

RULE 15

POSITION CLASSIFICATION AND COMPENSATION PLAN

Position Classification Plan – (15.1)

Compensation Plan – (15.2)

Education Assistance Request Form – 032.C0001.0797

RULE 15 - POSITION CLASSIFICATION AND COMPENSATION PLAN

15.1 Position Classification Plan:

- A. General: The Position Classification Plan shall consist of approved class specifications as adopted by resolution by the City Commission for each class of positions in the General Personnel System of the City of Sarasota. The Director of Human Resources, with the approval of the City Manager or City Auditor and Clerk, for their respective employees, shall prepare and maintain a list of class titles and class specifications for all positions in the classified service and shall allocate all positions to an appropriate class.

The City Commission shall fix the number of members in each particular grade of the Civil Service and may increase or reduce the number in any grade, or may abolish a grade entirely except that there shall be only one (1) Chief of Police, and this office may not be abolished.

Professional, administrative and executive employees shall be designated by the City Manager or City Auditor and Clerk, for their respective employees, and a list of such positions shall be reviewed annually as of November first each year by the City Manager or City Auditor and Clerk, for their respective employees.

- B. Procedure: The Director of Human Resources shall from time to time review the Classification Plan with the City Manager or City Auditor and Clerk, for their respective employees, and Department Heads. After hearing such suggestions and recommendations from supervisors, Department Heads or other interested persons, the Director of Human Resources shall review such information and shall prepare a Classification Plan for the General Personnel System with such modifications as is believed proper, for presentation to and approval of the City Manager or City Auditor and Clerk, for their respective employees.

- C. Allocation of a Position to a Class: In determining the class of positions to which any position should be allocated or reallocated, the specifications of each class shall be read as a whole.

Consideration shall be given to the general and specific duties, responsibilities, working conditions, qualifications required for appointment and relationships to other classes. The use of particular expressions or illustrations as to the duties or responsibilities shall not be held to exclude others not mentioned that are substantially similar as to kind and level of difficulty and responsibility.

- D. New Positions and Changes of Existing Positions: Whenever new positions are authorized and created, whenever the duties and responsibilities of existing positions change, or whenever the classification plan is amended, the Director of Human Resources with the approval of the City Manager or City Auditor and Clerk, for their respective employees, shall allocate or reclassify the affected positions.

- E. Classification Number: The classification number of each title shall be the official classification number of every position allocated to the title for all purposes having to do with the position. This classification number shall be used to designate the position on all

reports of official personnel transactions. No person shall be appointed to or employed in a position under a class title which has not been recommended by the Director of Human Resources and approved by the City Manager or City Auditor and Clerk, for their respective employees.

Such classification numbers for every position shall be reflected in the Personal Services of the Budget Document of the City and the number of positions authorized shall be shown as a whole number.

Classification numbers and titles are as follows:

(1) General Personnel System: Classification numbers are shown in the Position Classification/Compensation Plan of the City.

(2) Civil Service:

Police Department

<u>No.</u>	<u>Title</u>
.20	Chief
.21	Major
.22	Captain
.23	Lieutenant
.24	Sergeant
.25	Patrol Officer 1st Class
.26	Patrol Officer 2nd Class
.27	Permanent Trainee
.28	Patrol Officer 2nd Class (probationary)
.37	Deputy Chief

(3) Charter Officers:

000.01	City Manager
000.02	City Auditor and Clerk

F. Class Specifications: The class specification shall constitute the basis for the tests to be included in the examination procedure for the class and for the evaluation of the qualifications of applicants.

G. Administration of the Classification Plan: A Department Head shall file a prescribed form with the Department of Human Resources when a new position is to be created. The Director of Human Resources shall study and evaluate the position and allocate the position to an appropriate class, or if no appropriate class exists, shall create a new class and prepare a class specification for such new class as specified herein.

H. Reclassification of Position: A Department Head shall file a prescribed form with the Director of Human Resources whenever a permanent and material change is made in the duties and responsibilities of any position. Such form shall clearly describe in detail the changes which have been made in the duties of the position. After an evaluation of the

changes in relation to the total job content has been made, the Director of Human Resources with the approval of the City Manager or City Auditor and Clerk, for their respective employees, shall classify the position in an appropriate class, or if no appropriate class exists, shall create a new class and prepare a class specification for such position, or if the changes are not such that a reclassification is necessary, inform the Department Head in writing of such decision.

A permanent employee who is occupying a position reclassified to a different class shall continue in such position only if he or she is eligible for and is actually appointed to the reclassified position in accordance with the Rules and Regulations governing promotion, transfer or demotion. Any permanent employee whose position is reclassified may compete in examination held to fill the reclassified position. When the position of an employee, through his or her initiative and intelligent application, is developed so that the position warrants a new or different class, the Director of Human Resources shall after investigation determine whether the incumbent should be given status in such new class without promotional examination or whether the best interests of the service will be served by conducting an examination for the position.

- I. Employee Change: No employee, either by classification or reclassification, change of title or otherwise, shall be promoted, demoted, transferred, suspended or reinstated, except in accordance with these Rules and Regulations.

15.2 Compensation Plan:

- A. General: The City Commission shall fix the pay of Civil Service members of the Police Department and may provide for differentials in pay within a grade based upon merit or seniority or both.

At the time of the preparation of the estimates for the annual budget, the Chief of Police shall prepare and recommend a Civil Service compensation schedule for the City Manager on the rate of pay for each grade and the number in each grade in their respective departments. The City Manager shall review and make desirable adjustments in the schedule and submit it to the City Commission as part of his recommendation for the annual budget. The provisions of the compensation schedule shall be set forth as an annual compensation ordinance adopted and approved by the City Commission.

The Director of Human Resources shall be responsible for preparing and recommending to the City Manager or City Auditor and Clerk, for their respective employees,, a uniform and equitable compensation plan for the General Personnel System which shall consist of minimum and maximum rates of pay for each class of position or such intermediate rates as shall be considered necessary or equitable.

The General Personnel System Compensation Plan shall be based on the Classification Plan. In establishing rates of pay, consideration will be given to the rates paid for comparable work in other public and private employment in the area (or in a significant related area), cost of living factors, benefits received by employees, the financial policy of the City of Sarasota and other relevant economic considerations.

- B. Compensation Schedules: The Director of Human Resources shall maintain complete schedules of adopted compensation for all classes of positions. Compensation paid to all employees in the Classified Service shall be in accordance with these schedules.
- C. Administration of the Plan: After adoption by Resolution of the General Personnel System Compensation Plan by the City Commission, no position shall be assigned compensation that is more than the prescribed maximum, nor less than the prescribed minimum for the class of position, except that minimums shall not apply to part-time employment. The maximum rates of pay shall be accorded only to employees who are performing all the functions set forth or implied by the class specifications and whose service ratings are extremely high, and who have progressed by self-training to a high excellence of ability to perform the requirements of the class.

Normally, all appointments to positions in the Classified Service shall be made at the minimum compensation rate applicable to the class of positions. Appointment rates above the minimum rate will be considered only if the Department Head shall submit a written request to the Director of Human Resources for recommendation and approval of the City Manager or City Auditor and Clerk, for their respective employees.

The following may be considered as justification for consideration and approval:

- (1) Re-employment in the same or comparable class of positions may be made at compensation which would place an employee at the same rate of compensation received immediately prior to his termination from the General Personnel System of the City.
 - (2) In recognition of exceptional qualifications of an eligible, the rate of compensation shall not be in excess of the median between the minimum and maximum of the class rate.
 - (3) When economic or employment conditions make recruitment of eligible candidates at the minimum rate for a class difficult. If approval is granted, the compensation of all employees in that class of positions shall be increased to the new rate if they fall below such rate. Increase above such rate may be made to incumbents of the class of positions who have been employed for more than one (1) calendar year, but not to exceed the maximum of the class of positions, provided employees to be considered have at least a satisfactory rating on their most recent service report.
- D. Promotion: The rate of compensation of an employee who is paid less than the minimum of his or her new class of position shall be adjusted to the new minimum. An increase in compensation accompanying a promotion shall not exceed the maximum for the class.
- E. Demotion: When an employee is demoted, his or her pay shall be fixed within the maximum and minimum of the new class which does not exceed his current rate of pay in the position from which he or she is being demoted.
- F. Return From Military Leave: When an employee is restored to the service of the City, his or her pay shall be fixed within the range for the class, but not less than the rate of compensation received when he or she left the Classified Service for military service.

- G. Transfers: Inter-departmental transfers of personnel resulting in lower compensation shall be made with the consent of the transferee or to obviate removal or layoff that would result otherwise.
- H. Compensation for Part-Time Services: When part-time service in any position is authorized, the actual compensation to be paid shall be proportionate to the amount paid for full-time service. This may be on an hourly basis or a daily basis.
- I. Compensation Increases: Increases in compensation shall be based on the quality of work as reflected by periodic service ratings or upon other recorded measures of total performance. Compensation increases within a grade shall not be automatic, but shall be substantiated by the Department Head. All such increases are subject to the consideration and recommendation of the Director of Human Resources and the approval of the Appointing Officer.

In addition to the increases authorized in the foregoing, an employee who has received a high service rating may be granted an additional merit increase.

All increases authorized shall not exceed the maximum rate of pay established for the class of position in which the employee is appointed and shall become effective within the pay period the request is approved by the City Manager or City Auditor and Clerk, for their respective employees.

- J. Compensation for Additional Responsibility: Approval of additional pay for additional responsibility must be prearranged and will not be accepted as a matter of form. It must be for a period of time deemed significant by the City Manager or City Auditor and Clerk, for their respective employees, and not the occasional instances which should be considered as an opportunity to gain experience to become better qualified for advancement. For employees who are to assume such responsibility from time to time and are qualified, required personnel action forms should reflect the qualifications. Such action must be justified with appropriate documentation.
- K. Compensation for Training Sessions: Additional pay (calculated at straight rate of pay) may be authorized upon approval of the City Manager or City Auditor and Clerk, for their respective employees, where off-duty attendance at training sessions is required by the Department Head.
- L. Education Assistance: It is the policy of the City to make opportunities available to employees for training, career development and advancement consistent with job position, individual ability, performance and the requirements of the City.

Regular full-time permanent employees are eligible to apply for full or partial tuition reimbursement in accordance with the following:

Eligible courses must be offered by an accredited school, college, university, vocational school or correspondence school. Non-credit and/or refresher courses will not qualify for educational assistance.

Reimbursement will be limited to courses directly related to the job duties of the employee or to the duties of a position to which the employee might reasonably be expected to progress in the normal course of advancement.

The employee shall initiate an "Educational Assistance Request" Form (see Page 15-8) prior to beginning the classes. When approved by the Department Head, and if recommended by the Director of Human Resources, the form will be forwarded to the City Manager or City Auditor and Clerk, for employees, for final approval or disapproval. Approval will be contingent on availability of budgeted funds.

After completion of the authorized course, the employee will submit a transcript or other official record indicating successful completion with final grade of "C" or better, along with a receipt showing the amount of tuition paid. The employee will be reimbursed, based on the schedule below, upon submitting a properly completed "Educational Assistance Request" Form.

General Provisions:

- (1) Tuition and registration are the only costs eligible for reimbursement. The cost of books, fees, supplies, parking transportation, lodging and other related expenses are not eligible.
- (2) Reimbursement, when approved, shall be on the following schedule:

<u>Course Final Grade</u>	<u>% Reimbursable</u>
A	100%
B	90%
C	80%
D or Below	0%

In the case of pass/fail non-graded courses, reimbursement will be made at 100% upon passing.

- (3) The employee will be required to reimburse the City for course tuition received if he or she voluntarily leaves the employment of the City within one full year after the completion of such course(s).
- (4) If an employee resigns or is terminated for any reason prior to receiving a refund, there shall be no obligation on the part of the City to refund any part of this expense.
- (5) The City will not pay the cost of tuition which has been or will be paid for by sources such as grants, scholarships or other subsidies.
- (6) Whenever training is required by the City, all tuition costs will be paid by the City.
- (7) In any case where prior approval was received under the superseded policy, the policy in effect at the time of approval shall prevail.
- (8) There will be no exceptions to this policy without the written approval of the City Manager or City Auditor and Clerk, for their respective employees.

- M. General Adjustment: Adjustments given throughout the Classification Plan because of cost-of-living changes or other general economic factors are not considered as merit increases.
- N. Incentive Programs: Incentive programs may be provided by the State of Florida. The Florida Police Standards Board has issued rules covering the state law enforcement salary incentive program which applies to the Police Department of the City of Sarasota.
- O. Longevity: Additional pay on the basis of longevity shall be authorized to permanent, full-time employees in accordance with the following schedule and shall be applied to base pay rates for continuous service. Temporary employment shall not be considered for purposes of longevity, unless the date of employment probationary status has been made retroactive to effective date of employment.

Minimum Number Years of Service		Percentage of Yearly/ Hourly Salary
5		2% Total Longevity Pay
10	plus additional 2% to	4% Total Longevity Pay
15	plus additional 2% to	6% Total Longevity Pay
20	plus additional 2% to	8% Total Longevity Pay
25	plus additional 2% to	10% Total Longevity Pay

It is the intent of longevity to provide the incentive and reward for continuous service. Therefore, in-service transfers from one department to another, regardless of employment status as a Civil Service or General employee, shall be computed on continuous service in City employment for purposes of longevity pay.

EDUCATIONAL ASSISTANCE REQUEST

(Reference Personnel Rule 15.2.L)

PART I. Advance Approval (to be completed in advance of course)

Name: _____ Dept.: _____ Job Title: _____

This request for advance approval for Educational Assistance is submitted in accordance with Personnel Rule 15.2.L. I have read this Rule and agree to comply with it.

Name of Course: _____ School or Institution: _____

Date Course to Begin: _____ Date Course to End: _____

Description of Course (you may attach a copy of printed course description from school:)

Tuition Cost: \$ _____
Registration Cost: \$ _____
Total Request: \$ _____

Employee Signature Date Requested

Department Director Approved/Disapproved

Human Resources Director Approved/Disapproved

City Manager or City Auditor and Clerk, For their respective employees Approved/Disapproved

PART II. Request for Reimbursement (to be completed after successful completion of course.)

Attached is a transcript or other official record indicating successful completion of the course described above with final grade of _____. I am requesting reimbursement as follows:

<u>Course Final Grade</u>	<u>Percent Reimbursable</u>
A	100%
B	90%
C	80%
D or Below	0%

Reviewed By (Department Director) Date

Authorized Reimbursement (Director of Human Resources) Date