

808.6 Subject: Exempt Classifications and Benefit Program

Objective:

Identify and define exempt positions and benefits to include: Executive Management, Senior Management, Civil Service Management, Middle Management, Administrative, and Professional positions.

Authority:

This procedure amended by City Council March 30, 2020, Item A-6.

Direction:

Human Resources Director, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the Chief Administrative Officer or designee.

Method of Operation:

1. Definitions

The following words or phrases for the purpose of this procedure are defined as:

Elected Officials – The Mayor and Commissioners elected to office by vote of the citizens of the City of Orlando.

Appointed Officials – Officers of the City appointed by the Mayor

Executive/Senior Management – All appointed officials.

Executive/Senior Managers shall be shown on the attached list, however, individuals in Executive/Senior Management positions as of August 1, 2003 whose positions do not appear on that list shall continue to be so classified for purposes of City Policy 808.51 during their tenure in that position. Thereafter, the individual in that position will be classified as provided in the attached list.

Exempt Positions – Executive Management, Senior Management, Civil Service Management, Middle Management, Administrative and Professional Positions. Exempt positions are paid on a salaried basis, regardless of hours worked.

Civil Service Management – Personnel whose duties consist of managing a recognized entity within the Police or Fire Department in which they customarily direct employees, have authority to make personnel decisions, and customarily and regularly exercise discretion in their jobs.

Middle Management – Personnel whose primary duties consist of responsible office or non-manual work directly related to management policies or general operations. They are responsible for the accomplishment of an assigned body of work, which includes planning, selecting, or devising the methods and procedures to be used by a group of subordinates. They supervise the activities of these subordinates and assure, in some instances, through subordinate supervisors, performance of the required quantity and quality of work with effectiveness and efficiency. They work under general supervision and customarily and regularly exercise discretion and independent judgment in making important decisions. They spend at least eighty percent (80%) of their time performing these functions.

Administrative – Personnel whose primary duties consist of responsible office or non-manual work directly related to management policies or general operations. They perform functionally diverse activities. Work is governed by general instructions consisting primarily of objectives, priorities, and deadlines and requires the analysis of

broad problems, the planning of interrelated activities, and involves gaining cooperation of and persuading others outside immediate department. They plan the details of work and methods to attain objectives and make recommendations based on designated standards accepted within occupational category and City philosophy. They work under general supervision, assist an executive employee, and regularly exercise discretion and independent judgment in making important decisions. They spend at least eighty percent (80%) of their time performing these functions.

Professional – Personnel whose primary duties consist of work requiring advanced knowledge in a specific field of science or learning, customarily obtained by prolonged courses, specialized instructions and study or work which is creative and requires invention, imagination, or talent. They spend at least eighty percent (80%) of their time performing these types of functions. Examples of professions which meet the "prolonged courses in specialized instruction and study" include accounting and engineering.

2. Policy

This benefit program was designed to aid in attracting and retaining responsible, highly competent management/professional personnel. This procedure outlines special benefits established for employees in exempt categories described above.

3. Description

Those positions defined as exempt in the job description are provided with the following benefits.

a. Management Leave

Inasmuch as Executive Management, Senior Management, Middle Management, Administrative, and Professional personnel are paid on an annual salary basis and are not eligible for overtime or compensatory time, employees in these categories (excluding Mayor and Commissioners) may be granted Managerial Leave.

Management Leave – a specified number of additional leave hours during each calendar year. Management Leave shall be credited as follows:

- i. Executive Management, Senior Management – 64 hours per year.
- ii. Employees in pay grades NB116, NB117 and NB118 as well as Civil Service Management – 40 hours per year.
- iii. Middle Management, Administrative, and Professional employees below pay grade NB116 and those in pay grades S9 and S8 – 24 hours per year.
- iv. Employees in permanent part-time exempt positions will receive fifty percent (50%) of the appropriate level benefit.

Management Leave does not accrue from year to year. At the end of the last pay period beginning in December, and also upon termination, the employee's unused management leave will be forfeited. An employee must be employed for ninety (90) days in an exempt category to be eligible to use the allotted Management Leave of that category.

An individual hired into an exempt job category on or after July 1st will not be eligible for Managerial Leave for that year.

During the first pay period beginning in January, each employee in any of these three (3) categories will be awarded the appropriate number of hours. As the employee uses Management Leave, it is reported on the payroll and deducted from the hours available for that individual. Minimum charge for Management Leave is one (1) hour. All unused Management Leave will be forfeited upon separation from the City.

b. Medical Benefits

Paygrades NB114 – NB124, S9 - S8 and Attorney classifications.

Provided that funds are allocated for this purpose within the City's annual budget, employees in these categories have an additional three hundred and fifty dollars (\$350.00) available each fiscal year (October 1- September 30) for non-reimbursable personal medical expenses, (e.g., routine physical examination, eye examination, glasses, dental work). This does not include expenses incurred by individuals other than the employee. This \$350.00 will not accrue; if not used, any remainder at the end of the fiscal year or upon separation will be forfeited. Expenses must be submitted by the Friday preceding the last pay date in the fiscal year.

This \$350.00 is available on a reimbursable basis. The employee must provide receipts containing the employee's name, stipulating what the expenditures were for, and certifying that the medical expenses were not paid by an insurance company. Medical expenses reimbursed under this policy may also be used to satisfy any deductibles (but not premiums) required by the employee's group health insurance coverage.

Medical Reimbursement Form (Form 808.6.1) must be completed and signed by the employee to apply for reimbursement. The Employee Benefits Section will review and approve the request for reimbursement, if all proper documentation is provided, and forward to Accounting-Payroll for payment on the next payroll check.

c. Recreational Facilities

Refer to Policy and Procedures Section 808.45 for outline of the Wellness Program and recreational facility benefits.

d. Administrative Leave

Since Executive Management, Senior Management, Middle Management, Administrative and Professional personnel are paid on an annual salary basis and are not eligible for overtime or compensatory time, employees in these categories (excluding Mayor and Commissioners) may be granted Administrative

Leave at the discretion of the Office Head/-Division Manager/Department Director. Such Administrative Leave shall only be granted, in extenuating circumstances for a maximum period of eight (8), ten (10) or twelve (12) hours in any pay period, depending on the employee regular work schedule/shift. Anything in excess of one work day/shift (ie, 8, 10, or 12 hours) must be approved in advance in writing by the Chief Administrative Officer or designee. (For Civil Service Management see Civil Service Code Section 10.5, "Administrative Leave.") Administrative Leave is not paid on an hour for hour basis.

Administrative Leave is not chargeable to Sick, Personal Leave, or Managerial Leave, but is reflected on the payroll.

e. Educational Benefit Program

Policy and Procedures Section 808.17 outlines the procedure for educational financial assistance.

f. Longevity Program

Refer to Policy and Procedures Section 808.5 for guidelines and payment schedule.

g. Personal Leave

Refer to Policy and Procedures Section 808.15, "Personal Leave" for personal leave provisions.

4. Administration of Plan

The Human Resources Division is responsible for the administration of this program.

Forms:

Medical Reimbursement Form

Committee Responsibilities:

None.

Reference:

This procedure established March 10, 1980, adopted by City Council April 21, 1980, Item 18; renumbered from 708.6 to 808.6, and amended June 18, 1984, Item 13, A-9; Policy and Procedure 708.31 merged with 808.6 and amended June 29, 1987, Item 12, A-39; amended May 16, 1988, Item 19, A-5; amended February 19, 1990, Item 10, A-4; amended June 21, 1993, Item 2-P; amended August 9, 1993, Item OO; July 24, 1995, Item GG; amended March 11, 1996, Item 3 KK; amended October 21, 1996, Item 8-YY; amended May 22, 2000, Item 8-ZZ; amended July 16, 2000; amended June 03, 2002, Item B24; amended June 18, 2007, Item A-2; amended May 10, 2010, Item A-2; amended October 7, 2019, Item A-3; and amended by City Council March 30, 2020, Item A-6.

Effective Date:

This procedure effective March 30, 2020.

Elected Officials

Mayor

City Commissioners

Appointed Officials

Assistant City Attorney

Budget Division Manager

Business Development Division Manager

Capital Improvement Plan Division Manager

Chief Assistant City Attorney

Chief Administrative Officer

Chief Financial Officer

Chief Information Officer

Chief Negotiator

Chief Procurement Officer

Chief Service Officer

Chief of Staff to Mayor

Chief Venues Officer

Children and Education Program Manager

Children's Affairs Division Manager

City Attorney

City Clerk

City Planning Division Manager

City Prosecutor

Code Enforcement Division Manager

Communications and Neighborhood Relations Director

Controller

Deputy Chief Administrative Officer

Deputy Chief Financial Officer

Deputy Chief Information Officer

Deputy Chief of Staff

Deputy City Attorney

Deputy City Clerk

Deputy Manager of Multicultural Engagement & International Affairs

Deputy Public Works Director-City Engineer

Digital Communications Manager

Director of Audit Services and Management Support

Director of Constituent Services

Director of Economic Development Department

Director of Families, Parks & Recreation Department

Director of Public Works Department

Director of Intergovernmental Relations

Director of Strategic Partnerships

Director of Urban Development

Director of Transportation Department
Economic Development Deputy Director
Emergency Manager
Executive Director of Downtown Development Board
Fire Chief
Fire Deputy Chief
Fleet & Facilities Management Division Manager
Housing Division Manager
Housing and Community Development Director
Human Relations Manager
Human Resources Director
Innovation Official
Leu Gardens Executive Director
Minority Business Enterprise Division Manager
Multicultural Affairs Manager
Museum Director
Parking Division Manager
Parks Division Manager
Permitting Division Manager
Permitting Express Manager
Placemaking and Competitiveness Director

Police Chief

Police Deputy Chief

Police Legal Advisor

Press Secretary

Public Information Officer

Real Estate Division Manager

Recreation Division Manager

Risk Division Manager

Smart City Project Director

Solid Waste Division Manager

Special Assistant to Mayor

Sr. Advisor to Mayor-Homelessness & Social Services

Sr. Advisor to the Mayor for Public Engagement

Streets and Stormwater Division Manager

Sustainability Director

Transportation Deputy Director

Transportation Engineering Division Manager

Transportation Policy Advisor

Treasurer

Venues Booking/Revenue Manager

Venues Development Division Manager

Venues Business Division Manager

Venues Deputy Director

Venues Event Services Division Manager

Venues Marketing Division Manager

Venues Operations Division Manager

Venues Special Project Manager

Wastewater Division Manager