

**- COMPENSATION ADMINISTRATION -
FY 2018 - PAY PLAN**

NON-REPRESENTED EMPLOYEES

Management Philosophy:

The basis of any compensation program is the management philosophy between the employer and the employees. It is the City's position that the following issues must be addressed with respect to pay:

- The knowledge, skills and abilities required for each position;
- The educational requirements, supervisory responsibility, scope of authority, and demonstrated technology skills;
- The ability to attract, retain, and motivate quality staff in order to achieve organizational Mission, Vision and Values;
- External comparative market/public sector compensation and internal equity and consistency;
- The financial incentive programs that are appropriate for reinforcing organizational goals.

Internal Pay Equity:

An internally equitable compensation system compensates employees according to differences in the knowledge, skills, abilities, level of responsibility, impact of work, public contact, supervisory responsibility, scope of authority, and work environment required to perform different jobs in the organization. Occasionally, changed job requirements and reassignments enhance the job duties and responsibilities that make the current incumbent's salary not adequately reflect required duties and responsibilities and it is necessary to address the situation. In these types of circumstances, Human Resources may recommend an equity adjustment to fairly compensate employees in relationship to the internal and external value of the positions, as approved by the City Manager. The City Manager will inform the City Commission of all such equity adjustments.

The FY 2018 Proposed Budget includes a compensation philosophy to be utilized when a Professional Technical, Operational Management and/or Executive Management job title is recommended to increase in pay classification, incumbents in these classifications will receive a one time 2% pay adjustment for each range adjustment. If the employee is not at the minimum of the range, the employee will be brought to the minimum, and then given a 2% pay adjustment, so the employee is not at the minimum where new hires would begin. Also in FY 2018, a recommendation to address salary compression for non-represented staff is included. The recommendation consists of moving an employee who has completed seven years in their current position to 50% progressed within the pay range given the employee received a 'meets standards' rating on their annual performance evaluation. This is intended to be the last year of compression adjustments for non-represented employees. All employees hired in the past three years have received annual pay increases, unlike those employed during the recession.

External Pay Equity:

The FY 2018 Proposed Budget includes 3.00% of total wages for non-represented and CWA employees' pay increases. The allocation of this amount will potentially vary based on tenure, and percentage through the pay range. Employees that will reach maximum or are at maximum of their respective pay range will receive any amount over the maximum pay up to 3% in a one-time lump sum. Collective bargaining agreements outline the compensation and annual pay raises for IAFF and PBA employees.

Performance Evaluation:

The most important purpose of a performance evaluation is to indicate, specifically and honestly, how the employee is performing and what the employee can do to continue being a productive, invaluable and successful member of the organization. The performance evaluation serves as a useful tool for career development by serving as a tool for discussion with the employee of the following:

- recognize the employee's performance
- to review strengths, areas requiring improvement, and areas for professional development
- to provide performance feedback, to include citing specific examples
- to identify specific and measurable goals for the upcoming review period
- to serve as a record for future career opportunities

Personal Insurance Credits:

The Personal Insurance Credits (PICs) program is a cafeteria type, flexible benefit program where employees are provided a certain number of points (1 point equals 1 dollar) to purchase benefits from a menu of benefits. This allows employees the option to select benefits based on individual needs, allows the City to cap benefit costs incurred, and provides for equity among employees. The number of credits for non-represented employees for FY 2018 are calculated on a formula, which includes many factors, but is largely impacted by the cost for single CORE health insurance coverage. The PIC credits were adjusted not only for health insurance premium increase (5%), but also for other benefit allowances (dental, life, and 3 Personal Option Days) included in the formula.

The credits have been adjusted by the health insurance premium change for CORE single coverage. As with the collective bargaining units, a portion of the premium for the base health insurance plan for dual and family coverage is also added to the number of credits when the employee selects dual or family coverage. Employees who waive* health insurance coverage will receive credits in an amount equal to base coverage as allocated in FY 2012. Only those employees who select group health insurance through the City will receive the increased credits for dual and family coverage. The number of Personal Insurance Credits for each employee group beginning calendar year 2011 are displayed in the following table:

	Prof/Tech		Op. Mgmt.		Exec. Mgmt.		City Comm.		+ Dual	+Family
	Base	Waive	Base	Waive	Base	Waive	Base	Waive		
FY 2014	9,643	9,208	11,342	10,907	12,978	12,543	7,585	7,150	2,988	6,788
FY 2015	10,072	9,208	11,963	10,907	13,838	12,543	7,931	7,150	3,107	7,060
FY 2016	10,458	9,208	12,314	10,907	14,267	12,543	8,175	7,150	3,302	7,502
FY 2017	11,254	9,208	13,179	10,907	15,138	12,543	8,927	7,150	3,622	8,242
FY 2018	11,706	9,208	13,699	10,907	15,691	12,543	9,347	7,150	3,818	8,675

**Applicable when an employee elects to waive health insurance through the City of Largo. To waive insurance an employee must prove coverage through another group plan. Another group plan is defined as a spouse's employer's group health insurance plan, a current or previous employer's group health insurance plan, Medicare, or military coverage. Personal insurance credits run on fiscal year.*

Vehicle Usage:

Employees who are required to regularly drive a personal vehicle in the performance of regular work assignments or City-related business may be eligible, at the discretion of the City Manager, for a bi-weekly car allowance up to a maximum of \$200. Employees who use personal vehicles on an incidental basis may be eligible for mileage reimbursement at the current IRS allowable rate, with Department Director approval.

VARIABLE/TEMPORARY EMPLOYEES

In an effort to recognize the changing economy, a pay group titled 'Variable Employees' was established in FY 2017. Classifications in this group have one position control number for a pool of employees who work throughout the year on an as needed basis and may be continuous or carried on throughout the year. These employees work less than 1040 hours in the fiscal year. Variable employees are eligible for longevity recognition, service awards, gift cards, 457 contributions, flu shots, health fair participation and will mirror the pay range and merit increases provided to non-represented staff. Variable employees are ineligible for group health benefits, leave time and retirement.

The Temporary Employees pay group differs in that these employees are hired for a specific period of time with an established start date and end date. These classifications also work less than 1040 hours in the fiscal year. Temporary classifications are not benefits eligible, but may participate in the health fair, flu shots, and 457 contributions. This group may include one position control number for a pool of employees who work throughout the year, or are assigned to one position.

REPRESENTED EMPLOYEES

Compensation, terms and conditions of employment are established for represented City employees through contracts with separate unions. The four bargaining units are as follows:

- a. Communications Workers of America (CWA) – general employees, including blue collar and clerical.
- b. International Association of Fire Fighters (IAFF) – Firefighter/EMTs, Firefighter/Paramedics, and Fire Lieutenants.
- c. Police Benevolent Association (PBA) – Police Officers and Police Sergeants.
- d. International Association of Fire Fighters (IAFF)- District Chiefs and Assistant Chiefs

The bargaining units exist pursuant to State Statutes and regulations of the Florida Public Employee Relations Commission (PERC).

Current Contract Terms

CWA – October 1, 2016 – September 30, 2019

PBA – October 1, 2014 – September 30, 2020

IAFF – October 1, 2015 – September 30, 2018

IAFF Supervisory – June 6, 2017 – September 30, 2019.

**PAY PLAN
EFFECTIVE OCTOBER 1, 2017**

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
ELECTED OFFICIALS			
		(Biweekly)	(Annual)
Mayor	LEG	873.57	22,712.82
Commissioner	LEG	582.43	15,143.18
EXECUTIVE MANAGEMENT			
City Manager	EM		Contract
Range A		46.18	64.63
Assistant City Manager	EM	96,054.40	134,430.40
Fire Chief	EM		
Police Chief	EM		
Range B		43.98	61.56
Community Development Director	EM	91,478.40	128,044.80
Engineering Services Director	EM		
Environmental Services Director	EM		
Finance Director	EM		
Human Resources Director	EM		
IT Director/CIO	EM		
Library Director	EM		
Public Works Director	EM		
Recreation, Parks & Arts Director	EM		
PROFESSIONAL TECHNICAL (PT) and OPERATIONAL MANAGEMENT (OM)			
Range I		12.64	18.96
		26,291.20	39,436.80
Range II		13.23	19.87
		27,518.40	41,329.60
Range III		13.92	20.89
		28,953.60	43,451.20
Library Assistant II	PT		
Operational Secretary	PT		
Range IV		14.65	21.92
Box Office Supervisor		30,472.00	45,593.60
Range V		15.35	23.03
Facility Management Specialist	PT	31,928.00	47,902.40
Human Resources Assistant	PT		

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
<u>Range VI</u>		16.13	24.19
Fire Resource Specialist	PT	33,550.40	50,315.20
Senior Accounting Clerk	PT		
<u>Range VII</u>		16.93	25.41
Nature Program Supervisor	PT	35,214.40	52,852.80
Office Administrator	PT		
<u>Range VIII</u>		17.76	26.64
Children's Program Supervisor	PT	36,940.80	55,411.20
Custodial Foreman	PT		
Librarian	PT		
Parks Foreman	PT		
Planning Technician	PT		
Risk Technician	PT		
Solid Waste Foreman	PT		
<u>Range IX</u>		18.67	27.96
Crime Analyst	PT	38,833.60	58,156.80
Permitting Services Supervisor	PT		
Civilian Support Supervisor	PT		
Technical Operations Supervisor	PT		
<u>Range X</u>		19.59	29.40
Communications & Marketing Specialist	PT	40,747.20	61,152.00
Executive Assistant to the City Manager	PT		
Housing Construction Specialist	PT		
Housing Finance Specialist	PT		
Human Resources Analyst	PT		
Lead Mechanic	PT		
Library Services Coordinator	PT		
Non-Sworn Fire Inspector	PT		
Procurement Analyst	PT		
Public Educator – Fire	PT		
Sustainability Coordinator	PT		
Victim Advocate	PT		
Web & Marketing Specialist	PT		
<u>Range XI</u>		20.56	30.84
Benefits Specialist	PT	42,764.80	64,147.20
Circulation Supervisor	PT		
Emergency Communications Supervisor	PT		
Facilities Maintenance Supervisor	PT		
Fleet Services Supervisor	PT		
IT GIS Analyst	PT		
IT Technical Specialist			
Parks Supervisor	PT		
Planner I	PT		
Special Events Coordinator	PT		

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
Range XII		21.63	32.39
Accountant	PT	44,990.40	67,371.20
Artistic Supervisor	PT		
Chief Code Enforcement Officer	PT		
Custodial Supervisor	PT		
Housing Grants Specialist	PT		
Management Analyst I	PT		
Multimedia Supervisor	PT		
Planner-Scheduler	PT		
Plans Examiner	PT		
Plans Examiner – Fire	PT		
Recreation Program Planner	PT		
Recreation Program Supervisor	PT		
Recruitment & Staffing Specialist	PT		
Risk & Safety Specialist	PT		
Solid Waste Supervisor	PT		
Streets & Stormwater Supervisor	PT		
Treatment Plant Shift Supervisor	PT		
Utilities Program Coordinator	PT		
Utilities Supervisor	PT		
Range XIII		22.68	34.01
Assistant Parks Superintendent	PT	47,174.40	70,740.80
Construction Project Supervisor	PT		
Engineer I	PT		
Facility Construction Project Sup.	PT		
Greens Superintendent	PT		
IT GIS Administrator	PT		
Records & Property Manager	OM		
Range XIV		23.81	35.71
Asset Management Data Coordinator	PT	49,524.80	74,276.80
Assistant Streets & Stormwater Manager	PT		
Assistant Solid Waste Manager	PT		
Chief Building Inspector	PT		
Chief Construction Inspector	PT		
Community Outreach Coordinator	PT		
Cultural Center Operations Manager	OM		
Deputy City Clerk	PT		
Economic Development Coordinator	PT		
Environmental Compliance Supervisor	PT		
Environmental Control Supervisor	PT		
Intergovernmental Relations Coordinator	PT		
IT Network Administrator	PT		
Management Analyst II	PT		
Planner II	PT		
Recreation Program Manager	OM		
Stormwater Program Administrator	PT		

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
<u>Range XV</u>		25.00	37.51
Benefits Supervisor	PT	52,000.00	78,020.80
Communications & Marketing Manager	OM		
Engineer II	PT		
Golf Course Manager	OM		
IT Business Analyst	PT		
IT Enterprise Application Administrator	PT		
Library Services Manager	OM		
Planner III	PT		
Plans Examiner, Sr.	PT		
<u>Range XVI</u>		26.25	39.36
Environmental Manager	OM	54,600.00	81,868.80
Housing Manager	OM		
IT Project Manager	PT		
IT Security Administrator	PT		
IT Systems Administrator	PT		
Management Analyst III	PT		
<u>Range XVII(A)</u>		27.56	41.33
Assistant Building Official	PT	57,324.80	85,966.40
Code Enforcement Manager	OM		
Parks Superintendent	OM		
Treasury Manager	OM		
Wastewater Collection System Mgr.	OM		
<u>Range XVII(B)</u>			
Police Lieutenant	OM	34.50	48.30
		71,760.00	100,464.00
<u>Range XVIII</u>		28.99	43.41
Assistant Library Director	OM	60,299.20	90,292.80
Fleet Manager	OM		
IT Customer Service Manager	OM		
Program Engineer	OM		
Senior Engineer	PT		
Solid Waste Manager	OM		
Streets & Stormwater Manager	OM		
Wastewater Manager	OM		
<u>Range XIX(A)</u>		30.40	45.60
Building Official	OM	63,232.00	94,848.00
Economic Development Manager	OM		
IT Business Services Manager	OM		
IT Infrastructure Manager	OM		
Planning Manager	OM		
<u>Range XIX(B)</u>		36.84	51.58
Division Fire Chief	OM	76,627.20	107,286.40
Police Major	OM		

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
<u>Range XX</u>		31.92	47.86
Asst. Engineering Services Director	OM	66,393.60	99,548.80
Asst. Environmental Services Director	OM		
Asst. Human Resources Director	OM		
Asst. Recreation, Parks & Arts Director	OM		
City Clerk	OM		
IT Assistant Director	OM		
Office of Management & Budget Mgr.	OM		
Risk Manager	OM		
<u>Range XXI (A)</u>		33.51	50.28
Assistant City Attorney	OM	69,700.80	104,582.40
Asst. Community Development Dir.	OM		
Assistant Finance Director	OM		
Asst. Public Works Director/Facilities Mgr	OM		
<u>Range XXI(B)</u>		40.24	56.34
Deputy Fire Chief	OM	83,699.20	117,187.20
Deputy Police Chief	OM		
<u>Range XXII</u>		35.19	52.79
City Engineer	OM	73,195.20	109,803.20

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
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VARIABLE / TEMPORARY

Range 1

High School Intern	Temporary	8.10 16,848.00	8.10 16,848.00
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Range 2

Party Attendant	Variable	9.00	11.25
Snack Bar Attendant	Variable	18,720.00	23,400.00

Range 3

Athletics Assistant	Variable	10.00	12.50
College Intern	Temporary	20,800.00	26,000.00
Events Assistant	Variable		
Facility Attendant	Variable		
Lifeguard	Variable		
Snack Bar Operator	Variable		
Summer Camp Leader	Temporary		
Temporary Worker	Temporary		

Range 4

School Crossing Guard	Variable	12.25	15.31
Bus Driver	Variable	25,480.00	31,844.80

Range 5

Temporary / Non-Budgeted Employee	Temporary	Range Determined Based on Existing Position Placement In Pay Plan	
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Note: Any position in a Regular (Represented, Professional/Technical or Operational Manager) and Non-Budgeted Temporary Position can be classified in the Variable or Temporary Category upon organizational need to complete special projects/assignments as approved by City Administration.

COMMUNICATIONS WORKERS OF AMERICA (CWA)

Range 11

Courier	CWA	12.24 25,459.20	17.89 37,211.20
Custodian	CWA		
Event Assistant	CWA		
Grounds Maintenance Worker	CWA		
Library Security Guard	CWA		
Lifeguard	CWA		
Office Assistant	CWA		
Pro Shop Clerk	CWA		
Recreation Leader I	CWA		
Service Worker	CWA		

Range 12

Library Assistant	CWA	12.89 26,811.20	18.77 39,041.60
Office Specialist	CWA		
Solid Waste Service Specialist	CWA		

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
<u>Range 13</u>			
		13.54	19.71
Accounting Clerk	CWA	28,163.20	40,996.80
Box Office Coordinator	CWA		
Bus Driver	CWA		
Recreation Office Coordinator	CWA		
Reclaimed Distribution Tech. Trainee	CWA		
Streets & Stormwater Technician Trainee	CWA		
Technical Equipment Operator Trainee	CWA		
Wastewater Collection Tech. Trainee	CWA		
<u>Range 14</u>			
		14.21	20.71
Production Assistant	CWA	29,556.80	43,076.80
Recreation Leader II	CWA		
Technical Assistant	CWA		
<u>Range 15</u>			
		14.92	21.75
Arborist I	CWA	31,033.60	45,240.00
Business Tax Technician	CWA		
Fleet Inventory Specialist	CWA		
Irrigation Technician	CWA		
Permit Technician	CWA		
Property & Evidence Specialist	CWA		
Reclaimed Distribution Technician I	CWA		
Streets & Stormwater Technician I	CWA		
Technical Equipment Operator I	CWA		
Tradesworker I	CWA		
Treatment Plant Operator Trainee	CWA		
Wastewater Collection Technician I	CWA		
<u>Range 16</u>			
		15.67	22.84
Arborist II	CWA	32,593.60	47,507.20
Athletics Program Specialist	CWA		
Horticulture Technician	CWA		
Nature Program Specialist	CWA		
Recreation System Specialist	CWA		
Seniors Program Specialist	CWA		
Solid Waste Driver I	CWA		
Spray Technician	CWA		
<u>Range 17</u>			
		16.45	23.96
Board Support Specialist	CWA	34,216.00	49,836.80
Graphics Assistant	CWA		
Reclaimed Distribution Technician II	CWA		
Solid Waste Driver II	CWA		
Streets & Stormwater Technician II	CWA		
Technical Equipment Operator II	CWA		
Wastewater Collection Technician II	CWA		

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
Range 18	CWA	17.29	25.15
Biosolids Operator	CWA	35,963.20	52,312.00
Fleet Technician I	CWA		
Grounds Equipment Mechanic	CWA		
Inventory Control Coordinator	CWA		
Laboratory Technician	CWA		
Multimedia Technician	CWA		
Reclaimed Distribution Technician, Sr.	CWA		
Solid Waste Driver III	CWA		
Streets & Stormwater Technician, Sr.	CWA		
Technical Equipment Operator, Sr.	CWA		
Telecommunicator	CWA		
Tradesworker II	CWA		
Traffic Sign & Marking Technician	CWA		
Treatment Plant Operator C	CWA		
Utilities Mechanic I	CWA		
Wastewater Collection Technician, Sr.	CWA		
Range 19		18.15	26.42
Code Enforcement Officer	CWA	37,752.00	54,953.60
Engineering Technician I	CWA		
Environmental Specialist I	CWA		
Range 20		19.05	27.73
Aquatics Facility Coordinator	CWA	39,624.00	57,678.40
Code Compliance Officer	CWA		
Construction Inspector	CWA		
Construction Project Technician	CWA		
Engineering Technician II	CWA		
Facility Maintenance Coordinator	CWA		
Fleet Technician II	CWA		
Streets & Stormwater Maint. Coordinator	CWA		
Treatment Plant Operator B	CWA		
Utilities Mechanic II	CWA		
Range 21		19.99	29.12
Engineering Technician III	CWA	41,579.20	60,569.60
Environmental Specialist II	CWA		
Treatment Plant Operator A	CWA		
Wastewater Instrumentation Technician	CWA		
Utilities Mechanic, III	CWA		
Range 22		20.99	30.59
Building Inspector	CWA	43,659.20	63,627.20
Range 23		22.04	32.12
Environmental Specialist, Sr.	CWA	45,843.20	66,809.60

CLASSIFICATION	GROUP	MINIMUM	MAXIMUM
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POLICE BENEVOLENT ASSOCIATION (PBA)*

Police Cadet	Non-Union	18.16 37,772.80	18.16 37,772.80
Range 1			
Police Officer	PBA	22.16 46,092.80	33.73 70,158.40
Range 2			
Police Sergeant	PBA	34.41 71,572.80	41.14 85,571.20

*Pay Plan information equals FY 2017 until a new collective bargaining agreement is ratified. Current agreement expires September 30, 2017

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF)

Firefighter / EMT	IAFF	1,629.44	2,421.00
	Draw*:	42,326.88	62,888.64
Firefighter / Paramedic	IAFF	1,872.15	2,785.58
	Draw*	48,631.44	72,358.96
Fire Lieutenant	IAFF	2,542.86	2,953.75
	Draw*	66,054.00	76,727.28

*draw based on 2616 hours annually (draws require detailed calculation)

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF) SUPERVISORY UNIT

Assistant Fire Chief (2080 Hours Annually)	IAFA	35.19 73,195.20	45.44 94,515.20
District Fire Chief (*2616 hours annually)	IAFD	27.98	36.13
	Draw*:	2,815.20 73,195.20	3,635.20 94,515.20