

## - COMPENSATION ADMINISTRATION - FY 2019 - PAY PLAN

### NON-REPRESENTED EMPLOYEES

#### Management Philosophy:

The basis of any compensation program is the management philosophy between the employer 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.

#### External Pay Equity:

The FY 2019 Proposed Budget includes 3.00% of total wages for non-represented and approximately 4.00% of total wages for IAFF employees' 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-Supervisory, PBA, and PBA-Supervisory employees.

Based on external market conditions, in FY 2019 it is recommended that the non-represented pay ranges increase 2% on the pay range minimum and pay range maximum. Employees that reside at the current maximum of the pay range, and receive a 'meets standards' or better performance evaluation will progress 2% to the new maximum of the range. Employees who are less than 3% below the maximum for their position will have their wage rate increased to the new maximum. There will be no lump sum payments over the maximum for employees when the pay ranges move.

### Retirement Contribution

A 1% increase in the employer's retirement contribution (6% total employer contribution) to the 401(a) Defined Contribution Plan will be made for each non-represented and CWA employee, effective the first pay period of FY 2019.

### Performance Evaluation:

The most important purpose of a performance evaluation is to indicate, specifically and honestly, how the employee is performing and what the employee can do to continue being a productive, invaluable, and successful member of the organization. The performance evaluation serves as a useful tool for career development by serving as a tool for discussion with the employee of the following:

- recognize the employee's performance;
- to review strengths, areas requiring improvement, and areas for professional development;
- to provide 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.

### 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, allows the City to cap benefit costs incurred, and provides for equity among employees. The number of credits for non-represented employees for FY 2019 are calculated on a formula, which includes many factors, but is largely impacted by 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, and 3 Personal Option Days) 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 2015 are displayed in the following table:

	Prof/Tech		Op. Mgmt.		Exec. Mgmt.		City Comm.		+ Dual	+Family
	Base	Waive	Base	Waive	Base	Waive	Base	Waive		
FY 2015	10,072	9,208	11,963	10,907	13,838	12,543	7,931	7,150	3,107	7,060
FY 2016	10,458	9,208	12,314	10,907	14,267	12,543	8,175	7,150	3,302	7,502
FY 2017	11,254	9,208	13,179	10,907	15,138	12,543	8,927	7,150	3,622	8,242
FY 2018	11,706	9,208	13,699	10,907	15,691	12,543	9,347	7,150	3,818	8,675
FY 2019	13,208	9,208	15,613	10,907	17,882	12,543	10,532	7,150	4,276	9,717

*\*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.

### **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 unions. The five bargaining units are as follows:

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

IAFF Supervisory – June 6, 2017 – September 30, 2019

PBA – October 1, 2017 – September 30, 2020

PBA Supervisory – January 2, 2018 – September 30, 2020

**PAY PLAN  
EFFECTIVE OCTOBER 1, 2018**

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

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
<b><u>Range VI</u></b>		16.45	24.67
Fire Resource Specialist	PT	34,216.00	51,313.60
Senior Accounting Clerk	PT		
<b><u>Range VII</u></b>		17.27	25.92
Nature Program Supervisor	PT	35,921.60	53,913.60
Office Administrator	PT		
<b><u>Range VIII</u></b>		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		
Solid Waste Foreman	PT		
<b><u>Range IX</u></b>		19.04	28.52
Crime Analyst	PT	39,603.20	59,321.60
Civilian Support Supervisor	PT		
Library Outreach Liaison	PT		
Technical Operations Supervisor	PT		
<b><u>Range X</u></b>		19.98	29.99
Communications & Marketing Specialist	PT	41,558.40	62,379.20
Executive Assistant to the City Manager	PT		
Housing Construction Specialist	PT		
Housing Finance Specialist	PT		
Human Resources Analyst	PT		
Lead Mechanic	PT		
Library Services Coordinator	PT		
Non-Sworn Fire Inspector	PT		
Procurement Analyst	PT		
Public Educator – Fire	PT		
Sustainability Coordinator	PT		
Victim Advocate	PT		
Web & Marketing Specialist	PT		
<b><u>Range XI</u></b>		20.97	31.46
Emergency Communications Supervisor	PT	43,617.60	65,436.80
Fleet Services Supervisor	PT		
IT GIS Analyst	PT		
IT Technical Specialist	PT		
Parks Supervisor	PT		
Permitting Services Supervisor	PT		
Planner I	PT		
Special Events Coordinator	PT		

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
<b>Range XII</b>		22.06	33.04
Accountant	PT	45,884.80	68,723.20
Artistic Supervisor	PT		
Chief Building Inspector	PT		
Compensation & Classification Analyst	PT		
Custodial Supervisor	PT		
Facilities Maintenance Supervisor	PT		
Housing Grants Specialist	PT		
HR Analyst, Senior	PT		
HR Generalist	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		
<b>Range XIII</b>		23.13	34.69
Assistant Parks Superintendent	PT	48,110.40	72,155.20
Construction Project Supervisor	PT		
Engineer I	PT		
Greens Superintendent	PT		
Records & Property Manager	OM		
<b>Range XIV</b>		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 Construction Inspector	PT		
Community Outreach Coordinator	PT		
Contracts & Procurement Administrator	PT		
Performing Arts Center Manager	OM		
Deputy City Clerk	PT		
Economic Development Coordinator	PT		
Environmental Compliance Supervisor	PT		
Environmental Control Supervisor	PT		
HR Generalist, Senior	PT		
Intergovernmental Relations Coordinator	PT		
IT GIS Administrator	PT		
IT Network Administrator	PT		
Management Analyst II	PT		
Planner II	PT		
Recreation Program Manager	OM		
Stormwater Program Administrator	PT		

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
<b><u>Range XV</u></b>			
Borrower Services Manager	OM	25.50 53,040.00	38.26 79,580.80
Communications & Marketing Manager	OM		
Engineer II	PT		
Golf Course Manager	OM		
IT Business Analyst	PT		
IT Enterprise Application Administrator	PT		
Library Services Manager	OM		
Plans Examiner, Sr.	PT		
Principal Planner	PT		
<b><u>Range XVI</u></b>			
Environmental Manager	OM	26.78 55,702.40	40.15 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		
<b><u>Range XVII</u></b>			
Assistant Building Official	PT	28.11 58,468.80	42.16 87,692.80
Code Enforcement Manager	OM		
Parks Superintendent	OM		
Recreation Business Manager	OM		
Treasury Manager	OM		
Wastewater Collection System Manager	OM		
<b><u>Range XVIII</u></b>			
Assistant Library Director	OM	29.57 61,505.60	44.28 92,102.40
Facilities Manager	OM		
Fleet Manager	OM		
IT Customer Service Manager	OM		
Program Engineer	OM		
Senior Engineer	PT		
Solid Waste Manager	OM		
Streets & Stormwater Manager	OM		
Wastewater Manager	OM		
<b><u>Range XIX (A)</u></b>			
Building Official	OM	31.01 64,500.80	46.51 96,740.80
Economic Development Manager	OM		
IT Business Services Manager	OM		
IT Infrastructure Manager	OM		
Planning Manager	OM		
<b><u>Range XIX (B)</u></b>			
Division Fire Chief	OM	37.58 78,166.40	52.61 109,428.80
Police Major	OM		



<b>CLASSIFICATION</b>	<b>GROUP</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>Range XX</b>			
		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		
<b>Range XXI (A)</b>			
		34.18	51.29
Assistant City Attorney	OM	71,094.40	106,683.20
Asst. Community Development Director	OM		
Assistant Finance Director	OM		
<b>Range XXI (B)</b>			
		41.04	57.47
Deputy Fire Chief	OM	85,363.20	119,537.60
Deputy Police Chief	OM		

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
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**VARIABLE / TEMPORARY**

**Range 1**

Intern – High School Student	Temporary	8.25	
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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		
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**

Intern – Graduate Student	Temporary	12.50	
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**Range 6**

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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CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
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**COMMUNICATIONS WORKERS OF AMERICA (CWA)**

<b><u>Range 11</u></b>		12.24	17.89
Courier	CWA	25,459.20	37,211.20
Custodian	CWA		
Event Assistant	CWA		
Grounds Maintenance Worker	CWA		
Library Security Guard	CWA		
Lifeguard	CWA		
Office Assistant	CWA		
Pro Shop Clerk	CWA		
Recreation Leader I	CWA		
Service Worker	CWA		
<b><u>Range 12</u></b>		12.89	18.77
Library Assistant	CWA	26,811.20	39,041.60
Office Specialist	CWA		
Solid Waste Service Specialist	CWA		
<b><u>Range 13</u></b>		13.54	19.71
Accounting Clerk	CWA	28,163.20	40,996.80
Box Office Coordinator	CWA		
Bus Driver	CWA		
Recreation Office Coordinator	CWA		
Reclaimed Distribution Tech. Trainee	CWA		
Streets & Stormwater Technician Trainee	CWA		
Technical Equipment Operator Trainee	CWA		
Wastewater Collection Tech. Trainee	CWA		
<b><u>Range 14</u></b>		14.21	20.71
Production Assistant	CWA	29,556.80	43,076.80
Recreation Leader II	CWA		
Technical Assistant	CWA		
<b><u>Range 15</u></b>		14.92	21.75
Arborist I	CWA	31,033.60	45,240.00
Business Tax Technician	CWA		
Fleet Inventory Specialist	CWA		
Irrigation Technician	CWA		
Permit Technician	CWA		
Property & Evidence Specialist	CWA		
Reclaimed Distribution Technician I	CWA		
Streets & Stormwater Technician I	CWA		
Technical Equipment Operator I	CWA		
Tradesworker I	CWA		
Treatment Plant Operator Trainee	CWA		
Wastewater Collection Technician I	CWA		

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
<b><u>Range 16</u></b>		15.67	22.84
Arborist II	CWA	32,593.60	47,507.20
Athletics Program Specialist	CWA		
Horticulture Technician	CWA		
Nature Program Specialist	CWA		
Recreation System Specialist	CWA		
Seniors Program Specialist	CWA		
Solid Waste Driver I	CWA		
Spray Technician	CWA		
<b><u>Range 17</u></b>		16.45	23.96
Board Support Specialist	CWA	34,216.00	49,836.80
Graphics Assistant	CWA		
Reclaimed Distribution Technician II	CWA		
Solid Waste Driver II	CWA		
Streets & Stormwater Technician II	CWA		
Technical Equipment Operator II	CWA		
Wastewater Collection Technician II	CWA		
<b><u>Range 18</u></b>		17.29	25.15
Biosolids Operator	CWA	35,963.20	52,312.00
Fleet Technician I	CWA		
Grounds Equipment Mechanic	CWA		
Inventory Control Coordinator	CWA		
Laboratory Technician	CWA		
Multimedia Technician	CWA		
Reclaimed Distribution Technician, Sr.	CWA		
Solid Waste Driver III	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		
<b><u>Range 19</u></b>		18.15	26.42
Code Enforcement Officer	CWA	37,752.00	54,953.60
Engineering Technician I	CWA		
Environmental Specialist I	CWA		
<b><u>Range 20</u></b>		19.05	27.73
Aquatics Facility Coordinator	CWA	39,624.00	57,678.40
Code Compliance Officer	CWA		
Construction Inspector	CWA		
Engineering Technician II	CWA		
Facility Maintenance Coordinator	CWA		
Fleet Technician II	CWA		
Streets & Stormwater Maint. Coordinator	CWA		
Treatment Plant Operator B	CWA		
Utilities Mechanic II	CWA		

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
<b>Range 21</b>		19.99	29.12
Construction Project Coordinator	CWA	41,579.20	60,569.60
Engineering Technician III	CWA		
Environmental Specialist II	CWA		
Treatment Plant Operator A	CWA		
Wastewater Instrumentation Technician	CWA		
Utilities Mechanic, III	CWA		
<b>Range 22</b>		20.99	30.59
Building Inspector	CWA	43,659.20	63,627.20
<b>Range 23</b>		22.04	32.12
Environmental Specialist, Sr.	CWA	45,843.20	66,809.60

**POLICE BENEVOLENT ASSOCIATION (PBA)**

<b>Range 1</b>		22.60	34.40
Police Officer	PBA	47,008.00	71,552.00
<b>Range 2</b>		35.10	41.96
Police Sergeant	PBA	73,008.00	87,276.80

**POLICE BENEVOLENT ASSOCIATION (PBA) - SUPERVISORY UNIT**

Police Cadet	Non-Union	18.60	
		36,688.00	
Police Lieutenant	PBA	41.69	49.27
		86,715.20	102,481.60

**INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF)**

Firefighter / EMT	Draw*:	1,662.03	2,493.63
	IAFF	43,173.42	64,775.30
Firefighter / Paramedic	Draw*	1,909.59	2,869.14
	IAFF	49,604.07	74,529.73
Fire Lieutenant	Draw*	2,593.72	3,042.35
	IAFF	67,375.08	79,029.10

\*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	47.71
		74,651.20	99,236.80
District Fire Chief (*2616 hours annually)	Draw*	2,871.20	3,816.80
	IAFA	74,651.20	99,236.80