

SECTION 6 – COMPENSATION

Effective 1/21/09
Replaces Policy _____
Dated _____

6.1 Pay Classification Plan.

The pay classification plan is approved by the City Commission and reviewed at the recommendation of the City Manager.

Each position in the pay classification plan is assigned to a pay grade and salary range. The specific rate of compensation for each employee will be within the salary range to which the employee's position has been assigned.

Adjustments in employee compensation, including performance evaluation increases, do not take effect unless and until they are confirmed in a written document approved by the City Manager or his/her designee.

6.2 Starting Rate.

Appointments of new employees may be made above the minimum salary level, but not higher than the midpoint, unless authorized by the City Manager based on related training, experience, or other operational reasons. Requests to start an employee above the midpoint rate must be put in writing by the Department Director, reviewed by the HR Director and approved by the City Manager. The hiring range will generally be advertised as between minimum and midpoint depending on qualifications (DOQ) unless otherwise budgeted or directed by the City Manager.

6.3 Performance Evaluations.

At least annually, an employee's immediate supervisor prepares a written evaluation of the performance of each employee based on the employee's performance of the duties and responsibilities of the position. The evaluation must be in writing, on forms approved or supplied by the HR Director. Introductory period employees are evaluated within ten (10) days prior to the completion of the initial introductory period. The City Manager may request an additional performance evaluation at any time.

The supervisor must meet with the employee being evaluated in order to discuss the performance evaluation and allow the employee the opportunity to respond.

Performance evaluations will be considered:

- A. In determining salary increases and decreases within the pay range limits established in the pay classification plan,

- B. As a factor in promotions,
- C. As a means of identifying employees who may be promoted or transferred or who, because of their low performance, should be demoted or terminated as a part of the disciplinary process.

6.4 Overtime Work.

- A. Overtime hours worked by non-exempt, hourly employees are compensated in compliance with the provisions of the Fair Labor Standards Act and applicable Florida Law.
- B. Working overtime without recording the time (i.e. working “off the clock”) and working overtime without prior authorization by the Department Director, or his/her designee, are strictly prohibited and may result in disciplinary action up to and including termination.
- C. Department Directors or his/her designee are responsible for documenting overtime worked per pay week and must submit these records to the Finance Department for permanent record.
- D. Employees are to report all time worked and must confirm the accuracy of the work time reported each work week. Errors in work time reported must be noted by a separate written report to ensure compliance with applicable law.

6.5 Return to work / Fit for duty.

The City finds that it is in the City’s and its employees’ best interest to have a Return-to-Work/ Fit-for-Duty Evaluation program. The purpose of this program is to ensure that employees returning to the workplace following a significant personal illness/injury have an evaluation of his/her readiness to perform all the essential functions of his/her job before returning to the workforce. This program is designed to avoid any exacerbation of the illness/injury, delay or hinder recovery and to minimize the risk of recurrence. It is essential to this program that employees undergo an occupational medicine evaluation (OME) in addition to a clinical medicine evaluation.

For the purpose of this policy, significant illness or injury is defined as any illness or injury that causes the employee to miss work for two weeks or longer but may also include any illness or injury that may affect the employee’s ability to perform specific essential functions of his/her job even without missing two weeks of work. Determination of the need for a return-to-work medical evaluation will be made by the Human Resources Director or his/her designee in consultation with the affected employee’s department manager and any authorized medical provider. Please refer to Administrative Policy CW08-05 for specific guidance.

6.6 Pay Period.

City employees are on a bi-weekly pay period. The City's workweek runs from Friday 6:01 am through Friday 6:00 am. Employees are paid bi-weekly on Thursday.

6.7 Pay Advances.

Neither pay advances nor extensions of credit on unearned wages or leave will be provided to employees.

6.8 On-call Pay.

Due to the need for providing round-the-clock services to the residents of the City of Deltona, it may be necessary to require employees in certain positions (i.e. animal control, public works, utilities, fire investigations, and mechanics) to be available for work during non-scheduled duty hours. Department Directors must obtain the City Manager's approval prior to designating positions "On-call".

Hourly, non-exempt employees who are required to be available for work during off-duty time will be considered as being on "On-call" during the period of time scheduled by their supervisor with the approval of the City Manager. "On-call" is defined as that period of time during which an employee is required to be available for emergency call out. The employee is not required to remain on City premises or at home but is merely required to leave word at home, or with City officials, where he/she may be reached. The employee may be issued a pager and the response time is flexible but may not exceed thirty (30) minutes from the time the employee receives the telephone call or the pager message.

Employees will be compensated at the flat rate of ten (\$10) dollars per day when on "On-call" status. Employees assigned to "On-call" will be compensated at their regular hourly rate for each actual call out, including travel time. "Emergency call-out" is defined as unscheduled work required after an employee has been released from regular duties. An employee who is required to remain at work following completion of the normal scheduled day or shift is not eligible for "call-out" pay, but will receive pay for actual time worked. Work that has been scheduled at least forty-eight (48) hours prior to the start of such work is not considered an emergency and therefore will not qualify for "call-out" pay.

Department Directors and supervisors are responsible for the following:

1. Rotating "on-call" duty on a weekly basis
2. Properly reviewing and approving call-out pay on employee's time sheets.

6.9 Time Sheets.

All time worked by City employees shall be recorded on time sheets provided by the City. The City may choose to use time clocks or any other authorized time keeping method approved by the City Manager.

Time sheets must be kept in a timely manner and are retained for a period of three (3) years by the Finance Department.

Failure of an employee to keep time sheets up to date will result in disciplinary action, unless excused by the City Manager. Employees and supervisors are responsible for correct and accurate recordings on time sheets. Time sheets must reflect not only hours worked but also time off taken under any circumstances. Intentional falsification of time records will result in termination.