA	28,724.80	41,808.00
Bus Driver	CWA		
ERP Technical Support	TEMP		
Grounds Maintenance Worker	CWA		
Office Assistant	CWA		
Recreation Leader I	CWA		
Solid Waste Service Specialist	CWA		
<u>Range 14</u>		14.49	21.12
Office Specialist	CWA	30,139.20	43,929.60
Production Assistant	CWA		
Reclaimed Distribution Tech. Trainee	CWA		
Technical Assistant	CWA		
Streets & Stormwater Technician Trainee	CWA		
Technical Equipment Operator Trainee	CWA		
Wastewater Collection Tech. Trainee	CWA		
<u>Range 15</u>		15.22	22.19
Arborist I	CWA	31,657.60	46,155.20
Fleet Inventory Specialist	CWA		
Permit Technician	CWA		
Property & Evidence Specialist	CWA		
Reclaimed Distribution Technician I	CWA		
Recreation Office Coordinator	CWA		
Records Technician	CWA		
Recreation Leader II	CWA		
Streets & Stormwater Technician I	CWA		
Technical Equipment Operator I	CWA		
Treatment Plant Operator Trainee	CWA		
Wastewater Collection Technician I	CWA		
<u>Range 16</u>		15.98	23.30
Arborist II	CWA	33,238.40	48,464.00
Recreation System Specialist	CWA		
Seniors Program Specialist	CWA		
Spray Technician	CWA		
Tradesworker I	CWA		
<u>Range 17</u>		16.78	24.44
Board Support Specialist	CWA	34,902.40	50,835.20
Horticulture Technician	CWA		
Irrigation Technician	CWA		
Reclaimed Distribution Technician II	CWA		
Solid Waste Driver I	CWA		
Streets & Stormwater Technician II	CWA		
Technical Equipment Operator II	CWA		
Wastewater Collection Technician II	CWA		

Range 18		17.64	25.65
Biosolids Operator	CWA	36,691.20	53,352.00
Community Engagement Specialist	CWA		
Graphic Designer	CWA		
Grounds Equipment Mechanic	CWA		
Inventory Control Coordinator	CWA		
Laboratory Technician	CWA		
Multimedia Technician	CWA		
Reclaimed Distribution Technician, Sr.	CWA		
Streets & Stormwater Technician, Sr.	CWA		
Technical Equipment Operator, Sr.	CWA		
Telecommunicator	CWA		
Tradesworker II	CWA		
Traffic Sign & Marking Technician	CWA		
Treatment Plant Operator C	CWA		
Utilities Mechanic I	CWA		
Wastewater Collection Technician, Sr.	CWA		
Range 19		18.51	26.95
Code Enforcement Officer	CWA	38,500.80	56,056.00
Engineering Technician I	CWA		
Environmental Specialist I	CWA		
Solid Waste Driver II	CWA		
Range 20		19.43	28.28
Aquatics Facility Coordinator	CWA	40,414.40	58,822.40
Engineering Inspector	CWA		
Engineering Technician II	CWA		
Facility Maintenance Coordinator	CWA		
Solid Waste Driver III	CWA		
Streets & Stormwater Maintenance Coordinator	CWA		
Treatment Plant Operator B	CWA		
Utilities Mechanic II	CWA		
Range 21		20.39	29.70
Construction Project Coordinator	CWA	42,411.20	61,776.00
Engineering Technician III	CWA		
Environmental Specialist II	CWA		
Fleet Technician I	CWA		
Treatment Plant Operator A	CWA		
Wastewater Instrumentation Technician	CWA		
Utilities Mechanic, III	CWA		
Range 22		21.41	31.20
Building Inspector	CWA	44,532.80	64,896.00
Range 23		22.48	32.76
Environmental Specialist, Sr.	CWA	46,758.40	68,140.80
Fleet Technician II	CWA		

POLICE BENEVOLENT ASSOCIATION (PBA)

Police Cadet	Non-Union	18.60 36,688.00	
Range 1		23.28	35.44
Police Officer	PBA	48,422.40	73,715.20
Range 2		36.15	43.22
Police Sergeant	PBA	75,192.00	89,897.60

POLICE BENEVOLENT ASSOCIATION (PBA) - SUPERVISORY UNIT

Police Lieutenant	PBA	42.52 88,441.60	50.26 104,540.80
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INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF)

Firefighter / EMT	Draw*:	1,678.65	2,543.51
	IAFF	43,605.15	66,070.81
Firefighter / Paramedic	Draw*	1,928.69	2,926.53
	IAFF	50,100.11	76,020.32
Fire Lieutenant	Draw*	2,619.65	3,103.20
	IAFF	80,609.68	83,027.97

*draw based on 2616 hours annually (draws require detailed calculation)

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF) – SUPERVISORY UNIT

Assistant Fire Chief (2080 Hours Annually)	IAFA	35.89 74,651.20	47.71 99,236.80
District Fire Chief (*2616 hours annually)	Draw*	2,871.20	3,816.80
	IAFA	74,651.20	99,236.80