
808.8 SUBJECT: POLICE AND FIRE MANAGEMENT

:1 OBJECTIVE:

Provide non-bargaining Police and Fire Managers with a pay policy and system that is internally equitable and competitive with the relevant labor market. This procedure applies to all Police Captains, Fire Assistant Chiefs and non-bargaining Police Lieutenants and non-bargaining Fire District Chiefs.

:2 AUTHORITY:

This procedure amended by City Council December 11, 2017, Item A-4.

:3 DIRECTION:

Human Resources Division Manager through the Chief Administrative Officer (CAO) or his designee.

:4 METHOD OF OPERATION:

A. Definitions

The following words or phrases, for the purpose of this procedure, shall be defined as:

Base Salary - An employee's annual rate of pay divided by the usual number of hours the employee works. Base salary does not include payments such as paramedic pay, hazardous pay, overtime, longevity, clothing allowance, education/career development pay, lump sum leave payments, uniform patrol compensation, or other forms of remuneration.

Promotion - Movement of an employee from one position to another with a higher rank.

Demotion - Movement of an employee from one position to another with a lower rank.

Management – Non-bargaining employees in the ranks of Police Captain, and Fire Assistant Chief.

Probationary Employee - An employee who has not successfully completed one year employment in the currently assigned Civil Service rank.

Permanent Employee - An employee who has successfully completed the one year probationary period in the currently assigned Civil Service rank.

Rank Anniversary Date - Date of appointment to a new rank by the Fire/Police Chief and certified by the Civil Service Board.

B. Policy

Pay Plan - The Human Resources Division is responsible for the administration and maintenance of the Pay Plan. An annual review of the Plan will be conducted to determine the amount of adjustment to salary ranges, if any, that is needed to keep them competitive and equitable with other non-bargaining employees. Ranges are maintained based on internal and market considerations.

Recommendations for changes in the salary structure are submitted to the Mayor for review and approval. Changes to the actual salaries will be effective the beginning of the pay period closest to October 1st.

C. Description of Plan

This non-bargaining pay plan provides a hierarchy of grades and pay ranges.

D. Administration of Pay Plan

1. Promotions - Employees promoted to Police Captain will receive a nine percent (9%) increase to base pay not to exceed the maximum of assigned pay grade. Employees promoted to Fire Assistant Chief will receive a five percent (5%) increase not to exceed the maximum of assigned pay grade.

Employees that are promoted to Fire Assistant Chief and are certified as paramedics will receive paramedic payments (paid bi-weekly), provided certification is maintained, the position justifies the need for certification, and this need is approved by the Fire Chief; subject to budget funding.

The Human Resources Division will process promotional increases upon receipt of Civil Service Board minutes and written authority of the Police/Fire Chief.

2. Performance Appraisal - All employees will be evaluated using the official performance evaluation systems for Police and Fire Management personnel (see OPD and OFD guidelines for performance appraisal).

The annual review period is from August 1st to July 31st.

Performance appraisals must be completed and submitted to the Human Resources Division, Compensation Section by August 31st. Completed performance appraisal forms will be reviewed for completeness, consistency, and adherence to policy. Annual increases will be made effective the beginning of the pay period closest to October 1st.

Temporary police management employees will be evaluated on the anniversary date of assignment to the temporary management position.

3. Working Out of Classification - An employee who is assigned to work out of classification in a higher position (higher rank) will be paid the starting rate of the higher rank or the percent increase set forth in policy, whichever is greater. To be eligible for out of classification pay, the employee must:

- a) Perform all the required duties of the higher rank;
- b) Be officially appointed by the Chief to serve at the higher rank;
- c) Work in the higher rank at least ten (10) consecutive work days;
- d) Be in a non-probationary status.

Out of Classification compensation will be granted for time actually worked, not to include time spent by employee on personal leave, sick leave, or other absences from the job.

Requests for Working Out of Classification compensation must be submitted, using Form 808.8.1, to the Human Resources Division, Compensation Section for approval.

4. Longevity - Police and Fire Management employees will receive an annual longevity payment based on years of credited pension service as a Civil Service employee. To be eligible for this payment, the employees must have completed the specified number of years of service on or before October 1st of each year and must be employed as of the date of payment. Employees retiring during the months of September and October will be eligible.

Longevity Schedule (it shall also apply to Fire and Police Chiefs and Deputy Chiefs):

Police Management - See Agreement between the City of Orlando & Florida State Lodge Fraternal Order of Police Lieutenants, Article 40.1.

Fire Management - See Agreement between the City of Orlando & The District Chiefs Unit IAFF, Local 1365, Article 19.2.

Payment will be made by separate check in a lump sum each year, subject to required deductions and will be distributed during the month of October.

NOTE: Payment will be made based upon the pay plan to which employee is assigned as of October 1st.

5. Day Incentive – An annual differential of \$4,810, payable quarterly (\$1,202.50), will be provided for non-bargaining Fire District Chiefs who are assigned to a 40-hour work week position to perform administrative duties, as designated by the Fire Chief.

E. Leaves of Absence

1. Job Connected Disability - See Civil Service Code Section 10.01A.
2. Sick Leave Balance Use/Payment Upon Retirement - See Policy & Procedure 808.16.
3. Personal Leave - See Policy & Procedure 808.15. However, for Police and Fire Management the accrual rate for Personal Leave shall be as follows: (it shall also apply to Police and Fire Deputy Chiefs):

- a) Police Management Employees will accrue personal leave at the same rate as the Police Lieutenant Bargaining Unit (See Agreement between the City of Orlando & Florida State Lodge Fraternal Order of Police Lieutenants, Article 14.3).

At the end of the last pay period beginning in December, Personal Leave in excess of 900 hours will be forfeited and not carried forward to the next calendar year.

Personal Leave Buy Down - See Agreement between the City of Orlando & Florida State Lodge Fraternal Order of Police Lieutenants, Article 14.6.

- b) Fire Management employees will accrue personal leave at the same rate as the District Chiefs Bargaining Unit (See Agreement between the City of Orlando & the District Chiefs Unit IAFF, Local 1365, Article 24).

At the end of the last pay period beginning in December, Personal Leave in excess of 800 hours, for employees working a 40 hour week, and 960 hours, for employees working twenty-four (24) hour shifts, will be forfeited and not carried forward to the next calendar year.

Personal Leave Buy Down - See Agreement between the City of Orlando & The District Chiefs Unit IAFF, Local 1365, Article 24.

4. Military Leave (Reserve or Guard Training) - See Policy & Procedure 808.30.
5. Bereavement Leave - See Policy & Procedure 808.11.

:5 FORMS:

Request For Working Out Of Classification Pay, Form 808.8.8.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

This procedure adopted by City Council January 5, 1987, Item 8A-2; amended February 19, 1990, Item 10A-4; amended June 1, 1992, Item 3/P; amended June 21, 1993, Item 2-P; amended August 22, 1994, Item TT; amended July 10, 1995, Item UU; amended March 11, 1996, Item 3KK; amended March 23, 1998 Item 3KKK; amended July 17, 2000, Item 3-FF, amended October 15, 2001, amended by June 3, 2002, Item B24; amended June 21, 2004, Item A7; amended June 18, 2007, Item A-2; amended Item A-2, August 16, 2010; amended December 11, 2017, Item A-4.

:8 EFFECTIVE DATE:

This procedure effective December 11, 2017.