

**BREVARD COUNTY  
MERIT SYSTEM PROCEDURES  
PROCEDURE II**

Title: **PAY PLAN**

**I. PURPOSE AND SCOPE**

To implement the Pay Plan Policy.

**II. DEFINITIONS AND REFERENCES**

Merit System Policy II, Pay Plan.

**III. AMENDMENTS TO THE PAY PLAN**

The Office of Human Resources Director shall make recommendations to the Board of County Commissioners through the County Manager for amendments to the pay plan when changes in responsibilities of work, economic conditions, prevailing wage rates, County financial conditions, or other economic considerations indicate a need for such action. Officials and appointing authorities may suggest amendments to the pay plan, providing adequate supportive data to the Office of Human Resources Director so an effective evaluation of the causes and conditions can be made to determine if the amendment is appropriate.

**IV. TRAINEE RATES FOR ORIGINAL APPOINTMENTS**

- A.** An employee receiving an original appointment to a position as a trainee shall be paid at a rate less than the minimum salary established for the position in accordance with an individual training and salary schedule which has been mutually agreed upon by the appointing authority and the Office of Human Resources Director.
- B.** The date the employee achieves the minimum salary under a training schedule shall establish the anniversary date for future progression within the salary range established for the position.
- C.** No such trainee employee shall be paid the minimum rate until the training has been satisfactorily completed.

**V. INTERN AND STUDENT RATES**

Students of recognized universities and colleges gaining practical, supervised experience through an approved internship program shall be paid a salary no higher than the minimum rate established for the entry level professional position for the field of work in the classification plan.

The student must meet the minimum qualifications of the job classification in order to be eligible for the minimum rate.

## **PAY PLAN PROCEDURE (continued)**

### **VI. SALARY INCREASES**

All requests for salary increases shall be processed through the Office of Human Resources for review and determination of compliance with County policies and procedures and, if appropriate, existing labor agreements.

#### **A. Cost of Living Adjustment (COLA):**

The economy performance, or cost of living adjustment, is to be set by the Board of County Commissioners pursuant to applicable economic indicators, trends by public and private employers in Brevard County and surrounding areas, and fiscal restraints established by budget adoption.

When a cost of living increase is implemented, the pay ranges will be adjusted accordingly.

#### **B. Merit Increases:**

1. The purpose of these increases is to recognize and reward those employees who meet or exceed their job standards over a specified period of time. Merit increases are not automatic but are earned and based upon documented evidence that the employee has met or exceeded a satisfactory level of performance during the rating period. Such evidence must be documented by a written employee performance evaluation.
  - a. An employee will become eligible for consideration of a merit increase upon completing a minimum of twelve (12) months of service to the County in a Career Service position.
  - b. The amount and awarding of merit increases shall be determined by the County Manager. Such increases shall not exceed the limits prescribed by the Board of County Commissioners for the fiscal year.
2. The amount of any merit pay awarded shall be based on each employee's performance evaluation and shall not exceed the limits prescribed by the Board of County Commissioners for the fiscal year.
3. Performance evaluations are not subject to the grievance procedure.
4. Merit pay awards to employees at maximum of pay range will be in the form of a one-time, lump sum award and the amount will be based on the employee's annualized rate of pay at the time of the award. For full time employees this will be based on a 2080 hour work year, for part time employees the average work year, as certified by the appointing authority, will be utilized.

## **PAY PLAN PROCEDURE (continued)**

### **C. Pay Grade Adjustments:**

1. When the pay grade of an existing job class is changed, the salary of all employees in the affected class shall be adjusted as follows:
  - a. Employees whose pay grade has been adjusted upward shall have their salaries adjusted to the minimum of the new pay grade, where such an adjustment will result in a salary increase.
  - b. When an upward pay grade adjustment occurs, the employee's anniversary date shall remain the same.
  - c. When the pay grade of a job class had been adjusted downward, the employee may continue to receive his current salary. If the employee's salary is above the maximum established for the class, he/she may continue his current rate of pay but will not be eligible for a pay increase, except cost of living increase, until the maximum of the pay range exceeds the employee's rate of pay.
  - d. Should the effective date of a pay grade adjustment coincide with the date an employee has been approved for any other pay increase, the employee will first be adjusted into the new pay grade followed by the awarding of any other applicable increase.
  - e. In those instances where the total pay plan has been revised; implementation, adjustments, and changes to anniversary dates will be recommended to the Board by the County Manager.

### **VII. PAY UPON TRANSFER**

An employee who is transferred to another position in the same job classification or to another job classification with the same pay range shall not be eligible for a pay increase upon such transfer.

### **VIII. PAY UPON REEMPLOYMENT**

- A.** An employee who receives reemployment appointment may, at the option of the appointing authority, be paid at a rate equal to his/her former pay, provided such rate is not less than the minimum or more than the maximum established for the class.
- B.** A reemployed employee who is paid a rate equal to his/her annual salary, if such salary is above the minimum rate for the position, shall have their anniversary date for pay increases and leave accrual adjusted in the same manner as an employee returning from a leave of absence.

## **PAY PLAN PROCEDURE (continued)**

### **IX. PAY FOR TEMPORARY WORK - HIGHER CLASSIFICATION**

Any such temporary assignments shall not exceed six (6) months unless further extension is justified by the appointing authority and approved by the Office of Human Resources Director.

### **X. COMPENSATORY TIME**

- A.** Compensatory time will be earned at the employee's straight time rate if he/she is exempt from overtime or, if he/she is eligible for overtime, at an overtime rate consistent with the Fair Labor Standards Act. Accrual of compensatory time is subject to all the same criteria as eligibility for overtime payment.
- B.** The decision to offer compensatory time shall be at the discretion of the employee's supervisor, with the approval of the appointing authority.
- C.** The decision for a non-exempt employee to accept compensatory time in lieu of monetary payment shall be at the sole discretion of the employee and must be documented with a Compensatory Time Agreement.
- D.** Once compensatory time has been earned, an employee may not request it be "cashed-in" for monetary payment at a later date.
- E.** Non-exempt employees earning compensatory time in excess of the eighty (80) hour maximum at the end of a pay period shall be paid out for excess hours in accordance with the provisions of the Fair Labor Standard unless either:
  - 1. Excess compensatory leave time is permitted to be carried over to the next pay period with the approval of the supervisor (any excess compensatory time must be utilized during the subsequent pay period), or
  - 2. The maximum compensatory time accumulation is waived with the County Manager's approval (if in the best interest of the County) up to the FLSA maximum.

Overtime exempt employees' excess compensatory time shall be removed at the end of the pay period unless either:

- 1. Excess compensatory leave time is permitted to be carried over to the next pay period with the approval of the supervisor (any excess compensatory time must be utilized during the subsequent pay period), or
- 2. The maximum compensatory time accumulation is waived with the County Manager's approval (if in the best interest of the County) up to the FLSA maximum.

## **PAY PLAN PROCEDURE (continued)**

- F. Scheduling use of accrued compensatory time shall be at the discretion of the appointing authority.
- G. Record Keeping: All Compensatory Time Agreements to accept compensatory time in lieu of cash payment for overtime eligible employees shall be in writing and should be signed by the employee prior to working the additional hours.

### **XI. PAY FOR LEADWORKER ASSIGNMENT**

Pay adjustments for leadworker responsibilities shall not affect the employee's anniversary date or eligibility for merit increases.

### **XII. INCENTIVE PAY**

- A. An employee due an increase in pay due to a promotion, merit increase, or other such reasons, shall first have the incentive deducted and then added back after the increase has been calculated.
- B. Incentive pay shall be discontinued whenever the employee loses the required certification, license, etc., or changes to a job classification where incentive pay does not apply.
- C. The awarding of incentive pay shall not affect the employee's anniversary date.

### **XIII. EFFECTIVE DATE OF PAYROLL CHANGES**

Requests changing an employee's pay rate, promotions, transfers involving a change of fund and/or account or similar actions must be submitted in time to be received by the Office of Human Resources no later than the effective date of the requested change.

All such changes, when approved, shall become effective at the beginning of a payroll period.

Failure to submit payroll changes on time may cause the action to become effective at the beginning of the next payroll period.

### **XIV. BUDGET LIMITATIONS**

All actions concerned with the payment of salaries and/or benefits in accordance with these rules shall be subject to adequate funds being available, and any limitations or exceptions as may be imposed by the Board of County Commissioners.

**PAY PLAN PROCEDURE (continued)**

**XV. RESERVATION OF AUTHORITY**

The authority to issue and/or revise this Procedure is reserved to the County Manager.

Effective 12/16/09