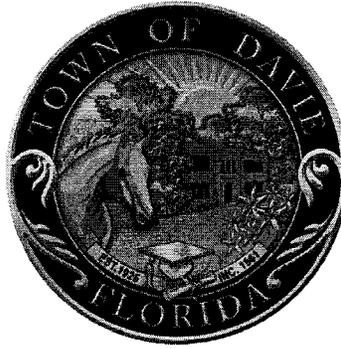


**TOWN OF DAVIE  
HUMAN RESOURCES DEPARTMENT**



**PAY PLAN  
SOP #22-003**

**September 19, 2012**

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	July 21, 2010	Human Resources	Initial Release
2	August 4, 2010	Human Resources	Revision
3	September 19, 2012	Human Resources	Revision

**APPROVALS:**

  
Human Resources Director/Grace Garagozzo

2/5/19  
Date

  
Town Administrator/Richard J. Lemack

2/7/19  
Date

**1-1. POLICY.**

It is the intent of the Town of Davie to maintain a Pay Plan which shall provide the basis of Compensation for employees. The Pay Plan shall be constructed with regard to the following:

- Relative difficulty and responsibility existing between the various jobs.
- Prevailing rates of pay for similar types of work in private and public employment.
- Availability of candidates for recruitment to the various jobs.
- Economic conditions of the area.
- Financial policies of the Town of Davie Council.

**1-2. SCOPE.**

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as Part-Time, and Seasonal employees.

**1-3. PROCEDURE.**

- a. **Composition of the Pay Plan** - The Plan shall include a schedule of salary ranges for each job classification in the Plan, consisting of minimum rates, steps, if applicable, mid points and maximum rates. The salary ranges shall be developed after a review of each position using generally accepted techniques of job analysis, internal job evaluation to ensure internal equity, and a review of relevant market data to ensure external equity with respect to pricing. The salary ranges shall provide administrative flexibility in recognizing individual differences between positions, recognizing meritorious service and providing incentive to employees.
  - b. **Adoption of the Pay Plan** - The Human Resources Department shall prepare the Pay Plan and present it to the Town Administrator for approval and adoption. Funding of the pay plan shall be further approved by the Town Council during the annual budget process.
  - c. **Amendment of the Pay Plan** - Changes to the overall Pay Plan, including a change in the ranges, shall be accomplished in one of the following ways.
    1. Amendments to the Pay Plan may be made as part of an approved Collective Bargaining Agreement after adoption of the agreement by the Town Council pursuant to Florida Statute.
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2. Amendments to the Pay Plan may be made by the Town Council during the Annual Budget Process through the use of a COLA (Cost of Living) increase, which would be integrated into the existing Pay Plan by the Human Resources Department.
3. Amendments to the Pay Plan shall be considered by the Human Resources Department when changes of the availability of labor supply, prevailing rates of pay, the Town of Davie's financial condition and policies, or other pertinent economic considerations warrant such action. All changes of this nature must be approved by the Town Administrator. In the case where a change to the overall Pay Plan would change the approved Budget, the Town Council must further approve this amendment.

d. **Additions to the Pay Plan/Reclassifications**

1. Whenever new jobs become a part of the Plan, the salary for such jobs shall be adopted after a review and recommendation by Human Resources and approval by the Town Administrator for inclusion into the Pay Plan.
2. A Department Director may request that a position be re-evaluated to ensure that equity exists both internally and from a market perspective. Human Resources will perform an analysis of the position and make a recommendation to the Town Administrator who must approve any change within the Pay Plan. If after a review it is determined that a Reclassification can be requested, the Department Director may submit a request for Reclassification pursuant to the Reclassification policy.

e. **Administration of the Pay Plan**

1. All Town of Davie employees shall be paid in accordance with the rates of pay set forth in the Pay Plan for the job classification to which the appointment is made.
  2. Initial appointment pay rates will be established by Human Resources, taking into consideration past experience and qualifications. Due to the budgetary impact and other departmental factors, Department Directors/Managers will have input into the pay rate; however, Human Resources will determine the maximum rate of pay for all newly hired employees of the Town of Davie. Any pay rates that deviate from or exceed the pay plan must be approved by the Human Resources Director, and the Town Administrator.
  3. Merit Plan Increases -
    - (i) Merit pay increases within an established grade shall not be automatic but shall be granted by the Town of Davie, based upon standards of performance as indicated by performance ratings and other pertinent data.
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- (ii) Merit increases may occur as follows:
    - (a) A Department Director may grant merit increases based on the employee's exceptional performance or the unusual employment conditions that make such action necessary as long as there is approval by the Human Resources Director, the Town Administrator, and funding is available by the Town Council.
    - (b) Merit increases may be granted annually during the budget process as specified by the Town Administrator and approved by Town Council during the adoption of the annual budget.
  - 4. Adjustment of Employees into new Pay Grade - Upon the Pay Grade change of an existing job classification, rates of pay for incumbent employees affected by such changes shall be adjusted in the following manner:
    - (i) Upon implementation of the pay grade change, an employee, whose job classification has been assigned to a higher pay grade, shall be adjusted to a pay rate which will be at least the minimum of the new range, or higher if the employee's pay rate is currently higher than the minimum and funding is available.
    - (ii) An employee, whose current rate of pay is at or above the maximum pay rate of the new pay grade shall continue to receive his or her current rate of pay and shall not receive any increase in pay until the pay grade for his or her job classification is changed so as to provide a higher rate of pay for which he or she may qualify.
    - (iii) Provided that funding is available within the budget, an employee, whose job classification has been downgraded for reasons other than demotion, shall continue to receive his or her current rate of pay, and there shall be no change in the anniversary date of such employee.
  - 5. Effect of Pay Grade Change on Recommended Merit Increase - Should the effective date of a pay grade change be the same as the date an employee's Department Director has granted him or her a merit pay increase, such merit pay increase shall be awarded and such employee shall be adjusted into the new pay grade in accordance with the above.
  - 6. Effect of Pay Grade Change on Probationary Period - Pay grade changes shall not impose any additional probationary period on those employees serving their probationary period, nor shall a pay grade change impose a probationary period of service on those employees who have satisfactorily completed such period of service.
  - 7. Effect of Pay Grade Change on Anniversary Date - There shall be no change in the employee's anniversary date.
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