Compensation Plans For Fiscal Year 2009

City of Norfolk

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Effective: June 23, 2008

FY 2009 Compensation Ordinance

AN ORDINANCE APPROVING AND ADOPTING THE FISCAL YEAR 2009 COMPENSATION PLANS FOR OFFICERS AND EMPLOYEES OF THE CITY, APPROVING CRITERIA AND PROCEDURES FOR PAY SUPPLEMENTS FOR CERTAIN CONSTITUTIONAL AND STATE OFFICERS AND THEIR EMPLOYEES AND AUTHORIZING THE EXPEDITURE THEREFOR OF FUNDS PREVIOUSLY APPROPRIATED.

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BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- **General Compensation Plan.** That until otherwise changed by the Council, the pay ranges of various officers and employees of the City, as set forth in the fiscal year 2009 General Compensation Plan of the City of Norfolk, a copy of which is attached hereto, and the regulations for the administration of the plan, as set forth therein, are hereby approved, and said plan is hereby adopted. Such plan, as to the positions included, shall supersede and replace the fiscal year 2008 General Compensation Plan of the City of Norfolk, approved and adopted by Ordinance No. 42,676, enacted May 21, 2007, and effective June 23, 2007.

Section 2:- **Senior Management Compensation Plan**. That until otherwise changed by the Council, the pay ranges of various officers and employees of the City, as set forth in the fiscal year 2009 Senior Management Compensation Plan of the City of Norfolk, a copy of which is attached hereto, and the regulations for the administration of the plan, as set forth therein, are hereby approved, and said plan is hereby adopted. Such plan, as to the positions included, shall supersede and replace the fiscal year 2008 Senior Management Compensation Plan of the City of Norfolk, approved and adopted by Ordinance No. 42,676, enacted May 21, 2007, and effective June 23, 2007.

Section 3:- **Executive Compensation Plan.** That until otherwise changed by the Council, the pay ranges of various officers and employees of the City, as set forth in the fiscal year 2009 Executive Compensation Plan of the City of Norfolk, a copy of which is attached hereto, and the regulations for the administration of the plan, as set forth therein, are hereby approved, and said plan is hereby adopted. Such plan, as to the positions included, shall supersede and replace the fiscal year 2008 Executive Compensation Plan of the City of Norfolk, approved and adopted by No. 42,676, enacted May 21, 2007, and effective June 23, 2007.

Section 4:- **Law Compensation Plan.** That until otherwise changed by the Council, the pay ranges of various officers and employees of the City, as set forth in the fiscal year 2009 Law Compensation Plan of the City of Norfolk, a copy of which is attached hereto, and the regulations for the administration of the plan, as set forth therein, are hereby approved, and said

plan is hereby adopted. Such plan, as to the positions included, shall supersede and replace the fiscal year 2008 Law Compensation Plan of the City of Norfolk, approved and adopted by Ordinance No. 42,676, enacted May 21, 2007, and effective June 23, 2007.

Section 5:- **Council Appointee Compensation Plan**. That until otherwise changed by the Council, the pay ranges of various officers of the City, as set forth in the fiscal year 2009 Council Appointee Compensation Plan of the City of Norfolk, a copy of which is attached hereto, and the regulations for the administration of the plan, as set forth therein, are hereby approved, and said plan is hereby adopted. Such plan, as to the positions included, shall supersede and replace the fiscal year 2008 Council Appointee Compensation Plan of the City of Norfolk, approved and adopted by Ordinance No. No. 42,676, enacted May 21, 2007, and effective June 23, 2007.

Section 6:- **Fire-Rescue Compensation Plan.** That until otherwise changed by the Council, the pay ranges of various officers and employees of the City, as set forth in the fiscal year 2009 Fire-Rescue Compensation Plan of the City of Norfolk, a copy of which is attached hereto, and the regulations for the administration of the plan, as set forth therein, are hereby approved, and said plan is hereby adopted. Such plan, as to the positions included, shall supersede and replace the fiscal year 2008 Fire-Rescue Compensation Plan of the City of Norfolk, approved and adopted No. 42,676, enacted May 21, 2007, and effective June 23, 2007.

Section 7:- **Police Compensation Plan**. That until otherwise changed by the Council, the pay ranges of various officers and employees of the City, as set forth in the fiscal year 2009 Police Compensation Plan of the City of Norfolk, a copy of which is attached hereto, and the regulations for the administration of said plan, as set forth therein, are hereby approved, and said plan is hereby adopted. Such plan, as to the positions included, shall supersede and replace the fiscal year 2008 Police Compensation Plan of the City of Norfolk, approved and adopted by Ordinance No. 42,676, enacted May 21, 2007, and effective June 23, 2007.

Section 8:- **Constitutional and State Officers and Employees.** That until otherwise changed by the Council, the pay ranges of various Constitutional and State officers and their employees, as set forth in this ordinance and its attachments, are hereby approved and adopted. This ordinance and its attachments, as they pertain to said officers and employees shall supersede and replace the fiscal year 2008 Compensation Plan Ordinance of the City of Norfolk, approved and adopted by No. 42,676, enacted May 21, 2007, and effective June 23, 2007.

Section 9:- That the Council shall have the right at any time to change the pay ranges, rates of pay, regulations and supplements set forth in any of the compensation plans or

supplemental pay schedules adopted in the body of this ordinance or its attachments. Moreover, because the City salary supplements are only intended to grant the Constitutional officers and their officers and employees parity with City employees, whenever the State Compensation Board authorizes an increase to their salaries during the life of this ordinance, the City Manager shall apply that increase to the employee's State Compensation Board authorized salary, and if appropriate so as to maintain parity, decrease or even eliminate the City's supplement.

Section 10:- That notwithstanding the provisions of any ordinance, regulation or action by the Council, City Manager or the Civil Service Commission of the City of Norfolk to the contrary, codified or otherwise, the officers and employees of the various Constitutional and State offices whose salaries the City funds, regardless of whether the City funds 100% of their salaries or some smaller percentage and regardless of whether their date of hire is prior or subsequent to the date of the adoption of this ordinance, shall not be officers and employees of the City or eligible for any of the various rights that inure to the status of City employment, classified or otherwise. Unless their position is created and authorized by the Council of the City of Norfolk or in some cases, the City Manager or the City Attorney, and such creation is implemented in accordance with the charter provisions, ordinances, rules and regulations governing employment with the City, such individuals working within such offices are not and shall not be deemed officers and employees of the City of Norfolk, but instead are and shall be deemed at will employees of the various Constitutional and State officers and offices, and they shall not, among other things, have any rights to utilize the City of Norfolk's Employee Grievance Procedure. All attorneys licensed to practice law in Virginia or elsewhere who are either in the employment of the City or receiving salaries funded entirely by the City but employed by a Constitutional Officer shall be under the ultimate direction and control of the City Attorney and shall serve at his will, or in the case of non-City employees whose positions are entirely funded by the City, shall receive their City-funded salaries at his will, regardless of their actual employer.

Section 11:- That nothing contained in this ordinance is intended to or shall alter the employment status of any persons who are not officers or employees of the City of Norfolk. Moreover, notwithstanding any other ordinance, regulation or action by the Council, the City Manager or the Civil Service Commission of the City of Norfolk to the contrary, codified or otherwise, all references to the officers and/or employees of the City, as those words are used occasionally within this ordinance, shall only mean those individuals who have attained City employment, regardless of whether their date of hire is prior or subsequent to the date of the adoption of this

ordinance, through the usual and regular employment procedures of the City of Norfolk, and who lawfully hold: (i) City positions exempt from the classified service as identified in section 114 of the Charter; (ii) City positions lawfully classified pursuant to section 111 of the Charter by the Civil Service Commission; or (iii) City positions exempt from either the classified or the unclassified service as identified in section 114.1 of the Charter.

Section 12:- **Commonwealth's Attorney**. Whereas, it is the desire of the Council of the City of Norfolk and of the Commonwealth's Attorney of the City of Norfolk that the Compensation of certain officers and employees of the Commonwealth's Attorney which are fixed by the Compensation Board of the Commonwealth of Virginia pursuant to Virginia Code §15.2-1627.1, as amended, be supplemented, and

Whereas, Virginia Code §15.2-1605.1, as amended, authorizes the Council, in its discretion, to supplement the compensation of Constitutional Officers and their officers and employees in such amounts as it may deem expedient; and

Whereas, the supplementation of the compensation of officers and employees of the Commonwealth's Attorney is not intended to and shall not constitute them employees of the City for any purpose and shall not authorize the application to them of any personnel policies of the City; and

Whereas, the Council deems it appropriate and necessary to establish specific criteria and procedures for the supplementation of the compensation of the Commonwealth's Attorney and certain of his employees; now, therefore, the Council ordains as follows:

(A) The compensation of the officers and employees of the Commonwealth's Attorney employed in positions designated by the job titles identified in the Attachments to this ordinance shall be supplemented by the payment to them of compensation within the pay ranges set opposite each of their job titles, established in the Attachments.

(B) The Commonwealth's Attorney shall receive a wage increase of 3.5%, the funds for which were heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2008. Supplementation for the Commonwealth's Attorney shall be within the pay range specified as COF 013 in the Attachments to this ordinance.

(C) Every officer or employee of the Commonwealth's Attorney whose compensation is fixed by the Compensation Board of the Commonwealth of Virginia shall in no event receive any lesser compensation than that fixed by said Board.

(D) The Commonwealth's Attorney, whenever the compensation of an officer or employee of the Commonwealth's Attorney is increased by the Compensation Board of the Commonwealth of Virginia to a sum exceeding the supplemented salary, shall take

immediate action to adjust the compensation payable to such officer or employee so that it is not less than that fixed by the Compensation Board.

(E) Any compensation paid in accordance with this ordinance to an officer or employee of the Commonwealth's Attorney in excess of the sum fixed by the Compensation Board shall constitute a local supplement, to be wholly payable from the funds of the City appropriated for that purpose in the annual appropriations ordinance for fiscal year 2009.

(F) The administration and computation of supplements pursuant to this ordinance shall be governed by and be subject to the following regulations:

(1) The increment date for the Commonwealth's Attorney and each officer or employee of the Commonwealth's Attorney for purposes of the supplements under this ordinance will be July 1st.

(2) Officers and Employees of the Commonwealth's Attorney whose job titles are identified in Attachments to this ordinance shall be eligible to receive an increase in salary within the pay grade to which their position title is assigned, at the discretion of the Commonwealth's Attorney, subject to the availability of funds appropriated by this ordinance for such purpose.

(3) No salary increase under this Section shall exceed the maximum rate of an employee's pay grade.

(4) When an officer or employee of the Commonwealth's Attorney whose title is listed in this ordinance or its attachments has rendered exceptionally meritorious service, the Commonwealth's Attorney, in his best judgment, may authorize a monetary exemplary performance award that is in addition to any other salary increase which that officer or employee may receive during the course of the fiscal year. However, not more than one such award may be authorized for any particular individual during any one fiscal year. Moreover, no such award may be authorized unless funds for that purpose are available within the funds heretofore appropriated in the appropriations ordinance of the City for the 2008 fiscal year and authorized by this ordinance to be expended for the Commonwealth's Attorney's supplements.

(5) The Commonwealth's Attorney shall provide to the City's Director of Human Resources, on or before June 1, 2008 a list of all officers and employees occupying positions with job titles identified in Attachments to this ordinance, by name, job title and salary. Any appropriations made to fund this ordinance and payments made pursuant to such appropriations are conditioned upon the maximum number of positions within each job title identified in Attachments to this ordinance not being increased without prior approval by the City Manager.

(G) The purposes of this ordinance and of the criteria and procedures it establishes are solely to supplement the compensation of the officers and employees of the Commonwealth's Attorney's Office, as authorized by Virginia Code §15.2-1605.1, as amended. Nothing contained herein or in any City Compensation Plan shall alter the status of such persons as officers and employees of the Commonwealth's Attorney, and not of the City of Norfolk, and any references to and/or applications of any City Compensation Plan are solely for the purpose of administrative convenience in computing the amount of authorized supplements.

(H) In order to provide funds for the payment of an increase to the compensation supplements of the officers and employees of the Commonwealth's Attorney affected by this ordinance, the sum of one hundred six thousand two hundred forty eight dollars ($106,248**)** is hereby authorized to be expended from funds previously appropriated for general government in the general appropriations ordinance for fiscal year 2009.

(I) The compensation of officers or employees of the City, if any, assigned to the supervision of the Commonwealth's Attorney shall be governed solely by the applicable City Compensation Plan.

Section 13:- **Commissioner of the Revenue**. Whereas, it is the desire of the Council of the City of Norfolk and of the Commissioner of the Revenue that the compensation of the Commissioner of the Revenue and certain of her officers and employees which are fixed by the Compensation Board of the Commonwealth of Virginia pursuant to Virginia Code §15.3-1636.1, as amended, be supplemented; and

Whereas, Virginia Code §15.2-1605.1, as amended, authorizes the Council, in its discretion, to supplement the compensation of Constitutional Officers and their officers and employees in such amounts as it may deem expedient; and

Whereas, the Council deems it appropriate and necessary to establish specific criteria and procedures for the supplementation of the compensation of the Commissioner of Revenue and of certain officers and employees of the Commissioner of the Revenue; now, therefore, the Council ordains as follows:

(A) Every officer or employee of the Commissioner of Revenue whose compensation is fixed by the Compensation Board of the Commonwealth of Virginia shall in no event receive any lesser compensation than that fixed by said Board.

(B) Every officer or employee of the Commissioner of the Revenue whose compensation is fixed by the Compensation Board at a sum higher than that fixed in accordance with the regulations for the administration of the applicable City Compensation Plan for a City employee assigned to a classification with the same job title, (or, in the case of such Constitutional Officers'

employees or officers whose classifications do not correspond to City class titles, at a sum higher than the compensation to which they would otherwise be entitled through the normal application of the applicable City Compensation Plan regulations), shall be paid only the compensation fixed by the Compensation Board.

(C) Every officer or employee of the Commissioner of the Revenue whose compensation is fixed by the Compensation Board at a sum less than that fixed in accordance with the regulations for the administration of the applicable City Compensation Plan for a City employee assigned to a classification with the same job title, (or, in the case of such Constitutional Officers' employees or officers whose classifications do not correspond to City class titles, a sum less than the compensation which they would otherwise receive through the normal application of the applicable City Compensation Plan regulations), shall be paid the same compensation as said City employee (or, in the case of a Constitutional Officer's employee or officer whose classification does not correspond to a City class title, shall receive the compensation payable through the normal application of the applicable City Compensation Plan regulation).

(D) The compensation of the Commissioner of the Revenue shall be supplemented by a wage increase of 3.5%, the funds for which were heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2008. Supplementation for the Commissioner of the Revenue shall be within the pay range specified as COF 011 in the Attachments to this ordinance.

(E) The Commissioner of the Revenue, whenever the compensation of an officer or employee of the Commissioner of the Revenue is increased by the Compensation Board of the Commonwealth of Virginia to a sum exceeding the amount payable under this Section of this ordinance shall notify the Director of Human Resources. Human Resources shall take immediate action to adjust the compensation payable to such officer or employee so that it is not less that that fixed by the Compensation Board. Human Resources shall periodically review the compensation of officer or employees of the Commissioner of the Revenue and shall bring to the attention of the City Manager any increases required by this Section, to be made effective on the date as determined in accordance with this Section of this ordinance.

(F) Any compensation paid in accordance with this ordinance to an officer or employee of the Commissioner of the Revenue in excess of the sum fixed by the Compensation Board shall constitute a local supplement, to be wholly payable from the funds of the City.

(G) Annual increment dates for the officer and employees of the Commissioner of the Revenue shall be on their pay increment anniversary date, to be determined as follows: The

anniversary date for all such officers and employees hired prior to December 1, 1996 shall be December 1, the first of which December 1 anniversary dates being the December 1 next following their initial employment or December 1, 1992, whichever date is later, and shall be the first day of the month of initial employment for all such officers and employees hired on or after December 1, 1996, regardless of any putative annual increment date otherwise established by the Compensation Board.

(H) The funds for the payment of the compensation supplements of the officers and employees of the Commissioner affected by this ordinance were heretofore appropriated for general government in the annual appropriation ordinance of the city for fiscal year 2009.

(I) The compensation of officers or employees of the City, if any, assigned to the supervision of the Commissioner of the Revenue shall be governed solely by the applicable City Compensation Plan.

(J) The purpose of this ordinance and of the criteria and procedures it establishes is solely to supplement the compensation of certain employees of the Commissioner of the Revenue with funds of the City, as authorized by Virginia Code §15.2-1605.1, as amended. Nothing contained herein, or in any City Compensation Plan shall alter the status of such persons as officers or employees of the Commissioner of the Revenue, and not of the City of Norfolk, and any references to and/or applications of any City Compensation Plan are solely for the purpose of administrative convenience in computing the amount of authorized supplements.

Section 14:- **Sheriff.** Whereas, it is the desire of the Council of the City of Norfolk and of the Sheriff of the City of Norfolk, that the compensation of certain officers and employees of the Sheriff which are fixed by the Compensation Board of the Commonwealth of Virginia pursuant to Virginia Code §15.2-1609.2, as amended, be supplemented, and

Whereas, Virginia Code §15.2-1605.1, as amended, authorizes the Council, in its discretion, to supplement the compensation of Constitutional Officers and their officers and employees in such amounts as it may deem expedient; and

Whereas, the supplementation of the compensation of officers and employees of the Sheriff is not intended to and shall not constitute them officers and employees of the City for any purpose and shall not authorize the application to them of any personnel policies of the City; and

Whereas, in consideration for such compensation supplementation, the Sheriff has agreed to pay over to the City sufficient revenues received by him from operations of the Jail and inmate service excepting only revenues derived from canteen operations; and

Whereas, the Council deems it appropriate and necessary to establish specific criteria and procedures for the supplementation of the compensation of certain employees of the Sheriff; now, therefore, the Council ordains as follows:

(A) The compensation of officers and employees of the Sheriff employed in positions designated by the job titles identified in Attachments to this ordinance, shall be supplemented by the payment to them of compensation within the pay ranges set opposite each job title, established in the Attachments to this ordinance, except that in no event shall an officer's or employee's supplemented compensation be lower than that fixed by the Compensation Board of the Commonwealth of Virginia.

(B) The Sheriff shall receive a wage increase of 3.5%, the funds for which were heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2009.

(C) The administration and computation of supplements pursuant to this ordinance shall be governed by and be subject to the following regulations:

(1) Any officers or employees of the Sheriff hired after July 1, 1999 shall have as their increment date the first day of the month in which they are employed.

(2) For the purposes of making any necessary compensation adjustments occasioned by promotions, demotions, reclassifications, general wage increases and annual increments, the computations prescribed by the regulations in the applicable City's Compensation Plan for City employees that relate to such transactions, and other administrative procedures generally applicable to the compensation of City employees, shall be utilized.

(3) The compensation of employees of the City, if any, assigned to the supervision of the Sheriff shall be governed solely by the applicable City Compensation Plan.

(D) The purpose of this ordinance and of the criteria and procedures it establishes is to supplement the compensation of certain officers and employees of the Sheriff, as authorized by Virginia Code §15.2-1605.1, as amended. Nothing contained herein, or in any City Compensation Plan, shall alter the status of such persons as officers or employees of the Sheriff and not of the City of Norfolk, and any references to and/or applications of any City Compensation Plan are solely for the purpose of administrative convenience in computing the amount of authorized supplements.

(E) The funds for the payment of the compensation supplements of the officers and employees of the Sheriff affected by this ordinance were heretofore appropriated for general government in the annual appropriation ordinance of the city for fiscal year 2009.

Section 15:- **General Registrar**. That the pay ranges for the General Registrar and her officers and employees shall be placed within the various Compensation Plans where appropriate to their pay rates. Nothing contained within this ordinance, the Compensation Plan Regulations or any other Attachments, shall alter the status of the General Registrar and her officers and employees, and their inclusion herein is solely for administrative convenience. That the daily compensation for the officers of election assigned to work at voting precincts shall be as follows: Precinct Chief, one hundred eighty-five dollars ($185) (to include delivery service); Assistant Precinct Chief, one hundred and forty dollars ($140) plus City-designated mileage if required to fill in for Precinct Chief and perform delivery services); and Election Officer, one hundred and twenty-five dollars ($125).

Section 16:- **City Treasurer**. Whereas, it is the desire of the Council of the City of Norfolk and of the City Treasurer that the compensation of the City Treasurer and certain of his officers and employees which are fixed by the Compensation Board of the Commonwealth of Virginia pursuant to the Virginia Code be supplemented; and

Whereas, Virginia Code §15.2-1605.1, as amended, authorizes the Council, in its discretion, to supplement the compensation of Constitutional Officers and their officers and employees in such amounts as it may deem expedient; and

Whereas, the supplementation of the compensation of officers and employees of the City Treasurer is not intended to and shall not constitute them officers and employees of the City for any purpose and shall not authorize the application to them of any personnel policies of the City; and

Whereas, the Council deems it appropriate and necessary to establish specific criteria and procedures for the supplementation of the compensation of the City Treasurer and of certain officers and employees of the City Treasurer; now, therefore, the Council ordains as follows:

(A) The Treasurer shall receive a wage increase of 3.5% the funds for which were heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2008. Supplementation for the City Treasurer shall be within the pay range specified as COF 011 in Attachments to this ordinance.

(B) Every officer and employee of the Treasurer whose compensation is fixed by the Compensation Board of the Commonwealth of Virginia shall in no event receive any lesser compensation than that fixed by said Board.

(C) Every officer and employee of the City Treasurer whose compensation is fixed by the Compensation Board at a sum higher than that fixed in accordance with the regulations for the administration of the applicable City Compensation Plan for a

City employee assigned to a classification with the same job title, (or in the case of Treasurer’s officers and employees whose classifications do not correspond to City class titles, is fixed at a sum higher than the compensation to which they would otherwise be entitled through the normal application of the applicable City Compensation Plan regulations), shall be paid only the compensation fixed by the Compensation Board.

(D) Every officer and employee of the City Treasurer whose compensation is fixed by the Compensation Board at a sum less than that fixed in accordance with the regulations for the administration of the applicable City Compensation Plan for a City employee assigned to a classification with the same job title (or in the case of Treasurer’s officers and employees whose classifications do not correspond to City class titles, is fixed at a sum less than the compensation which they would otherwise receive through the normal application of the applicable City Compensation Plan regulations), shall be paid the same compensation as said City employee (or, in the case of a Treasurer's officer or employee whose classification does not correspond to a City class title, shall receive the compensation payable through the normal application of the applicable City Compensation Plan regulations).

(E) The City Treasurer, whenever the compensation of an officer or employee of the Treasurer is increased by the Compensation Board of the Commonwealth of Virginia to a sum exceeding the amount payable under this Section of this ordinance, shall notify the Director of Human Resources. Human Resources shall take immediate action to adjust the compensation payable to such officer or employee so that it is not less than that fixed by the Compensation Board.

(F) Any compensation paid in accordance with this ordinance to an officer or employee of the City Treasurer in excess of the sum fixed by the Compensation Board shall constitute a local supplement, to be wholly payable from the funds of the City.

(G) The annual increment dates for the Treasurer and his officers and employees shall be on their pay increment anniversary date, both of which shall be July 1, regardless of any putative annual increment date otherwise established by the Compensation Board.

(H) When an officer or employee of the Treasurer whose title is listed in this ordinance or its attachments has rendered exceptionally meritorious service, the Treasurer, in his best judgment, may authorize a monetary exemplary performance award that is in addition to any other salary increase which that officer or employee may receive during the course of the fiscal year. However, not more than one such award

may be authorized for any particular individual during any one fiscal year. Moreover, no such award may be authorized unless funds for that purpose are available within the funds heretofore appropriated in the appropriations ordinance of the City for the 2009 fiscal year and authorized by this ordinance to be expended for the Treasurer's supplements.

(I) The funds for the payment of the compensation supplements (including exemplary performance awards) of the officers and employees of the Treasurer affected by this ordinance were heretofore appropriated for general government in the annual appropriation ordinance of the city for the fiscal year 2009.

(J) The compensation of officers or employees of the City, if any, assigned to the supervision of the City Treasurer shall be governed solely by the applicable City Compensation Plan.

(K) The purpose of this ordinance and of the criteria and procedures it establishes is solely to supplement the compensation of certain officers and employees of the Treasurer with funds of the City, as authorized by Virginia Code §15.2-1605.1, as amended. Nothing contained herein, or in any City Compensation Plan shall alter the status of such persons as officers and employees of the Treasurer, and not of the City of Norfolk, and any references to and/or applications of any City Compensation Plans are solely for the purpose of administrative convenience in computing the amount of authorized supplements.

Section 17:- **Magistrates**. WHEREAS, Section 19.2-46.1 of the Code of Virginia, as amended, authorizes the governing bodies of counties and cities to supplement the compensation of magistrates so long as the total amount, Commonwealth salary plus City supplement, does not exceed fifty (50%) of the amount paid by the Commonwealth to any magistrate, and

WHEREAS, the Council considers it to be in the interests of the City that the compensation of magistrates be supplemented; now therefore, the Council ordains as follows:

(A) That the City shall supplement the fixed compensation, paid by the Commonwealth of Virginia to the magistrates appointed to serve in the City of Norfolk in the amounts indicated below, the funds for such supplements having been heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2009.

(B) That the City shall supplement the fixed compensation of the Chief Magistrate by adding thereto the amount of nine thousand, three hundred and forty six dollars ($9,346.00), to be paid in quarterly installments.

(C) That the City shall supplement the fixed compensation of each of the other magistrates by adding thereto a sum equal

to ten percent (10%) of their fixed compensation, to be paid in quarterly installments.

(D) That the purpose of this ordinance is solely to supplement the compensation of the magistrates with funds of the City, as authorized by Section 19.2-46.1 of the Code of Virginia, as amended, and nothing contained herein shall alter the status of such persons as officers or employees of the Commonwealth and not of the City of Norfolk.

Section 18: - **Clerk of the Circuit Court**. Whereas, it is the desire of the Council of the City of Norfolk and of the Clerk of the Circuit Court of the City of Norfolk that the compensation of certain officers and employees of the Clerk's office, which are fixed by the Compensation Board of the Commonwealth of Virginia, be supplemented, and

Whereas, Virginia Code §15.2-1605.1, as amended, authorizes the Council, in its discretion, to supplement the compensation of Constitutional Officers and their employees in such amounts as it may deem expedient; and

Whereas, the supplementation of the compensation of the officers and employees of the Clerk's office is not intended to and shall not constitute them officers and employees of the City for any purpose and shall not authorize the application to them of any personnel policies of the City; and

Whereas, the Council deems it appropriate and necessary to establish specific criteria and procedures for the supplementation of the compensation of the officers and employees of the Clerk's office; now, therefore, the Council ordains as follows:

(A) The compensation of officers and employees of the Clerk employed in positions designated by the job titles identified in Attachments to this ordinance shall be supplemented by the payment to them of compensation within the pay ranges set opposite each job title, established in the Attachments to this ordinance, except that in no event shall an officer's or employee's supplemented compensation be lower than that fixed by the Compensation Board of the Commonwealth of Virginia.

(B) The Clerk shall receive an amount equal to that which would provide him an annual wage increase for fiscal year 2009 of 3.5%. However, said payments shall stop at such time as the State Compensation Board raises the salary of the Clerk of Circuit Court in excess of his July 1, 2008 salary (state plus city supplement). The funds for this wage increase were heretofore appropriated in the annual appropriations ordinance of the City for fiscal year 2009.

(C) The administration and computation of supplements to the officers and employees of the Clerk pursuant to this ordinance shall be governed by and be subject to the following regulations:

(1) The increment date for the Clerk and each officer and employee of the Clerk for purposes of the supplements under this ordinance shall be July 1st.

(2) Officers and Employees of the Clerk of the Circuit Court whose job titles are identified in Attachments to this ordinance shall be eligible to receive an increase in salary within the pay grade to which their position title is assigned, at the discretion of the Clerk of the Circuit Court, subject to the availability of funds appropriated by ordinance for that purpose.

(3) For the purposes of making any necessary compensation adjustments occasioned by promotions, demotions, reclassifications, general wage increases and annual increments, the computations prescribed by the regulations in the applicable City's Compensation Plan for City employees that relate to such transactions, and other administrative procedures generally applicable to the compensation of city employees, shall be utilized.

(D) The purpose of this ordinance and of the criteria and procedures it establishes are solely to supplement the compensation of officers and employees of the Clerk, as authorized by Virginia Code §15.2-1605.1, as amended. Nothing contained herein or in any City Compensation Plan shall alter the status of such persons as officers or employees of the Clerk, and not of the City of Norfolk, and any references to and/or applications of any City Compensation Plan are solely for the purpose of administrative convenience in computing the amount of authorized supplements.

(E) Funds for the payment of the compensation supplements, including exemplary performance awards, if any, for the officers and employees of the Clerk were heretofore appropriated for general government in the annual appropriation ordinance of the city for fiscal year 2009.

(F) The compensation of officers or employees of the City, if any, assigned to the supervision of the Clerk shall be governed solely by the applicable City Compensation Plan.

(G) When an officer or employee of the Clerk whose title is listed in this ordinance or its attachments has rendered exceptionally meritorious service, the Clerk, in his best judgment, may authorize a monetary exemplary performance award that is in addition to any other salary increase which that officer or employee may receive during the course of the fiscal year. However, not more than one such award may be authorized for any particular individual during any one fiscal year. Moreover, no such award may be authorized unless funds for that purpose are available within the funds heretofore appropriated in the appropriations ordinance of the City for the 2009 fiscal year and authorized by this ordinance to be expended for the Clerk's supplements.

Section 19:- That this ordinance shall be in effect from and after June 23, 2008.

FY 2009 Ordinance Pay Tables

CONSTITUTIONAL OFFICERS' PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
T00001	City Treasurer	COF	011	$82,496.00	$131,169.00
CC0001	Clerk of the Circuit Court	COF	011	$82,496.00	$131,169.00
000052	Commissioner of the Revenue	COF	011	$82,496.00	$131,169.00
000053	Commonwealth's Attorney	COF	013	$129,455.00	$205,834.00
S00001	Sheriff	COF	011	$82,496.00	$131,169.00

COMMONWEALTH'S ATTORNEY'S PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
800100	Administrative Assistant II-CWA	COF	002	$32,157.00	$51,407.00
100188	Assistant Commonwealth's Attorney I	COF	008	$51,213.00	$81,429.00
100189	Assistant Commonwealth's Attorney II	COF	009	$59,985.00	$95,373.00
100190	Assistant Commonwealth's Attorney III	COF	010	$70,314.00	$111,800.00
100220	Chief Deputy Commonwealth's Attorney	COF	012	$91,810.00	$145,979.00
100271	CWA-Director of Communications	COF	006	$43,483.00	$69,508.00
100454	CWA-Victim / Witness Coordinator	COF	001	$27,697.00	$44,277.00
100280	Deputy Commonwealth's Attorney	COF	011	$82,496.00	$131,169.00
800110	Legal Administrator CWA	COF	007	$52,583.00	$84,060.00
800115	Legal Assistant CWA	COF	005	$38,173.00	$61,021.00
800120	Legal Secretary I CWA	COF	001	$27,697.00	$44,277.00
800125	Legal Secretary II CWA	COF	003	$32,455.00	$51,407.00
800130	Paralegal CWA	COF	003	$32,455.00	$51,407.00
C00012	Victim / Witness Program Advocate I	COF	000	$21,331.00	$90,659.00
C00011	Victim / Witness Program Advocate II	COF	000	$21,331.00	$90,659.00
100287	Victim / Witness Program Assistant Director	COF	001	$27,697.00	$44,277.00
C00014	Victim Advocate	COF	000	$21,331.00	$90,659.00

CONSTITUTIONAL OFFICERS' PAY SYSTEM					
Initial salary is set by Electoral Board					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
000111	Registrar/Elections Administrator	COF	000	$21,331.00	$90,659.00

Constitutional Officers' Pay Schedule			
Plan	Grade	Minimum Annual Salary	Maximum Annual Salary
COF	000	$21,331.00	$90,659.00
COF	001	$27,697.00	$44,277.00
COF	002	$32,157.00	$51,407.00
COF	003	$32,455.00	$51,407.00
COF	004	$36,199.00	$57,872.00
COF	005	$38,173.00	$61,021.00
COF	006	$43,483.00	$69,508.00
COF	007	$52,583.00	$84,060.00
COF	008	$51,213.00	$81,429.00
COF	009	$59,985.00	$95,373.00
COF	010	$70,314.00	$111,800.00
COF	011	$82,496.00	$131,169.00
COF	012	$91,810.00	$145,979.00
COF	013	$129,455.00	$205,834.00

Treasurer's Pay Schedule					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
T00105	Accountant II - TR	TRO	003	$35,182.12	$56,246.55
T00108	Accounting Manager - TR	TRO	006	$56,106.23	$89,692.53
T00106	Accounting Supervisor - TR	TRO	004	$46,289.28	$74,002.85
T00102	Accounting Technician - TR	TRO	001	$23,724.09	$37,925.53
T00109	Assistant Treasurer	TRO	007	$59,911.22	$95,775.80
T00101	Customer Service Representative-TR	TRO	001	$23,724.09	$37,925.53
T00107	Division Accounting Supervisor - TR	TRO	005	$49,316.74	$78,838.90
T00104	Security Officer - TR	TRO	002	$25,622.07	$40,963.19
T00103	Senior Accounting Technician - TR	TRO	002	$25,622.07	$40,963.19

Treasurer's Pay Schedule			
Plan	Step	Minimum Annual Rate	Maximum Annual Rate
TRO	1	$23,724.09	$37,925.53
TRO	2	$25,622.07	$40,963.19
TRO	3	$35,182.12	$56,246.55
TRO	4	$46,289.28	$74,002.85
TRO	5	$49,316.74	$78,838.90
TRO	6	$56,106.23	$89,692.53
TRO	7	$59,911.22	$95,775.80

Treasurer's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi Monthly Rate	Annual Rate
TRO	1	1	$11.41	$988.51	$23,724.09
TRO	1	2	$11.69	$1,013.22	$24,317.15
TRO	1	3	$11.98	$1,038.54	$24,924.92
TRO	1	4	$12.28	$1,064.52	$25,548.52
TRO	1	5	$12.59	$1,091.12	$26,186.83
TRO	1	6	$12.90	$1,118.38	$26,840.99
TRO	1	7	$13.23	$1,146.34	$27,512.13
TRO	1	8	$13.56	$1,175.01	$28,200.24
TRO	1	9	$13.90	$1,204.39	$28,905.33
TRO	1	10	$14.24	$1,234.52	$29,628.53
TRO	1	11	$14.60	$1,265.37	$30,368.71
TRO	1	12	$14.97	$1,297.01	$31,128.12
TRO	1	13	$15.34	$1,329.45	$31,906.78
TRO	1	14	$15.72	$1,362.70	$32,704.68
TRO	1	15	$16.12	$1,396.74	$33,521.80
TRO	1	16	$16.52	$1,431.64	$34,359.31
TRO	1	17	$16.93	$1,467.43	$35,218.32
TRO	1	18	$17.36	$1,504.12	$36,098.84
TRO	1	19	$17.79	$1,541.71	$37,000.86
TRO	1	20	$18.23	$1,580.23	$37,925.53
TRO	2	1	$12.32	$1,067.59	$25,622.07
TRO	2	2	$12.63	$1,094.28	$26,262.67
TRO	2	3	$12.94	$1,121.63	$26,919.09
TRO	2	4	$13.27	$1,149.69	$27,592.48
TRO	2	5	$13.60	$1,178.46	$28,282.88
TRO	2	6	$13.94	$1,207.93	$28,990.21
TRO	2	7	$14.29	$1,238.11	$29,714.54
TRO	2	8	$14.64	$1,269.04	$30,456.97
TRO	2	9	$15.01	$1,300.78	$31,218.67
TRO	2	10	$15.38	$1,333.32	$31,999.59
TRO	2	11	$15.77	$1,366.66	$32,799.74
TRO	2	12	$16.16	$1,400.85	$33,620.27
TRO	2	13	$16.57	$1,435.89	$34,461.18
TRO	2	14	$16.98	$1,471.77	$35,322.45
TRO	2	15	$17.41	$1,508.55	$36,205.24
TRO	2	16	$17.84	$1,546.28	$37,110.65
TRO	2	17	$18.29	$1,584.95	$38,038.68
TRO	2	18	$18.74	$1,624.56	$38,989.38
TRO	2	19	$19.21	$1,665.16	$39,963.82
TRO	2	20	$19.69	$1,706.80	$40,963.19

Treasurer's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi Monthly Rate	Annual Rate
TRO	3	1	$16.91	$1,465.92	$35,182.12
TRO	3	2	$17.34	$1,502.56	$36,061.49
TRO	3	3	$17.77	$1,540.15	$36,963.53
TRO	3	4	$18.22	$1,578.68	$37,888.17
TRO	3	5	$18.67	$1,618.15	$38,835.46
TRO	3	6	$19.14	$1,658.61	$39,806.51
TRO	3	7	$19.62	$1,700.06	$40,801.33
TRO	3	8	$20.11	$1,742.55	$41,821.05
TRO	3	9	$20.61	$1,786.12	$42,866.80
TRO	3	10	$21.12	$1,830.78	$43,938.60
TRO	3	11	$21.65	$1,876.57	$45,037.55
TRO	3	12	$22.19	$1,923.49	$46,163.65
TRO	3	13	$22.75	$1,971.59	$47,318.06
TRO	3	14	$23.32	$2,020.87	$48,500.76
TRO	3	15	$23.90	$2,071.37	$49,712.87
TRO	3	16	$24.50	$2,123.15	$50,955.56
TRO	3	17	$25.11	$2,176.25	$52,229.92
TRO	3	18	$25.74	$2,230.67	$53,535.97
TRO	3	19	$26.38	$2,286.46	$54,874.87
TRO	3	20	$27.04	$2,343.61	$56,246.55
TRO	4	1	$22.25	$1,928.72	$46,289.28
TRO	4	2	$22.81	$1,976.96	$47,447.07
TRO	4	3	$23.38	$2,026.38	$48,633.17
TRO	4	4	$23.97	$2,077.03	$49,848.68
TRO	4	5	$24.56	$2,128.95	$51,094.77
TRO	4	6	$25.18	$2,182.19	$52,372.52
TRO	4	7	$25.81	$2,236.75	$53,681.97
TRO	4	8	$26.45	$2,292.68	$55,024.25
TRO	4	9	$27.12	$2,349.98	$56,399.35
TRO	4	10	$27.79	$2,408.73	$57,809.53
TRO	4	11	$28.49	$2,468.91	$59,253.72
TRO	4	12	$29.20	$2,530.68	$60,736.28
TRO	4	13	$29.93	$2,593.97	$62,255.12
TRO	4	14	$30.68	$2,658.81	$63,811.28
TRO	4	15	$31.45	$2,725.30	$65,407.08
TRO	4	16	$32.23	$2,793.44	$67,042.48
TRO	4	17	$33.04	$2,863.28	$68,718.62
TRO	4	18	$33.86	$2,934.86	$70,436.66
TRO	4	19	$34.71	$3,008.24	$72,197.69
TRO	4	20	$35.58	$3,083.45	$74,002.85

Treasurer's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi Monthly Rate	Annual Rate
TRO	5	1	$23.71	$2,054.87	$49,316.74
TRO	5	2	$24.30	$2,106.22	$50,549.26
TRO	5	3	$24.91	$2,158.90	$51,813.44
TRO	5	4	$25.53	$2,212.89	$53,109.30
TRO	5	5	$26.17	$2,268.21	$54,436.87
TRO	5	6	$26.83	$2,324.89	$55,797.25
TRO	5	7	$27.50	$2,383.03	$57,192.71
TRO	5	8	$28.18	$2,442.59	$58,622.14
TRO	5	9	$28.89	$2,503.66	$60,087.78
TRO	5	10	$29.61	$2,566.24	$61,589.64
TRO	5	11	$30.35	$2,630.37	$63,128.83
TRO	5	12	$31.11	$2,696.11	$64,706.51
TRO	5	13	$31.89	$2,763.49	$66,323.81
TRO	5	14	$32.68	$2,832.58	$67,981.87
TRO	5	15	$33.50	$2,903.41	$69,681.77
TRO	5	16	$34.34	$2,975.98	$71,423.56
TRO	5	17	$35.20	$3,050.40	$73,209.50
TRO	5	18	$36.08	$3,126.65	$75,039.56
TRO	5	19	$36.98	$3,204.84	$76,916.03
TRO	5	20	$37.90	$3,284.96	$78,838.90
TRO	6	1	$26.97	$2,337.76	$56,106.23
TRO	6	2	$27.65	$2,396.19	$57,508.48
TRO	6	3	$28.34	$2,456.08	$58,945.82
TRO	6	4	$29.05	$2,517.48	$60,419.39
TRO	6	5	$29.77	$2,580.43	$61,930.30
TRO	6	6	$30.52	$2,644.94	$63,478.55
TRO	6	7	$31.28	$2,711.06	$65,065.29
TRO	6	8	$32.06	$2,778.82	$66,691.64
TRO	6	9	$32.86	$2,848.28	$68,358.75
TRO	6	10	$33.69	$2,919.49	$70,067.70
TRO	6	11	$34.53	$2,992.49	$71,819.69
TRO	6	12	$35.39	$3,067.28	$73,614.65
TRO	6	13	$36.28	$3,143.96	$75,454.91
TRO	6	14	$37.18	$3,222.57	$77,341.58
TRO	6	15	$38.11	$3,303.11	$79,274.63
TRO	6	16	$39.07	$3,385.68	$81,256.37
TRO	6	17	$40.04	$3,470.33	$83,287.88
TRO	6	18	$41.04	$3,557.10	$85,370.32
TRO	6	19	$42.07	$3,646.04	$87,504.83
TRO	6	20	$43.12	$3,737.19	$89,692.53

Treasurer's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi Monthly Rate	Annual Rate
TRO	7	1	$28.80	$2,496.30	$59,911.22
TRO	7	2	$29.52	$2,558.69	$61,408.56
TRO	7	3	$30.26	$2,622.64	$62,943.22
TRO	7	4	$31.02	$2,688.19	$64,516.39
TRO	7	5	$31.79	$2,755.38	$66,129.14
TRO	7	6	$32.59	$2,824.28	$67,782.67
TRO	7	7	$33.40	$2,894.87	$69,476.91
TRO	7	8	$34.24	$2,967.26	$71,214.17
TRO	7	9	$35.09	$3,041.44	$72,994.45
TRO	7	10	$35.97	$3,117.46	$74,818.86
TRO	7	11	$36.87	$3,195.41	$76,689.67
TRO	7	12	$37.79	$3,275.29	$78,606.89
TRO	7	13	$38.74	$3,357.15	$80,571.63
TRO	7	14	$39.70	$3,441.09	$82,586.17
TRO	7	15	$40.70	$3,527.11	$84,650.52
TRO	7	16	$41.71	$3,615.29	$86,766.92
TRO	7	17	$42.76	$3,705.69	$88,936.52
TRO	7	18	$43.83	$3,798.35	$91,160.44
TRO	7	19	$44.92	$3,893.33	$93,439.82
TRO	7	20	$46.05	$3,990.66	$95,775.80

Sheriff's Pay Schedule-Sworn					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
S00066	Work Release Crew Supervisor	SHF	001	$29,936.46	$46,998.00
S00070	Deputy Sheriff	SHF	002	$30,791.72	$48,357.56
S00071	Deputy Sheriff (Master)	SHF	002	$30,791.72	$48,357.56
S00072	Deputy Sheriff (Corporal)	SHF	003	$33,845.92	$53,212.24
S00073	Deputy Sheriff (Sergeant)	SHF	004	$39,023.20	$61,442.39
S00074	Deputy Sheriff (Lieutenant)	SHF	005	$40,924.70	$64,463.80
S00075	Deputy Sheriff (Captain)	SHF	006	$47,216.65	$74,468.24
S00076	Deputy Sheriff (Major)	SHF	007	$49,527.29	$78,147.89
S00077	Deputy Sheriff (Lieutenant Colonel)	SHF	008	$57,176.50	$90,301.75
S00078	Deputy Sheriff (Colonel)	SHF	009	$59,985.48	$94,766.98

City of Norfolk – Sheriff's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
SHF	001	1	$14.39	$1,247.36	$29,936.46
SHF	001	2	$14.74	$1,277.13	$30,651.02
SHF	001	3	$15.09	$1,307.65	$31,383.42
SHF	001	4	$15.45	$1,338.90	$32,133.64
SHF	001	5	$15.82	$1,370.96	$32,902.97
SHF	001	6	$16.20	$1,403.81	$33,691.40
SHF	001	7	$16.59	$1,437.41	$34,497.67
SHF	001	8	$16.98	$1,471.85	$35,324.31
SHF	001	9	$17.39	$1,507.20	$36,172.62
SHF	001	10	$17.81	$1,543.39	$37,041.29
SHF	001	11	$18.24	$1,580.49	$37,931.63
SHF	001	12	$18.67	$1,618.49	$38,843.61
SHF	001	13	$19.12	$1,657.44	$39,778.53
SHF	001	14	$19.58	$1,697.35	$40,736.36
SHF	001	15	$20.06	$1,738.22	$41,717.14
SHF	001	16	$20.54	$1,780.09	$42,722.11
SHF	001	17	$21.03	$1,823.03	$43,752.54
SHF	001	18	$21.54	$1,867.02	$44,808.48
SHF	001	19	$22.06	$1,912.08	$45,889.85
SHF	001	20	$22.60	$1,958.25	$46,998.00

City of Norfolk – Sheriff's Pay Structure

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
SHF	002	1	$14.80	$1,282.99	$30,791.72
SHF	002	2	$15.16	$1,313.64	$31,527.41
SHF	002	3	$15.52	$1,345.06	$32,281.46
SHF	002	4	$15.89	$1,377.25	$33,053.85
SHF	002	5	$16.27	$1,410.25	$33,845.92
SHF	002	6	$16.66	$1,444.07	$34,657.65
SHF	002	7	$17.06	$1,478.66	$35,487.74
SHF	002	8	$17.47	$1,514.12	$36,338.81
SHF	002	9	$17.89	$1,550.51	$37,212.21
SHF	002	10	$18.32	$1,587.78	$38,106.55
SHF	002	11	$18.76	$1,625.97	$39,023.20
SHF	002	12	$19.21	$1,665.09	$39,962.13
SHF	002	13	$19.68	$1,705.20	$40,924.70
SHF	002	14	$20.15	$1,746.29	$41,910.85
SHF	002	15	$20.63	$1,788.36	$42,920.60
SHF	002	16	$21.13	$1,831.47	$43,955.27
SHF	002	17	$21.64	$1,875.68	$45,016.18
SHF	002	18	$22.17	$1,920.97	$46,103.32
SHF	002	19	$22.70	$1,967.36	$47,216.65
SHF	002	20	$23.25	$2,014.90	$48,357.56
SHF	003	1	$16.27	$1,410.25	$33,845.92
SHF	003	2	$16.66	$1,444.07	$34,657.65
SHF	003	3	$17.06	$1,478.66	$35,487.74
SHF	003	4	$17.47	$1,514.12	$36,338.81
SHF	003	5	$17.89	$1,550.51	$37,212.21
SHF	003	6	$18.32	$1,587.76	$38,106.21
SHF	003	7	$18.76	$1,625.97	$39,023.20
SHF	003	8	$19.21	$1,665.09	$39,962.15
SHF	003	9	$19.68	$1,705.20	$40,924.70
SHF	003	10	$20.15	$1,746.29	$41,910.85
SHF	003	11	$20.63	$1,788.36	$42,920.60
SHF	003	12	$21.13	$1,831.47	$43,955.27
SHF	003	13	$21.64	$1,875.68	$45,016.18
SHF	003	14	$22.17	$1,920.97	$46,103.32
SHF	003	15	$22.70	$1,967.36	$47,216.65
SHF	003	16	$23.25	$2,014.90	$48,357.56
SHF	003	17	$23.81	$2,063.64	$49,527.29
SHF	003	18	$24.39	$2,113.58	$50,725.89
SHF	003	19	$24.98	$2,164.72	$51,953.33
SHF	003	20	$25.58	$2,217.18	$53,212.24

City of Norfolk – Sheriff's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
SHF	004	1	$18.76	$1,625.97	$39,023.20
SHF	004	2	$19.21	$1,665.09	$39,962.15
SHF	004	3	$19.68	$1,705.20	$40,924.70
SHF	004	4	$20.15	$1,746.29	$41,910.85
SHF	004	5	$20.63	$1,788.36	$42,920.60
SHF	004	6	$21.13	$1,831.47	$43,955.27
SHF	004	7	$21.64	$1,875.68	$45,016.18
SHF	004	8	$22.17	$1,920.97	$46,103.32
SHF	004	9	$22.70	$1,967.36	$47,216.65
SHF	004	10	$23.25	$2,014.90	$48,357.56
SHF	004	11	$23.81	$2,063.64	$49,527.29
SHF	004	12	$24.39	$2,113.58	$50,725.89
SHF	004	13	$24.98	$2,164.72	$51,953.33
SHF	004	14	$25.58	$2,217.18	$53,212.24
SHF	004	15	$26.20	$2,270.89	$54,501.33
SHF	004	16	$26.84	$2,325.97	$55,823.17
SHF	004	17	$27.49	$2,382.36	$57,176.50
SHF	004	18	$28.16	$2,440.17	$58,563.96
SHF	004	19	$28.84	$2,499.40	$59,985.48
SHF	004	20	$29.54	$2,560.10	$61,442.39
SHF	005	1	$19.68	$1,705.20	$40,924.70
SHF	005	2	$20.15	$1,746.29	$41,910.85
SHF	005	3	$20.63	$1,788.36	$42,920.60
SHF	005	4	$21.13	$1,831.47	$43,955.27
SHF	005	5	$21.64	$1,875.68	$45,016.18
SHF	005	6	$22.17	$1,920.97	$46,103.32
SHF	005	7	$22.70	$1,967.36	$47,216.65
SHF	005	8	$23.25	$2,014.90	$48,357.56
SHF	005	9	$23.81	$2,063.64	$49,527.29
SHF	005	10	$24.39	$2,113.58	$50,725.89
SHF	005	11	$24.98	$2,164.72	$51,953.33
SHF	005	12	$25.58	$2,217.18	$53,212.24
SHF	005	13	$26.20	$2,270.89	$54,501.33
SHF	005	14	$26.84	$2,325.97	$55,823.17
SHF	005	15	$27.49	$2,382.36	$57,176.50
SHF	005	16	$28.16	$2,440.17	$58,563.96
SHF	005	17	$28.84	$2,499.40	$59,985.48
SHF	005	18	$29.54	$2,560.10	$61,442.39
SHF	005	19	$30.26	$2,622.28	$62,934.76
SHF	005	20	$30.99	$2,685.99	$64,463.80

City of Norfolk – Sheriff's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
SHF	006	1	$22.70	$1,967.36	$47,216.65
SHF	006	2	$23.25	$2,014.90	$48,357.56
SHF	006	3	$23.81	$2,063.64	$49,527.29
SHF	006	4	$24.39	$2,113.58	$50,725.89
SHF	006	5	$24.98	$2,164.72	$51,953.33
SHF	006	6	$25.58	$2,217.18	$53,212.24
SHF	006	7	$26.20	$2,270.89	$54,501.33
SHF	006	8	$26.84	$2,325.97	$55,823.17
SHF	006	9	$27.49	$2,382.36	$57,176.50
SHF	006	10	$28.16	$2,440.17	$58,563.96
SHF	006	11	$28.84	$2,499.40	$59,985.48
SHF	006	12	$29.54	$2,560.10	$61,442.39
SHF	006	13	$30.26	$2,622.28	$62,934.76
SHF	006	14	$30.99	$2,685.99	$64,463.80
SHF	006	15	$31.75	$2,751.29	$66,030.89
SHF	006	16	$32.52	$2,818.22	$67,637.33
SHF	006	17	$33.31	$2,886.80	$69,283.10
SHF	006	18	$34.12	$2,957.07	$70,969.53
SHF	006	19	$34.95	$3,029.08	$72,697.90
SHF	006	20	$35.80	$3,102.85	$74,468.24
SHF	007	1	$23.81	$2,063.64	$49,527.29
SHF	007	2	$24.39	$2,113.58	$50,725.92
SHF	007	3	$24.98	$2,164.76	$51,954.14
SHF	007	4	$25.58	$2,217.20	$53,212.71
SHF	007	5	$26.20	$2,270.94	$54,502.38
SHF	007	6	$26.84	$2,326.00	$55,823.88
SHF	007	7	$27.49	$2,382.42	$57,178.02
SHF	007	8	$28.16	$2,440.24	$58,565.62
SHF	007	9	$28.84	$2,499.48	$59,987.47
SHF	007	10	$29.54	$2,560.19	$61,444.48
SHF	007	11	$30.26	$2,622.40	$62,937.46
SHF	007	12	$30.99	$2,686.14	$64,467.32
SHF	007	13	$31.75	$2,751.46	$66,034.96
SHF	007	14	$32.52	$2,818.39	$67,641.33
SHF	007	15	$33.31	$2,886.98	$69,287.37
SHF	007	16	$34.12	$2,957.26	$70,974.06
SHF	007	17	$34.95	$3,029.27	$72,702.41
SHF	007	18	$35.80	$3,103.06	$74,473.47
SHF	007	19	$36.68	$3,178.68	$76,288.28
SHF	007	20	$37.57	$3,256.16	$78,147.89

City of Norfolk – Sheriff's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
SHF	008	1	$27.49	$2,382.36	$57,176.50
SHF	008	2	$28.16	$2,440.17	$58,563.96
SHF	008	3	$28.84	$2,499.40	$59,985.48
SHF	008	4	$29.54	$2,560.10	$61,442.39
SHF	008	5	$30.26	$2,622.28	$62,934.76
SHF	008	6	$30.99	$2,685.99	$64,463.80
SHF	008	7	$31.75	$2,751.29	$66,030.89
SHF	008	8	$32.52	$2,818.22	$67,637.33
SHF	008	9	$33.31	$2,886.80	$69,283.10
SHF	008	10	$34.12	$2,957.07	$70,969.53
SHF	008	11	$34.95	$3,029.08	$72,697.90
SHF	008	12	$35.80	$3,102.85	$74,468.24
SHF	008	13	$36.67	$3,178.47	$76,283.18
SHF	008	14	$37.57	$3,255.95	$78,142.74
SHF	008	15	$38.48	$3,335.29	$80,046.82
SHF	008	16	$39.42	$3,416.65	$81,999.48
SHF	008	17	$40.38	$3,499.97	$83,999.31
SHF	008	18	$41.37	$3,585.38	$86,048.97
SHF	008	19	$42.38	$3,672.91	$88,149.78
SHF	008	20	$43.41	$3,762.58	$90,301.75
SHF	009	1	$28.84	$2,499.40	$59,985.48
SHF	009	2	$29.54	$2,560.10	$61,442.39
SHF	009	3	$30.26	$2,622.28	$62,934.76
SHF	009	4	$30.99	$2,685.99	$64,463.80
SHF	009	5	$31.75	$2,751.29	$66,030.89
SHF	009	6	$32.52	$2,818.22	$67,637.33
SHF	009	7	$33.31	$2,886.80	$69,283.10
SHF	009	8	$34.12	$2,957.07	$70,969.53
SHF	009	9	$34.95	$3,029.08	$72,697.90
SHF	009	10	$35.80	$3,102.85	$74,468.24
SHF	009	11	$36.67	$3,178.47	$76,283.18
SHF	009	12	$37.57	$3,255.95	$78,142.74
SHF	009	13	$38.48	$3,335.29	$80,046.82
SHF	009	14	$39.42	$3,416.65	$81,999.48
SHF	009	15	$40.38	$3,499.97	$83,999.31
SHF	009	16	$41.37	$3,585.38	$86,048.97
SHF	009	17	$42.38	$3,672.91	$88,149.78
SHF	009	18	$43.41	$3,762.58	$90,301.78
SHF	009	19	$44.47	$3,854.48	$92,507.48
SHF	009	20	$45.56	$3,948.63	$94,766.98

Sheriff's Pay Schedule-Civilian					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
S00090	Assistant Inmate Classification Manager	SHC	011	$40,518.51	$64,408.57
S00083	Assistant Procurement Specialist	SHC	009	$34,319.51	$54,555.75
S00098	Corrections Director	SHC	016	$50,704.78	$80,604.35
S00091	Education Program Manager	SHC	011	$40,518.51	$64,408.57
S00086	Education Programs Specialist	SHC	010	$36,751.48	$58,420.84
S00067	Electronic Surveillance Counselor	SHC	004	$27,423.85	$43,594.78
S00082	Electronic Surveillance Supervisor	SHC	007	$31,747.34	$50,465.94
S00068	Fleet Coordinator	SHC	004	$27,423.85	$43,594.78
S00087	Grievance Coordinator	SHC	010	$36,751.48	$58,420.84
S00096	Human Resources & Budget Director	SHC	014	$46,904.24	$74,562.61
S00093	Inmate Classification Manager	SHC	013	$44,670.89	$71,011.03
S00088	Inmate Classification Specialist	SHC	010	$36,751.48	$58,420.84
S00092	Inmate Rehabilitation Coordinator	SHC	012	$42,544.00	$67,629.32
S00097	Investigations Director	SHC	014	$46,904.24	$74,562.61
S00080	Jury Administrator	SHC	006	$30,235.21	$48,062.76
S00094	Legal Counsel	SHC	015	$48,290.57	$76,771.55
S00056	Maintenance Mechanic I	SHC	004	$27,423.85	$43,594.78
S00084	Payroll & Benefits Coordinator	SHC	008	$33,334.26	$52,989.55
S00089	Procurement Specialist	SHC	010	$36,751.48	$58,420.84
S00085	Public Affairs Officer	SHC	011	$40,518.51	$64,408.57
S00006	Receptionist	SHC	002	$23,689.77	$37,659.02
S00065	Records Clerk	SHC	002	$23,689.77	$37,659.02
S00064	Secretary I	SHC	003	$26,118.33	$41,518.59
S00079	Secretary II	SHC	005	$28,795.30	$45,773.62
S00081	Secretary to the Sheriff	SHC	006	$30,235.21	$48,062.76

Sheriff's Pay Schedule Civilian (Continued)					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
S00100	Staff Accountant	SHC	010	$36,751.48	$58,420.84
S00095	Systems Administrator	SHC	012	$42,544.00	$67,629.32
S00062	Van Driver	SHC	001	$18,561.43	$29,506.38

City of Norfolk – Sheriff's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
SHC	001	1	$8.92	$773.40	$18,561.43
SHC	001	2	$9.14	$792.51	$19,020.25
SHC	001	3	$9.37	$812.05	$19,489.25
SHC	001	4	$9.60	$832.12	$19,970.90
SHC	001	5	$9.84	$852.67	$20,463.96
SHC	001	6	$10.08	$873.74	$20,969.71
SHC	001	7	$10.33	$895.33	$21,487.90
SHC	001	8	$10.59	$917.44	$22,018.40
SHC	001	9	$10.85	$940.10	$22,562.26
SHC	001	10	$11.12	$963.32	$23,119.56
SHC	001	11	$11.39	$987.11	$23,690.59
SHC	001	12	$11.67	$1,011.49	$24,275.75
SHC	001	13	$11.96	$1,036.48	$24,875.36
SHC	001	14	$12.25	$1,062.08	$25,489.78
SHC	001	15	$12.56	$1,088.31	$26,119.39
SHC	001	16	$12.87	$1,115.19	$26,764.54
SHC	001	17	$13.19	$1,142.74	$27,425.62
SHC	001	18	$13.51	$1,170.96	$28,103.04
SHC	001	19	$13.84	$1,199.89	$28,797.18
SHC	001	20	$14.19	$1,229.44	$29,506.38

City of Norfolk – Sheriff's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
SHC	002	1	$11.39	$987.08	$23,689.77
SHC	002	2	$11.67	$1,011.48	$24,275.35
SHC	002	3	$11.96	$1,036.46	$24,874.91
SHC	002	4	$12.25	$1,062.07	$25,489.64
SHC	002	5	$12.56	$1,088.27	$26,118.33
SHC	002	6	$12.87	$1,115.15	$26,763.50
SHC	002	7	$13.18	$1,142.66	$27,423.85
SHC	002	8	$13.51	$1,170.87	$28,100.70
SHC	002	9	$13.84	$1,199.81	$28,795.30
SHC	002	10	$14.19	$1,229.44	$29,506.38
SHC	002	11	$14.54	$1,259.80	$30,235.21
SHC	002	12	$14.90	$1,290.91	$30,981.77
SHC	002	13	$15.26	$1,322.81	$31,747.34
SHC	002	14	$15.64	$1,355.50	$32,531.93
SHC	002	15	$16.03	$1,388.93	$33,334.26
SHC	002	16	$16.42	$1,423.21	$34,156.88
SHC	002	17	$16.83	$1,458.38	$35,001.05
SHC	002	18	$17.24	$1,494.40	$35,865.48
SHC	002	19	$17.67	$1,531.31	$36,751.48
SHC	002	20	$18.11	$1,569.13	$37,659.02
SHC	003	1	$12.56	$1,088.27	$26,118.33
SHC	003	2	$12.87	$1,115.15	$26,763.50
SHC	003	3	$13.18	$1,142.66	$27,423.85
SHC	003	4	$13.51	$1,170.87	$28,100.70
SHC	003	5	$13.84	$1,199.81	$28,795.30
SHC	003	6	$14.19	$1,229.44	$29,506.38
SHC	003	7	$14.54	$1,259.80	$30,235.21
SHC	003	8	$14.90	$1,290.91	$30,981.77
SHC	003	9	$15.26	$1,322.81	$31,747.34
SHC	003	10	$15.64	$1,355.50	$32,531.93
SHC	003	11	$16.03	$1,388.93	$33,334.26
SHC	003	12	$16.42	$1,423.21	$34,156.88
SHC	003	13	$16.83	$1,458.38	$35,001.05
SHC	003	14	$17.24	$1,494.40	$35,865.48
SHC	003	15	$17.67	$1,531.31	$36,751.48
SHC	003	16	$18.11	$1,569.13	$37,659.02
SHC	003	17	$18.55	$1,607.89	$38,589.36
SHC	003	18	$19.01	$1,647.61	$39,542.53
SHC	003	19	$19.48	$1,688.27	$40,518.51
SHC	003	20	$19.96	$1,729.94	$41,518.59

City of Norfolk – Sheriff's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
SHC	004	1	$13.18	$1,142.66	$27,423.85
SHC	004	2	$13.51	$1,170.87	$28,100.70
SHC	004	3	$13.84	$1,199.81	$28,795.27
SHC	004	4	$14.19	$1,229.44	$29,506.38
SHC	004	5	$14.54	$1,259.80	$30,235.21
SHC	004	6	$14.90	$1,290.91	$30,981.77
SHC	004	7	$15.26	$1,322.81	$31,747.34
SHC	004	8	$15.64	$1,355.50	$32,531.93
SHC	004	9	$16.03	$1,388.93	$33,334.26
SHC	004	10	$16.42	$1,423.21	$34,156.88
SHC	004	11	$16.83	$1,458.38	$35,001.05
SHC	004	12	$17.24	$1,494.40	$35,865.48
SHC	004	13	$17.67	$1,531.31	$36,751.48
SHC	004	14	$18.11	$1,569.13	$37,659.02
SHC	004	15	$18.55	$1,607.89	$38,589.36
SHC	004	16	$19.01	$1,647.61	$39,542.53
SHC	004	17	$19.48	$1,688.27	$40,518.51
SHC	004	18	$19.96	$1,729.94	$41,518.59
SHC	004	19	$20.45	$1,772.67	$42,544.00
SHC	004	20	$20.96	$1,816.45	$43,594.78
SHC	005	1	$13.84	$1,199.81	$28,795.30
SHC	005	2	$14.19	$1,229.44	$29,506.38
SHC	005	3	$14.54	$1,259.80	$30,235.21
SHC	005	4	$14.90	$1,290.91	$30,981.77
SHC	005	5	$15.26	$1,322.81	$31,747.34
SHC	005	6	$15.64	$1,355.50	$32,531.93
SHC	005	7	$16.03	$1,388.93	$33,334.26
SHC	005	8	$16.42	$1,423.21	$34,156.88
SHC	005	9	$16.83	$1,458.38	$35,001.05
SHC	005	10	$17.24	$1,494.40	$35,865.48
SHC	005	11	$17.67	$1,531.31	$36,751.48
SHC	005	12	$18.11	$1,569.13	$37,659.00
SHC	005	13	$18.55	$1,607.89	$38,589.36
SHC	005	14	$19.01	$1,647.61	$39,542.53
SHC	005	15	$19.48	$1,688.27	$40,518.51
SHC	005	16	$19.96	$1,729.94	$41,518.59
SHC	005	17	$20.45	$1,772.67	$42,544.00
SHC	005	18	$20.96	$1,816.45	$43,594.78
SHC	005	19	$21.48	$1,861.29	$44,670.89
SHC	005	20	$22.01	$1,907.24	$45,773.62

City of Norfolk – Sheriff's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
SHC	006	1	$14.54	$1,259.80	$30,235.21
SHC	006	2	$14.90	$1,290.91	$30,981.77
SHC	006	3	$15.26	$1,322.81	$31,747.34
SHC	006	4	$15.64	$1,355.50	$32,531.93
SHC	006	5	$16.03	$1,388.93	$33,334.26
SHC	006	6	$16.42	$1,423.21	$34,156.88
SHC	006	7	$16.83	$1,458.38	$35,001.05
SHC	006	8	$17.24	$1,494.40	$35,865.48
SHC	006	9	$17.67	$1,531.31	$36,751.48
SHC	006	10	$18.11	$1,569.13	$37,659.02
SHC	006	11	$18.55	$1,607.89	$38,589.36
SHC	006	12	$19.01	$1,647.61	$39,542.53
SHC	006	13	$19.48	$1,688.27	$40,518.51
SHC	006	14	$19.96	$1,729.94	$41,518.59
SHC	006	15	$20.45	$1,772.67	$42,544.00
SHC	006	16	$20.96	$1,816.45	$43,594.78
SHC	006	17	$21.48	$1,861.29	$44,670.89
SHC	006	18	$22.01	$1,907.24	$45,773.62
SHC	006	19	$22.55	$1,954.35	$46,904.24
SHC	006	20	$23.11	$2,002.62	$48,062.76
SHC	007	1	$15.26	$1,322.81	$31,747.34
SHC	007	2	$15.64	$1,355.50	$32,531.93
SHC	007	3	$16.03	$1,388.93	$33,334.26
SHC	007	4	$16.42	$1,423.21	$34,156.88
SHC	007	5	$16.83	$1,458.38	$35,001.05
SHC	007	6	$17.24	$1,494.38	$35,865.15
SHC	007	7	$17.67	$1,531.31	$36,751.48
SHC	007	8	$18.11	$1,569.13	$37,659.02
SHC	007	9	$18.55	$1,607.89	$38,589.36
SHC	007	10	$19.01	$1,647.61	$39,542.53
SHC	007	11	$19.48	$1,688.27	$40,518.51
SHC	007	12	$19.96	$1,729.94	$41,518.59
SHC	007	13	$20.45	$1,772.67	$42,544.00
SHC	007	14	$20.96	$1,816.45	$43,594.78
SHC	007	15	$21.48	$1,861.29	$44,670.89
SHC	007	16	$22.01	$1,907.24	$45,773.62
SHC	007	17	$22.55	$1,954.35	$46,904.24
SHC	007	18	$23.11	$2,002.62	$48,062.76
SHC	007	19	$23.68	$2,052.05	$49,249.14
SHC	007	20	$24.26	$2,102.75	$50,465.94

City of Norfolk – Sheriff's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
SHC	008	1	$16.03	$1,388.93	$33,334.26
SHC	008	2	$16.42	$1,423.21	$34,156.88
SHC	008	3	$16.83	$1,458.38	$35,001.05
SHC	008	4	$17.24	$1,494.40	$35,865.48
SHC	008	5	$17.67	$1,531.31	$36,751.48
SHC	008	6	$18.11	$1,569.13	$37,659.02
SHC	008	7	$18.55	$1,607.89	$38,589.36
SHC	008	8	$19.01	$1,647.61	$39,542.53
SHC	008	9	$19.48	$1,688.27	$40,518.51
SHC	008	10	$19.96	$1,729.94	$41,518.59
SHC	008	11	$20.45	$1,772.67	$42,544.00
SHC	008	12	$20.96	$1,816.45	$43,594.78
SHC	008	13	$21.48	$1,861.29	$44,670.89
SHC	008	14	$22.01	$1,907.24	$45,773.62
SHC	008	15	$22.55	$1,954.35	$46,904.24
SHC	008	16	$23.11	$2,002.62	$48,062.76
SHC	008	17	$23.68	$2,052.05	$49,249.14
SHC	008	18	$24.26	$2,102.75	$50,465.94
SHC	008	19	$24.86	$2,154.67	$51,711.92
SHC	008	20	$25.48	$2,207.90	$52,989.55
SHC	009	1	$16.50	$1,429.98	$34,319.51
SHC	009	2	$16.91	$1,465.27	$35,166.42
SHC	009	3	$17.32	$1,501.48	$36,035.56
SHC	009	4	$17.75	$1,538.57	$36,925.54
SHC	009	5	$18.19	$1,576.57	$37,837.72
SHC	009	6	$18.64	$1,615.51	$38,772.09
SHC	009	7	$19.10	$1,655.42	$39,729.96
SHC	009	8	$19.57	$1,696.31	$40,711.28
SHC	009	9	$20.06	$1,738.17	$41,716.10
SHC	009	10	$20.55	$1,781.07	$42,745.73
SHC	009	11	$21.06	$1,825.06	$43,801.47
SHC	009	12	$21.58	$1,870.14	$44,883.30
SHC	009	13	$22.11	$1,916.30	$45,991.21
SHC	009	14	$22.66	$1,963.61	$47,126.54
SHC	009	15	$23.22	$2,012.11	$48,290.57
SHC	009	16	$23.79	$2,061.81	$49,483.31
SHC	009	17	$24.38	$2,112.70	$50,704.78
SHC	009	18	$24.98	$2,164.90	$51,957.55
SHC	009	19	$25.60	$2,218.35	$53,240.34
SHC	009	20	$26.23	$2,273.16	$54,555.75

City of Norfolk – Sheriff's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
SHC	010	1	$17.67	$1,531.31	$36,751.48
SHC	010	2	$18.11	$1,569.13	$37,659.02
SHC	010	3	$18.55	$1,607.89	$38,589.36
SHC	010	4	$19.01	$1,647.61	$39,542.53
SHC	010	5	$19.48	$1,688.27	$40,518.51
SHC	010	6	$19.96	$1,729.94	$41,518.59
SHC	010	7	$20.45	$1,772.67	$42,544.00
SHC	010	8	$20.96	$1,816.45	$43,594.78
SHC	010	9	$21.48	$1,861.29	$44,670.89
SHC	010	10	$22.01	$1,907.24	$45,773.62
SHC	010	11	$22.55	$1,954.35	$46,904.24
SHC	010	12	$23.11	$2,002.62	$48,062.76
SHC	010	13	$23.68	$2,052.05	$49,249.14
SHC	010	14	$24.26	$2,102.75	$50,465.94
SHC	010	15	$24.86	$2,154.67	$51,711.92
SHC	010	16	$25.48	$2,207.90	$52,989.55
SHC	010	17	$26.10	$2,262.40	$54,297.63
SHC	010	18	$26.75	$2,318.28	$55,638.66
SHC	010	19	$27.41	$2,375.53	$57,012.65
SHC	010	20	$28.09	$2,434.20	$58,420.84
SHC	011	1	$19.48	$1,688.27	$40,518.51
SHC	011	2	$19.96	$1,729.94	$41,518.59
SHC	011	3	$20.45	$1,772.67	$42,544.00
SHC	011	4	$20.96	$1,816.45	$43,594.78
SHC	011	5	$21.48	$1,861.29	$44,670.89
SHC	011	6	$22.01	$1,907.24	$45,773.62
SHC	011	7	$22.55	$1,954.35	$46,904.24
SHC	011	8	$23.11	$2,002.62	$48,062.76
SHC	011	9	$23.68	$2,052.05	$49,249.14
SHC	011	10	$24.26	$2,102.75	$50,465.94
SHC	011	11	$24.86	$2,154.67	$51,711.92
SHC	011	12	$25.48	$2,207.90	$52,989.55
SHC	011	13	$26.10	$2,262.40	$54,297.63
SHC	011	14	$26.75	$2,318.28	$55,638.66
SHC	011	15	$27.41	$2,375.53	$57,012.65
SHC	011	16	$28.09	$2,434.20	$58,420.84
SHC	011	17	$28.78	$2,494.31	$59,863.28
SHC	011	18	$29.49	$2,555.89	$61,341.18
SHC	011	19	$30.22	$2,619.00	$62,855.86
SHC	011	20	$30.97	$2,683.69	$64,408.57

City of Norfolk – Sheriff's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
SHC	012	1	$20.45	$1,772.67	$42,544.00
SHC	012	2	$20.96	$1,816.45	$43,594.78
SHC	012	3	$21.48	$1,861.29	$44,670.89
SHC	012	4	$22.01	$1,907.24	$45,773.62
SHC	012	5	$22.55	$1,954.35	$46,904.24
SHC	012	6	$23.11	$2,002.62	$48,062.76
SHC	012	7	$23.68	$2,052.05	$49,249.14
SHC	012	8	$24.26	$2,102.75	$50,465.94
SHC	012	9	$24.86	$2,154.67	$51,711.92
SHC	012	10	$25.48	$2,207.90	$52,989.55
SHC	012	11	$26.10	$2,262.40	$54,297.63
SHC	012	12	$26.75	$2,318.28	$55,638.66
SHC	012	13	$27.41	$2,375.53	$57,012.65
SHC	012	14	$28.09	$2,434.20	$58,420.84
SHC	012	15	$28.78	$2,494.31	$59,863.28
SHC	012	16	$29.49	$2,555.89	$61,341.18
SHC	012	17	$30.22	$2,619.00	$62,855.86
SHC	012	18	$30.97	$2,683.69	$64,408.57
SHC	012	19	$31.73	$2,749.97	$65,999.29
SHC	012	20	$32.51	$2,817.89	$67,629.32
SHC	013	1	$21.48	$1,861.29	$44,670.89
SHC	013	2	$22.01	$1,907.24	$45,773.62
SHC	013	3	$22.55	$1,954.35	$46,904.24
SHC	013	4	$23.11	$2,002.62	$48,062.76
SHC	013	5	$23.68	$2,052.05	$49,249.14
SHC	013	6	$24.26	$2,102.75	$50,465.94
SHC	013	7	$24.86	$2,154.67	$51,711.92
SHC	013	8	$25.48	$2,207.90	$52,989.55
SHC	013	9	$26.10	$2,262.40	$54,297.63
SHC	013	10	$26.75	$2,318.28	$55,638.66
SHC	013	11	$27.41	$2,375.53	$57,012.65
SHC	013	12	$28.09	$2,434.20	$58,420.84
SHC	013	13	$28.78	$2,494.31	$59,863.28
SHC	013	14	$29.49	$2,555.89	$61,341.18
SHC	013	15	$30.22	$2,619.00	$62,855.86
SHC	013	16	$30.97	$2,683.69	$64,408.57
SHC	013	17	$31.73	$2,749.97	$65,999.29
SHC	013	18	$32.51	$2,817.89	$67,629.32
SHC	013	19	$33.32	$2,887.50	$69,299.89
SHC	013	20	$34.14	$2,958.80	$71,011.03

City of Norfolk – Sheriff's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
SHC	014	1	$22.55	$1,954.35	$46,904.24
SHC	014	2	$23.11	$2,002.62	$48,062.76
SHC	014	3	$23.68	$2,052.05	$49,249.14
SHC	014	4	$24.26	$2,102.75	$50,465.94
SHC	014	5	$24.86	$2,154.67	$51,711.92
SHC	014	6	$25.48	$2,207.90	$52,989.55
SHC	014	7	$26.10	$2,262.40	$54,297.63
SHC	014	8	$26.75	$2,318.28	$55,638.66
SHC	014	9	$27.41	$2,375.53	$57,012.65
SHC	014	10	$28.09	$2,434.20	$58,420.84
SHC	014	11	$28.78	$2,494.31	$59,863.28
SHC	014	12	$29.49	$2,555.89	$61,341.18
SHC	014	13	$30.22	$2,619.00	$62,855.86
SHC	014	14	$30.97	$2,683.69	$64,408.57
SHC	014	15	$31.73	$2,749.97	$65,999.29
SHC	014	16	$32.51	$2,817.89	$67,629.32
SHC	014	17	$33.32	$2,887.50	$69,299.89
SHC	014	18	$34.14	$2,958.80	$71,011.03
SHC	014	19	$34.98	$3,031.89	$72,765.24
SHC	014	20	$35.85	$3,106.78	$74,562.61
SHC	015	1	$23.22	$2,012.11	$48,290.57
SHC	015	2	$23.79	$2,061.81	$49,483.35
SHC	015	3	$24.38	$2,112.74	$50,705.58
SHC	015	4	$24.98	$2,164.92	$51,958.02
SHC	015	5	$25.60	$2,218.39	$53,241.38
SHC	015	6	$26.23	$2,273.19	$54,556.44
SHC	015	7	$26.88	$2,329.33	$55,903.97
SHC	015	8	$27.54	$2,386.87	$57,284.81
SHC	015	9	$28.22	$2,445.83	$58,699.74
SHC	015	10	$28.92	$2,506.24	$60,149.63
SHC	015	11	$29.63	$2,568.14	$61,635.33
SHC	015	12	$30.36	$2,631.57	$63,157.72
SHC	015	13	$31.11	$2,696.57	$64,717.72
SHC	015	14	$31.88	$2,763.18	$66,316.24
SHC	015	15	$32.67	$2,831.43	$67,954.25
SHC	015	16	$33.48	$2,901.37	$69,632.72
SHC	015	17	$34.30	$2,973.03	$71,352.65
SHC	015	18	$35.15	$3,046.46	$73,115.06
SHC	015	19	$36.02	$3,121.71	$74,921.01
SHC	015	20	$36.91	$3,198.82	$76,771.55

City of Norfolk – Sheriff's Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
SHC	016	1	$24.38	$2,112.70	$50,704.78
SHC	016	2	$24.98	$2,164.90	$51,957.55
SHC	016	3	$25.60	$2,218.35	$53,240.34
SHC	016	4	$26.23	$2,273.16	$54,555.75
SHC	016	5	$26.88	$2,329.27	$55,902.47
SHC	016	6	$27.54	$2,386.80	$57,283.16
SHC	016	7	$28.22	$2,445.74	$58,697.75
SHC	016	8	$28.92	$2,506.15	$60,147.55
SHC	016	9	$29.63	$2,568.03	$61,632.63
SHC	016	10	$30.36	$2,631.43	$63,154.23
SHC	016	11	$31.11	$2,696.41	$64,713.66
SHC	016	12	$31.88	$2,763.01	$66,312.27
SHC	016	13	$32.67	$2,831.25	$67,950.01
SHC	016	14	$33.48	$2,901.18	$69,628.21
SHC	016	15	$34.30	$2,972.84	$71,348.15
SHC	016	16	$35.15	$3,046.25	$73,109.85
SHC	016	17	$36.02	$3,121.50	$74,915.94
SHC	016	18	$36.91	$3,198.60	$76,766.43
SHC	016	19	$37.82	$3,277.55	$78,661.23
SHC	016	20	$38.75	$3,358.52	$80,604.35

CLERK OF THE CIRCUIT COURT PAY SYSTEM

Job Code	Classification Title	Plan	Grade	Minimum Annual	Maximum Annual
CC0007	Administrative Assistant-CC	CCC	005	$35,182.12	$56,246.55
CC0011	Cashier-CC	CCC	002	$25,622.07	$40,963.19
CC0002	Chief Deputy Circuit Court	CCC	009	$64,848.00	$114,132.00
CC0003	Comptroller-CC	CCC	008	$56,106.23	$89,692.53
CC0004	Deputy Clerk I - CC	CCC	001	$23,724.09	$37,925.53
CC0005	Deputy Clerk II-CC	CCC	002	$25,622.07	$40,963.19
CC0006	Deputy Clerk III-CC	CCC	003	$27,696.59	$44,275.86
CC0007	Executive Assistant-CC	CCC	006	$43,481.35	$69,508.61
CC0008	In Court Clerk-CC	CCC	004	$32,455.69	$51,882.47
CC0009	Supervising Deputy Clerk-CC	CCC	007	$52,581.89	$84,060.87

City of Norfolk -Clerk of the Circuit Court

Plan	Grade	Minimum Annual Rate	Midpoint	Maximum Annual Rate
CCC	1	$23,724.09	$30,824.81	$37,925.53
CCC	2	$25,622.07	$33,292.63	$40,963.19
CCC	3	$27,696.59	$35,986.23	$44,275.86
CCC	4	$32,455.69	$42,169.08	$51,882.47
CCC	5	$35,182.12	$45,714.34	$56,246.55
CCC	6	$43,481.35	$56,494.98	$69,508.61
CCC	7	$52,581.89	$68,321.38	$84,060.87
CCC	8	$56,106.23	$72,899.38	$89,692.53
CCC	9	$64,848.00	$89,490.00	$114,132.00

Clerk of the Circuit Court PayStructure

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
CCC	1	1	$11.41	$988.51	$23,724.09
CCC	1	2	$11.69	$1,013.22	$24,317.15
CCC	1	3	$11.98	$1,038.54	$24,924.92
CCC	1	4	$12.28	$1,064.55	$25,549.14
CCC	1	5	$12.59	$1,091.12	$26,186.83
CCC	1	6	$12.90	$1,118.38	$26,840.99
CCC	1	7	$13.23	$1,146.34	$27,512.13
CCC	1	8	$13.56	$1,175.01	$28,200.24
CCC	1	9	$13.90	$1,204.39	$28,905.33
CCC	1	10	$14.24	$1,234.52	$29,628.53
CCC	1	11	$14.60	$1,265.37	$30,368.71
CCC	1	12	$14.97	$1,297.01	$31,128.12
CCC	1	13	$15.34	$1,329.45	$31,906.78
CCC	1	14	$15.72	$1,362.70	$32,704.68
CCC	1	15	$16.12	$1,396.74	$33,521.80
CCC	1	16	$16.52	$1,431.64	$34,359.31
CCC	1	17	$16.93	$1,467.43	$35,218.32
CCC	1	18	$17.36	$1,504.12	$36,098.84
CCC	1	19	$17.79	$1,541.71	$37,000.86
CCC	1	20	$18.23	$1,580.23	$37,925.53
CCC	2	1	$12.32	$1,067.59	$25,622.07
CCC	2	2	$12.63	$1,094.28	$26,262.67
CCC	2	3	$12.94	$1,121.63	$26,919.09
CCC	2	4	$13.27	$1,149.69	$27,592.48
CCC	2	5	$13.60	$1,178.46	$28,282.88
CCC	2	6	$13.94	$1,207.93	$28,990.21
CCC	2	7	$14.29	$1,238.11	$29,714.54
CCC	2	8	$14.64	$1,269.04	$30,456.97
CCC	2	9	$15.01	$1,300.78	$31,218.67
CCC	2	10	$15.38	$1,333.32	$31,999.59
CCC	2	11	$15.77	$1,366.66	$32,799.74
CCC	2	12	$16.16	$1,400.85	$33,620.27
CCC	2	13	$16.57	$1,435.89	$34,461.18
CCC	2	14	$16.98	$1,471.77	$35,322.45
CCC	2	15	$17.41	$1,508.55	$36,205.24
CCC	2	16	$17.84	$1,546.28	$37,110.65
CCC	2	17	$18.29	$1,584.95	$38,038.68
CCC	2	18	$18.74	$1,624.56	$38,989.38
CCC	2	19	$19.21	$1,665.16	$39,963.82
CCC	2	20	$19.69	$1,706.80	$40,963.19

Clerk of the Circuit Court Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
CCC	3	1	$13.32	$1,154.03	$27,696.59
CCC	3	2	$13.65	$1,182.89	$28,389.24
CCC	3	3	$13.99	$1,212.46	$29,098.86
CCC	3	4	$14.34	$1,242.78	$29,826.59
CCC	3	5	$14.70	$1,273.85	$30,572.43
CCC	3	6	$15.07	$1,305.69	$31,336.38
CCC	3	7	$15.44	$1,338.32	$32,119.55
CCC	3	8	$15.83	$1,371.80	$32,923.10
CCC	3	9	$16.22	$1,406.08	$33,745.90
CCC	3	10	$16.63	$1,441.21	$34,589.07
CCC	3	11	$17.05	$1,477.24	$35,453.75
CCC	3	12	$17.47	$1,514.17	$36,339.91
CCC	3	13	$17.91	$1,552.03	$37,248.73
CCC	3	14	$18.36	$1,590.84	$38,180.16
CCC	3	15	$18.81	$1,630.60	$39,134.24
CCC	3	16	$19.28	$1,671.34	$40,112.09
CCC	3	17	$19.77	$1,713.12	$41,114.84
CCC	3	18	$20.26	$1,755.94	$42,142.48
CCC	3	19	$20.77	$1,799.84	$43,196.15
CCC	3	20	$21.29	$1,844.83	$44,275.86
CCC	4	1	$15.60	$1,352.32	$32,455.69
CCC	4	2	$15.99	$1,386.13	$33,267.17
CCC	4	3	$16.39	$1,420.79	$34,099.01
CCC	4	4	$16.80	$1,456.30	$34,951.23
CCC	4	5	$17.22	$1,492.71	$35,824.96
CCC	4	6	$17.65	$1,530.01	$36,720.20
CCC	4	7	$18.10	$1,568.25	$37,638.05
CCC	4	8	$18.55	$1,607.44	$38,578.54
CCC	4	9	$19.01	$1,647.62	$39,542.80
CCC	4	10	$19.49	$1,688.79	$40,530.85
CCC	4	11	$19.97	$1,730.99	$41,543.76
CCC	4	12	$20.47	$1,774.28	$42,582.75
CCC	4	13	$20.98	$1,818.66	$43,647.72
CCC	4	14	$21.51	$1,864.12	$44,738.76
CCC	4	15	$22.05	$1,910.71	$45,856.93
CCC	4	16	$22.60	$1,958.48	$47,003.42
CCC	4	17	$23.16	$2,007.43	$48,178.20
CCC	4	18	$23.74	$2,057.60	$49,382.40
CCC	4	19	$24.34	$2,109.05	$50,617.16
CCC	4	20	$24.94	$2,161.77	$51,882.47

Clerk of the Circuit Court Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
CCC	5	1	$16.91	$1,465.92	$35,182.12
CCC	5	2	$17.34	$1,502.56	$36,061.49
CCC	5	3	$17.77	$1,540.15	$36,963.53
CCC	5	4	$18.22	$1,578.68	$37,888.17
CCC	5	5	$18.67	$1,618.15	$38,835.46
CCC	5	6	$19.14	$1,658.61	$39,806.51
CCC	5	7	$19.62	$1,700.06	$40,801.33
CCC	5	8	$20.11	$1,742.55	$41,821.05
CCC	5	9	$20.61	$1,786.12	$42,866.80
CCC	5	10	$21.12	$1,830.78	$43,938.60
CCC	5	11	$21.65	$1,876.57	$45,037.55
CCC	5	12	$22.19	$1,923.49	$46,163.65
CCC	5	13	$22.75	$1,971.59	$47,318.06
CCC	5	14	$23.32	$2,020.87	$48,500.76
CCC	5	15	$23.90	$2,071.37	$49,712.87
CCC	5	16	$24.50	$2,123.15	$50,955.56
CCC	5	17	$25.11	$2,176.25	$52,229.92
CCC	5	18	$25.74	$2,230.67	$53,535.97
CCC	5	19	$26.38	$2,286.46	$54,874.87
CCC	5	20	$27.04	$2,343.61	$56,246.55
CCC	6	1	$20.90	$1,811.73	$43,481.35
CCC	6	2	$21.43	$1,857.00	$44,567.86
CCC	6	3	$21.96	$1,903.40	$45,681.52
CCC	6	4	$22.51	$1,950.98	$46,823.48
CCC	6	5	$23.07	$1,999.74	$47,993.73
CCC	6	6	$23.65	$2,049.73	$49,193.39
CCC	6	7	$24.24	$2,100.99	$50,423.62
CCC	6	8	$24.85	$2,153.52	$51,684.42
CCC	6	9	$25.47	$2,207.37	$52,976.89
CCC	6	10	$26.11	$2,262.55	$54,301.04
CCC	6	11	$26.76	$2,319.09	$55,658.05
CCC	6	12	$27.43	$2,377.04	$57,048.99
CCC	6	13	$28.11	$2,436.46	$58,475.02
CCC	6	14	$28.82	$2,497.39	$59,937.26
CCC	6	15	$29.54	$2,559.82	$61,435.70
CCC	6	16	$30.27	$2,623.82	$62,971.52
CCC	6	17	$31.03	$2,689.41	$64,545.81
CCC	6	18	$31.81	$2,756.66	$66,159.72
CCC	6	19	$32.60	$2,825.55	$67,813.22
CCC	6	20	$33.42	$2,896.19	$69,508.61

Clerk of the Circuit Court Pay Structure					
Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
CCC	7	1	$25.28	$2,190.91	$52,581.89
CCC	7	2	$25.91	$2,245.71	$53,897.01
CCC	7	3	$26.56	$2,301.88	$55,244.95
CCC	7	4	$27.22	$2,359.41	$56,625.70
CCC	7	5	$27.90	$2,418.40	$58,041.55
CCC	7	6	$28.60	$2,478.86	$59,492.46
CCC	7	7	$29.32	$2,540.82	$60,979.62
CCC	7	8	$30.05	$2,604.34	$62,504.11
CCC	7	9	$30.80	$2,669.46	$64,067.07
CCC	7	10	$31.57	$2,736.19	$65,668.52
CCC	7	11	$32.36	$2,804.62	$67,310.72
CCC	7	12	$33.17	$2,874.74	$68,993.66
CCC	7	13	$34.00	$2,946.61	$70,718.46
CCC	7	14	$34.85	$3,020.26	$72,486.29
CCC	7	15	$35.72	$3,095.76	$74,298.25
CCC	7	16	$36.61	$3,173.15	$76,155.48
CCC	7	17	$37.53	$3,252.47	$78,059.11
CCC	7	18	$38.47	$3,333.76	$80,010.28
CCC	7	19	$39.43	$3,417.09	$82,010.11
CCC	7	20	$40.41	$3,502.54	$84,060.87
CCC	8	1	$26.97	$2,337.76	$56,106.23
CCC	8	2	$27.65	$2,396.19	$57,508.48
CCC	8	3	$28.34	$2,456.08	$58,945.82
CCC	8	4	$29.05	$2,517.48	$60,419.39
CCC	8	5	$29.77	$2,580.43	$61,930.30
CCC	8	6	$30.52	$2,644.94	$63,478.55
CCC	8	7	$31.28	$2,711.06	$65,065.29
CCC	8	8	$32.06	$2,778.82	$66,691.64
CCC	8	9	$32.86	$2,848.28	$68,358.75
CCC	8	10	$33.69	$2,919.49	$70,067.70
CCC	8	11	$34.53	$2,992.49	$71,819.69
CCC	8	12	$35.39	$3,067.28	$73,614.65
CCC	8	13	$36.28	$3,143.96	$75,454.91
CCC	8	14	$37.18	$3,222.57	$77,341.58
CCC	8	15	$38.11	$3,303.11	$79,274.63
CCC	8	16	$39.07	$3,385.68	$81,256.37
CCC	8	17	$40.04	$3,470.33	$83,287.88
CCC	8	18	$41.04	$3,557.10	$85,370.32
CCC	8	19	$42.07	$3,646.04	$87,504.83
CCC	8	20	$43.12	$3,737.19	$89,692.53

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Compensation Plan For Fiscal Year 2009

City of Norfolk

Life. Celebrated Daily

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Compensation Plan FY 2009
Alphabetical Listing

City of Norfolk

Life. Celebrated Daily

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
100151	Accountant I	OPS	010	$32,455.69	$51,882.47	Nonexempt
T00105	Accountant II - TR	TRO	003	$35,182.12	$56,246.55	Nonexempt
100152	Accountant II	OPS	011	$35,182.12	$56,246.55	Nonexempt
100153	Accountant III	MAP	006	$38,451.78	$61,470.80	Administrative
100154	Accountant IV	MAP	009	$46,289.28	$74,002.85	Professional
100455	Accountant V	MAP	010	$49,316.74	$78,838.90	Professional
T00108	Accounting Manager - TR	TRO	006	$56,106.23	$89,692.53	Nonexempt
100186	Accounting Manager	MAP	012	$56,106.23	$89,692.53	Management
T00106	Accounting Supervisor - TR	TRO	004	$46,289.28	$74,002.85	Nonexempt
800515	Accounting Supervisor	MAP	009	$46,289.28	$74,002.85	Professional
T00102	Accounting Technician - TR	TRO	001	$23,724.09	$37,925.53	Nonexempt
800019	Accounting Technician	OPS	007	$25,622.07	$40,963.19	Nonexempt
100197	Administrative Analyst	MAP	008	$43,481.35	$69,508.61	Administrative
500706	Administrative Assistant II	MAP	003	$32,158.05	$51,407.12	Administrative
800100	Administrative Assistant II-CWA	COF	002	$32,157.00	$51,407.00	Administrative
CC0007	Administrative Assistant-CC	CCC	005	$35,182.12	$56,246.55	Nonexempt
500001	Administrative Manager	MAP	011	$52,581.89	$84,060.87	Administrative
800027	Administrative Secretary	OPS	009	$29,968.06	$47,912.23	Nonexempt
000123	Administrative Services Manager	SRM	003	$54,063.00	$95,153.00	Administrative
800001	Administrative Technician	OPS	008	$27,696.59	$44,275.86	Nonexempt
300620	Animal Caretaker	OPS	003	$18,938.99	$30,279.30	Nonexempt
700902	Animal Registrar	OPS	010	$32,455.69	$51,882.47	Nonexempt
700978	Animal Services Supervisor	MAP	010	$49,316.74	$78,838.90	Executive
700989	Animal Services Supervisor -Animal Protection	MAP	010	$49,316.74	$78,838.90	Management
800505	Applications Analyst	ITM	004	$49,707.20	$79,464.77	Administrative
000103	Applications Development Manager	SRM	006	$64,848.00	$114,132.00	Executive

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
200546	Applications Development Team Supervisor	ITM	006	$56,672.11	$90,597.94	Management
900005	Architect I	MAP	007	$40,873.77	$65,344.85	Professional
100174	Architect II	MAP	011	$52,581.89	$84,060.87	Administrative
100175	Architect III	MAP	012	$56,106.23	$89,692.53	Professional
100470	Architect IV	MAP	013	$59,911.22	$95,775.80	Management
100177	Archivist	MAP	006	$38,451.78	$61,470.80	Administrative
100284	Arts Manager	SRM	001	$48,231.00	$84,885.00	Administrative
600802	Asphalt Plant Operator II	OPS	010	$32,455.69	$51,882.47	Nonexempt
600801	Asphalt Plant Operator	OPS	009	$29,968.06	$47,912.23	Nonexempt
700904	Assistant Animal Services Supervisor	MAP	005	$36,199.57	$57,871.79	Management
000059	Assistant Chief Of Police	POL	007	$100,371.47	$116,398.50	Executive
100181	Assistant City Attorney I	LAW	001	$52,468.00	$83,425.00	Administrative
100182	Assistant City Attorney II	LAW	002	$61,454.00	$97,709.00	Administrative
100183	Assistant City Attorney III	LAW	003	$72,037.00	$114,541.00	Administrative
100415	Assistant City Auditor I	MAP	004	$34,105.81	$54,524.01	Administrative
100416	Assistant City Auditor II	MAP	009	$46,289.28	$74,002.85	Administrative
100477	Assistant City Auditor / Audit Analyst	MAP	008	$43,481.35	$69,508.61	Administrative
800023	Assistant City Clerk / Support Technician	OPS	006	$23,724.09	$37,925.53	Nonexempt
000088	Assistant City Engineer	MAP	014	$64,021.81	$102,349.11	Administrative
000002	Assistant City Manager	EXE	005	$105,942.00	$171,700.00	Executive
000034	Assistant City Surveyor	MAP	011	$52,581.89	$84,060.87	Administrative
100188	Assistant Commonwealth's Attorney I	COF	008	$51,213.00	$81,429.00	Professional
100189	Assistant Commonwealth's Attorney II	COF	009	$59,985.00	$95,373.00	Professional
100190	Assistant Commonwealth's Attorney III	COF	010	$70,314.00	$111,800.00	Professional
000016	Assistant Director of Business Services	SRM	006	$64,848.00	$114,132.00	Executive
000039	Assistant Director of Customer Services & Management	SRM	007	$69,095.00	$121,607.00	Executive

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
000005	Assistant Director of Development	SRM	006	$64,848.00	$114,132.00	Executive
000006	Assistant Director of Entertainment Facilities	SRM	006	$64,848.00	$114,132.00	Executive
000048	Assistant Director of Finance / City Controller	SRM	006	$64,848.00	$114,132.00	Executive
000008	Assistant Director of Human Resources	SRM	006	$64,848.00	$114,132.00	Executive
000078	Assistant Director of Human Services	SRM	006	$64,848.00	$114,132.00	Executive
000017	Assistant Director of Information Technology	SRM	007	$69,095.00	$121,607.00	Executive
000009	Assistant Director of Libraries-Operations & Planning	SRM	006	$64,848.00	$114,132.00	Executive
100327	Assistant Director of Libraries-Public Services	SRM	006	$64,848.00	$114,132.00	Executive
800700	Assistant Director of Maritime Center	SRM	005	$60,947.00	$107,266.00	Executive
000018	Assistant Director of Neighborhood Preservation	SRM	006	$64,848.00	$114,132.00	Executive
000325	Assistant Director of Planning	SRM	006	$64,848.00	$114,132.00	Executive
000013	Assistant Director of Public Works	SRM	007	$69,095.00	$121,607.00	Executive
000043	Assistant Director of Recreation, Parks, & Open Space	SRM	006	$64,848.00	$114,132.00	Executive
000014	Assistant Director of Utilities	SRM	007	$69,095.00	$121,607.00	Executive
000324	Assistant Director of Marketing	SRM	006	$64,848.00	$114,132.00	Management
000804	Assistant Facilities Maintenance Manager	MAP	012	$56,106.23	$89,692.53	Management
300601	Assistant Fire Chief	FRS	010	$84,502.50	$102,958.85	Executive
200407	Assistant Fire Marshal	FRS	006	$48,333.61	$70,000.61	Nonexempt
000020	Assistant Fleet Maintenance Manager	MAP	011	$52,581.89	$84,060.87	Management
S00090	Assistant Inmate Classification Manager	SHC	011	$34,319.51	$54,555.75	Nonexempt

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
S00083	Assistant Procurement Specialist	SHC	009	$32,685.69	$51,957.55	Nonexempt
000027	Assistant Streets Engineer	MAP	011	$52,581.89	$84,060.87	Executive
000029	Assistant Superintendent of Utility Division	MAP	012	$56,106.23	$89,692.53	Management
000026	Assistant Superintendent of Waste Management	MAP	012	$56,106.23	$89,692.53	Management
700901	Assistant Supervisor of Animal Services	OPS	013	$41,454.36	$66,272.90	Nonexempt
800003	Assistant to the City Auditor - Audit Technician	OPS	009	$29,968.06	$47,912.23	Nonexempt
100426	Assistant to the City Manager	EXE	001	$65,443.00	$113,028.00	Administrative
T00109	Assistant Treasurer	TRO	007	$59,911.22	$95,775.80	Nonexempt
700958	Athletics Groundskeeper	OPS	008	$27,696.59	$44,275.86	Nonexempt
100200	Auditor I	MAP	007	$40,873.77	$65,344.85	Administrative
100201	Auditor II	MAP	009	$46,289.28	$74,002.85	Administrative
100202	Auditor Supervisor	MAP	010	$49,316.74	$78,838.90	Professional
600807	Autobody Repair Mechanic	OPS	008	$27,696.59	$44,275.86	Nonexempt
600810	Automotive Machinist	OPS	010	$32,455.69	$51,882.47	Nonexempt
600813	Automotive Maintenance Operations Manager	MAP	007	$40,873.77	$65,344.85	Management
600817	Automotive Mechanic	OPS	009	$29,968.06	$47,912.23	Nonexempt
600815	Automotive Parts Operations Manager	MAP	007	$40,873.77	$65,344.85	Management
800044	Automotive Repair Technician	OPS	009	$29,968.06	$47,912.23	Nonexempt
600821	Automotive Service Attendant	OPS	006	$23,724.09	$37,925.53	Nonexempt
300609	Battalion Fire Chief	FRS	009	$69,549.07	$93,536.18	Executive
H00021	Beach Lifeguard/Captain	TEM	H21	$35,182.12	$56,246.55	Nonexempt
H00020	Beach Lifeguard/Lieutenant	TEM	H20	$24,960.00	$29,120.00	Nonexempt
500713	Benefits Specialist	OPS	008	$27,696.59	$44,275.86	Nonexempt
100159	Box Office Manager	MAP	008	$43,481.35	$69,508.61	Administrative
100205	Box Office Supervisor	MAP	003	$32,158.05	$51,407.12	Administrative

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
600822	Bricklayer	OPS	008	$27,696.59	$44,275.86	Nonexempt
200454	Bridge Inspection Supervisor	OPS	012	$38,172.23	$61,021.48	Nonexempt
700905	Bridge Maintenance Supervisor	OPS	011	$35,182.12	$56,246.55	Nonexempt
800033	Broadcast Production Assistant	OPS	006	$23,724.09	$37,925.53	Nonexempt
100215	Budget Team Leader	SRM	004	$57,362.00	$100,958.00	Management
700903	Building / Equipment Maintenance Supervisor	OPS	011	$35,182.12	$56,246.55	Nonexempt
100460	Bureau Manager	SRM	004	$57,362.00	$100,958.00	Executive
100192	Business Development Manager	SRM	002	$51,027.00	$89,809.00	Management
100191	Business Development Manager- Special Services	SRM	002	$51,027.00	$89,809.00	Management
100323	Business Manager	MAP	008	$43,481.35	$69,508.61	Administrative
200406	Business Process Management Analyst	ITM	004	$49,707.20	$79,464.77	Administrative
100209	Buyer I	OPS	010	$32,455.69	$51,882.47	Nonexempt
100210	Buyer II	OPS	013	$41,454.36	$66,272.90	Nonexempt
600824	Carpenter I	OPS	008	$27,696.59	$44,275.86	Nonexempt
600825	Carpenter II	OPS	009	$29,968.06	$47,912.23	Nonexempt
100199	Case Management Specialist	OPS	011	$35,182.12	$56,246.55	Nonexempt
100169	Cash & Investments Analyst	MAP	008	$43,481.35	$69,508.61	Administrative
CC0011	Cashier-CC	CCC	002	$25,622.07	$40,963.19	Nonexempt
700906	Cemetery Manager I	OPS	007	$25,622.07	$40,963.19	Nonexempt
700907	Cemetery Manager II	OPS	010	$32,455.69	$51,882.47	Nonexempt
CC0002	Chief Deputy Circuit Court	CCC	009	$64,848.00	$114,132.00	Nonexempt
100282	Chief Deputy City Attorney	LAW	007	$94,060.00	$149,558.00	Administrative
100278	Chief Deputy City Clerk	MAP	011	$52,581.89	$84,060.87	Administrative
100220	Chief Deputy Commonwealth's Attorney	COF	012	$91,810.00	$145,979.00	Professional
100222	Chief Deputy I COR	MAP	009	$46,289.28	$74,002.85	Administrative
100223	Chief Deputy II COR	MAP	012	$56,106.23	$89,692.53	Administrative
200421	Chief Deputy Real Estate Assessor	SRM	006	$64,848.00	$114,132.00	Management
800702	Chief of Construction Inspections	MAP	012	$56,106.23	$89,692.53	Management

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
800701	Chief of Construction Operations	MAP	012	$56,106.23	$89,692.53	Management
000066	Chief of Fire-Rescue	EXE	004	$96,312.00	$156,550.00	Executive
000040	Chief of Police	EXE	004	$96,312.00	$156,550.00	Executive
600830	Chief Operating Engineer-HVAC	MAP	010	$49,316.74	$78,838.90	Management
100234	Chief Training Officer-CES	MAP	007	$40,873.77	$65,344.85	Administrative
800028	Chief Waterworks Operator	OPS	012	$38,172.23	$61,021.48	Nonexempt
100237	Child Counselor I	OPS	009	$29,968.06	$47,912.23	Nonexempt
100238	Child Counselor II	OPS	010	$32,455.69	$51,882.47	Nonexempt
100239	Child Counselor III	OPS	012	$38,172.23	$61,021.48	Nonexempt
100242	Child Facility Administrator I	MAP	007	$40,873.77	$65,344.85	Administrative
100243	Child Facility Administrator II	MAP	009	$46,289.28	$74,002.85	Administrative
000110	City Assessor	CCA	002	$73,725.00	$129,756.00	Executive
000042	City Attorney	CCA	003	$132,628.00	$210,879.00	Executive
000044	City Auditor	CCA	001	$64,848.00	$114,132.00	Executive
000046	City Clerk	CCA	002	$73,725.00	$129,756.00	Executive
000049	City Engineer	SRM	007	$69,095.00	$121,607.00	Executive
700910	City Forester	MAP	010	$49,316.74	$78,838.90	Management
100311	City Historian	MAP	007	$40,873.77	$65,344.85	Administrative
100248	City Planner I	MAP	006	$38,451.78	$61,470.80	Administrative
100249	City Planner II	MAP	008	$43,481.35	$69,508.61	Administrative
100250	City Planning Manager	SRM	003	$54,063.00	$95,153.00	Management
200425	City Planning Technician	OPS	010	$32,455.69	$51,882.47	Nonexempt
100379	City Safety Officer	MAP	009	$46,289.28	$74,002.85	Administrative
100252	City Surveyor	SRM	004	$57,362.00	$100,958.00	Administrative
100233	City Transportation Engineer	SRM	006	$64,848.00	$114,132.00	Executive
T00001	City Treasurer	COF	011	$82,496.00	$131,169.00	Executive
100162	City Wellness Coordinator	MAP	008	$43,481.35	$69,508.61	Administrative
100255	Civil Engineer I	MAP	007	$40,873.77	$65,344.85	Professional
100256	Civil Engineer II	MAP	010	$49,316.74	$78,838.90	Administrative
100257	Civil Engineer III	MAP	011	$52,581.89	$84,060.87	Administrative
100258	Civil Engineer IV	MAP	012	$56,106.23	$89,692.53	Professional

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
100259	Civil Engineer V	MAP	013	$59,911.22	$95,775.80	Administrative
CC0001	Clerk of the Circuit Court	COF	011	$82,496.00	$131,169.00	Nonexempt
000095	Code Official	SRM	006	$64,848.00	$114,132.00	Executive
200485	Codes Enforcement Team Leader	MAP	008	$43,481.35	$69,508.61	Management
800046	Codes Records & Research Manager	MAP	010	$49,316.74	$78,838.90	Management
800006	Codes Specialist	OPS	010	$32,455.69	$51,882.47	Nonexempt
100262	Collection Coordinator	MAP	005	$36,199.57	$57,871.79	Administrative
000052	Commissioner of the Revenue	COF	011	$82,496.00	$131,169.00	Executive
000053	Commonwealth's Attorney	COF	013	$129,455.00	$205,834.00	Executive
000116	Community Assessment Team Coordinator	MAP	006	$38,451.78	$61,470.80	Management
200552	Compliance Inspector	OPS	011	$35,182.12	$56,246.55	Nonexempt
CC0004	Comptroller-CC	CCC	008	$56,106.23	$89,692.53	Nonexempt
200432	Computer Operations Supervisor	ITM	002	$43,681.68	$69,831.16	Management
200430	Computer Operator I	ITO	001	$25,851.83	$41,327.59	Nonexempt
200431	Computer Operator II	ITO	004	$30,798.78	$49,237.52	Nonexempt
100213	Concrete Finisher	OPS	007	$25,622.07	$40,963.19	Nonexempt
200461	Construction Inspector I	OPS	009	$29,968.06	$47,912.23	Nonexempt
200462	Construction Inspector II	OPS	011	$35,182.12	$56,246.55	Nonexempt
200463	Construction Inspector III	MAP	007	$40,873.77	$65,344.85	Administrative
000805	Contract Administrator	MAP	010	$49,316.74	$78,838.90	Management
100370	Contract Monitoring Specialist	MAP	005	$36,199.57	$57,871.79	Administrative
700912	Cook	OPS	003	$18,938.99	$30,279.30	Nonexempt
S00098	Corrections Director	SHC	016	$50,704.78	$80,604.35	Nonexempt
400651	Creative Designer & Production Manager	OPS	013	$41,454.36	$66,272.90	Nonexempt
700914	Crew Leader I	OPS	008	$27,696.59	$44,275.86	Nonexempt
700915	Crew Leader II	OPS	009	$29,968.06	$47,912.23	Nonexempt
400652	Criminal Docket Specialist	OPS	010	$32,455.69	$51,882.47	Nonexempt
200531	Cross-Connection Specialist	OPS	009	$29,968.06	$47,912.23	Nonexempt
100272	Curator	MAP	007	$40,873.77	$65,344.85	Administrative

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
700920	Custodian	OPS	002	$17,601.25	$28,140.26	Nonexempt
800018	Customer Service Representative	OPS	004	$20,396.72	$32,610.74	Nonexempt
T00101	Customer Service Representative-TR	TRO	001	$23,724.09	$37,925.53	Nonexempt
100271	CWA-Director of Communications	COF	006	$43,483.00	$69,508.00	Administrative
100454	CWA-Victim / Witness Coordinator	COF	001	$27,697.00	$44,277.00	Nonexempt
500717	Data Processing Assistant I	OPS	004	$20,396.72	$32,610.74	Nonexempt
500718	Data Processing Assistant II	OPS	005	$21,986.85	$35,150.42	Nonexempt
500719	Data Processing Assistant III	OPS	006	$23,724.09	$37,925.53	Nonexempt
200445	Data Quality Control Analyst	OPS	008	$27,696.59	$44,275.86	Nonexempt
200443	Data Quality Control Manager	OPS	010	$32,455.69	$51,882.47	Nonexempt
100273	Database Administrator	ITM	006	$56,672.11	$90,597.94	Professional
000270	Database Manager	ITM	008	$64,733.68	$103,485.38	Management
100411	Debt Management Specialist	MAP	010	$49,316.74	$78,838.90	Nonexempt
300606	Deputy Chief of Fire-Rescue	FRS	011	$88,710.57	$108,084.74	Management
100275	Deputy City Attorney I	LAW	004	$80,126.00	$127,402.00	Administrative
100276	Deputy City Attorney II	LAW	005	$84,517.00	$134,385.00	Administrative
100417	Deputy City Auditor	MAP	012	$56,106.23	$89,692.53	Administrative
100425	Deputy City Clerk / Administrative Analyst I	MAP	010	$49,316.74	$78,838.90	Administrative
100420	Deputy City Clerk / Assistant to the Mayor	MAP	005	$36,199.57	$57,871.79	Administrative
100473	Deputy City Clerk / Executive Assistant to the Mayor	EXE	001	$65,443.00	$113,028.00	Administrative
000055	Deputy City Clerk / Media Relations Manager	MAP	014	$64,021.81	$102,349.11	Management
500773	Deputy City Clerk / Secretary	OPS	010	$32,455.69	$51,882.47	Nonexempt
500768	Deputy City Clerk / Secretary to the Mayor	OPS	013	$41,454.36	$66,272.90	Nonexempt
500764	Deputy City Clerk / Senior Secretary	OPS	011	$35,182.12	$56,246.55	Nonexempt

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
500772	Deputy City Clerk / Stenographic Reporter	OPS	009	$29,968.06	$47,912.23	Nonexempt
CC0012	Deputy Clerk I - CC	CCC	001	$23,724.09	$37,925.53	Nonexempt
CC0010	Deputy Clerk II-CC	CCC	002	$25,622.07	$40,963.19	Nonexempt
CC0009	Deputy Clerk III-CC	CCC	003	$27,696.59	$44,275.86	Nonexempt
000092	Deputy Code Official	MAP	011	$52,581.89	$84,060.87	Management
100280	Deputy Commonwealth's Attorney	COF	011	$82,496.00	$131,169.00	Professional
000058	Deputy Emergency Services Coordinator	MAP	012	$56,106.23	$89,692.53	Management
200470	Deputy Fire Marshal	FRS	008	$55,493.02	$80,371.78	Nonexempt
100203	Deputy Registrar / Elections Administrator	MAP	006	$38,451.78	$61,470.80	Administrative
S00075	Deputy Sheriff (Captain)	SHF	006	$30,791.72	$48,357.56	Nonexempt
S00078	Deputy Sheriff (Colonel)	SHF	009	$33,845.92	$53,212.24	Nonexempt
S00072	Deputy Sheriff (Corporal)	SHF	003	$27,246.37	$42,722.11	Nonexempt
S00077	Deputy Sheriff (Lieutenant Colonel)	SHF	008	$32,902.97	$51,713.32	Nonexempt
S00074	Deputy Sheriff (Lieutenant)	SHF	005	$29,936.46	$46,998.00	Nonexempt
S00076	Deputy Sheriff (Major)	SHF	007	$31,383.42	$49,298.36	Nonexempt
S00071	Deputy Sheriff (Master)	SHF	002	$24,805.89	$38,843.63	Nonexempt
S00073	Deputy Sheriff (Sergeant)	SHF	004	$28,558.28	$44,808.48	Nonexempt
S00070	Deputy Sheriff	SHF	002	$24,805.89	$38,843.63	Nonexempt
800049	Detention Center Assistant Superintendent	MAP	009	$46,289.28	$74,002.85	Management
100244	Detention Center Superintendent	MAP	011	$52,581.89	$84,060.87	Management
800048	Detention Center Supervisor	MAP	007	$40,873.77	$65,344.85	Administrative
000575	Director of Budget & Management	EXE	003	$86,070.00	$148,838.00	Executive
000054	Director of Communications	EXE	002	$76,286.00	$122,059.00	Executive
000065	Director of Cultural Affairs, Arts, & Entertainment	EXE	003	$86,070.00	$148,838.00	Executive

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
000067	Director of Development	EXE	003	$86,070.00	$148,838.00	Executive
000068	Director of Finance & Business Services	EXE	003	$86,070.00	$148,838.00	Executive
000070	Director of Human Resources	EXE	003	$86,070.00	$148,838.00	Executive
000071	Director of Human Services	EXE	003	$86,070.00	$148,838.00	Executive
000072	Director of Information Technology	EXE	003	$86,070.00	$148,838.00	Executive
000003	Director of Intergovernmental Relations	EXE	001	$65,443.00	$113,028.00	Executive
000073	Director of Libraries	EXE	003	$86,070.00	$148,838.00	Executive
000084	Director of Maritime Center	EXE	003	$86,070.00	$148,838.00	Executive
000075	Director of Planning	EXE	003	$86,070.00	$148,838.00	Executive
000076	Director of Public Works	EXE	003	$86,070.00	$148,838.00	Executive
000081	Director of Recreation, Parks, & Open Space	EXE	003	$86,070.00	$148,838.00	Executive
000576	Director of the Office of Community Empowerment	EXE	003	$86,070.00	$148,838.00	Executive
000056	Director of the Office of Emergency Preparedness & Response	EXE	001	$65,443.00	$113,028.00	Executive
000121	Director of the Office on Homelessness	EXE	001	$65,443.00	$113,028.00	Administrative
000142	Director of the Virginia Zoological Park	EXE	002	$76,286.00	$122,059.00	Executive
000077	Director of Utilities	EXE	003	$86,070.00	$148,838.00	Executive
000045	Director of Neighborhood Preservation	EXE	003	$86,070.00	$148,838.00	Executive
100295	Disability Case Manager	MAP	007	$40,873.77	$65,344.85	Administrative
T00107	Division Accounting Supervisor - TR	TRO	005	$49,316.74	$78,838.90	Nonexempt
100465	Division Head	SRM	002	$51,027.00	$89,809.00	Management
100302	E-Access & Process Automation Manager	SRM	006	$64,848.00	$114,132.00	Executive
100449	Economic Forecast Specialist	MAP	010	$49,316.74	$78,838.90	Administrative
100245	Education Manager	MAP	009	$46,289.28	$74,002.85	Administrative
S00091	Education Program Manager	SHC	011	$34,319.51	$54,555.75	Nonexempt
S00086	Education Programs Specialist	SHC	010	$33,334.26	$52,989.55	Nonexempt
800010	Education Specialist	OPS	008	$27,696.59	$44,275.86	Nonexempt

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
800011	Election Assistant I	OPS	003	$18,938.99	$30,279.30	Nonexempt
500759	Election Assistant II	OPS	005	$21,986.85	$35,150.42	Nonexempt
800009	Election Assistant III	OPS	006	$23,724.09	$37,925.53	Nonexempt
600834	Electrician I	OPS	007	$25,622.07	$40,963.19	Nonexempt
600835	Electrician II	OPS	009	$29,968.06	$47,912.23	Nonexempt
600836	Electrician III	OPS	010	$32,455.69	$51,882.47	Nonexempt
600837	Electrician IV	OPS	011	$35,182.12	$56,246.55	Nonexempt
S00067	Electronic Surveillance Counselor	SHC	004	$27,423.85	$43,594.78	Nonexempt
S00082	Electronic Surveillance Supervisor	SHC	007	$30,235.21	$48,062.76	Nonexempt
600840	Electronics Technician I	OPS	009	$29,968.06	$47,912.23	Nonexempt
600841	Electronics Technician II	OPS	010	$32,455.69	$51,882.47	Nonexempt
700990	Elephant Manager	OPS	012	$38,172.23	$61,021.48	Nonexempt
200540	Eligibility Supervisor	MAP	007	$40,873.77	$65,344.85	Administrative
800015	Eligibility Worker	OPS	009	$29,968.06	$47,912.23	Nonexempt
100315	Employee Benefits Manager	MAP	011	$52,581.89	$84,060.87	Administrative
100290	Employment Investigator	OPS	010	$32,455.69	$51,882.47	Nonexempt
100294	Employment Services Worker II	OPS	012	$38,172.23	$61,021.48	Nonexempt
100266	Energy Conservation Coordinator	MAP	010	$49,316.74	$78,838.90	Administrative
700922	Engineering Aide	OPS	005	$21,986.85	$35,150.42	Nonexempt
000085	Engineering Manager	SRM	006	$64,848.00	$114,132.00	Executive
200437	Engineering Technician I	OPS	009	$29,968.06	$47,912.23	Nonexempt
200438	Engineering Technician II	OPS	010	$32,455.69	$51,882.47	Nonexempt
200439	Engineering Technician III	OPS	011	$35,182.12	$56,246.55	Nonexempt
200440	Engineering Technician IV	OPS	012	$38,172.23	$61,021.48	Nonexempt
100297	Enterprise Controller	MAP	012	$56,106.23	$89,692.53	Management
000143	Enterprise Solutions Manager	SRM	006	$64,848.00	$114,132.00	Administrative
100299	Environmental Engineer	MAP	009	$46,289.28	$74,002.85	Administrative
700991	Environmental Health Assistant I	OPS	004	$20,396.72	$32,610.74	Nonexempt
700992	Environmental Health Assistant II	OPS	005	$21,986.85	$35,150.42	Nonexempt
000100	Environmental Services Manager	SRM	005	$60,947.00	$107,266.00	Executive

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
200452	Environmental Specialist I	OPS	010	$32,455.69	$51,882.47	Nonexempt
200453	Environmental Specialist II	OPS	012	$38,172.23	$61,021.48	Nonexempt
700925	Equipment Operator II	OPS	006	$23,724.09	$37,925.53	Nonexempt
700926	Equipment Operator III	OPS	008	$27,696.59	$44,275.86	Nonexempt
700927	Equipment Operator IV	OPS	009	$29,968.06	$47,912.23	Nonexempt
800402	Event Coordinator	MAP	007	$40,873.77	$65,344.85	Administrative
000082	Event Manager	MAP	009	$46,289.28	$74,002.85	Management
CC0006	Executive Assistant-CC	CCC	006	$43,481.35	$69,508.61	Nonexempt
000087	Executive Manager of Retirement Systems	SRM	006	$64,848.00	$114,132.00	Executive
100871	Facilities Maintenance Manager	SRM	005	$60,947.00	$107,266.00	Executive
800521	Facilities Manager	MAP	008	$43,481.35	$69,508.61	Management
000047	Financial Operations Manager	MAP	011	$52,581.89	$84,060.87	Management
300611	Fire Captain	FRS	008	$55,493.02	$80,371.78	Nonexempt
200471	Fire Inspector	FRS	005	$43,613.75	$66,364.61	Nonexempt
300612	Fire Lieutenant	FRS	006	$48,333.61	$70,000.61	Nonexempt
200444	Fire Marshal	FRS	009	$69,549.07	$93,536.18	Executive
300602	Fire/Paramedic Lieutenant	FRS	007	$50,783.39	$73,549.02	Nonexempt
300614	Firefighter EMT	FRS	002	$39,569.47	$49,418.60	Nonexempt
300615	Firefighter EMT-C	FRS	004	$37,758.85	$57,456.12	Nonexempt
300617	Firefighter EMT-Enhanced	FRS	003	$35,847.03	$54,547.90	Nonexempt
300643	Firefighter EMT-I	FRS	004	$37,758.85	$57,456.12	Nonexempt
300616	Firefighter EMT-P	FRS	005	$43,613.75	$66,364.61	Nonexempt
300604	Firefighter Recruit	FRS	001	$35,195.00	$35,195.00	Nonexempt
000090	Fiscal Manager I	MAP	008	$43,481.35	$69,508.61	Administrative
800504	Fiscal Manager II	MAP	010	$49,316.74	$78,838.90	Management
100371	Fiscal Monitoring Specialist I	MAP	006	$38,451.78	$61,470.80	Administrative
100372	Fiscal Monitoring Specialist II	MAP	008	$43,481.35	$69,508.61	Administrative
100167	Fiscal Systems Analyst	ITM	004	$49,707.20	$79,464.77	Administrative
100471	Fiscal Systems Manager	ITM	006	$56,672.11	$90,597.94	Professional
S00068	Fleet Coordinator	SHC	004	$27,423.85	$43,594.78	Nonexempt
600819	Fleet Coordinator	MAP	006	$38,451.78	$61,470.80	Management
000091	Fleet Maintenance Manager	SRM	005	$60,947.00	$107,266.00	Executive

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
700911	Food Service Manager	OPS	012	$38,172.23	$61,021.48	Nonexempt
700929	Forestry Crew Leader	OPS	010	$32,455.69	$51,882.47	Nonexempt
700930	Forestry Supervisor	MAP	008	$43,481.35	$69,508.61	Management
100314	Fraud Investigator	OPS	010	$32,455.69	$51,882.47	Nonexempt
200542	Fraud Supervisor	MAP	007	$40,873.77	$65,344.85	Management
100464	Genealogy Information Specialist	MAP	004	$34,105.81	$54,524.01	Administrative
700988	General Utility Maintenance Supervisor	MAP	008	$43,481.35	$69,508.61	Management
800040	Geographic Information Systems Specialist I	ITO	006	$34,726.00	$55,516.58	Nonexempt
800555	Geographic Information Systems Specialist II	ITM	001	$40,976.75	$65,508.94	Professional
800556	Geographic Information Systems Specialist III	ITM	003	$46,585.79	$74,473.67	Professional
800557	Geographic Information Systems Team Supervisor	ITM	006	$56,672.11	$90,597.94	Professional
200418	Geographic Information Systems Technician	OPS	010	$32,455.69	$51,882.47	Nonexempt
100423	Geographic Information Systems Technician II	MAP	006	$38,451.78	$61,470.80	Administrative
200419	Grants & Development Coordinator	MAP	009	$46,289.28	$74,002.85	Administrative
100451	Grants Management Administrator	MAP	009	$46,289.28	$74,002.85	Administrative
100450	Grants Management Assistant	MAP	007	$40,873.77	$65,344.85	Administrative
S00087	Grievance Coordinator	SHC	010	$33,334.26	$52,989.55	Nonexempt
700931	Groundskeeper Crew Leader	OPS	008	$27,696.59	$44,275.86	Nonexempt
700933	Groundskeeper	OPS	004	$20,396.72	$32,610.74	Nonexempt
100164	Health & Fitness Facilitator	MAP	004	$34,105.81	$54,524.01	Administrative
700935	Horticulture Technician	OPS	006	$23,724.09	$37,925.53	Nonexempt
700937	Horticulturist	MAP	007	$40,873.77	$65,344.85	Administrative
S00096	Human Resources & Budget Director	SHC	014	$39,729.96	$63,154.23	Nonexempt
800349	Human Resources Generalist	MAP	007	$40,873.77	$65,344.85	Administrative

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
100476	Human Resources Manager	MAP	012	$56,106.23	$89,692.53	Executive
100307	Human Resources Team Leader	MAP	010	$49,316.74	$78,838.90	Administrative
200446	Human Services Aide	OPS	006	$23,724.09	$37,925.53	Nonexempt
100309	Human Services Coordinator	MAP	009	$46,289.28	$74,002.85	Administrative
300618	Humane Officer I	OPS	008	$27,696.59	$44,275.86	Nonexempt
300619	Humane Officer II	OPS	011	$35,182.12	$56,246.55	Nonexempt
CC0008	In Court Clerk-CC	CCC	004	$32,455.69	$51,882.47	Nonexempt
100310	Income Tax Auditor	OPS	010	$32,455.69	$51,882.47	Nonexempt
100385	Information Management Supervisor	MAP	008	$43,481.35	$69,508.61	Administrative
100168	Information Technology Planner	ITM	004	$49,707.20	$79,464.77	Administrative
200401	Information Technology Telecommunications Analyst II	ITM	002	$43,681.68	$69,831.16	Professional
200402	Information Technology Telecommunications Analyst III	ITM	006	$56,672.11	$90,597.94	Professional
200551	Information Technology Telecommunications Technician	ITO	007	$36,910.33	$59,008.08	Nonexempt
800021	Information Technology Trainer	ITO	009	$41,781.45	$66,793.49	Nonexempt
800020	Information Technology Training Coordinator	ITM	002	$43,681.68	$69,831.16	Professional
S00093	Inmate Classification Manager	SHC	013	$37,837.72	$60,147.55	Nonexempt
S00088	Inmate Classification Specialist	SHC	010	$33,334.26	$52,989.55	Nonexempt
S00092	Inmate Rehabilitation Coordinator	SHC	012	$36,751.48	$58,420.84	Nonexempt
700939	Instrument Technician	OPS	009	$29,968.06	$47,912.23	Nonexempt
S00097	Investigations Director	SHC	014	$39,729.96	$63,154.23	Nonexempt
100405	Judicial Executive Assistant	OPS	012	$38,172.23	$61,021.48	Nonexempt
S00080	Jury Administrator	SHC	006	$29,646.40	$47,126.54	Nonexempt
300626	Kennel Supervisor	OPS	009	$29,968.06	$47,912.23	Nonexempt

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
200498	Landscape Coordinator I	OPS	011	$35,182.12	$56,246.55	Nonexempt
200499	Landscape Coordinator II	OPS	012	$38,172.23	$61,021.48	Nonexempt
700913	Laundry Worker	OPS	002	$17,601.25	$28,140.26	Nonexempt
100316	Law Clerk	OPS	013	$41,454.36	$66,272.90	Nonexempt
800110	Legal Administrator CWA	COF	007	$52,583.00	$84,060.00	Administrative
100318	Legal Administrator	MAP	011	$52,581.89	$84,060.87	Administrative
800115	Legal Assistant CWA	COF	005	$38,173.00	$61,021.00	Nonexempt
500735	Legal Assistant	OPS	012	$38,172.23	$61,021.48	Nonexempt
400655	Legal Coordinator I- LD	OPS	012	$38,172.23	$61,021.48	Nonexempt
400656	Legal Coordinator II- LD	OPS	014	$45,061.30	$72,036.97	Nonexempt
S00094	Legal Counsel	SHC	015	$48,290.57	$76,771.55	Nonexempt
800120	Legal Secretary I CWA	COF	001	$27,697.00	$44,277.00	Nonexempt
500740	Legal Secretary I	OPS	008	$27,696.59	$44,275.86	Nonexempt
800125	Legal Secretary II CWA	COF	003	$32,455.00	$51,407.00	Nonexempt
500741	Legal Secretary II	OPS	010	$32,455.69	$51,882.47	Nonexempt
100320	Librarian I	MAP	005	$36,199.57	$57,871.79	Administrative
100321	Librarian II	MAP	008	$43,481.35	$69,508.61	Administrative
100322	Librarian III	MAP	009	$46,289.28	$74,002.85	Administrative
400666	Library Assistant II	OPS	005	$21,986.85	$35,150.42	Nonexempt
400665	Library Assistant I	OPS	004	$20,396.72	$32,610.74	Nonexempt
400661	Library Associate II	OPS	010	$32,455.69	$51,882.47	Nonexempt
400660	Library Associate I	OPS	009	$29,968.06	$47,912.23	Nonexempt
200474	License Inspector I	OPS	009	$29,968.06	$47,912.23	Nonexempt
200475	License Inspector II	OPS	010	$32,455.69	$51,882.47	Nonexempt
400681	Licensed Practical Nurse	OPS	007	$25,622.07	$40,963.19	Nonexempt
700941	Lifeguard	OPS	005	$21,986.85	$35,150.42	Nonexempt
000097	MacArthur Memorial Director	SRM	004	$57,362.00	$100,958.00	Executive
S00056	Maintenance Mechanic I	SHC	004	$27,423.85	$43,594.78	Nonexempt
700942	Maintenance Mechanic I	OPS	007	$25,622.07	$40,963.19	Nonexempt
700943	Maintenance Mechanic II	OPS	008	$27,696.59	$44,275.86	Nonexempt
700944	Maintenance Mechanic III	OPS	010	$32,455.69	$51,882.47	Nonexempt
600846	Maintenance Shop Manager	MAP	008	$43,481.35	$69,508.61	Management
700946	Maintenance Supervisor I	MAP	005	$36,199.57	$57,871.79	Management

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
700947	Maintenance Supervisor II	MAP	007	$40,873.77	$65,344.85	Management
700949	Maintenance Worker I	OPS	003	$18,938.99	$30,279.30	Nonexempt
700950	Maintenance Worker II	OPS	004	$20,396.72	$32,610.74	Nonexempt
100171	Management Analyst I	MAP	006	$38,451.78	$61,470.80	Administrative
100172	Management Analyst II	MAP	008	$43,481.35	$69,508.61	Administrative
100173	Management Analyst III	MAP	009	$46,289.28	$74,002.85	Administrative
100319	Management Services Administrator	SRM	004	$57,362.00	$100,958.00	Administrative
100875	Manager of Budget & Accounting	SRM	004	$57,362.00	$100,958.00	Management
100409	Manager of Cruise Operations & Marketing	SRM	002	$51,027.00	$89,809.00	Administrative
000806	Manager of Environmental Protection Programs	EXE	001	$65,443.00	$113,028.00	Management
800047	Manager of Legislative Research & Administration	MAP	009	$46,289.28	$74,002.85	Management
700955	Manager of Operations & Engineering	MAP	010	$49,316.74	$78,838.90	Management
000157	Manager of Public Relations	SRM	002	$51,027.00	$89,809.00	Executive
000252	Manager of Publications & Direct Communications	SRM	002	$51,027.00	$89,809.00	Management
100193	Manager of Real Estate	SRM	005	$60,947.00	$107,266.00	Management
000327	Manager of the Office of Cultural Affairs & Special Events	SRM	006	$64,848.00	$114,132.00	Executive
000120	Manager of the Office of Grants Management	EXE	001	$65,443.00	$113,028.00	Executive
100475	Manager of Transportation and Downtown Construction	EXE	001	$65,443.00	$113,028.00	Management
100247	Manager of Visitor Marketing	MAP	010	$49,316.74	$78,838.90	Management
100265	Manager of Visitor Services	MAP	007	$40,873.77	$65,344.85	Administrative
000251	Manager of Broadcast Services	SRM	002	$51,027.00	$89,809.00	Management
800032	Marine Life Specialist	OPS	008	$27,696.59	$44,275.86	Nonexempt

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
800518	Maritime Operations Manager	MAP	010	$49,316.74	$78,838.90	Management
600849	Materials Manager	MAP	011	$52,581.89	$84,060.87	Management
100343	Media & Promotions Manager	MAP	008	$43,481.35	$69,508.61	Management
100412	Media Production Specialist	MAP	007	$40,873.77	$65,344.85	Administrative
700952	Messenger/Driver	OPS	003	$18,938.99	$30,279.30	Nonexempt
300621	Meter Monitor	OPS	004	$20,396.72	$32,610.74	Nonexempt
800449	Microcomputer Systems Analyst	ITO	005	$32,692.23	$52,261.61	Nonexempt
200451	Microcomputer Systems Team Supervisor	ITM	005	$53,062.91	$84,825.96	Management
500745	Micrographics Technician	OPS	005	$21,986.85	$35,150.42	Nonexempt
300640	Museum Attendant	OPS	005	$21,986.85	$35,150.42	Nonexempt
200482	Neighborhood Development Specialist	MAP	006	$38,451.78	$61,470.80	Administrative
000297	Neighborhood Services Manager	MAP	011	$52,581.89	$84,060.87	Management
800546	Network Engineer II	ITM	004	$49,707.20	$79,464.77	Professional
800545	Network Engineer III	ITM	006	$56,672.11	$90,597.94	Professional
200403	Network Engineer IV	ITM	008	$64,733.68	$103,485.38	Professional
800547	Network Security Engineer	ITM	006	$56,672.11	$90,597.94	Professional
500748	Office Aide	OPS	001	$16,373.28	$26,176.63	Nonexempt
500750	Office Assistant	OPS	003	$18,938.99	$30,279.30	Nonexempt
500755	Office Manager	MAP	003	$32,158.05	$51,407.12	Management
600852	Operating Engineer I	OPS	007	$25,622.07	$40,963.19	Nonexempt
600853	Operating Engineer II	OPS	010	$32,455.69	$51,882.47	Nonexempt
000113	Operations Manager	MAP	010	$49,316.74	$78,838.90	Management
300638	Operations Officer I	OPS	006	$23,724.09	$37,925.53	Nonexempt
300642	Operations Officer II	OPS	008	$27,696.59	$44,275.86	Nonexempt
800537	Organizational Development Specialist	MAP	008	$43,481.35	$69,508.61	Administrative
600855	Painter I	OPS	007	$25,622.07	$40,963.19	Nonexempt
600856	Painter II	OPS	009	$29,968.06	$47,912.23	Nonexempt
400673	Paralegal Claims Investigator I - LD	OPS	012	$38,172.23	$61,021.48	Nonexempt
400674	Paralegal Claims Investigator II - LD	OPS	013	$41,454.36	$66,272.90	Nonexempt
800130	Paralegal CWA	COF	003	$32,455.00	$51,407.00	Nonexempt

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
400678	Paralegal Generalist-LD	OPS	010	$32,455.69	$51,882.47	Nonexempt
400670	Paralegal	OPS	010	$32,455.69	$51,882.47	Nonexempt
000107	Parking Administrator	MAP	009	$46,289.28	$74,002.85	Management
000010	Parking Director	SRM	004	$57,362.00	$100,958.00	Executive
100340	Parking Manager	MAP	007	$40,873.77	$65,344.85	Management
100387	Parking Supervisor	MAP	002	$30,343.81	$48,507.54	Administrative
S00084	Payroll & Benefits Coordinator	SHC	008	$31,747.34	$50,465.94	Nonexempt
100155	Payroll Accountant	MAP	006	$38,451.78	$61,470.80	Administrative
100157	Payroll Manager	MAP	010	$49,316.74	$78,838.90	Administrative
800042	Payroll Specialist	MAP	006	$38,451.78	$61,470.80	Administrative
200510	Permit Technician	OPS	008	$27,696.59	$44,275.86	Nonexempt
200511	Permits Specialist	OPS	011	$35,182.12	$56,246.55	Nonexempt
800347	Personnel Specialist	MAP	005	$36,199.57	$57,871.79	Administrative
400676	Personnel Technician	OPS	010	$32,455.69	$51,882.47	Nonexempt
200509	Photographic Laboratory Technician	OPS	008	$27,696.59	$44,275.86	Nonexempt
600860	Plumber II	OPS	008	$27,696.59	$44,275.86	Nonexempt
600861	Plumber III	OPS	009	$29,968.06	$47,912.23	Nonexempt
300623	Police Captain	POL	006	$80,656.10	$93,536.18	Executive
300624	Police Corporal	POL	003	$47,719.53	$63,829.60	Nonexempt
400672	Police Identification Clerk	OPS	006	$23,724.09	$37,925.53	Nonexempt
300625	Police Lieutenant	POL	005	$70,313.42	$81,381.78	Executive
300630	Police Officer	POL	002	$39,390.00	$58,466.02	Nonexempt
100170	Police Program Policy Specialist	MAP	006	$38,451.78	$61,470.80	Administrative
100305	Police Records & Identification Section Supervisor	MAP	007	$40,873.77	$65,344.85	Management
300632	Police Recruit	POL	001	$36,500.00	$36,500.00	Nonexempt
300635	Police Sergeant	POL	004	$55,697.79	$74,559.02	Nonexempt
100317	Police Training and Development Manager	MAP	007	$40,873.77	$65,344.85	Administrative
700951	Pool Manager	OPS	011	$35,182.12	$56,246.55	Nonexempt
000041	Principal Analyst	SRM	005	$60,947.00	$107,266.00	Management
800501	Principal Codes Specialist	OPS	013	$41,454.36	$66,272.90	Nonexempt
100462	Principal Planner	MAP	011	$52,581.89	$84,060.87	Nonexempt
S00089	Procurement Specialist	SHC	010	$33,334.26	$52,989.55	Nonexempt

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
100351	Program Administrator	MAP	008	$43,481.35	$69,508.61	Administrative
800523	Program Supervisor	MAP	008	$43,481.35	$69,508.61	Administrative
200516	Programmer/Analyst II	ITM	001	$40,976.75	$65,508.94	Professional
200517	Programmer/Analyst III	ITM	002	$43,681.68	$69,831.16	Professional
200518	Programmer/Analyst IV	ITM	003	$46,585.79	$74,473.67	Professional
200519	Programmer/Analyst V	ITM	005	$53,062.91	$84,825.96	Professional
800570	Programs Manager	MAP	011	$52,581.89	$84,060.87	Administrative
100268	Project Coordinator	MAP	008	$43,481.35	$69,508.61	Administrative
100469	Project Manager	MAP	010	$49,316.74	$78,838.90	Management
000063	Property Manager	MAP	011	$52,581.89	$84,060.87	Administrative
S00085	Public Affairs Officer	SHC	011	$34,319.51	$54,555.75	Administrative
400675	Public Health Aide	OPS	004	$20,396.72	$32,610.74	Nonexempt
100375	Public Information Specialist I	MAP	004	$34,105.81	$54,524.01	Administrative
100376	Public Information Specialist II	MAP	006	$38,451.78	$61,470.80	Administrative
800034	Public Relations Assistant	OPS	007	$25,622.07	$40,963.19	Nonexempt
100410	Public Relations Specialist	MAP	007	$40,873.77	$65,344.85	Administrative
200554	Public Safety Telecommunicator I	OPS	008	$27,696.59	$44,275.86	Nonexempt
200555	Public Safety Telecommunicator II	OPS	010	$32,455.69	$51,882.47	Nonexempt
200556	Public Safety Telecommunicator III	OPS	013	$41,454.36	$66,272.90	Nonexempt
200553	Public Safety Telecommunicator Trainee	OPS	007	$25,622.07	$40,963.19	Nonexempt
100269	Public Services Coordinator I	MAP	006	$38,451.78	$61,470.80	Administrative
000109	Purchasing Agent	SRM	005	$60,947.00	$107,266.00	Executive
100453	Quality & Finance Analyst	MAP	008	$43,481.35	$69,508.61	Administrative
800516	Quality Assurance Inspector	OPS	009	$29,968.06	$47,912.23	Nonexempt
800024	Radio Communications Systems Analyst	ITO	005	$32,692.23	$52,261.61	Nonexempt
600876	Radio Communications Systems Supervisor	ITO	011	$47,419.92	$75,808.01	Nonexempt
800025	Radio Communications Systems Technician	ITO	003	$29,033.22	$46,413.77	Nonexempt
100176	Real Estate Analyst	MAP	006	$38,451.78	$61,470.80	Administrative
200434	Real Estate Appraisal Team Leader	MAP	010	$49,316.74	$78,838.90	Management

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
200525	Real Estate Appraiser I	OPS	011	$35,182.12	$56,246.55	Nonexempt
200526	Real Estate Appraiser II	OPS	012	$38,172.23	$61,021.48	Nonexempt
200527	Real Estate Appraiser III	OPS	014	$45,061.30	$72,036.97	Nonexempt
200570	Real Estate CAMA Modeler Analyst	MAP	011	$52,581.89	$84,060.87	Administrative
200571	Real Estate Commercial Project Supervisor	MAP	012	$56,106.23	$89,692.53	Management
800517	Real Estate Coordinator	MAP	007	$40,873.77	$65,344.85	Administrative
S00006	Receptionist	SHC	002	$23,689.77	$37,659.02	Nonexempt
500756	Records & Information Clerk	OPS	005	$21,986.85	$35,150.42	Nonexempt
100341	Records Administrator	MAP	008	$43,481.35	$69,508.61	Administrative
S00065	Records Clerk	SHC	002	$23,689.77	$37,659.02	Nonexempt
800026	Recreation Specialist	OPS	009	$29,968.06	$47,912.23	Nonexempt
100355	Recreation Supervisor	MAP	005	$36,199.57	$57,871.79	Administrative
800522	Recycling Coordinator	MAP	010	$49,316.74	$78,838.90	Administrative
700969	Refuse Collection Supervisor	OPS	010	$32,455.69	$51,882.47	Nonexempt
700967	Refuse Collector Apprentice	OPS	006	$23,724.09	$37,925.53	Nonexempt
700966	Refuse Collector Assistant	OPS	005	$21,986.85	$35,150.42	Nonexempt
700970	Refuse Collector, Lead	OPS	008	$27,696.59	$44,275.86	Nonexempt
700968	Refuse Collector, Senior	OPS	007	$25,622.07	$40,963.19	Nonexempt
200484	Refuse Inspector	OPS	009	$29,968.06	$47,912.23	Nonexempt
100358	Registered Nurse	MAP	005	$36,199.57	$57,871.79	Administrative
000111	Registrar/Elections Administrator	COF	000	$21,331.00	$90,659.00	Executive
100360	Reservoir Manager	MAP	005	$36,199.57	$57,871.79	Administrative
900004	Right of Way Permit Supervisor	MAP	009	$46,289.28	$74,002.85	Administrative
800514	Right of Way Program Manager	MAP	010	$49,316.74	$78,838.90	Administrative
000112	Risk Manager	MAP	011	$52,581.89	$84,060.87	Administrative
200528	Safety Specialist	OPS	011	$35,182.12	$56,246.55	Nonexempt
800500	Salary and Benefits Administrator	MAP	007	$40,873.77	$65,344.85	Administrative
800041	Salary and Benefits Specialist	OPS	009	$29,968.06	$47,912.23	Nonexempt
100217	Sales Representative	MAP	006	$38,451.78	$61,470.80	Administrative
S00064	Secretary I	SHC	003	$26,118.33	$41,518.59	Nonexempt
S00079	Secretary II	SHC	005	$28,795.30	$45,773.62	Nonexempt
500769	Secretary to the City Manager	OPS	011	$35,182.12	$56,246.55	Nonexempt

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
S00081	Secretary to the Sheriff	SHC	006	$29,646.40	$47,126.54	Nonexempt
800050	Security Counselor II	OPS	010	$32,455.69	$51,882.47	Nonexempt
800051	Security Counselor III	OPS	012	$38,172.23	$61,021.48	Nonexempt
600877	Security Manager	MAP	008	$43,481.35	$69,508.61	Management
T00104	Security Officer - TR	TRO	002	$25,622.07	$40,963.19	Nonexempt
300639	Security Officer	OPS	007	$25,622.07	$40,963.19	Nonexempt
T00103	Senior Accounting Technician - TR	TRO	002	$25,622.07	$40,963.19	Nonexempt
300646	Senior Animal Caretaker	OPS	005	$21,986.85	$35,150.42	Nonexempt
600808	Senior Autobody Repair Mechanic	OPS	010	$32,455.69	$51,882.47	Nonexempt
800045	Senior Automotive Repair Technician	OPS	011	$35,182.12	$56,246.55	Nonexempt
100402	Senior Business Development Manager-Commercial	SRM	002	$51,027.00	$89,809.00	Management
100324	Senior Business Development Manager-Finance	SRM	003	$54,063.00	$95,153.00	Management
200502	Senior Business Process Management Analyst	ITM	008	$64,733.68	$103,485.38	Administrative
100401	Senior Business Development Manager-Maritime	SRM	002	$51,027.00	$89,809.00	Management
200426	Senior City Planning Technician	OPS	011	$35,182.12	$56,246.55	Nonexempt
800489	Senior Codes Specialist	OPS	012	$38,172.23	$61,021.48	Nonexempt
200532	Senior Cross-Connection Specialist	OPS	011	$35,182.12	$56,246.55	Nonexempt
700919	Senior Custodian	OPS	005	$21,986.85	$35,150.42	Nonexempt
100279	Senior Deputy City Attorney	LAW	006	$89,158.00	$141,762.00	Administrative
100461	Senior Design & Rehabilitation Consultant	MAP	010	$49,316.74	$78,838.90	Nonexempt
100474	Senior Design/Construction Project Manager	MAP	012	$56,106.23	$89,692.53	Administrative
500760	Senior Election Assistant	OPS	008	$27,696.59	$44,275.86	Nonexempt
100253	Senior Exhibits Manager / Designer	MAP	008	$43,481.35	$69,508.61	Management
100166	Senior Information Technology Planner	ITM	008	$64,733.68	$103,485.38	Administrative

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
200450	Senior Microcomputer Systems Analyst	ITM	001	$40,976.75	$65,508.94	Professional
100459	Senior Neighborhood Development Specialist	MAP	008	$43,481.35	$69,508.61	Administrative
800550	Senior Network Analyst	MAP	009	$46,289.28	$74,002.85	Administrative
200512	Senior Permits Specialist	OPS	013	$41,454.36	$66,272.90	Nonexempt
100467	Senior Planner	MAP	010	$49,316.74	$78,838.90	Nonexempt
100404	Senior Projects Manager	SRM	001	$48,231.00	$84,885.00	Administrative
100452	Senior Quality & Finance Analyst	MAP	009	$46,289.28	$74,002.85	Administrative
600875	Senior Radio Communications Systems Analyst	ITO	008	$39,257.60	$62,759.87	Nonexempt
100356	Senior Recreation Supervisor I	MAP	006	$38,451.78	$61,470.80	Administrative
100357	Senior Recreation Supervisor II	MAP	008	$43,481.35	$69,508.61	Administrative
100392	Senior Traffic Engineer	MAP	010	$49,316.74	$78,838.90	Administrative
100391	Senior Transportation Engineer	MAP	010	$49,316.74	$78,838.90	Administrative
700987	Senior Utility Maintenance Supervisor	OPS	012	$38,172.23	$61,021.48	Nonexempt
100398	Senior Water Chemist	MAP	007	$40,873.77	$65,344.85	Administrative
200412	Services & Support Supervisor	ITM	006	$56,672.11	$90,597.94	Professional
100472	Services and Support Manager	SRM	006	$64,848.00	$114,132.00	Management
S00001	Sheriff	COF	011	$82,496.00	$131,169.00	Executive
800052	Social Work Associate	OPS	008	$27,696.59	$44,275.86	Nonexempt
100364	Social Work Supervisor I	MAP	009	$46,289.28	$74,002.85	Administrative
100366	Social Worker I	OPS	010	$32,455.69	$51,882.47	Nonexempt
100367	Social Worker II	OPS	012	$38,172.23	$61,021.48	Nonexempt
200404	Social Worker III	MAP	007	$40,873.77	$65,344.85	Administrative
800506	Software Analyst	ITM	002	$43,681.68	$69,831.16	Administrative
S00100	Staff Accountant	SHC	010	$33,334.26	$52,989.55	Administrative
500700	Staff Technician I	OPS	008	$27,696.59	$44,275.86	Nonexempt
500701	Staff Technician II	OPS	009	$29,968.06	$47,912.23	Nonexempt
100427	Stage Crew Chief	OPS	012	$38,172.23	$61,021.48	Nonexempt
800401	Stage Production Manager	MAP	007	$40,873.77	$65,344.85	Administrative
500771	Stenographic Reporter II	OPS	008	$27,696.59	$44,275.86	Nonexempt

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
600883	Storekeeper I	OPS	005	$21,986.85	$35,150.42	Nonexempt
600884	Storekeeper II	OPS	007	$25,622.07	$40,963.19	Nonexempt
600885	Storekeeper III	OPS	008	$27,696.59	$44,275.86	Nonexempt
800513	Storm Water Assistant Superintendent	MAP	009	$46,289.28	$74,002.85	Management
000125	Storm Water Engineer	SRM	005	$60,947.00	$107,266.00	Executive
000031	Storm Water Operations Manager	MAP	011	$52,581.89	$84,060.87	Management
000245	Strategic Planning Manager	MAP	009	$46,289.28	$74,002.85	Executive
700976	Street Maintenance Supervisor	OPS	011	$35,182.12	$56,246.55	Nonexempt
000141	Streets Engineer	SRM	005	$60,947.00	$107,266.00	Executive
000138	Superintendent of the Virginia Zoological Park	SRM	006	$64,848.00	$114,132.00	Executive
000136	Superintendent of Traffic Operations	MAP	011	$52,581.89	$84,060.87	Management
000134	Superintendent of Waste Management	SRM	005	$60,947.00	$107,266.00	Executive
CC0005	Supervising Deputy Clerk-CC	CCC	007	$52,581.89	$84,060.87	Nonexempt
600890	Supervising Operating Engineer-HVAC	MAP	007	$40,873.77	$65,344.85	Management
800022	Support Technician	OPS	006	$23,724.09	$37,925.53	Nonexempt
200544	Survey Party Chief	OPS	010	$32,455.69	$51,882.47	Nonexempt
S00095	Systems Administrator	SHC	012	$36,751.48	$58,420.84	Nonexempt
100346	Systems Manager	MAP	009	$46,289.28	$74,002.85	Administrative
200549	Systems Programmer	ITM	006	$56,672.11	$90,597.94	Professional
000104	Technical Support Manager	SRM	006	$64,848.00	$114,132.00	Executive
200414	Technical Systems Administrator	ITO	006	$34,726.00	$55,516.58	Nonexempt
100430	Therapeutic Recreation Specialist	OPS	010	$32,455.69	$51,882.47	Nonexempt
800510	Towing Operations Manager	SRM	001	$48,231.00	$84,885.00	Management
100389	Traffic Engineering Assistant	MAP	009	$46,289.28	$74,002.85	Administrative
200495	Traffic Investigator	OPS	008	$27,696.59	$44,275.86	Nonexempt
700980	Traffic Maintenance Supervisor	MAP	006	$38,451.78	$61,470.80	Management
800981	Traffic Maintenance Technician I	OPS	004	$20,396.72	$32,610.74	Nonexempt

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
700981	Traffic Maintenance Technician II	OPS	007	$25,622.07	$40,963.19	Nonexempt
700983	Traffic Maintenance Technician III	OPS	009	$29,968.06	$47,912.23	Nonexempt
700982	Traffic Sign Fabricator I	OPS	005	$21,986.85	$35,150.42	Nonexempt
700975	Traffic Sign Fabricator II	OPS	007	$25,622.07	$40,963.19	Nonexempt
600843	Traffic Signal Supervisor	MAP	007	$40,873.77	$65,344.85	Management
800012	Traffic Signal Technician I	OPS	007	$25,622.07	$40,963.19	Nonexempt
800013	Traffic Signal Technician II	OPS	008	$27,696.59	$44,275.86	Nonexempt
800016	Traffic Signal Technician III	OPS	009	$29,968.06	$47,912.23	Nonexempt
800014	Traffic Signal Technician IV	OPS	010	$32,455.69	$51,882.47	Nonexempt
600842	Traffic Signal Technician V	MAP	007	$40,873.77	$65,344.85	Administrative
900007	Traffic Systems Engineering Technician I	OPS	011	$35,182.12	$56,246.55	Nonexempt
900008	Traffic Systems Engineering Technician II	OPS	012	$38,172.23	$61,021.48	Nonexempt
700984	Tree Trimmer	OPS	008	$27,696.59	$44,275.86	Nonexempt
600898	Utilities System Technician	OPS	012	$38,172.23	$61,021.48	Nonexempt
800035	Utility Construction Inspector	OPS	011	$35,182.12	$56,246.55	Nonexempt
800610	Utility Customer Service Manager	SRM	004	$57,362.00	$100,958.00	Management
600892	Utility Maintenance Mechanic I	OPS	007	$25,622.07	$40,963.19	Nonexempt
600893	Utility Maintenance Mechanic II	OPS	008	$27,696.59	$44,275.86	Nonexempt
600894	Utility Maintenance Mechanic III	OPS	009	$29,968.06	$47,912.23	Nonexempt
700986	Utility Maintenance Supervisor	OPS	011	$35,182.12	$56,246.55	Nonexempt
100332	Utility Operations Manager	SRM	005	$60,947.00	$107,266.00	Executive
100394	Utility Planner	MAP	006	$38,451.78	$61,470.80	Administrative
S00062	Van Driver	SHC	001	$18,561.43	$29,506.38	Nonexempt
700995	Veterinary Technician	OPS	008	$27,696.59	$44,275.86	Nonexempt

Fiscal Year 2009 Compensation Plan Alphabetical Listing						
Job Code	Classification	Sal Plan	Pay Grade	Min/Annual	Max/Annual	FLSA Status
C00012	Victim / Witness Program Advocate I	COF	000	$21,331.00	$90,659.00	Nonexempt
C00011	Victim / Witness Program Advocate II	COF	000	$21,331.00	$90,659.00	Nonexempt
100287	Victim / Witness Program Assistant Director	COF	001	$27,697.00	$44,277.00	Administrative
C00014	Victim Advocate	COF	000	$21,331.00	$90,659.00	Nonexempt
800029	Visitor Services Assistant	OPS	006	$23,724.09	$37,925.53	Nonexempt
800036	Visitor Services Coordinator	OPS	009	$29,968.06	$47,912.23	Nonexempt
100246	Visitor Services Specialist	MAP	004	$34,105.81	$54,524.01	Administrative
100397	Water Chemist	MAP	005	$36,199.57	$57,871.79	Administrative
100399	Water Production Manager	SRM	005	$60,947.00	$107,266.00	Executive
100333	Water Quality Manager	SRM	003	$54,063.00	$95,153.00	Administrative
800043	Water Treatment Plant Maintenance Technician	OPS	008	$27,696.59	$44,275.86	Nonexempt
200543	Water Treatment Supervisor	MAP	011	$52,581.89	$84,060.87	Management
200565	Waterworks Operator I	OPS	006	$23,724.09	$37,925.53	Nonexempt
200566	Waterworks Operator II	OPS	008	$27,696.59	$44,275.86	Nonexempt
200567	Waterworks Operator III	OPS	010	$32,455.69	$51,882.47	Nonexempt
200568	Waterworks Operator IV	OPS	011	$35,182.12	$56,246.55	Nonexempt
800519	Webmaster	MAP	006	$38,451.78	$61,470.80	Professional
600897	Welder	OPS	009	$29,968.06	$47,912.23	Nonexempt
000101	Wireless Communications Manager	SRM	006	$64,848.00	$114,132.00	Executive
S00066	Work Release Crew Supervisor	SHF	001	$19,652.41	$30,651.02	Nonexempt
100386	Youth Development Manager	MAP	010	$49,316.74	$78,838.90	Administrative
200459	Zoning Enforcement Coordinator	MAP	009	$46,289.28	$74,002.85	Administrative
200490	Zoning Enforcement Specialist I	OPS	010	$32,455.69	$51,882.47	Nonexempt
200491	Zoning Enforcement Specialist II	OPS	011	$35,182.12	$56,246.55	Nonexempt
200492	Zoning Enforcement Specialist III	OPS	013	$41,454.36	$66,272.90	Nonexempt
700998	Zookeeper	OPS	008	$27,696.59	$44,275.86	Nonexempt

Compensation Plans FY 2009
General Pay Plan

City of Norfolk

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REGULATIONS FOR THE ADMINISTRATION OF THE FY2009 GENERAL COMPENSATION PLAN

Section 1. Administrative Adjustments

(1) Whenever it is brought to the attention of the City Manager by a Department Head or other staff, and verified by the Director of Human Resources, that an error or mistake has been made in the application of the Compensation Plan with respect to an officer or employee, the City Manager shall take appropriate corrective action. Pending the approval of the City Manager of corrective action, the Director of Human Resources shall take immediate action to prevent any continued overpayment or underpayment of any salary.

(2) Whenever it is brought to the attention of the City Manager, and verified by the Director of Human Resources, that, for instances initially arising after July 1, 1993, the neutral application of the Compensation Plan, in accordance with prescribed regulations for the administration of such plan, has resulted in a pay disparity with respect to an officer or employee, in relation to another similarly situated (i.e., employed within one year of another employee, and who was promoted at all levels within six months of another employee, and whose salary level would not be equivalent within a one year period) officer or employee included within the Compensation Plan, the City Manager shall take such corrective action as she deems appropriate in regard to such situation.

Section 2. Alternative Placement & Training (APT) Appointments

When, because of the abolition of an employee's position, the employee is lawfully appointed to a position in a different job class, the employee's salary shall be placed at any pay rate within the pay grade for the job class to which he or she is appointed, at the discretion of the City Manager.

Section 3. Anniversary Dates

(1) Every person initially employed on or after October 1, 1974 shall have the first day of the month in which he or she was employed as an anniversary date for all annual pay increments, when such increments are authorized by City Council. The anniversary date of each person employed prior to October 1, 1974, shall be that held on October 1, 1974. The anniversary date of an employee who is reemployed after a separation from the service of the City shall be the first day of the month in which he or she is reemployed.

(2) Reclassification, promotion, transfer, merit pay increase or demotion shall not alter any employee's anniversary date for the purpose of determining his or her entitlement to annual pay increments.

(3) (a) If any promotion becomes effective on an employee's anniversary date, such employee, if otherwise eligible, shall be entitled to both the promotion and the annual increment, effective the start of the pay period in which the actions occur. In such instances, the employee shall be credited with his or her annual increment prior to the recognition of his or her promotion.

(b) If any reclassification or regrade becomes effective on an employee's anniversary date, such employee, if otherwise eligible, shall be entitled to both the reclassification or regrade action and the annual increment, effective the start of the pay period in which the actions occur. In such instances, the employee shall be credited with his or her annual increment after the recognition of his or her reclassification or regrade.

(4) An employee's anniversary date shall be deferred one calendar month for each period of thirty (30) consecutive calendar days he or she is absent from the service of the City on leave without full pay. However, periods of absence resulting from disability for which an employee is entitled to worker's compensation and periods of leave without pay for military duty to the extent required by Federal law, shall not be counted for this purpose.

(5) Any employee initially employed in a Temporary status who is appointed to a position in a Permanent Full Time or Permanent Part-Time status, with no break in service, will retain the anniversary date established when hired as a Temporary employee.

Section 4. <u>Annual Increments</u>

(1) Effective June 23, 2008 each employee whose position is included within a classification listed in this Compensation Plan shall be eligible to receive, on his or her anniversary date, an annual increment, i.e., a salary increase of one pay rate, provided that work performance has been rated as "Competent" or higher through the City's Performance Management System, until he or she reaches the maximum pay rate of the pay grade assigned to his or her classification. Although an employee must receive a "Competent" or higher rating to be eligible for an increment, such rating does not guarantee an increment. The Performance Management Rating System is just one tool to be used by Department directors to determine if the increment should be awarded.

(2) In the event an employee's work performance has been rated through the City's Performance Management System as "Needs Improvement" or "Unsatisfactory," or is otherwise of unsatisfactory quality, the Department Director shall delay or deny any increment the employee might otherwise receive under this section. The Department Director shall promptly report such action to the Department of Human Resources. The Performance Management Rating System is just one tool to be used by Department directors to determine if the increment should be awarded.

(3) "Temporary," "intermittent part-time," "casual part-time," and "periodic part-time" employees shall not be entitled to receive an annual increment.

(4) Employees whose pay rate upon transition to a new pay structure as of July 1, 2003 was above pay range maximum for their assigned pay grade shall be allowed to continue at that rate. They will receive no additional pay changes until their pay rate is equal to or below the pay range maximum.

Section 5. Application to Non-City Employees

This Compensation Plan assigns pay grades to certain class titles applicable only to persons who are not employees of the City, but who are employed by other governmental officials, such as those of the General Registrar. In addition, certain class titles listed in this Compensation Plan may be assigned not only to persons who are City employees, but also to certain other persons not employed by the City. Nothing in this Compensation Plan is intended to alter the employment status of persons employed by officials or entities other than the City of Norfolk and inclusion of class titles applicable to such persons in this Plan shall not have that result. Although the pay grades, pay rates and regulations contained in this Plan may be used by governmental officials and entities other than the City, at their sole option, with respect to the compensation of their employees, no such application shall be deemed to render such persons City employees, or to grant them any rights applicable to City employees.

Section 6. Definitions

"Classification" - A group of positions or other employments authorized by ordinance, e.g., special projects, which are sufficiently alike in duties and responsibilities that they are placed in the same classification specification by the Civil Service Commission and described by the same title and assigned to the same pay grade in this Compensation Plan. In the case of positions exempted from the classified service, the term "classification" is used for convenience only, as the Civil Service Commission has no authority in relation to such positions.

Compensation Schedules

"MAP (Management, Administrative, Professional)" – Includes classified, FLSA exempt positions and unclassified, exempt support staff of Council appointees, except positions in the ITMAP, Police, and Fire Compensation Schedules

"OPS (Operations, Paraprofessional, Support)" - Includes classified, FLSA non-exempt positions and unclassified, non-exempt support staff of Council appointees, except those in the ITOPS, Police, and Fire Compensation Schedules.

"ITMAP (Information Technology MAP)" – Includes classified, FLSA exempt positions in the Department of Information Technology.

"ITOPS (Information Technology OPS)" – Includes classified, FLSA non-exempt positions in the Department of Information Technology.

"Employee" - As used in these regulations, includes employees and officers of the City whose compensation is specified in this Compensation Plan.

"FLSA" - The Fair Labor Standards Act.

"Exempt Employees" - Employees who are not covered by or are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act.

"Nonexempt Employees" - Employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

"Pay Grade" - A series of specific pay rates assigned to a classification as the compensation for that classification.

"Pay Rate" - A specific dollar amount, expressed as either an annual, semimonthly, or hourly rate as shown in the Compensation Plan schedules.

"**Regular Rate of Pay" -** An hourly rate for nonexempt employees determined by dividing total remuneration for employment (calculated in accordance with the FLSA) in any work week by 40, or, in the case of fire protection/emergency medical, or law enforcement employees, by the number of hours in the applicable declared work period established pursuant to Section 7(k) of the FLSA.

"Red-Circle Rate" - A designation indicating that an employee's pay rate is above the maximum rate of the pay range to which his/her classification is assigned, and that the employee is not eligible for pay increases until the maximum rate of the pay range is higher than his/her rate.

Section 7. Demotions

(1) When an employee not serving a promotional probationary period is demoted, his or her salary shall be placed at any pay rate within the pay grade in the classification to which he or she is demoted, at the discretion of the City Manager. The employee's pay rate after demotion shall not exceed that formerly received in the classification from which he or she was demoted.

(2) When an employee is demoted during a promotional probationary period, his or her salary shall be reduced to the pay rate he or she was formerly receiving in the pay grade of the classification in which such employee was serving at the time of promotion.

Section 8. Employee Recognition and Initiatives

(1) In accordance with criteria and parameters specified under Policy and Administrative Regulation 2-016, General Employee Bonus Program, employee bonuses up to 5% of an employee's current annual salary may be authorized as follows:

(a) Department Heads -may authorize bonuses not exceeding 0.25% of total salaries for their department, if funds are available within their budget.

(b) The Directors of Human Resources and Budget may approve bonuses not exceeding 0.5% of total salaries for a department, if funds are available.

(c) The City Manager may authorize any employee bonuses exceeding 0.5% of total departmental salaries, if funds are available.

(d) A bonus is in addition to any other salary increase the employee receives during the course of a fiscal year.

(e) Not more than one bonus may be authorized during the fiscal year.

(f) The bonus shall not be included in an employee's base wages or retirement calculations.

(g) Funds for authorized bonuses must be available in a department's personal services account.

(h) Bonuses may also be authorized for non-permanent employees, provided that the criteria and guidelines under Policy and Administrative Regulation 2-016 have been met.

(2) The City Manager may authorize, in addition to any other bonuses awarded to an employee under this section, a one-time bonus for both classified and unclassified employees in positions covered by this plan who take on additional duties as a result of a vacant but not deleted position going unfilled because of the hiring freeze. The ability of members of the classified service in positions covered by this plan to accept or be assigned additional duties is controlled by their position's classification and the Rules of the Civil Service Commission, including Rule 2 (Classification of Positions), Rule 4 (Classification Plan) and Rule 13A (Temporary Acting Service). Pursuant to section 37-2 (j) of the Norfolk City Code, 1979, as amended, unless the extra work is authorized as Temporary Acting Service and meets the additional requirements contained within that code section, such a bonus shall not be considered earnable compensation for the purpose of calculating retirement pension benefits under the Employees' Retirement System of the City of Norfolk. Administrative regulations further outlining the parameters of this program, including the individual limit upon the amount of such a bonus, must be prepared and added to this sub-section before any bonus under this sub-section may be awarded."

(3) The City Manager may authorize one administrative pay advancement per fiscal year, at her discretion and upon objective criteria, including but not limited to the following:

(a) When recommended by a Department Head, endorsed by the Director of Human Resources, and demonstrated in writing to the satisfaction of the City Manager, that an employee has rendered continuing, exceptionally meritorious service;

(b) To meet bona fide external job offers, when loss of an employee's service would be considered detrimental to the City. An employee must

furnish a copy of the external job offer on the prospective employer's stationery, with a written letter of resignation from the Norfolk position.

(c) Internal equity – A review of relevant circumstances surrounding the request should be submitted (for example, the same facts for other job classes affected, such as length of service, hiring date, pay grade and step, educational background, experience, scarcity of the hiring pool at the time of employment, and similar factors).

(d) Value added to the organization – It is recognized that situations change over time and the value of an individual may be enhanced by various dynamic circumstances, such that an individual should be rewarded for demonstrated value to the department/organization.

(4) Departments may establish employee recognition programs and/or provide various monetary or other non-monetary rewards as productivity incentives. Departments must submit proposals specifying criteria for the administration of these programs and the funding source. The City Manager shall promulgate regulations for the operation of these programs. All programs, including budgetary impact, must be approved by the Directors of Human Resources and Budget and Management prior to their implementation. All such awards, whether monetary or not, must be reported to the Department of Finance for tax purposes.

Section 9. <u>Inclusiveness of Specified Compensation</u>

The rates of compensation specified in this Compensation Plan for the positions within the classifications listed constitute the total monetary compensation of the regular, full time employees and officers holding such positions as members of the classified or unclassified service and of those holding them as members of neither service (e.g. special project employees), except for allowances for actual and necessary travel expenses authorized in advance and incurred as an incident of employment. No other or additional monetary compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance.

Section 10. <u>New Appointees</u>

(1) Every person whose position or other authorized employment, i.e., special projects, is included within a classification listed in this Compensation Plan, shall be employed at the minimum rate of the pay grade established for the classification, except as otherwise provided.

In the case of a new appointee whose experience and qualifications exceed the minimum qualifications for the position:

- a department director may recommend an initial salary up to step 2 of the pay grade for the position; and
- the Director of Human Resources may recommend an initial salary up to step 4.
- recommendations are subject to authorization of employment by the City Manager
- the City Manager may, when funds are available, authorize the employment of a new appointee at any rate in such pay grade.
- The City Council, in cases of persons whose appointments it confirms, and when funds are available, may authorize employment at any rate in such pay grade.

(2) Persons initially employed in Special Project status who move to a permanent position of the same title and grade in the classified service pursuant to the rules and with the approval of the Civil Service Commission, shall have no change in compensation, unless a higher pay rate, based on a clearly identified business need, is authorized by the City Manager. The City Council, in cases of persons within this Plan whose appointments it confirms, and when funds are available, may authorize employment at any rate in such pay grade.

(3) Persons employed as temporary employees to perform the same work as that performed by an employee in a classification for which a pay grade is set forth in this Compensation Plan shall receive compensation at a rate within such pay grade to be determined by the City Manager. Persons employed to render hourly service as periodic part-time or casual part-time employees, as provided in Sections 2-112 through 2-114 of the City Code, to perform the same work as that performed by an employee in a classification for which a pay grade is set forth in this Compensation Plan, shall receive hourly compensation at a rate within such pay grade to be determined by the City Manager, such hourly rate to be determined from the "Pay Schedules" contained in this plan. Persons employed as temporary employees, intermittent part-time employees, periodic part-time employees, or for hourly service as casual part-time employees to perform work which is not the same as that performed by an employee in a classification for which a pay grade is set forth in this plan, shall receive compensation as specifically provided for in this plan in the schedule entitled "Temporary and Part-Time Rate Schedule," provided, however, that no person employed as a temporary, intermittent part-time, periodic part-time, or casual part-time employee shall be paid less than the applicable minimum wage established by law for such employment.

(4) When the minimum pay rate in a pay grade is below the minimum wage rate then specified by the FLSA, the initial salary of a new appointee shall be that specified by the first pay rate in the pay grade which is higher than such minimum wage rate.

(5) When the minimum pay rate in a pay grade for any classification of positions assigned to the Division of Social Services is below the minimum salary mandated for that classification by the Commonwealth of Virginia, the City Manager shall increase the compensation of said classification to the minimum salary mandated by the Commonwealth of Virginia.

Section 11. <u>Overtime</u>

(A) <u>Authorization</u>

(1) A nonexempt employee may accrue not more than 240 hours of compensatory time (160 hours of actual overtime worked) for hours worked on or after April 15, 1986. Any such employee who, after April 15, 1986 has accrued 240 hours of compensatory time off, shall, for additional overtime hours of work, be paid monetary overtime compensation. A nonexempt employee who has accumulated overtime may request compensatory time off and such compensatory time off shall be granted within a reasonable period of time, so long as it does not unduly disrupt the affected Department's operation.

(2) Upon termination of employment, an employee shall be paid for unused compensatory time earned after April 14, 1986, at a rate of compensation not less than (1) the average regular rate received by such employee during the last 3 years of the employee's employment, or (2) the final regular rate received by such employee, whichever is higher.

(3) In no event shall a Department Head be authorized to convert any allowance of compensatory time off earned by exempt employees prior to July 1, 1992 to monetary overtime compensation, unless said conversion is expressly approved, in writing, by the City Manager. Upon request by a Department Head, the City Manager may authorize payment of monetary overtime compensation in such amounts as she determines are reasonable, not to exceed the prorated hourly equivalent of the employee's pay rate multiplied by the number of overtime hours worked by an exempt employee prior to July 1, 1992, if she determines that an allowance of compensatory time off would adversely affect the operations of the City, and when funds are available. Allowances of compensatory time off shall not be convertible to monetary overtime compensation except as specifically provided in this policy.

(4) All compensatory time off granted prior to April 15, 1986 shall be administered, regulated and used in accordance with the relevant regulations contained in the City's Compensation Plan in effect at the time of accrual.

(B) <u>General Provisions</u>

(1) No employee shall be entitled to or shall receive any additional monetary compensation or shall be granted any compensatory time off for hours of work in excess of the standard work day, as defined in Section 2-47 of the City Code, except as provided herein.

(2) For the purposes of determining eligibility for compensation for overtime work, City employees are assigned to two eligibility categories:

I. Employees who under the FLSA are required to receive monetary compensation or compensatory time for overtime work in accordance with the FLSA (nonexempt employees), at the rate of one and one-half times their regular rate of pay, or compensatory time equal to one and one-half times the number of hours actually worked in excess of 40 hours in a work week.

II. Employees who are exempt from the FLSA and are not eligible to receive either monetary overtime compensation or compensatory time off for overtime work.

The job classifications assigned to each of the two foregoing categories are listed respectively in the FLSA Non-Exempt Job Class Listing and Section 18**, "**Temporary and Part-Time Rate Schedule"; and the FLSA Exempt Job Class Listing. These lists are current as of the effective date of these regulations and will be amended promptly whenever changes are determined to be appropriate. A change in overtime category

for a position will not become effective until the applicable appendix or schedule is amended by ordinance.

(3) Nonexempt employees whose classifications are listed in the FLSA Non-Exempt Job Class Listing or Section 18 shall be eligible for monetary overtime compensation or compensatory time off when, by reason of necessity or emergency, they are required to work in excess of 40 hours per week, provided, however, that periods of sick leave, emergency leave, civil leave, funeral leave, or periods of absence from duty due to a disability for which worker's compensation benefits have been approved, shall not be counted as hours worked toward achieving eligibility for overtime status. Department Heads or their designees are authorized to approve overtime work by employees holding positions in classifications listed in the FLSA Non-Exempt Job Class Listing or Section 18, without prior written approval of the City Manager, provided that the total amount required to be paid as overtime compensation does not exceed the budgetary appropriation for their department for that purpose. Agreement between Department Heads or their designees and the individual employee must be reached prior to performance of overtime work, if compensatory time is to be given in lieu of monetary overtime compensation.

(4) Actual service of the full number of regularly scheduled work hours for a position, whether the schedule be standard or non-standard, must be documented before any employee will be considered to have worked overtime.

(5) Exempt employees whose classifications are listed in the FLSA Exempt Job Class Listing shall not be eligible for either compensatory leave or monetary overtime pay.

(6) Nonexempt employees assigned to a designated task system of operation are ineligible for overtime during the performance of their designated tasks unless: (a) the designated task requires more than 8 hours of work in any one day or more than 10 hours of work in any one work day for employees assigned to a 4 day, 10 hour per day work week; or (b) employees have completed their designated tasks for the day and are assigned additional tasks; or (c) they are required to work in excess of 40 hours in a work week. The designated tasks for each employee operating under a task system of operation shall be set forth in writing by the Department Head. Employees performing overtime work as defined in this paragraph shall be entitled to monetary overtime compensation or compensatory time off for each hour they are required to perform such work, in accordance with the regulations governing the FLSA Non-Exempt Job Class Listing, as set forth in this plan.

(7) When state and/or federally mandated recertification training requirements cannot be accommodated during scheduled work periods, and when this circumstance has been certified, in writing, by the Director of Human Resources, employees may be granted compensatory time off only, on an hour for hour basis, for such training, including the taking of the final examination, that can only be offered to them by management during off-duty hours. The provisions of this section shall supersede the generally controlling nature of the FLSA Non-Exempt and Exempt Job Class Listings. Such compensatory time will not be extended to include travel time.

(8) Training required by the employer as part of an employee's normal assignments, other than training required for state and/or federal recertification, shall be considered as hours worked, and any overtime hours necessitated by such requirement shall be paid for in accordance with the FLSA and regulations herein.

(C) Holidays

In all cases where employees are required to work on any designated holiday, the following provisions will apply.

(1) Employees whose job classifications are listed in the FLSA Non-Exempt Job Class Listing shall receive monetary compensation equal to one and one-half times the hourly pay rate established for their classification (except for the birthday holiday and floating holiday). In addition, these employees will be granted one (1) compensatory day off, consisting of the same number of hours that would have been granted had they not been required to work on the holiday, in lieu of the holiday; provided, however, that Refuse Collectors, Refuse Collection supervisors, and Refuse Inspectors may choose a compensatory day or monetary pay (at straight time) for holidays designated by the Director of Public Works, subject to the availability of funds for monetary pay. The extra half-time payment for holiday work shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Employees required to work on their birthday holiday and/or the floating holiday shall be compensated at the pay rate established for their classification.

(2) Employees whose job classifications are listed in the FLSA Exempt Job Class Listing shall be compensated at the pay rate established for their classification. In addition, these employees will be granted one (1) compensatory day off in lieu of the holiday (except for the birthday holiday and floating holiday), for the same number of hours as they would have been granted had they not been required to work on the holiday

(3) Compensatory time for holiday service must be used within twelve (12) months from the holiday for which it is granted. Upon the request of a Department Head, and when it appears that the monetary payment for such compensatory time would be economically beneficial to the City, and/or necessary to the provision of City services, and/or would enhance the provision of City services, and when funds are available, the City Manager may authorize monetary payment for compensatory time accrued in accordance with Section 11. (C) (1) for persons holding positions in job classifications listed in the FLSA Non-Exempt Job Class Listing. In no event [except in the case of refuse collection employees specified in Section 11 (C) (1)] shall a Department Head be authorized to convert any allowance of compensatory time off earned by nonexempt employees in lieu of a holiday to monetary overtime compensation, unless the conversion is expressly approved, in writing, by the City Manager, and funding is available within applicable departmental accounts for implementation of the request.

(4) When an employee's normal weekly work schedule includes a Saturday or a Sunday, and a designated holiday falls on a scheduled weekend work day, the holiday

shall be observed by such employee on the actual work day on which it occurs, rather than on the preceding Friday or the Monday thereafter.

(5) When an employee is not scheduled to work on a holiday, or on the day preceding a holiday which falls on a Saturday, or on the day following a holiday which falls on a Sunday, such employee shall work his or her normal work schedule for the week the holiday is observed, and shall be granted in lieu of a holiday, compensatory time off equivalent in hours to the number of hours such employee would have accrued in accordance with Section 2-48 of the City Code if he or she had been scheduled to work on the holiday.

(6) Compensatory time off earned in accordance with these regulations pertaining to holidays may only be used after the occurrence of the holiday.

(7) An employee may receive only one holiday premium during any given holiday (24-hour period).

(D) Special Provisions for Emergency Declarations

If the City Manager determines that an emergency situation merits the modification or suspension of basic City services, she is authorized to take such action and provide paid emergency leave to non-essential personnel and additional appropriate compensation or leave to employees required to work during this period. Any such declarations made by the City Manager shall be immediately shared with the City Council.

(E) Special Provisions for Specific Job Classifications

(1) Certain employees of the Division of Social Services from time to time may be assigned to perform as protective services workers. When so assigned, when not working a regular tour of duty and when required to appear in a civil or criminal court, or to give a deposition in lieu of appearing in civil or criminal court to testify to the facts which arise within the scope of his or her employment with the City of Norfolk, such employees shall receive monetary overtime compensation equal to one and one-half times the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. The minimum time for which such overtime compensation shall be payable will be one hour and payment after the first hour will be computed in increments of 15 minutes. The extra half-time payment for such appearances shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA.

Such employees who are required to appear for any of the above purposes who are on sick leave or receiving worker’s compensation because of a work related disability shall not be entitled to such overtime compensation.

(2) Whenever any employee, not working a regular tour of duty, is required to appear in a civil or criminal court, or to give a deposition in lieu of appearing in civil or criminal court to testify to the facts which arise within the scope of his or her employment with the City of Norfolk, such employee shall receive monetary overtime

compensation equal to one and one-half times the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. The minimum time for which such overtime compensation shall be payable will be one hour and payment after the first hour will be computed in increments of 15 minutes. The extra half-time payment for such appearances shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Such employees who are required to appear for any of the above purposes who are on sick leave or receiving worker's compensation because of a work related disability shall not be entitled to such overtime compensation.

(3) Whenever an employee who is absent from duty on leave without pay status, or is on suspension without pay, is required by the City to appear in a civil or criminal court, or at a hearing before the Division of Motor Vehicles or the Alcoholic Beverage Control Board, or some other administrative tribunal, or to give a deposition in lieu of appearing, to testify to facts which arise within the scope of his or her employment with the City of Norfolk, such employees shall receive compensation equal to the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. Such employees shall not be entitled to overtime compensation for such appearances.

(4) Whenever a former employee of the City is required by the City to appear in a civil or criminal court, or at a hearing before the Division of Motor Vehicles, the Alcoholic Beverage Control Board, or some other administrative tribunal, or to give a deposition in lieu of appearing or for discovery purposes, by subpoena or otherwise, to testify to facts which arose within the scope of his or her employment with the City, such former employee shall receive an hourly stipend of ten dollars ($10.00) for every hour or any part thereof that he or she is required to appear.

Section 12. <u>Part-Time Employment</u>

The pay rates specified in these Compensation Plans for the classifications listed constitute the compensation for full-time employment. Employees holding positions within such classifications who work fewer hours than full-time employees shall receive compensation in the proportion which their hours of work bear to those of full-time employees in such classifications.

Section 13. <u>Promotions and Reclassifications</u>

"Promotion" in the classified service is governed by the definitions included in section 112 of the Charter of the City of Norfolk, as amended, and Rule 13 of the Rules of the Civil Service Commission, as amended. It is in general any advancement in rank or increase in salary beyond the limit of the pay grade attached to the incumbent's original classification specification. Promotion generally occurs pursuant to a competitive process following various provisions of the Charter of the City of Norfolk and the Rules of the Civil Service Commission. However, with the approval of the Civil Service Commission, it can proceed non-competitively via re-classification. Thus, the definition of promotion includes re-classifications of all types pursuant to Rule 4 of the Rules of the Civil Service Commission. Members of the classified service always return to at-will

status for a period of probation after a promotion regardless of whether the promotion occurred pursuant to a competitive process.

“Reclassification” is assignment of a position and incumbent to a different class, in accordance with Civil Service Commission Rule 4, Section 6 (a) when the duties permanently required of the incumbent have changed to a degree significant enough that they clearly exceed or are substantially different from those contemplated by the incumbent's current class specification.

“Automatic reclassification” is advancement through the following job series in accordance with Civil Service Commission Rule 4, Section 8:
Public Safety Telecommunicator Trainee through Public Safety Telecommunicator II; or
Waterworks Operator I through Waterworks Operator IV; or
Traffic Sign Fabricator I through Traffic Sign Fabricator II; or
Traffic Maintenance Technician I through Traffic Maintenance Technician III; or
Traffic Signal Technician I through Traffic Signal Technician IV.

(1) (a) When an employee under this plan is promoted pursuant to a competitive process or automatic reclassification to a position where the minimum pay rate of the new grade is 15% or greater than the minimum pay rate of the former grade, the employee's salary shall be increased to the minimum rate of the new pay grade, or to a pay rate which is closest to 10% above the employee’s former salary, whichever is greater.

(b) When an employee under this plan is promoted pursuant to a competitive process or automatic reclassification to a position where the minimum pay rate of the new pay grade is less than 15% above the minimum of the former pay grade, the employee's salary shall be increased to the minimum pay rate of the new grade, or to a pay rate in the new grade which is closest to, but not lower than, 5% above the employee's former salary, whichever is greater.

(c) In no event shall an employee's salary, promoted under this sub-section, exceed the maximum of the new pay grade. The City Manager, may, in her discretion, authorize a higher promotional percentage, in cases of business necessity, where an employee's experience and qualifications exceed the minimum qualifications of the position, and when funds are available.

(2) When an employee is promoted pursuant to an ordinary reclassification to a position in a higher classification, the employee's salary shall be increased to the minimum pay rate of the pay grade assigned to that classification to which he or she is reclassified, and, if the employee's salary, at the time of reclassification, exceeds the minimum rate of the higher classification, the employee's salary shall be increased to the pay rate which is closest to but not lower than the former salary.

(3) Reclassifications within the following job class series shall be treated (for pay purposes) as promotions, in accordance with regulations specified in Section 13. (1): Environmental Specialist I to Environmental Specialist II, (2) Civil Engineer I through Civil Engineer III; and (3) Real Estate Appraiser I through Real Estate Appraiser III.

Section 14. Regrading of Job Classes

When an employee's classification is assigned to a higher pay grade (regrade), the employee's salary shall be increased to the minimum pay rate of the pay grade assigned to the classification to which he or she is regraded; and, if the employee's salary, at the time of pay grade regrading, exceeds the minimum rate of the classification to which he or she is regraded, the employee's salary shall be increased to the pay rate which is closest to but not less than the former salary.

Section 15. Reinstatement

Reinstatement is governed by Rule 12, as amended, of the Civil Service Commission of the City of Norfolk. Any request for reinstatement must be submitted to the Commission within two (2) years after separation.

Section 16. Special Duty Supplements

(1) Supplemental compensation authorized by this section will be included in calculating the regular rate of pay of nonexempt employees, as required by the FLSA. Exempt employees will not be eligible for the special duty supplements authorized by this section.

(2) During any part of a month when an employee is absent from duty on leave without pay status, or is on suspension without pay, such employee shall not be entitled to be credited with or to receive any special duty pay authorized herein for the portion of the month for which the employee is not receiving pay as noted above.

(3) In no event shall any special duty pay be considered in the computation of salary increases to which an employee may become entitled by virtue of promotion, reclassification, annual increments, or merit pay adjustments.

(4) In no event shall the receipt of any special duty pay be considered as a promotion or reclassification, nor shall the receipt of any pay alter an employee's classification or the pay grade to which it is assigned.

(5) Employees in the following departments/divisions and classifications who work the indicated shifts during their regularly scheduled work week shall receive, in addition to their regular pay rate, a sum equal to ten percent of this pay rate as established by this Compensation Plan, for any such shifts worked:

DEPARTMENT/Division	JOB CLASS	SHIFT
Finance & Business Services/Fleet Management	Automotive Maintenance Operations Manager	3:30 p.m. to 12 midnight
	Automotive Repair Technician	3:30 p.m. to 12 midnight
	Senior Automotive Repair Technician, Storekeeper I & II	3:30 p.m. to 12 midnight 3:30 p.m. to 12 midnight
	Welder	3:30 p.m. to 12 midnight
	Automotive Service Attendant	11:30 p.m. to 7:30 a.m.

DEPARTMENT/Division	JOB CLASS	SHIFT
Human Services/Youth Services	Child Counselor Security Counselor	2:30 p.m. to 10:30 p.m. 3:00 p.m. to 11:00 p.m. 10:30 p.m. to 6:30 a.m. 11:00 p.m. to 7:00 a.m.
Information Technology	Computer Operator II	4:00 p.m. to 12:00 midnight 12:00 midnight to 8:00 a.m.
Public Works/Stormwater	Equipment Operator III	11:00 p.m. to 7:00 a.m. shift (for downtown business district street sweeping)
Public Works/Streets	Street Maintenance Supervisor Equipment Operator II and III Maintenance Worker I and II	Continuous period of at least 90 calendar days 7:30 p.m. to 6:00 a.m.
Public Works/Towing	Accounting Technician Administrative Assistant II	3:30 p.m. to 12 midnight or 12 midnight to 8:00 a.m.
Utilities/Wastewater	Utility Maintenance Supervisor Crew Leader I Equipment Operator II and III Maintenance Worker II	Permanent shift assignment 9:00 a.m. to 7:30 p.m. Friday through Monday or 3:00 p.m. to 11:30 p.m. Monday through Friday
Utilities/Water Accounts	Maintenance Worker II (pos 5268)	2:00 p.m. to 10:00 p.m. Monday through Friday

(6) Employees in the following departments and classifications assigned to the following duties and meeting the specified criteria, shall receive the indicated supplement amounts, in addition to their regular pay rates:

Department/Division	Job Class(es)	Supplement Amount	Other Information
Cultural Facilities, Arts & Entertainment	Operations and Engineering staff (nonexempt)	$25/day for each consecutive day (full shift) worked beyond the initial 7-day period	Must have initially worked a full shift for seven consecutive days to assist with changeovers or other operational requirements for events or shows
Finance & Business Services/Facility Maintenance	Electrician II Plumber II	15% of regular pay rate	Permanent assignment for City Jail maintenance functions
Finance & Business Services/Fleet Management	-Automotive Repair Technician -Senior Automotive Repair Technician -Autobody Repair Mechanic -Senior Autobody Repair Mechanic -Automotive Machinist Welder	$42/month	Tool allowance

Department/Division	Job Class(es)	Supplement Amount	Other Information
Finance & Business Services/Fleet Management	-Autobody Repair Mechanic -Automotive Machinist -Automotive Repair Technician -Automotive Service Attendant -Senior Automotive Repair Technician -Senior Autobody Repair Mechanic -Storekeeper I,II,III -Welder	• 10 cents per hour for each automotive certification currently held; up to 9 • 25 cents per hour for each EVT/ Master Certification; maximum of 1 • 25 cents per hour for successfully completing the State Inspection program	Automotive Service Excellence (ASE) Certification Emergency Vehicle Technician (EVT)/Master Certification Virginia State Inspection Certification
Finance & Business Services/Parking	Part-time and Permanent Parking Attendants	$25/shift	For non-special event shifts from 6:00 p.m. until closing on Thursday, Friday, or Saturday, at facilities or lots designated by the division
Human Services/DSS	-Social Worker I -Social Worker II -Social Worker III -Social Work Supervisor I	$150/month	Assigned to provide mandated child protective services
Police	School Crossing Guard	Minimum one hour's pay per shift	
Public Works/Waste Management	Refuse Collector Assistant Refuse Collector Apprentice	$32/week	While temporarily assigned to operate refuse packers which are designed for crews of less than three persons
Recreation, Parks & Open Space/Parks & Forestry	-Maintenance Mechanic II -Maintenance III	$42/month	Tool allowance
Recreation, Parks & Open Space/ Recreation	Lifeguard (acting Pool Manager, Beach Lifeguard/Captain, Beach Lifeguard/Lieutenant	Hourly range specified in Temporary and Part—Time Rate Schedule for -Beach Lifeguard/Captain, Beach Lifeguard/Lieutenant or applicable hourly rate for Pool Manager (see Section 17)	Supervising seasonal part-time Lifeguards from May through Labor Day

Department/Division	Job Class(es)	Supplement Amount	Other Information
Recreation, Parks & Open Space/ Recreation	-Lifeguard (Seasonal –at least 20 hours per week)	$4.00/day	For each full day of duty assignment to beaches or seasonal pools, for the period from August 1 through Labor Day
Utilities	As assigned	5% of Step 11 of the applicable pay range	For each full day of duty providing wet well cleaning and maintenance

(7) Standby and On-Call Duty

(a) On-call status applies to all hours other than an employee's regularly scheduled work hours on weekdays and 24 hours on Saturday and on Sunday.

(b) Non-exempt employees whose positions are approved by the City Manager for additional compensation for serving in an on-call status will be paid, in addition to their regular pay rates, according to one, and only one, of the following:

(i) $112.00 for each full weekly period of assigned on-call duty;
(ii) $137.00 for each full weekly period of assigned on-call duty, if any holiday designated in City Code Section 2-48 occurs within that week;
(iii) $16.00 for each full day of on-call duty; or
(iv) $40.00 for any holiday designated in City Code Section 2-48.

(c) Employees designated in on-call status on a holiday or for any full week in which a holiday falls may receive only one on-call premium, pursuant to either but not both subsection (b) (ii) or (b) (iv) above.

(d) An employee may receive only one holiday premium during any given holiday (24-hour period).

Section 17. Temporary Acting Service

(1) Whenever a classified employee is legally assigned, pursuant to Rule 13A of the Rules of the Civil Service Commission, by the City Manager to serve in a temporary acting capacity in a higher classification in the classified service, or to a higher ranking or higher compensated position in the unclassified service, such employee, during the period of such service, shall be compensated at the minimum rate of the new classification, or as follows:

(2) If the employee's salary in his/her permanent classification exceeds the minimum rate of the temporary classification, he/she shall be compensated as follows:

(a) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is 15% or greater than the minimum rate of the former pay grade, the employee's salary shall be increased to the greater of the minimum rate of the new pay grade or the pay rate which is closest to 10% above the former salary.

(b) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is less than 15% above the minimum pay rate of the former pay grade, the employee's salary shall be increased to the pay rate which is closest to 5% above the former salary.

(3) When Lifeguards in Recreation, Parks, and Open Space are assigned to alternate duties as Beach Lifeguard/Captain or Beach Lifeguard/Lieutenant, compensation shall be as specified under Section 16 (6) (Special Duty Supplements). Lifeguards assigned to temporary acting status as Pool Manager shall be compensated in accordance with subsection (2) (a) above.

(4) When temporary acting service is discontinued, an employee's compensation shall revert to that which would have been paid if the employee had not been assigned to serve in a temporary acting capacity.

(5) Temporary Acting Service is governed by Rule 13A, as amended, of the Civil Service Commission of the City of Norfolk. Such service shall in no event be permitted for longer than two years.

(6) Temporary acting service performed within six (6) years preceding retirement in any certain position for at least thirty (30) consecutive work days, in whatsoever manner paid, shall be counted as earnable compensation for the calculation of retirement pension contributions.

Section 18. Temporary and Part-Time Rate Schedule

TEMPORARY, INTERMITTENT PART-TIME, PERIODIC PART-TIME, AND CASUAL PART-TIME RATES

Job Code	Class Title	Hourly Compensation
H00007	Audio Reinforcement Supervisor	$14.30
H00041	Business Analyst	$15.45 - $41.20
H00021	Beach Lifeguard Captain	$16.95 -$18.70
H00020	Beach Lifeguard Lieutenant	$12.00 – $14.00
H00012	Duty Manager	$13.60 - $15.70
H00004	Election Assistant Based on criteria established by the Department of Elections.	$6.55 - $9.60
H00036	Head Stage Carpenter	$15.35
H00043	Industrial Hygiene Technician I	$10.10
H00045	Industrial Hygiene Technician II	$11.15
H00037	Information Technology Assistant Based on complexity of project, qualifications of individual employed, as recommended by the Director of Information Technology	$10.45 - $54.10
H00019	Information Technology Business Analyst Based on complexity of project, qualifications of individual employed, as recommended by the Director of Information Technology	$15.70 - $63.70
H00038	Information Technology Intern	$6.55 - $20.90
H00039	Information Technology Specialist	$15.70 - $78.45
H00026	Information Technology Technician Based on complexity of project, qualifications of individual employed, as recommended by the Director of Information Technology	$7.35 - $26.60
H00018	Law Intern	$13.60 - $20.90
H00030	Legislative Services Aide	$9.45 - $12.30
H00025	Library Aide (1 year) (5 to 10 years) (10 to 15 years) (15 or more years	 $7.20 - $7.59 $7.60 - $8.04 $8.05 - $8.49 $8.50 - $8.75
H00027	Maritime Center Specialist I	$6.75 - $8.75
H00028	Maritime Center Specialist II	$8.25 - $12.90
H00029	Maritime Center Specialist III	$9.80- $25.75
H00013	Municipal Intern I	$8.50
H00014	Municipal Intern II	$10.65
H00047	Municipal Intern III	$10.85 - $14.95

TEMPORARY, INTERMITTENT PART-TIME, PERIODIC PART-TIME AND CASUAL PART-TIME RATES

Job Code	Class Title	Hourly Compensation
H00042	Park Ranger	$8.45 - $15.95
H00035	Parking Attendant (<5 years) (5 to 10 years) (10 to 15 years) (15 or more years)	 $7.35 - $7.54 $7.55 - $7.69 $7.70 - $7.89 $7.90 - $8.25
H00040	Parking Operations Supervisor (<5 years) (5 to 10 years) (10 to 15 years) (15 or more years)	 $11.50 - $11.84 $11.85 - $12.04 $12.05 - $12.49 $12.50 - $12.90
H00023	Police Cadet I	$6.55 - $7.00
H00024	Police Cadet II	$10.10
H00015	Recreation Activities Instructor Based on criteria established by the Department of Recreation, Parks, & Open Space	$8.35- $27.15
H00016	Recreation Aide	$7.55 - $8.25
H00022	School Crossing Guard Less than 1 year (1-3 years) (4 to 10 years) (11-15 years) (16 or more years)	 $12.00 $14.00 $16.00 $18.00 $20.00
H00058	Skilled Trades Apprentice	$7.60
H00011	Stage Hand	$9.90
H00008	Stage Lighting Supervisor	$13.65
H00009	Stage Rigging Supervisor	$15.95
H00003	Ticket Sales Supervisor	$11.50 - $13.55
H00010	Ticket Seller	$7.35 - $8.55
H00006	Tour / Information Assistant Based on experience, demonstrated knowledge of work, and length of service.	$6.55 -$9.00
H00031	Wardrobe Supervisor (Seamstress)	$13.30
H00034	Wardrobe Worker	$9.90
H00005	Youth Service Worker	$6.55 – $6.75

Section 19. Transfers

When an employee is transferred to another position in a classification assigned to the same pay grade as that assigned to the classification in which his or her former position was included, there shall be no change in such employee's compensation, unless a higher pay rate is authorized by the City Manager, based on factors such as significant additional inconvenience or expense to the employee, other identifiable differences in circumstances, or a clearly identified business necessity.

Section 20. Leave of Absence and Leave Carryover

Section 2-49 of the Code of the City of Norfolk, 1970, as amended, governs leave of absence and leave carryover. Leave of absence in excess of forty-eight (48) work days may be accrued during the year from October 1 through September 30th, but may not be carried over to another such year, and any such accrued leave in excess of forty-eight (48) days shall be forfeited at the end of such year.

Section 21. Leave Payout

(1) Any remaining accrued annual leave due an employee who has left City service will be paid in the pay period following the last actual work day.

(2) Any remaining annual leave accrued under the provisions of section 2-49 of the Code of the City of Norfolk, 1979, as amended, may only be used, taken, or applied for during a period of disciplinary suspension after an employee has been suspended without pay for at least thirty (30) days. It may not be repurchased or reinstated in the event the disciplinary suspension is revoked or modified. Applications for a lump sum payout must be submitted in writing to the Department of Human Resources.

Compensation Plan FY 2009
Pay Grade Listing

City of Norfolk

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INFORMATION TECHNOLOGY OPERATIONS PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
200430	Computer Operator I	ITO	001	$25,851.83	$41,327.59
200431	Computer Operator II	ITO	004	$30,798.78	$49,237.52
800040	Geographic Information Systems Specialist I	ITO	006	$34,726.00	$55,516.58
200551	Information Technology Telecommunications Technician	ITO	007	$36,910.33	$59,008.08
800021	Information Technology Trainer	ITO	009	$41,781.45	$66,793.49
800449	Microcomputer Systems Analyst	ITO	005	$32,692.23	$52,261.61
800024	Radio Communications Systems Analyst	ITO	005	$32,692.23	$52,261.61
600876	Radio Communications Systems Supervisor	ITO	011	$47,419.92	$75,808.01
800025	Radio Communications Systems Technician	ITO	003	$29,033.22	$46,413.77
600875	Senior Radio Communications Systems Analyst	ITO	008	$39,257.60	$62,759.87
200414	Technical Systems Administrator	ITO	006	$34,726.00	$55,516.58

INFORMATION TECHNOLOGY - OPERATIONS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
ITO	001	1	$12.43	$1,077.16	$25,851.83
ITO	001	2	$12.74	$1,104.09	$26,498.07
ITO	001	3	$13.06	$1,131.68	$27,160.15
ITO	001	4	$13.38	$1,159.97	$27,839.22
ITO	001	5	$13.72	$1,188.97	$28,535.23
ITO	001	6	$14.06	$1,218.68	$29,248.25
ITO	001	7	$14.41	$1,249.14	$29,979.38
ITO	001	8	$14.77	$1,280.36	$30,728.61
ITO	001	9	$15.14	$1,312.38	$31,497.08
ITO	001	10	$15.52	$1,345.20	$32,284.80
ITO	001	11	$15.91	$1,378.83	$33,091.74
ITO	001	12	$16.31	$1,413.30	$33,919.05
ITO	001	13	$16.71	$1,448.62	$34,766.76
ITO	001	14	$17.13	$1,484.83	$35,635.95
ITO	001	15	$17.56	$1,521.95	$36,526.64
ITO	001	16	$18.00	$1,560.00	$37,439.99
ITO	001	17	$18.45	$1,599.00	$38,375.96
ITO	001	18	$18.91	$1,638.99	$39,335.69
ITO	001	19	$19.38	$1,679.97	$40,319.21
ITO	001	20	$19.87	$1,721.99	$41,327.59

INFORMATION TECHNOLOGY - OPERATIONS PAY SCHEDULE					
Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
ITO	002	1	$13.17	$1,141.15	$27,387.62
ITO	002	2	$13.50	$1,169.68	$28,072.34
ITO	002	3	$13.83	$1,198.92	$28,774.04
ITO	002	4	$14.18	$1,228.91	$29,493.87
ITO	002	5	$14.53	$1,259.66	$30,231.75
ITO	002	6	$14.90	$1,291.16	$30,987.79
ITO	002	7	$15.27	$1,323.46	$31,763.05
ITO	002	8	$15.65	$1,356.57	$32,557.54
ITO	002	9	$16.04	$1,390.47	$33,371.29
ITO	002	10	$16.44	$1,425.23	$34,205.40
ITO	002	11	$16.86	$1,460.88	$35,061.02
ITO	002	12	$17.28	$1,497.38	$35,936.99
ITO	002	13	$17.71	$1,534.82	$36,835.62
ITO	002	14	$18.15	$1,573.21	$37,756.89
ITO	002	15	$18.61	$1,612.54	$38,700.78
ITO	002	16	$19.07	$1,652.85	$39,668.44
ITO	002	17	$19.55	$1,694.16	$40,659.86
ITO	002	18	$20.04	$1,736.51	$41,676.19
ITO	002	19	$20.54	$1,779.94	$42,718.56
ITO	002	20	$21.05	$1,824.46	$43,786.94
ITO	003	1	$13.96	$1,209.72	$29,033.22
ITO	003	2	$14.31	$1,239.95	$29,758.69
ITO	003	3	$14.66	$1,270.93	$30,502.25
ITO	003	4	$15.03	$1,302.71	$31,265.08
ITO	003	5	$15.41	$1,335.30	$32,047.11
ITO	003	6	$15.79	$1,368.69	$32,848.41
ITO	003	7	$16.19	$1,402.92	$33,670.07
ITO	003	8	$16.59	$1,438.01	$34,512.10
ITO	003	9	$17.01	$1,473.94	$35,374.51
ITO	003	10	$17.43	$1,510.77	$36,258.42
ITO	003	11	$17.87	$1,548.54	$37,164.97
ITO	003	12	$18.31	$1,587.26	$38,094.15
ITO	003	13	$18.77	$1,626.92	$39,045.97
ITO	003	14	$19.24	$1,667.61	$40,022.67
ITO	003	15	$19.72	$1,709.30	$41,023.17
ITO	003	16	$20.22	$1,752.02	$42,048.53
ITO	003	17	$20.72	$1,795.83	$43,099.95
ITO	003	18	$21.24	$1,840.73	$44,177.40
ITO	003	19	$21.77	$1,886.75	$45,282.00
ITO	003	20	$22.31	$1,933.91	$46,413.77

INFORMATION TECHNOLOGY - OPERATIONS PAY SCHEDULE					
Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
ITO	004	1	$14.81	$1,283.29	$30,798.78
ITO	004	2	$15.18	$1,315.35	$31,568.38
ITO	004	3	$15.56	$1,348.22	$32,357.23
ITO	004	4	$15.95	$1,381.94	$33,166.43
ITO	004	5	$16.34	$1,416.50	$33,996.02
ITO	004	6	$16.75	$1,451.92	$34,845.99
ITO	004	7	$17.17	$1,488.23	$35,717.44
ITO	004	8	$17.60	$1,525.44	$36,610.40
ITO	004	9	$18.04	$1,563.59	$37,526.00
ITO	004	10	$18.49	$1,602.68	$38,464.22
ITO	004	11	$18.95	$1,642.76	$39,426.24
ITO	004	12	$19.43	$1,683.84	$40,412.01
ITO	004	13	$19.91	$1,725.95	$41,422.68
ITO	004	14	$20.41	$1,769.10	$42,458.25
ITO	004	15	$20.92	$1,813.33	$43,519.85
ITO	004	16	$21.45	$1,858.65	$44,607.48
ITO	004	17	$21.98	$1,905.10	$45,722.26
ITO	004	18	$22.53	$1,952.73	$46,865.35
ITO	004	19	$23.09	$2,001.53	$48,036.73
ITO	004	20	$23.67	$2,051.57	$49,237.52
ITO	005	1	$15.72	$1,362.18	$32,692.23
ITO	005	2	$16.11	$1,396.23	$33,509.37
ITO	005	3	$16.51	$1,431.12	$34,346.88
ITO	005	4	$16.93	$1,466.91	$35,205.88
ITO	005	5	$17.35	$1,503.60	$36,086.38
ITO	005	6	$17.78	$1,541.19	$36,988.41
ITO	005	7	$18.23	$1,579.71	$37,913.06
ITO	005	8	$18.68	$1,619.18	$38,860.36
ITO	005	9	$19.15	$1,659.64	$39,831.41
ITO	005	10	$19.63	$1,701.14	$40,827.36
ITO	005	11	$20.12	$1,743.68	$41,848.23
ITO	005	12	$20.62	$1,787.25	$42,893.97
ITO	005	13	$21.14	$1,831.96	$43,966.88
ITO	005	14	$21.67	$1,877.75	$45,065.83
ITO	005	15	$22.21	$1,924.67	$46,191.96
ITO	005	16	$22.76	$1,972.77	$47,346.36
ITO	005	17	$23.33	$2,022.09	$48,530.18
ITO	005	18	$23.92	$2,072.65	$49,743.42
ITO	005	19	$24.51	$2,124.47	$50,987.24
ITO	005	20	$25.13	$2,177.57	$52,261.61

INFORMATION TECHNOLOGY - OPERATIONS PAY SCHEDULE					
Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
ITO	006	1	$16.70	$1,446.92	$34,726.00
ITO	006	2	$17.11	$1,483.09	$35,594.07
ITO	006	3	$17.54	$1,520.15	$36,483.65
ITO	006	4	$17.98	$1,558.16	$37,395.86
ITO	006	5	$18.43	$1,597.11	$38,330.69
ITO	006	6	$18.89	$1,637.06	$39,289.30
ITO	006	7	$19.36	$1,677.99	$40,271.66
ITO	006	8	$19.85	$1,719.96	$41,278.94
ITO	006	9	$20.34	$1,762.97	$42,311.12
ITO	006	10	$20.85	$1,807.06	$43,369.31
ITO	006	11	$21.37	$1,852.23	$44,453.56
ITO	006	12	$21.91	$1,898.54	$45,564.95
ITO	006	13	$22.45	$1,946.03	$46,704.64
ITO	006	14	$23.02	$1,994.69	$47,872.61
ITO	006	15	$23.59	$2,044.54	$49,068.90
ITO	006	16	$24.18	$2,095.66	$50,295.74
ITO	006	17	$24.79	$2,148.05	$51,553.12
ITO	006	18	$25.40	$2,201.76	$52,842.20
ITO	006	19	$26.04	$2,256.79	$54,162.98
ITO	006	20	$26.69	$2,313.19	$55,516.58
ITO	007	1	$17.75	$1,537.93	$36,910.33
ITO	007	2	$18.19	$1,576.37	$37,832.70
ITO	007	3	$18.64	$1,615.79	$38,778.87
ITO	007	4	$19.11	$1,656.20	$39,748.79
ITO	007	5	$19.59	$1,697.61	$40,742.48
ITO	007	6	$20.08	$1,740.05	$41,761.08
ITO	007	7	$20.58	$1,783.53	$42,804.57
ITO	007	8	$21.09	$1,828.14	$43,875.21
ITO	007	9	$21.62	$1,873.83	$44,971.90
ITO	007	10	$22.16	$1,920.66	$46,095.73
ITO	007	11	$22.72	$1,968.66	$47,247.89
ITO	007	12	$23.28	$2,017.90	$48,429.45
ITO	007	13	$23.87	$2,068.35	$49,640.43
ITO	007	14	$24.46	$2,120.09	$50,881.99
ITO	007	15	$25.07	$2,173.09	$52,154.10
ITO	007	16	$25.70	$2,227.42	$53,457.90
ITO	007	17	$26.34	$2,283.11	$54,794.50
ITO	007	18	$27.00	$2,340.17	$56,163.95
ITO	007	19	$27.68	$2,398.69	$57,568.46
ITO	007	20	$28.37	$2,458.67	$59,008.08

INFORMATION TECHNOLOGY - OPERATIONS PAY SCHEDULE					
Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
ITO	008	1	$18.87	$1,635.74	$39,257.60
ITO	008	2	$19.35	$1,676.62	$40,238.85
ITO	008	3	$19.83	$1,718.54	$41,244.99
ITO	008	4	$20.33	$1,761.50	$42,276.02
ITO	008	5	$20.83	$1,805.55	$43,333.10
ITO	008	6	$21.35	$1,850.68	$44,416.20
ITO	008	7	$21.89	$1,896.94	$45,526.47
ITO	008	8	$22.44	$1,944.38	$46,665.02
ITO	008	9	$23.00	$1,993.00	$47,831.87
ITO	008	10	$23.57	$2,042.84	$49,028.14
ITO	008	11	$24.16	$2,093.91	$50,253.85
ITO	008	12	$24.76	$2,146.26	$51,510.11
ITO	008	13	$25.38	$2,199.92	$52,798.07
ITO	008	14	$26.02	$2,254.91	$54,117.70
ITO	008	15	$26.67	$2,311.26	$55,470.17
ITO	008	16	$27.33	$2,369.03	$56,856.58
ITO	008	17	$28.02	$2,428.26	$58,278.08
ITO	008	18	$28.72	$2,488.95	$59,734.66
ITO	008	19	$29.44	$2,551.19	$61,228.60
ITO	008	20	$30.17	$2,615.00	$62,759.87
ITO	009	1	$20.09	$1,740.90	$41,781.45
ITO	009	2	$20.59	$1,784.42	$42,826.07
ITO	009	3	$21.10	$1,829.03	$43,896.72
ITO	009	4	$21.63	$1,874.77	$44,994.53
ITO	009	5	$22.17	$1,921.65	$46,119.51
ITO	009	6	$22.73	$1,969.70	$47,272.79
ITO	009	7	$23.30	$2,018.93	$48,454.34
ITO	009	8	$23.88	$2,069.39	$49,665.33
ITO	009	9	$24.47	$2,121.12	$50,906.89
ITO	009	10	$25.09	$2,174.17	$52,180.12
ITO	009	11	$25.71	$2,228.55	$53,485.04
ITO	009	12	$26.36	$2,284.24	$54,821.66
ITO	009	13	$27.02	$2,341.35	$56,192.24
ITO	009	14	$27.69	$2,399.87	$57,596.77
ITO	009	15	$28.38	$2,459.85	$59,036.37
ITO	009	16	$29.09	$2,521.34	$60,512.20
ITO	009	17	$29.82	$2,584.39	$62,025.35
ITO	009	18	$30.57	$2,649.00	$63,575.88
ITO	009	19	$31.33	$2,715.21	$65,164.89
ITO	009	20	$32.11	$2,783.06	$66,793.49

INFORMATION TECHNOLOGY - OPERATIONS PAY SCHEDULE					
Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
ITO	010	1	$21.39	$1,854.07	$44,497.70
ITO	010	2	$21.93	$1,900.43	$45,610.21
ITO	010	3	$22.48	$1,947.96	$46,751.03
ITO	010	4	$23.04	$1,996.68	$47,920.16
ITO	010	5	$23.61	$2,046.62	$49,118.70
ITO	010	6	$24.21	$2,097.78	$50,346.66
ITO	010	7	$24.81	$2,150.22	$51,605.18
ITO	010	8	$25.43	$2,203.98	$52,895.41
ITO	010	9	$26.07	$2,259.06	$54,217.29
ITO	010	10	$26.72	$2,315.55	$55,573.16
ITO	010	11	$27.39	$2,373.46	$56,962.97
ITO	010	12	$28.07	$2,432.78	$58,386.74
ITO	010	13	$28.77	$2,493.62	$59,846.72
ITO	010	14	$29.49	$2,555.96	$61,342.92
ITO	010	15	$30.23	$2,619.86	$62,876.46
ITO	010	16	$30.98	$2,685.36	$64,448.47
ITO	010	17	$31.76	$2,752.51	$66,060.12
ITO	010	18	$32.55	$2,821.31	$67,711.36
ITO	010	19	$33.37	$2,891.86	$69,404.49
ITO	010	20	$34.20	$2,964.15	$71,139.48
ITO	011	1	$22.80	$1,975.83	$47,419.92
ITO	011	2	$23.37	$2,025.21	$48,604.88
ITO	011	3	$23.95	$2,075.85	$49,820.39
ITO	011	4	$24.55	$2,127.77	$51,066.47
ITO	011	5	$25.16	$2,180.97	$52,343.10
ITO	011	6	$25.79	$2,235.48	$53,651.41
ITO	011	7	$26.44	$2,291.36	$54,992.58
ITO	011	8	$27.10	$2,348.66	$56,367.68
ITO	011	9	$27.78	$2,407.37	$57,776.71
ITO	011	10	$28.47	$2,467.54	$59,220.85
ITO	011	11	$29.18	$2,529.22	$60,701.21
ITO	011	12	$29.91	$2,592.46	$62,218.90
ITO	011	13	$30.66	$2,657.25	$63,773.95
ITO	011	14	$31.43	$2,723.69	$65,368.60
ITO	011	15	$32.21	$2,791.79	$67,002.87
ITO	011	16	$33.02	$2,861.58	$68,677.89
ITO	011	17	$33.84	$2,933.12	$70,394.78
ITO	011	18	$34.69	$3,006.45	$72,154.67
ITO	011	19	$35.56	$3,081.62	$73,958.71
ITO	011	20	$36.45	$3,158.67	$75,808.01

INFORMATION TECHNOLOGY - MAP PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
800505	Applications Analyst	ITM	004	$49,707.20	$79,464.77
200546	Applications Development Team Supervisor	ITM	006	$56,672.11	$90,597.94
200406	Business Process Management Analyst	ITM	004	$49,707.20	$79,464.77
200432	Computer Operations Supervisor	ITM	002	$43,681.68	$69,831.16
100273	Database Administrator	ITM	006	$56,672.11	$90,597.94
000270	Database Manager	ITM	008	$64,733.68	$103,485.38
100167	Fiscal Systems Analyst	ITM	004	$49,707.20	$79,464.77
100471	Fiscal Systems Manager	ITM	006	$56,672.11	$90,597.94
800555	Geographic Information Systems Specialist II	ITM	001	$40,976.75	$65,508.94
800556	Geographic Information Systems Specialist III	ITM	003	$46,585.79	$74,473.67
800557	Geographic Information Systems Team Supervisor	ITM	006	$56,672.11	$90,597.94
100168	Information Technology Planner	ITM	004	$49,707.20	$79,464.77
200401	Information Technology Telecommunications Analyst II	ITM	002	$43,681.68	$69,831.16
200402	Information Technology Telecommunications Analyst III	ITM	006	$56,672.11	$90,597.94
800020	Information Technology Training Coordinator	ITM	002	$43,681.68	$69,831.16
200451	Microcomputer Systems Team Supervisor	ITM	005	$53,062.91	$84,825.96
800546	Network Engineer II	ITM	004	$49,707.20	$79,464.77
800545	Network Engineer III	ITM	006	$56,672.11	$90,597.94
200403	Network Engineer IV	ITM	008	$64,733.68	$103,485.38
800547	Network Security Engineer	ITM	006	$56,672.11	$90,597.94
200516	Programmer/Analyst II	ITM	001	$40,976.75	$65,508.94
200517	Programmer/Analyst III	ITM	002	$43,681.68	$69,831.16
200518	Programmer/Analyst IV	ITM	003	$46,585.79	$74,473.67
200519	Programmer/Analyst V	ITM	005	$53,062.91	$84,825.96
200502	Senior Business Process Management Analyst	ITM	008	$64,733.68	$103,485.38
100166	Senior Information Technology Planner	ITM	008	$64,733.68	$103,485.38
200450	Senior Microcomputer Systems Analyst	ITM	001	$40,976.75	$65,508.94
200412	Services & Support Supervisor	ITM	006	$56,672.11	$90,597.94
800506	Software Analyst	ITM	002	$43,681.68	$69,831.16
200549	Systems Programmer	ITM	006	$56,672.11	$90,597.94

INFORMATION TECHNOLOGY - MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
ITM	001	1	$19.70	$1,707.37	$40,976.75
ITM	001	2	$20.19	$1,750.04	$42,001.01
ITM	001	3	$20.70	$1,793.81	$43,051.30
ITM	001	4	$21.22	$1,838.65	$44,127.60
ITM	001	5	$21.75	$1,884.63	$45,231.07
ITM	001	6	$22.29	$1,931.74	$46,361.70
ITM	001	7	$22.85	$1,980.03	$47,520.63
ITM	001	8	$23.42	$2,029.54	$48,708.99
ITM	001	9	$24.00	$2,080.28	$49,926.76
ITM	001	10	$24.60	$2,132.30	$51,175.11
ITM	001	11	$25.22	$2,185.59	$52,454.01
ITM	001	12	$25.85	$2,240.24	$53,765.73
ITM	001	13	$26.50	$2,296.26	$55,110.27
ITM	001	14	$27.16	$2,353.65	$56,487.61
ITM	001	15	$27.84	$2,412.51	$57,900.08
ITM	001	16	$28.53	$2,472.82	$59,347.61
ITM	001	17	$29.25	$2,534.64	$60,831.35
ITM	001	18	$29.98	$2,598.02	$62,352.44
ITM	001	19	$30.73	$2,662.96	$63,910.89
ITM	001	20	$31.49	$2,729.54	$65,508.94
ITM	002	1	$21.00	$1,820.07	$43,681.68
ITM	002	2	$21.53	$1,865.58	$44,773.85
ITM	002	3	$22.06	$1,912.22	$45,893.17
ITM	002	4	$22.62	$1,960.03	$47,040.77
ITM	002	5	$23.18	$2,009.03	$48,216.67
ITM	002	6	$23.76	$2,059.25	$49,422.00
ITM	002	7	$24.35	$2,110.75	$50,657.89
ITM	002	8	$24.96	$2,163.52	$51,924.33
ITM	002	9	$25.59	$2,217.61	$53,222.49
ITM	002	10	$26.23	$2,273.06	$54,553.43
ITM	002	11	$26.88	$2,329.89	$55,917.23
ITM	002	12	$27.56	$2,388.13	$57,314.96
ITM	002	13	$28.24	$2,447.83	$58,747.77
ITM	002	14	$28.95	$2,509.04	$60,216.80
ITM	002	15	$29.67	$2,571.75	$61,722.05
ITM	002	16	$30.42	$2,636.03	$63,264.64
ITM	002	17	$31.18	$2,701.91	$64,845.73
ITM	002	18	$31.96	$2,769.44	$66,466.42
ITM	002	19	$32.75	$2,838.66	$68,127.85
ITM	002	20	$33.57	$2,909.63	$69,831.16

INFORMATION TECHNOLOGY - MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
ITM	003	1	$22.40	$1,941.08	$46,585.79
ITM	003	2	$22.96	$1,989.60	$47,750.39
ITM	003	3	$23.53	$2,039.35	$48,944.40
ITM	003	4	$24.12	$2,090.33	$50,167.83
ITM	003	5	$24.72	$2,142.58	$51,421.84
ITM	003	6	$25.34	$2,196.15	$52,707.52
ITM	003	7	$25.97	$2,251.04	$54,024.91
ITM	003	8	$26.62	$2,307.30	$55,375.12
ITM	003	9	$27.29	$2,364.97	$56,759.25
ITM	003	10	$27.97	$2,424.11	$58,178.48
ITM	003	11	$28.67	$2,484.70	$59,632.80
ITM	003	12	$29.39	$2,546.81	$61,123.34
ITM	003	13	$30.12	$2,610.47	$62,651.23
ITM	003	14	$30.87	$2,675.74	$64,217.61
ITM	003	15	$31.65	$2,742.65	$65,823.57
ITM	003	16	$32.44	$2,811.22	$67,469.16
ITM	003	17	$33.25	$2,881.48	$69,155.50
ITM	003	18	$34.08	$2,953.54	$70,884.83
ITM	003	19	$34.93	$3,027.39	$72,657.20
ITM	003	20	$35.80	$3,103.07	$74,473.67
ITM	004	1	$23.90	$2,071.14	$49,707.20
ITM	004	2	$24.50	$2,122.91	$50,949.89
ITM	004	3	$25.11	$2,175.97	$52,223.13
ITM	004	4	$25.74	$2,230.39	$53,529.19
ITM	004	5	$26.38	$2,286.13	$54,866.95
ITM	004	6	$27.04	$2,343.28	$56,238.64
ITM	004	7	$27.71	$2,401.85	$57,644.30
ITM	004	8	$28.41	$2,461.88	$59,085.03
ITM	004	9	$29.12	$2,523.42	$60,561.98
ITM	004	10	$29.84	$2,586.52	$62,076.30
ITM	004	11	$30.59	$2,651.17	$63,627.94
ITM	004	12	$31.36	$2,717.47	$65,219.21
ITM	004	13	$32.14	$2,785.42	$66,850.09
ITM	004	14	$32.94	$2,855.07	$68,521.71
ITM	004	15	$33.77	$2,926.47	$70,235.22
ITM	004	16	$34.61	$2,999.61	$71,990.57
ITM	004	17	$35.48	$3,074.59	$73,790.07
ITM	004	18	$36.36	$3,151.46	$75,634.87
ITM	004	19	$37.27	$3,230.25	$77,526.05
ITM	004	20	$38.20	$3,311.03	$79,464.77

INFORMATION TECHNOLOGY - MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
ITM	005	1	$25.51	$2,210.96	$53,062.91
ITM	005	2	$26.15	$2,266.22	$54,389.33
ITM	005	3	$26.80	$2,322.86	$55,748.60
ITM	005	4	$27.47	$2,380.91	$57,141.79
ITM	005	5	$28.16	$2,440.42	$58,570.08
ITM	005	6	$28.86	$2,501.44	$60,034.59
ITM	005	7	$29.58	$2,563.97	$61,535.30
ITM	005	8	$30.32	$2,628.06	$63,073.38
ITM	005	9	$31.08	$2,693.75	$64,649.95
ITM	005	10	$31.86	$2,761.09	$66,266.09
ITM	005	11	$32.66	$2,830.13	$67,923.01
ITM	005	12	$33.47	$2,900.86	$69,620.64
ITM	005	13	$34.31	$2,973.39	$71,361.31
ITM	005	14	$35.17	$3,047.71	$73,144.99
ITM	005	15	$36.05	$3,123.92	$74,973.92
ITM	005	16	$36.95	$3,202.01	$76,848.12
ITM	005	17	$37.87	$3,282.08	$78,769.85
ITM	005	18	$38.82	$3,364.13	$80,739.14
ITM	005	19	$39.79	$3,448.21	$82,757.07
ITM	005	20	$40.78	$3,534.42	$84,825.96
ITM	006	1	$27.25	$2,361.34	$56,672.11
ITM	006	2	$27.93	$2,420.38	$58,089.07
ITM	006	3	$28.63	$2,480.88	$59,541.14
ITM	006	4	$29.34	$2,542.90	$61,029.42
ITM	006	5	$30.07	$2,606.46	$62,555.02
ITM	006	6	$30.83	$2,671.63	$64,119.12
ITM	006	7	$31.60	$2,738.41	$65,721.71
ITM	006	8	$32.39	$2,806.88	$67,365.04
ITM	006	9	$33.20	$2,877.05	$69,049.09
ITM	006	10	$34.03	$2,948.96	$70,775.07
ITM	006	11	$34.88	$3,022.67	$72,544.01
ITM	006	12	$35.75	$3,098.22	$74,357.11
ITM	006	13	$36.64	$3,175.69	$76,216.60
ITM	006	14	$37.56	$3,255.11	$78,122.49
ITM	006	15	$38.50	$3,336.50	$80,075.91
ITM	006	16	$39.46	$3,419.92	$82,078.00
ITM	006	17	$40.45	$3,505.42	$84,129.91
ITM	006	18	$41.46	$3,593.03	$86,232.73
ITM	006	19	$42.49	$3,682.87	$88,388.74
ITM	006	20	$43.56	$3,774.92	$90,597.94

INFORMATION TECHNOLOGY - MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
ITM	007	1	$29.11	$2,523.09	$60,554.08
ITM	007	2	$29.84	$2,586.19	$62,068.38
ITM	007	3	$30.59	$2,650.84	$63,620.02
ITM	007	4	$31.35	$2,717.09	$65,210.16
ITM	007	5	$32.13	$2,785.00	$66,839.90
ITM	007	6	$32.94	$2,854.60	$68,510.39
ITM	007	7	$33.76	$2,925.95	$70,222.75
ITM	007	8	$34.60	$2,999.09	$71,978.12
ITM	007	9	$35.47	$3,074.07	$73,777.63
ITM	007	10	$36.36	$3,150.94	$75,622.41
ITM	007	11	$37.27	$3,229.69	$77,512.46
ITM	007	12	$38.20	$3,310.42	$79,450.05
ITM	007	13	$39.15	$3,393.18	$81,436.30
ITM	007	14	$40.13	$3,478.02	$83,472.35
ITM	007	15	$41.13	$3,564.97	$85,559.32
ITM	007	16	$42.16	$3,654.10	$87,698.37
ITM	007	17	$43.22	$3,745.44	$89,890.61
ITM	007	18	$44.30	$3,839.10	$92,138.30
ITM	007	19	$45.40	$3,935.06	$94,441.44
ITM	007	20	$46.54	$4,033.43	$96,802.30
ITM	008	1	$31.12	$2,697.24	$64,733.68
ITM	008	2	$31.90	$2,764.67	$66,352.10
ITM	008	3	$32.70	$2,833.81	$68,011.28
ITM	008	4	$33.52	$2,904.64	$69,711.20
ITM	008	5	$34.35	$2,977.26	$71,454.13
ITM	008	6	$35.21	$3,051.67	$73,240.05
ITM	008	7	$36.09	$3,127.97	$75,071.24
ITM	008	8	$36.99	$3,206.16	$76,947.72
ITM	008	9	$37.92	$3,286.32	$78,871.73
ITM	008	10	$38.87	$3,368.47	$80,843.26
ITM	008	11	$39.84	$3,452.69	$82,864.59
ITM	008	12	$40.83	$3,538.99	$84,935.74
ITM	008	13	$41.86	$3,627.46	$87,058.93
ITM	008	14	$42.90	$3,718.14	$89,235.31
ITM	008	15	$43.97	$3,811.09	$91,466.01
ITM	008	16	$45.07	$3,906.34	$93,752.19
ITM	008	17	$46.20	$4,004.01	$96,096.09
ITM	008	18	$47.36	$4,104.12	$98,498.83
ITM	008	19	$48.54	$4,206.73	$100,961.56
ITM	008	20	$49.75	$4,311.89	$103,485.38

OPS PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
100151	Accountant I	OPS	010	$32,455.69	$51,882.47
100152	Accountant II	OPS	011	$35,182.12	$56,246.55
800019	Accounting Technician	OPS	007	$25,622.07	$40,963.19
800027	Administrative Secretary	OPS	009	$29,968.06	$47,912.23
800001	Administrative Technician	OPS	008	$27,696.59	$44,275.86
300620	Animal Caretaker	OPS	003	$18,938.99	$30,279.30
700902	Animal Registrar	OPS	010	$32,455.69	$51,882.47
600802	Asphalt Plant Operator II	OPS	010	$32,455.69	$51,882.47
600801	Asphalt Plant Operator	OPS	009	$29,968.06	$47,912.23
800023	Assistant City Clerk / Support Technician	OPS	006	$23,724.09	$37,925.53
700901	Assistant Supervisor of Animal Services	OPS	013	$41,454.36	$66,272.90
800003	Assistant to the City Auditor - Audit Technician	OPS	009	$29,968.06	$47,912.23
700958	Athletics Groundskeeper	OPS	008	$27,696.59	$44,275.86
600807	Autobody Repair Mechanic	OPS	008	$27,696.59	$44,275.86
600810	Automotive Machinist	OPS	010	$32,455.69	$51,882.47
600817	Automotive Mechanic	OPS	009	$29,968.06	$47,912.23
800044	Automotive Repair Technician	OPS	009	$29,968.06	$47,912.23
600821	Automotive Service Attendant	OPS	006	$23,724.09	$37,925.53
500713	Benefits Specialist	OPS	008	$27,696.59	$44,275.86
600822	Bricklayer	OPS	008	$27,696.59	$44,275.86
200454	Bridge Inspection Supervisor	OPS	012	$38,172.23	$61,021.48
700905	Bridge Maintenance Supervisor	OPS	011	$35,182.12	$56,246.55
800033	Broadcast Production Assistant	OPS	006	$23,724.09	$37,925.53
700903	Building / Equipment Maintenance Supervisor	OPS	011	$35,182.12	$56,246.55
100209	Buyer I	OPS	010	$32,455.69	$51,882.47
100210	Buyer II	OPS	013	$41,454.36	$66,272.90
600824	Carpenter I	OPS	008	$27,696.59	$44,275.86
600825	Carpenter II	OPS	009	$29,968.06	$47,912.23
100199	Case Management Specialist	OPS	011	$35,182.12	$56,246.55
700906	Cemetery Manager I	OPS	007	$25,622.07	$40,963.19
700907	Cemetery Manager II	OPS	010	$32,455.69	$51,882.47

OPS PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
800028	Chief Waterworks Operator	OPS	012	$38,172.23	$61,021.48
100237	Child Counselor I	OPS	009	$29,968.06	$47,912.23
100238	Child Counselor II	OPS	010	$32,455.69	$51,882.47
100239	Child Counselor III	OPS	012	$38,172.23	$61,021.48
200425	City Planning Technician	OPS	010	$32,455.69	$51,882.47
800006	Codes Specialist	OPS	010	$32,455.69	$51,882.47
200552	Compliance Inspector	OPS	011	$35,182.12	$56,246.55
100213	Concrete Finisher	OPS	007	$25,622.07	$40,963.19
200461	Construction Inspector I	OPS	009	$29,968.06	$47,912.23
200462	Construction Inspector II	OPS	011	$35,182.12	$56,246.55
700912	Cook	OPS	003	$18,938.99	$30,279.30
400651	Creative Designer & Production Manager	OPS	013	$41,454.36	$66,272.90
700914	Crew Leader I	OPS	008	$27,696.59	$44,275.86
700915	Crew Leader II	OPS	009	$29,968.06	$47,912.23
400652	Criminal Docket Specialist	OPS	010	$32,455.69	$51,882.47
200531	Cross-Connection Specialist	OPS	009	$29,968.06	$47,912.23
700920	Custodian	OPS	002	$17,601.25	$28,140.26
800018	Customer Service Representative	OPS	004	$20,396.72	$32,610.74
500717	Data Processing Assistant I	OPS	004	$20,396.72	$32,610.74
500718	Data Processing Assistant II	OPS	005	$21,986.85	$35,150.42
500719	Data Processing Assistant III	OPS	006	$23,724.09	$37,925.53
200445	Data Quality Control Analyst	OPS	008	$27,696.59	$44,275.86
200443	Data Quality Control Manager	OPS	010	$32,455.69	$51,882.47
500773	Deputy City Clerk / Secretary	OPS	010	$32,455.69	$51,882.47
500768	Deputy City Clerk / Secretary to the Mayor	OPS	013	$41,454.36	$66,272.90
500764	Deputy City Clerk / Senior Secretary	OPS	011	$35,182.12	$56,246.55
500772	Deputy City Clerk / Stenographic Reporter	OPS	009	$29,968.06	$47,912.23
800010	Education Specialist	OPS	008	$27,696.59	$44,275.86

OPS PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
800011	Election Assistant I	OPS	003	$18,938.99	$30,279.30
500759	Election Assistant II	OPS	005	$21,986.85	$35,150.42
800009	Election Assistant III	OPS	006	$23,724.09	$37,925.53
600834	Electrician I	OPS	007	$25,622.07	$40,963.19
600835	Electrician II	OPS	009	$29,968.06	$47,912.23
600836	Electrician III	OPS	010	$32,455.69	$51,882.47
600837	Electrician IV	OPS	011	$35,182.12	$56,246.55
600840	Electronics Technician I	OPS	009	$29,968.06	$47,912.23
600841	Electronics Technician II	OPS	010	$32,455.69	$51,882.47
700990	Elephant Manager	OPS	012	$38,172.23	$61,021.48
800015	Eligibility Worker	OPS	009	$29,968.06	$47,912.23
100290	Employment Investigator	OPS	010	$32,455.69	$51,882.47
100294	Employment Services Worker II	OPS	012	$38,172.23	$61,021.48
700922	Engineering Aide	OPS	005	$21,986.85	$35,150.42
200437	Engineering Technician I	OPS	009	$29,968.06	$47,912.23
200438	Engineering Technician II	OPS	010	$32,455.69	$51,882.47
200439	Engineering Technician III	OPS	011	$35,182.12	$56,246.55
200440	Engineering Technician IV	OPS	012	$38,172.23	$61,021.48
700991	Environmental Health Assistant I	OPS	004	$20,396.72	$32,610.74
700992	Environmental Health Assistant II	OPS	005	$21,986.85	$35,150.42
200452	Environmental Specialist I	OPS	010	$32,455.69	$51,882.47
200453	Environmental Specialist II	OPS	012	$38,172.23	$61,021.48
700925	Equipment Operator II	OPS	006	$23,724.09	$37,925.53
700926	Equipment Operator III	OPS	008	$27,696.59	$44,275.86
700927	Equipment Operator IV	OPS	009	$29,968.06	$47,912.23
700911	Food Service Manager	OPS	012	$38,172.23	$61,021.48
700929	Forestry Crew Leader	OPS	010	$32,455.69	$51,882.47
100314	Fraud Investigator	OPS	010	$32,455.69	$51,882.47
200418	Geographic Information Systems Technician	OPS	010	$32,455.69	$51,882.47
700931	Groundskeeper Crew Leader	OPS	008	$27,696.59	$44,275.86
700933	Groundskeeper	OPS	004	$20,396.72	$32,610.74
700935	Horticulture Technician	OPS	006	$23,724.09	$37,925.53
200446	Human Services Aide	OPS	006	$23,724.09	$37,925.53

OPS PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
300618	Humane Officer I	OPS	008	$27,696.59	$44,275.86
300619	Humane Officer II	OPS	011	$35,182.12	$56,246.55
100310	Income Tax Auditor	OPS	010	$32,455.69	$51,882.47
700939	Instrument Technician	OPS	009	$29,968.06	$47,912.23
100405	Judicial Executive Assistant	OPS	012	$38,172.23	$61,021.48
300626	Kennel Supervisor	OPS	009	$29,968.06	$47,912.23
200498	Landscape Coordinator I	OPS	011	$35,182.12	$56,246.55
200499	Landscape Coordinator II	OPS	012	$38,172.23	$61,021.48
700913	Laundry Worker	OPS	002	$17,601.25	$28,140.26
100316	Law Clerk	OPS	013	$41,454.36	$66,272.90
500735	Legal Assistant	OPS	012	$38,172.23	$61,021.48
400655	Legal Coordinator I- LD	OPS	012	$38,172.23	$61,021.48
400656	Legal Coordinator II- LD	OPS	014	$45,061.30	$72,036.97
500740	Legal Secretary I	OPS	008	$27,696.59	$44,275.86
500741	Legal Secretary II	OPS	010	$32,455.69	$51,882.47
400666	Library Assistant II	OPS	005	$21,986.85	$35,150.42
400665	Library Assistant I	OPS	004	$20,396.72	$32,610.74
400661	Library Associate II	OPS	010	$32,455.69	$51,882.47
400660	Library Associate I	OPS	009	$29,968.06	$47,912.23
200474	License Inspector I	OPS	009	$29,968.06	$47,912.23
200475	License Inspector II	OPS	010	$32,455.69	$51,882.47
400681	Licensed Practical Nurse	OPS	007	$25,622.07	$40,963.19
700941	Lifeguard	OPS	005	$21,986.85	$35,150.42
700942	Maintenance Mechanic I	OPS	007	$25,622.07	$40,963.19
700943	Maintenance Mechanic II	OPS	008	$27,696.59	$44,275.86
700944	Maintenance Mechanic III	OPS	010	$32,455.69	$51,882.47
700949	Maintenance Worker I	OPS	003	$18,938.99	$30,279.30
700950	Maintenance Worker II	OPS	004	$20,396.72	$32,610.74
800032	Marine Life Specialist	OPS	008	$27,696.59	$44,275.86
700952	Messenger/Driver	OPS	003	$18,938.99	$30,279.30
300621	Meter Monitor	OPS	004	$20,396.72	$32,610.74
500745	Micrographics Technician	OPS	005	$21,986.85	$35,150.42
300640	Museum Attendant	OPS	005	$21,986.85	$35,150.42
500748	Office Aide	OPS	001	$16,373.28	$26,176.63
500750	Office Assistant	OPS	003	$18,938.99	$30,279.30
600852	Operating Engineer I	OPS	007	$25,622.07	$40,963.19
600853	Operating Engineer II	OPS	010	$32,455.69	$51,882.47
300638	Operations Officer I	OPS	006	$23,724.09	$37,925.53

OPS PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
300642	Operations Officer II	OPS	008	$27,696.59	$44,275.86
600855	Painter I	OPS	007	$25,622.07	$40,963.19
600856	Painter II	OPS	009	$29,968.06	$47,912.23
400673	Paralegal Claims Investigator I - LD	OPS	012	$38,172.23	$61,021.48
400674	Paralegal Claims Investigator II - LD	OPS	013	$41,454.36	$66,272.90
400678	Paralegal Generalist-LD	OPS	010	$32,455.69	$51,882.47
400670	Paralegal	OPS	010	$32,455.69	$51,882.47
200510	Permit Technician	OPS	008	$27,696.59	$44,275.86
200511	Permits Specialist	OPS	011	$35,182.12	$56,246.55
400676	Personnel Technician	OPS	010	$32,455.69	$51,882.47
200509	Photographic Laboratory Technician	OPS	008	$27,696.59	$44,275.86
600860	Plumber II	OPS	008	$27,696.59	$44,275.86
600861	Plumber III	OPS	009	$29,968.06	$47,912.23
400672	Police Identification Clerk	OPS	006	$23,724.09	$37,925.53
700951	Pool Manager	OPS	011	$35,182.12	$56,246.55
800501	Principal Codes Specialist	OPS	013	$41,454.36	$66,272.90
400675	Public Health Aide	OPS	004	$20,396.72	$32,610.74
800034	Public Relations Assistant	OPS	007	$25,622.07	$40,963.19
200554	Public Safety Telecommunicator I	OPS	008	$27,696.59	$44,275.86
200555	Public Safety Telecommunicator II	OPS	010	$32,455.69	$51,882.47
200556	Public Safety Telecommunicator III	OPS	013	$41,454.36	$66,272.90
200553	Public Safety Telecommunicator Trainee	OPS	007	$25,622.07	$40,963.19
800516	Quality Assurance Inspector	OPS	009	$29,968.06	$47,912.23
200525	Real Estate Appraiser I	OPS	011	$35,182.12	$56,246.55
200526	Real Estate Appraiser II	OPS	012	$38,172.23	$61,021.48
200527	Real Estate Appraiser III	OPS	014	$45,061.30	$72,036.97
500756	Records & Information Clerk	OPS	005	$21,986.85	$35,150.42
800026	Recreation Specialist	OPS	009	$29,968.06	$47,912.23
700969	Refuse Collection Supervisor	OPS	010	$32,455.69	$51,882.47
700967	Refuse Collector Apprentice	OPS	006	$23,724.09	$37,925.53
700966	Refuse Collector Assistant	OPS	005	$21,986.85	$35,150.42
700970	Refuse Collector, Lead	OPS	008	$27,696.59	$44,275.86

OPS PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
700968	Refuse Collector, Senior	OPS	007	$25,622.07	$40,963.19
200484	Refuse Inspector	OPS	009	$29,968.06	$47,912.23
200528	Safety Specialist	OPS	011	$35,182.12	$56,246.55
800041	Salary and Benefits Specialist	OPS	009	$29,968.06	$47,912.23
500769	Secretary to the City Manager	OPS	011	$35,182.12	$56,246.55
800050	Security Counselor II	OPS	010	$32,455.69	$51,882.47
800051	Security Counselor III	OPS	012	$38,172.23	$61,021.48
300639	Security Officer	OPS	007	$25,622.07	$40,963.19
300646	Senior Animal Caretaker	OPS	005	$21,986.85	$35,150.42
600808	Senior Autobody Repair Mechanic	OPS	010	$32,455.69	$51,882.47
800045	Senior Automotive Repair Technician	OPS	011	$35,182.12	$56,246.55
200426	Senior City Planning Technician	OPS	011	$35,182.12	$56,246.55
800489	Senior Codes Specialist	OPS	012	$38,172.23	$61,021.48
200532	Senior Cross-Connection Specialist	OPS	011	$35,182.12	$56,246.55
700919	Senior Custodian	OPS	005	$21,986.85	$35,150.42
500760	Senior Election Assistant	OPS	008	$27,696.59	$44,275.86
200512	Senior Permits Specialist	OPS	013	$41,454.36	$66,272.90
700987	Senior Utility Maintenance Supervisor	OPS	012	$38,172.23	$61,021.48
800052	Social Work Associate	OPS	008	$27,696.59	$44,275.86
100366	Social Worker I	OPS	010	$32,455.69	$51,882.47
100367	Social Worker II	OPS	012	$38,172.23	$61,021.48
500700	Staff Technician I	OPS	008	$27,696.59	$44,275.86
500701	Staff Technician II	OPS	009	$29,968.06	$47,912.23
100427	Stage Crew Chief	OPS	012	$38,172.23	$61,021.48
500771	Stenographic Reporter II	OPS	008	$27,696.59	$44,275.86
600883	Storekeeper I	OPS	005	$21,986.85	$35,150.42
600884	Storekeeper II	OPS	007	$25,622.07	$40,963.19
600885	Storekeeper III	OPS	008	$27,696.59	$44,275.86
700976	Street Maintenance Supervisor	OPS	011	$35,182.12	$56,246.55
800022	Support Technician	OPS	006	$23,724.09	$37,925.53
200544	Survey Party Chief	OPS	010	$32,455.69	$51,882.47
100430	Therapeutic Recreation Specialist	OPS	010	$32,455.69	$51,882.47
200495	Traffic Investigator	OPS	008	$27,696.59	$44,275.86
800981	Traffic Maintenance Technician I	OPS	004	$20,396.72	$32,610.74

OPS PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
700981	Traffic Maintenance Technician II	OPS	007	$25,622.07	$40,963.19
700983	Traffic Maintenance Technician III	OPS	009	$29,968.06	$47,912.23
700982	Traffic Sign Fabricator I	OPS	005	$21,986.85	$35,150.42
700975	Traffic Sign Fabricator II	OPS	007	$25,622.07	$40,963.19
800012	Traffic Signal Technician I	OPS	007	$25,622.07	$40,963.19
800013	Traffic Signal Technician II	OPS	008	$27,696.59	$44,275.86
800016	Traffic Signal Technician III	OPS	009	$29,968.06	$47,912.23
800014	Traffic Signal Technician IV	OPS	010	$32,455.69	$51,882.47
900007	Traffic Systems Engineering Technician I	OPS	011	$35,182.12	$56,246.55
900008	Traffic Systems Engineering Technician II	OPS	012	$38,172.23	$61,021.48
700984	Tree Trimmer	OPS	008	$27,696.59	$44,275.86
600898	Utilities System Technician	OPS	012	$38,172.23	$61,021.48
800035	Utility Construction Inspector	OPS	011	$35,182.12	$56,246.55
600892	Utility Maintenance Mechanic I	OPS	007	$25,622.07	$40,963.19
600893	Utility Maintenance Mechanic II	OPS	008	$27,696.59	$44,275.86
600894	Utility Maintenance Mechanic III	OPS	009	$29,968.06	$47,912.23
700986	Utility Maintenance Supervisor	OPS	011	$35,182.12	$56,246.55
700995	Veterinary Technician	OPS	008	$27,696.59	$44,275.86
800029	Visitor Services Assistant	OPS	006	$23,724.09	$37,925.53
800036	Visitor Services Coordinator	OPS	009	$29,968.06	$47,912.23
800043	Water Treatment Plant Maintenance Technician	OPS	008	$27,696.59	$44,275.86
200565	Waterworks Operator I	OPS	006	$23,724.09	$37,925.53
200566	Waterworks Operator II	OPS	008	$27,696.59	$44,275.86
200567	Waterworks Operator III	OPS	010	$32,455.69	$51,882.47
200568	Waterworks Operator IV	OPS	011	$35,182.12	$56,246.55
600897	Welder	OPS	009	$29,968.06	$47,912.23
200490	Zoning Enforcement Specialist I	OPS	010	$32,455.69	$51,882.47
200491	Zoning Enforcement Specialist II	OPS	011	$35,182.12	$56,246.55
200492	Zoning Enforcement Specialist III	OPS	013	$41,454.36	$66,272.90
700998	Zookeeper	OPS	008	$27,696.59	$44,275.86

OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
OPS	001	1	$7.87	$682.22	$16,373.28
OPS	001	2	$8.07	$699.29	$16,782.97
OPS	001	3	$8.27	$716.79	$17,202.86
OPS	001	4	$8.48	$734.71	$17,632.93
OPS	001	5	$8.69	$753.10	$18,074.32
OPS	001	6	$8.91	$771.91	$18,525.88
OPS	001	7	$9.13	$791.20	$18,988.79
OPS	001	8	$9.36	$810.96	$19,462.99
OPS	001	9	$9.59	$831.24	$19,949.66
OPS	001	10	$9.83	$852.03	$20,448.77
OPS	001	11	$10.08	$873.35	$20,960.33
OPS	001	12	$10.33	$895.18	$21,484.34
OPS	001	13	$10.59	$917.58	$22,021.93
OPS	001	14	$10.85	$940.50	$22,571.96
OPS	001	15	$11.12	$964.03	$23,136.71
OPS	001	16	$11.40	$988.13	$23,715.05
OPS	001	17	$11.69	$1,012.84	$24,308.09
OPS	001	18	$11.98	$1,038.16	$24,915.84
OPS	001	19	$12.28	$1,064.10	$25,538.32
OPS	001	20	$12.58	$1,090.70	$26,176.63
OPS	002	1	$8.46	$733.39	$17,601.25
OPS	002	2	$8.67	$751.73	$18,041.49
OPS	002	3	$8.89	$770.55	$18,493.07
OPS	002	4	$9.11	$789.83	$18,955.96
OPS	002	5	$9.34	$809.59	$19,430.18
OPS	002	6	$9.57	$829.82	$19,915.71
OPS	002	7	$9.81	$850.57	$20,413.68
OPS	002	8	$10.06	$871.84	$20,924.10
OPS	002	9	$10.31	$893.63	$21,447.00
OPS	002	10	$10.57	$915.98	$21,983.44
OPS	002	11	$10.83	$938.90	$22,533.48
OPS	002	12	$11.10	$962.38	$23,097.09
OPS	002	13	$11.38	$986.43	$23,674.30
OPS	002	14	$11.67	$1,011.10	$24,266.22
OPS	002	15	$11.96	$1,036.37	$24,872.85
OPS	002	16	$12.26	$1,062.26	$25,494.20
OPS	002	17	$12.56	$1,088.81	$26,131.39
OPS	002	18	$12.88	$1,116.02	$26,784.39
OPS	002	19	$13.20	$1,143.94	$27,454.41
OPS	002	20	$13.53	$1,172.51	$28,140.26

OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
OPS	003	1	$9.11	$789.13	$18,938.99
OPS	003	2	$9.33	$808.84	$19,412.07
OPS	003	3	$9.57	$829.07	$19,897.61
OPS	003	4	$9.81	$849.82	$20,395.57
OPS	003	5	$10.05	$871.09	$20,905.99
OPS	003	6	$10.30	$892.87	$21,428.88
OPS	003	7	$10.56	$915.18	$21,964.22
OPS	003	8	$10.82	$938.05	$22,513.10
OPS	003	9	$11.09	$961.49	$23,075.60
OPS	003	10	$11.37	$985.54	$23,652.80
OPS	003	11	$11.66	$1,010.15	$24,243.59
OPS	003	12	$11.95	$1,035.43	$24,850.21
OPS	003	13	$12.25	$1,061.32	$25,471.55
OPS	003	14	$12.55	$1,087.87	$26,108.74
OPS	003	15	$12.87	$1,115.08	$26,761.77
OPS	003	16	$13.19	$1,142.95	$27,430.64
OPS	003	17	$13.52	$1,171.52	$28,116.49
OPS	003	18	$13.86	$1,200.81	$28,819.32
OPS	003	19	$14.20	$1,230.85	$29,540.26
OPS	003	20	$14.56	$1,261.64	$30,279.30
OPS	004	1	$9.81	$849.87	$20,396.72
OPS	004	2	$10.05	$871.13	$20,907.14
OPS	004	3	$10.30	$892.92	$21,430.02
OPS	004	4	$10.56	$915.23	$21,965.34
OPS	004	5	$10.82	$938.10	$22,514.25
OPS	004	6	$11.09	$961.53	$23,076.74
OPS	004	7	$11.37	$985.58	$23,653.94
OPS	004	8	$11.66	$1,010.25	$24,245.85
OPS	004	9	$11.95	$1,035.52	$24,852.48
OPS	004	10	$12.25	$1,061.41	$25,473.81
OPS	004	11	$12.55	$1,087.96	$26,110.99
OPS	004	12	$12.87	$1,115.17	$26,764.02
OPS	004	13	$13.19	$1,143.04	$27,432.89
OPS	004	14	$13.52	$1,171.62	$28,118.76
OPS	004	15	$13.86	$1,200.90	$28,821.57
OPS	004	16	$14.20	$1,230.94	$29,542.51
OPS	004	17	$14.56	$1,261.73	$30,281.56
OPS	004	18	$14.92	$1,293.28	$31,038.71
OPS	004	19	$15.30	$1,325.63	$31,815.10
OPS	004	20	$15.68	$1,358.78	$32,610.74

OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
OPS	005	1	$10.57	$916.12	$21,986.85
OPS	005	2	$10.84	$939.04	$22,536.88
OPS	005	3	$11.11	$962.52	$23,100.50
OPS	005	4	$11.38	$986.57	$23,677.70
OPS	005	5	$11.67	$1,011.24	$24,269.60
OPS	005	6	$11.96	$1,036.51	$24,876.24
OPS	005	7	$12.26	$1,062.45	$25,498.71
OPS	005	8	$12.57	$1,089.00	$26,135.90
OPS	005	9	$12.88	$1,116.21	$26,788.92
OPS	005	10	$13.20	$1,144.13	$27,458.94
OPS	005	11	$13.53	$1,172.75	$28,145.92
OPS	005	12	$13.87	$1,202.08	$28,849.87
OPS	005	13	$14.22	$1,232.12	$29,570.81
OPS	005	14	$14.57	$1,262.91	$30,309.86
OPS	005	15	$14.94	$1,294.51	$31,068.15
OPS	005	16	$15.31	$1,326.86	$31,844.54
OPS	005	17	$15.69	$1,360.01	$32,640.17
OPS	005	18	$16.08	$1,394.01	$33,456.17
OPS	005	19	$16.49	$1,428.86	$34,292.55
OPS	005	20	$16.90	$1,464.60	$35,150.42
OPS	006	1	$11.41	$988.51	$23,724.09
OPS	006	2	$11.69	$1,013.22	$24,317.15
OPS	006	3	$11.98	$1,038.54	$24,924.92
OPS	006	4	$12.28	$1,064.52	$25,548.52
OPS	006	5	$12.59	$1,091.12	$26,186.83
OPS	006	6	$12.90	$1,118.38	$26,840.99
OPS	006	7	$13.23	$1,146.34	$27,512.13
OPS	006	8	$13.56	$1,175.01	$28,200.24
OPS	006	9	$13.90	$1,204.39	$28,905.33
OPS	006	10	$14.24	$1,234.52	$29,628.53
OPS	006	11	$14.60	$1,265.37	$30,368.71
OPS	006	12	$14.97	$1,297.01	$31,128.12
OPS	006	13	$15.34	$1,329.45	$31,906.78
OPS	006	14	$15.72	$1,362.70	$32,704.68
OPS	006	15	$16.12	$1,396.74	$33,521.80
OPS	006	16	$16.52	$1,431.64	$34,359.31
OPS	006	17	$16.93	$1,467.43	$35,218.32
OPS	006	18	$17.36	$1,504.12	$36,098.84
OPS	006	19	$17.79	$1,541.71	$37,000.86
OPS	006	20	$18.23	$1,580.23	$37,925.53

OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
OPS	007	1	$12.32	$1,067.59	$25,622.07
OPS	007	2	$12.63	$1,094.28	$26,262.67
OPS	007	3	$12.94	$1,121.63	$26,919.09
OPS	007	4	$13.27	$1,149.69	$27,592.48
OPS	007	5	$13.60	$1,178.46	$28,282.88
OPS	007	6	$13.94	$1,207.93	$28,990.21
OPS	007	7	$14.29	$1,238.11	$29,714.54
OPS	007	8	$14.64	$1,269.04	$30,456.97
OPS	007	9	$15.01	$1,300.78	$31,218.67
OPS	007	10	$15.38	$1,333.32	$31,999.59
OPS	007	11	$15.77	$1,366.66	$32,799.74
OPS	007	12	$16.16	$1,400.85	$33,620.27
OPS	007	13	$16.57	$1,435.89	$34,461.18
OPS	007	14	$16.98	$1,471.77	$35,322.45
OPS	007	15	$17.41	$1,508.55	$36,205.24
OPS	007	16	$17.84	$1,546.28	$37,110.65
OPS	007	17	$18.29	$1,584.95	$38,038.68
OPS	007	18	$18.74	$1,624.56	$38,989.38
OPS	007	19	$19.21	$1,665.16	$39,963.82
OPS	007	20	$19.69	$1,706.80	$40,963.19
OPS	008	1	$13.32	$1,154.03	$27,696.59
OPS	008	2	$13.65	$1,182.89	$28,389.24
OPS	008	3	$13.99	$1,212.46	$29,098.86
OPS	008	4	$14.34	$1,242.78	$29,826.59
OPS	008	5	$14.70	$1,273.85	$30,572.43
OPS	008	6	$15.07	$1,305.69	$31,336.38
OPS	008	7	$15.44	$1,338.32	$32,119.55
OPS	008	8	$15.83	$1,371.80	$32,923.10
OPS	008	9	$16.22	$1,406.08	$33,745.90
OPS	008	10	$16.63	$1,441.21	$34,589.07
OPS	008	11	$17.05	$1,477.24	$35,453.75
OPS	008	12	$17.47	$1,514.17	$36,339.91
OPS	008	13	$17.91	$1,552.03	$37,248.73
OPS	008	14	$18.36	$1,590.84	$38,180.16
OPS	008	15	$18.81	$1,630.60	$39,134.24
OPS	008	16	$19.28	$1,671.34	$40,112.09
OPS	008	17	$19.77	$1,713.12	$41,114.84
OPS	008	18	$20.26	$1,755.94	$42,142.48
OPS	008	19	$20.77	$1,799.84	$43,196.15
OPS	008	20	$21.29	$1,844.83	$44,275.86

OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
OPS	009	1	$14.41	$1,248.67	$29,968.06
OPS	009	2	$14.77	$1,279.89	$30,717.29
OPS	009	3	$15.14	$1,311.91	$31,485.77
OPS	009	4	$15.52	$1,344.73	$32,273.47
OPS	009	5	$15.90	$1,378.35	$33,080.42
OPS	009	6	$16.30	$1,412.83	$33,907.75
OPS	009	7	$16.71	$1,448.15	$34,755.42
OPS	009	8	$17.13	$1,484.36	$35,624.64
OPS	009	9	$17.56	$1,521.48	$36,515.35
OPS	009	10	$17.99	$1,559.53	$37,428.67
OPS	009	11	$18.44	$1,598.53	$38,364.64
OPS	009	12	$18.91	$1,638.47	$39,323.25
OPS	009	13	$19.38	$1,679.45	$40,306.76
OPS	009	14	$19.86	$1,721.42	$41,314.03
OPS	009	15	$20.36	$1,764.47	$42,347.33
OPS	009	16	$20.87	$1,808.57	$43,405.54
OPS	009	17	$21.39	$1,853.79	$44,490.89
OPS	009	18	$21.92	$1,900.15	$45,603.42
OPS	009	19	$22.47	$1,947.63	$46,743.11
OPS	009	20	$23.03	$1,996.35	$47,912.23
OPS	010	1	$15.60	$1,352.32	$32,455.69
OPS	010	2	$15.99	$1,386.13	$33,267.17
OPS	010	3	$16.39	$1,420.79	$34,099.01
OPS	010	4	$16.80	$1,456.30	$34,951.23
OPS	010	5	$17.22	$1,492.71	$35,824.96
OPS	010	6	$17.65	$1,530.01	$36,720.20
OPS	010	7	$18.10	$1,568.25	$37,638.05
OPS	010	8	$18.55	$1,607.44	$38,578.54
OPS	010	9	$19.01	$1,647.62	$39,542.80
OPS	010	10	$19.49	$1,688.79	$40,530.85
OPS	010	11	$19.97	$1,730.99	$41,543.76
OPS	010	12	$20.47	$1,774.28	$42,582.75
OPS	010	13	$20.98	$1,818.66	$43,647.72
OPS	010	14	$21.51	$1,864.12	$44,738.76
OPS	010	15	$22.05	$1,910.71	$45,856.93
OPS	010	16	$22.60	$1,958.48	$47,003.42
OPS	010	17	$23.16	$2,007.43	$48,178.20
OPS	010	18	$23.74	$2,057.60	$49,382.40
OPS	010	19	$24.34	$2,109.05	$50,617.16
OPS	010	20	$24.94	$2,161.77	$51,882.47

OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
OPS	011	1	$16.91	$1,465.92	$35,182.12
OPS	011	2	$17.34	$1,502.56	$36,061.49
OPS	011	3	$17.77	$1,540.15	$36,963.53
OPS	011	4	$18.22	$1,578.68	$37,888.17
OPS	011	5	$18.67	$1,618.15	$38,835.46
OPS	011	6	$19.14	$1,658.61	$39,806.51
OPS	011	7	$19.62	$1,700.06	$40,801.33
OPS	011	8	$20.11	$1,742.55	$41,821.05
OPS	011	9	$20.61	$1,786.12	$42,866.80
OPS	011	10	$21.12	$1,830.78	$43,938.60
OPS	011	11	$21.65	$1,876.57	$45,037.55
OPS	011	12	$22.19	$1,923.49	$46,163.65
OPS	011	13	$22.75	$1,971.59	$47,318.06
OPS	011	14	$23.32	$2,020.87	$48,500.76
OPS	011	15	$23.90	$2,071.37	$49,712.87
OPS	011	16	$24.50	$2,123.15	$50,955.56
OPS	011	17	$25.11	$2,176.25	$52,229.92
OPS	011	18	$25.74	$2,230.67	$53,535.97
OPS	011	19	$26.38	$2,286.46	$54,874.87
OPS	011	20	$27.04	$2,343.61	$56,246.55
OPS	012	1	$18.35	$1,590.51	$38,172.23
OPS	012	2	$18.81	$1,630.27	$39,126.32
OPS	012	3	$19.28	$1,671.01	$40,104.16
OPS	012	4	$19.76	$1,712.79	$41,106.92
OPS	012	5	$20.26	$1,755.61	$42,134.56
OPS	012	6	$20.76	$1,799.51	$43,188.23
OPS	012	7	$21.28	$1,844.50	$44,267.94
OPS	012	8	$21.81	$1,890.62	$45,374.80
OPS	012	9	$22.36	$1,937.87	$46,508.83
OPS	012	10	$22.92	$1,986.30	$47,671.16
OPS	012	11	$23.49	$2,035.96	$48,862.91
OPS	012	12	$24.08	$2,086.84	$50,084.08
OPS	012	13	$24.68	$2,139.00	$51,335.84
OPS	012	14	$25.30	$2,192.47	$52,619.24
OPS	012	15	$25.93	$2,247.27	$53,934.36
OPS	012	16	$26.58	$2,303.43	$55,282.29
OPS	012	17	$27.24	$2,361.01	$56,664.19
OPS	012	18	$27.92	$2,420.05	$58,081.15
OPS	012	19	$28.62	$2,480.55	$59,533.21
OPS	012	20	$29.34	$2,542.56	$61,021.48

OPS PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
OPS	013	1	$19.93	$1,727.27	$41,454.36
OPS	013	2	$20.43	$1,770.46	$42,491.06
OPS	013	3	$20.94	$1,814.74	$43,553.79
OPS	013	4	$21.46	$1,860.11	$44,642.57
OPS	013	5	$22.00	$1,906.61	$45,758.47
OPS	013	6	$22.55	$1,954.28	$46,902.69
OPS	013	7	$23.11	$2,003.14	$48,075.21
OPS	013	8	$23.69	$2,053.22	$49,277.13
OPS	013	9	$24.28	$2,104.57	$50,509.64
OPS	013	10	$24.89	$2,157.20	$51,772.68
OPS	013	11	$25.51	$2,211.15	$53,067.43
OPS	013	12	$26.15	$2,266.41	$54,393.86
OPS	013	13	$26.80	$2,323.10	$55,754.24
OPS	013	14	$27.48	$2,381.19	$57,148.59
OPS	013	15	$28.16	$2,440.71	$58,576.88
OPS	013	16	$28.87	$2,501.73	$60,041.38
OPS	013	17	$29.59	$2,564.26	$61,542.10
OPS	013	18	$30.33	$2,628.34	$63,080.18
OPS	013	19	$31.08	$2,694.03	$64,656.72
OPS	013	20	$31.86	$2,761.37	$66,272.90
OPS	014	1	$21.66	$1,877.56	$45,061.30
OPS	014	2	$22.21	$1,924.48	$46,187.41
OPS	014	3	$22.76	$1,972.58	$47,341.82
OPS	014	4	$23.33	$2,021.90	$48,525.64
OPS	014	5	$23.91	$2,072.46	$49,738.90
OPS	014	6	$24.51	$2,124.28	$50,982.72
OPS	014	7	$25.12	$2,177.38	$52,257.07
OPS	014	8	$25.75	$2,231.80	$53,563.14
OPS	014	9	$26.40	$2,287.59	$54,902.01
OPS	014	10	$27.06	$2,344.79	$56,274.85
OPS	014	11	$27.73	$2,403.40	$57,681.64
OPS	014	12	$28.42	$2,463.48	$59,123.51
OPS	014	13	$29.14	$2,525.07	$60,601.61
OPS	014	14	$29.86	$2,588.21	$62,117.03
OPS	014	15	$30.61	$2,652.91	$63,669.82
OPS	014	16	$31.38	$2,719.21	$65,261.09
OPS	014	17	$32.16	$2,787.21	$66,893.09
OPS	014	18	$32.96	$2,856.91	$68,565.86
OPS	014	19	$33.79	$2,928.36	$70,280.47
OPS	014	20	$34.63	$3,001.54	$72,036.97

OPS PAY SCHEDULE					
Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
OPS	015	1	$23.57	$2,042.75	$49,025.87
OPS	015	2	$24.16	$2,093.82	$50,251.60
OPS	015	3	$24.76	$2,146.16	$51,507.85
OPS	015	4	$25.38	$2,199.83	$52,795.81
OPS	015	5	$26.02	$2,254.81	$54,115.44
OPS	015	6	$26.67	$2,311.17	$55,467.90
OPS	015	7	$27.33	$2,368.93	$56,854.31
OPS	015	8	$28.02	$2,428.16	$58,275.83
OPS	015	9	$28.72	$2,488.85	$59,732.41
OPS	015	10	$29.44	$2,551.05	$61,225.21
OPS	015	11	$30.17	$2,614.81	$62,755.36
OPS	015	12	$30.92	$2,680.17	$64,323.98
OPS	015	13	$31.70	$2,747.18	$65,932.23
OPS	015	14	$32.49	$2,815.84	$67,580.07
OPS	015	15	$33.30	$2,886.24	$69,269.81
OPS	015	16	$34.14	$2,958.39	$71,001.40
OPS	015	17	$34.99	$3,032.34	$72,776.01
OPS	015	18	$35.86	$3,108.16	$74,595.89
OPS	015	19	$36.76	$3,185.88	$76,461.06
OPS	015	20	$37.68	$3,265.53	$78,372.61

MAP PAY SYSTEM

Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
100153	Accountant III	MAP	006	$38,451.78	$61,470.80
100154	Accountant IV	MAP	009	$46,289.28	$74,002.85
100455	Accountant V	MAP	010	$49,316.74	$78,838.90
100186	Accounting Manager	MAP	012	$56,106.23	$89,692.53
800515	Accounting Supervisor	MAP	009	$46,289.28	$74,002.85
100197	Administrative Analyst	MAP	008	$43,481.35	$69,508.61
500706	Administrative Assistant II	MAP	003	$32,158.05	$51,407.12
500001	Administrative Manager	MAP	011	$52,581.89	$84,060.87
700978	Animal Services Supervisor	MAP	010	$49,316.74	$78,838.90
700989	Animal Services Supervisor-Animal Protection	MAP	010	$49,316.74	$78,838.90
900005	Architect I	MAP	007	$40,873.77	$65,344.85
100174	Architect II	MAP	011	$52,581.89	$84,060.87
100175	Architect III	MAP	012	$56,106.23	$89,692.53
100470	Architect IV	MAP	013	$59,911.22	$95,775.80
100177	Archivist	MAP	006	$38,451.78	$61,470.80
700904	Assistant Animal Services Supervisor	MAP	005	$36,199.57	$57,871.79
100415	Assistant City Auditor I	MAP	004	$34,105.81	$54,524.01
100416	Assistant City Auditor II	MAP	009	$46,289.28	$74,002.85
100477	Assistant City Auditor / Audit Analyst	MAP	008	$43,481.35	$69,508.61
000088	Assistant City Engineer	MAP	014	$64,021.81	$102,349.11
000034	Assistant City Surveyor	MAP	011	$52,581.89	$84,060.87
000804	Assistant Facilities Maintenance Manager	MAP	012	$56,106.23	$89,692.53
000020	Assistant Fleet Maintenance Manager	MAP	011	$52,581.89	$84,060.87
000027	Assistant Streets Engineer	MAP	011	$52,581.89	$84,060.87
000029	Assistant Superintendent of Utility Division	MAP	012	$56,106.23	$89,692.53
000026	Assistant Superintendent of Waste Management	MAP	012	$56,106.23	$89,692.53
100200	Auditor I	MAP	007	$40,873.77	$65,344.85
100201	Auditor II	MAP	009	$46,289.28	$74,002.85
100202	Auditor Supervisor	MAP	010	$49,316.74	$78,838.90

MAP PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
600813	Automotive Maintenance Operations Manager	MAP	007	$40,873.77	$65,344.85
600815	Automotive Parts Operations Manager	MAP	007	$40,873.77	$65,344.85
100159	Box Office Manager	MAP	008	$43,481.35	$69,508.61
100205	Box Office Supervisor	MAP	003	$32,158.05	$51,407.12
100323	Business Manager	MAP	008	$43,481.35	$69,508.61
100169	Cash & Investments Analyst	MAP	008	$43,481.35	$69,508.61
100278	Chief Deputy City Clerk	MAP	011	$52,581.89	$84,060.87
100222	Chief Deputy I COR	MAP	009	$46,289.28	$74,002.85
100223	Chief Deputy II COR	MAP	012	$56,106.23	$89,692.53
800702	Chief of Construction Inspections	MAP	012	$56,106.23	$89,692.53
800701	Chief of Construction Operations	MAP	012	$56,106.23	$89,692.53
600830	Chief Operating Engineer-HVAC	MAP	010	$49,316.74	$78,838.90
100234	Chief Training Officer-CES	MAP	007	$40,873.77	$65,344.85
100242	Child Facility Administrator I	MAP	007	$40,873.77	$65,344.85
100243	Child Facility Administrator II	MAP	009	$46,289.28	$74,002.85
700910	City Forester	MAP	010	$49,316.74	$78,838.90
100311	City Historian	MAP	007	$40,873.77	$65,344.85
100248	City Planner I	MAP	006	$38,451.78	$61,470.80
100249	City Planner II	MAP	008	$43,481.35	$69,508.61
100379	City Safety Officer	MAP	009	$46,289.28	$74,002.85
100162	City Wellness Coordinator	MAP	008	$43,481.35	$69,508.61
100255	Civil Engineer I	MAP	007	$40,873.77	$65,344.85
100256	Civil Engineer II	MAP	010	$49,316.74	$78,838.90
100257	Civil Engineer III	MAP	011	$52,581.89	$84,060.87
100258	Civil Engineer IV	MAP	012	$56,106.23	$89,692.53
100259	Civil Engineer V	MAP	013	$59,911.22	$95,775.80
200485	Codes Enforcement Team Leader	MAP	008	$43,481.35	$69,508.61
800046	Codes Records & Research Manager	MAP	010	$49,316.74	$78,838.90
100262	Collection Coordinator	MAP	005	$36,199.57	$57,871.79
000116	Community Assessment Team Coordinator	MAP	006	$38,451.78	$61,470.80
200463	Construction Inspector III	MAP	007	$40,873.77	$65,344.85
000805	Contract Administrator	MAP	010	$49,316.74	$78,838.90

MAP PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
100370	Contract Monitoring Specialist	MAP	005	$36,199.57	$57,871.79
100272	Curator	MAP	007	$40,873.77	$65,344.85
100411	Debt Management Specialist	MAP	010	$49,316.74	$78,838.90
100417	Deputy City Auditor	MAP	012	$56,106.23	$89,692.53
100425	Deputy City Clerk / Administrative Analyst I	MAP	010	$49,316.74	$78,838.90
100420	Deputy City Clerk / Assistant to the Mayor	MAP	005	$36,199.57	$57,871.79
000055	Deputy City Clerk / Media Relations Manager	MAP	014	$64,021.81	$102,349.11
000092	Deputy Code Official	MAP	011	$52,581.89	$84,060.87
000058	Deputy Emergency Services Coordinator	MAP	012	$56,106.23	$89,692.53
100203	Deputy Registrar / Elections Administrator	MAP	006	$38,451.78	$61,470.80
800049	Detention Center Assistant Superintendent	MAP	009	$46,289.28	$74,002.85
100244	Detention Center Superintendent	MAP	011	$52,581.89	$84,060.87
800048	Detention Center Supervisor	MAP	007	$40,873.77	$65,344.85
100295	Disability Case Manager	MAP	007	$40,873.77	$65,344.85
100449	Economic Forecast Specialist	MAP	010	$49,316.74	$78,838.90
100245	Education Manager	MAP	009	$46,289.28	$74,002.85
200540	Eligibility Supervisor	MAP	007	$40,873.77	$65,344.85
100315	Employee Benefits Manager	MAP	011	$52,581.89	$84,060.87
100266	Energy Conservation Coordinator	MAP	010	$49,316.74	$78,838.90
100297	Enterprise Controller	MAP	012	$56,106.23	$89,692.53
100299	Environmental Engineer	MAP	009	$46,289.28	$74,002.85
800402	Event Coordinator	MAP	007	$40,873.77	$65,344.85
000082	Event Manager	MAP	009	$46,289.28	$74,002.85
800521	Facilities Manager	MAP	008	$43,481.35	$69,508.61
000047	Financial Operations Manager	MAP	011	$52,581.89	$84,060.87
000090	Fiscal Manager I	MAP	008	$43,481.35	$69,508.61
800504	Fiscal Manager II	MAP	010	$49,316.74	$78,838.90
100371	Fiscal Monitoring Specialist I	MAP	006	$38,451.78	$61,470.80
100372	Fiscal Monitoring Specialist II	MAP	008	$43,481.35	$69,508.61

MAP PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
600819	Fleet Coordinator	MAP	006	$38,451.78	$61,470.80
700930	Forestry Supervisor	MAP	008	$43,481.35	$69,508.61
200542	Fraud Supervisor	MAP	007	$40,873.77	$65,344.85
100464	Genealogy Information Specialist	MAP	004	$34,105.81	$54,524.01
700988	General Utility Maintenance Supervisor	MAP	008	$43,481.35	$69,508.61
100423	Geographic Information Systems Technician II	MAP	006	$38,451.78	$61,470.80
200419	Grants & Development Coordinator	MAP	009	$46,289.28	$74,002.85
100451	Grants Management Administrator	MAP	009	$46,289.28	$74,002.85
100450	Grants Management Assistant	MAP	007	$40,873.77	$65,344.85
100164	Health & Fitness Facilitator	MAP	004	$34,105.81	$54,524.01
700937	Horticulturist	MAP	007	$40,873.77	$65,344.85
800349	Human Resources Generalist	MAP	007	$40,873.77	$65,344.85
100476	Human Resources Manager	MAP	012	$56,106.23	$89,692.53
100307	Human Resources Team Leader	MAP	010	$49,316.74	$78,838.90
100309	Human Services Coordinator	MAP	009	$46,289.28	$74,002.85
100385	Information Management Supervisor	MAP	008	$43,481.35	$69,508.61
100318	Legal Administrator	MAP	011	$52,581.89	$84,060.87
100320	Librarian I	MAP	005	$36,199.57	$57,871.79
100321	Librarian II	MAP	008	$43,481.35	$69,508.61
100322	Librarian III	MAP	009	$46,289.28	$74,002.85
600846	Maintenance Shop Manager	MAP	008	$43,481.35	$69,508.61
700946	Maintenance Supervisor I	MAP	005	$36,199.57	$57,871.79
700947	Maintenance Supervisor II	MAP	007	$40,873.77	$65,344.85
100171	Management Analyst I	MAP	006	$38,451.78	$61,470.80
100172	Management Analyst II	MAP	008	$43,481.35	$69,508.61
100173	Management Analyst III	MAP	009	$46,289.28	$74,002.85
800047	Manager of Legislative Research & Administration	MAP	009	$46,289.28	$74,002.85
700955	Manager of Operations & Engineering	MAP	010	$49,316.74	$78,838.90
100247	Manager of Visitor Marketing	MAP	010	$49,316.74	$78,838.90

MAP PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
100265	Manager of Visitor Services	MAP	007	$40,873.77	$65,344.85
800518	Maritime Operations Manager	MAP	010	$49,316.74	$78,838.90
600849	Materials Manager	MAP	011	$52,581.89	$84,060.87
100343	Media & Promotions Manager	MAP	008	$43,481.35	$69,508.61
100412	Media Production Specialist	MAP	007	$40,873.77	$65,344.85
200482	Neighborhood Development Specialist	MAP	006	$38,451.78	$61,470.80
000297	Neighborhood Services Manager	MAP	011	$52,581.89	$84,060.87
500755	Office Manager	MAP	003	$32,158.05	$51,407.12
000113	Operations Manager	MAP	010	$49,316.74	$78,838.90
800537	Organizational Development Specialist	MAP	008	$43,481.35	$69,508.61
000107	Parking Administrator	MAP	009	$46,289.28	$74,002.85
100340	Parking Manager	MAP	007	$40,873.77	$65,344.85
100387	Parking Supervisor	MAP	002	$30,343.81	$48,507.54
100155	Payroll Accountant	MAP	006	$38,451.78	$61,470.80
100157	Payroll Manager	MAP	010	$49,316.74	$78,838.90
800042	Payroll Specialist	MAP	006	$38,451.78	$61,470.80
800347	Personnel Specialist	MAP	005	$36,199.57	$57,871.79
100170	Police Program Policy Specialist	MAP	006	$38,451.78	$61,470.80
100305	Police Records & Identification Section Supervisor	MAP	007	$40,873.77	$65,344.85
100317	Police Training and Development Manager	MAP	007	$40,873.77	$65,344.85
100462	Principal Planner	MAP	011	$52,581.89	$84,060.87
100351	Program Administrator	MAP	008	$43,481.35	$69,508.61
800523	Program Supervisor	MAP	008	$43,481.35	$69,508.61
800570	Programs Manager	MAP	011	$52,581.89	$84,060.87
100268	Project Coordinator	MAP	008	$43,481.35	$69,508.61
100469	Project Manager	MAP	010	$49,316.74	$78,838.90
000063	Property Manager	MAP	011	$52,581.89	$84,060.87
100375	Public Information Specialist I	MAP	004	$34,105.81	$54,524.01
100376	Public Information Specialist II	MAP	006	$38,451.78	$61,470.80
100410	Public Relations Specialist	MAP	007	$40,873.77	$65,344.85

MAP PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
100269	Public Services Coordinator I	MAP	006	$38,451.78	$61,470.80
100453	Quality & Finance Analyst	MAP	008	$43,481.35	$69,508.61
100176	Real Estate Analyst	MAP	006	$38,451.78	$61,470.80
200434	Real Estate Appraisal Team Leader	MAP	010	$49,316.74	$78,838.90
200570	Real Estate CAMA Modeler Analyst	MAP	011	$52,581.89	$84,060.87
200571	Real Estate Commercial Project Supervisor	MAP	012	$56,106.23	$89,692.53
800517	Real Estate Coordinator	MAP	007	$40,873.77	$65,344.85
100341	Records Administrator	MAP	008	$43,481.35	$69,508.61
100355	Recreation Supervisor	MAP	005	$36,199.57	$57,871.79
800522	Recycling Coordinator	MAP	010	$49,316.74	$78,838.90
100358	Registered Nurse	MAP	005	$36,199.57	$57,871.79
100360	Reservoir Manager	MAP	005	$36,199.57	$57,871.79
900004	Right of Way Permit Supervisor	MAP	009	$46,289.28	$74,002.85
800514	Right of Way Program Manager	MAP	010	$49,316.74	$78,838.90
000112	Risk Manager	MAP	011	$52,581.89	$84,060.87
800500	Salary and Benefits Administrator	MAP	007	$40,873.77	$65,344.85
100217	Sales Representative	MAP	006	$38,451.78	$61,470.80
600877	Security Manager	MAP	008	$43,481.35	$69,508.61
100461	Senior Design & Rehabilitation Consultant	MAP	010	$49,316.74	$78,838.90
100474	Senior Design/Construction Project Manager	MAP	012	$56,106.23	$89,692.53
100253	Senior Exhibits Manager / Designer	MAP	008	$43,481.35	$69,508.61
100459	Senior Neighborhood Development Specialist	MAP	008	$43,481.35	$69,508.61
800550	Senior Network Analyst	MAP	009	$46,289.28	$74,002.85
100467	Senior Planner	MAP	010	$49,316.74	$78,838.90
100452	Senior Quality & Finance Analyst	MAP	009	$46,289.28	$74,002.85
100356	Senior Recreation Supervisor I	MAP	006	$38,451.78	$61,470.80
100357	Senior Recreation Supervisor II	MAP	008	$43,481.35	$69,508.61
100392	Senior Traffic Engineer	MAP	010	$49,316.74	$78,838.90
100391	Senior Transportation Engineer	MAP	010	$49,316.74	$78,838.90
100398	Senior Water Chemist	MAP	007	$40,873.77	$65,344.85
100364	Social Work Supervisor I	MAP	009	$46,289.28	$74,002.85
200404	Social Worker III	MAP	007	$40,873.77	$65,344.85

MAP PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
800401	Stage Production Manager	MAP	007	$40,873.77	$65,344.85
800513	Storm Water Assistant Superintendent	MAP	009	$46,289.28	$74,002.85
000031	Storm Water Operations Manager	MAP	011	$52,581.89	$84,060.87
000245	Strategic Planning Manager	MAP	009	$46,289.28	$74,002.85
000136	Superintendent of Traffic Operations	MAP	011	$52,581.89	$84,060.87
600890	Supervising Operating Engineer-HVAC	MAP	007	$40,873.77	$65,344.85
100346	Systems Manager	MAP	009	$46,289.28	$74,002.85
100389	Traffic Engineering Assistant	MAP	009	$46,289.28	$74,002.85
700980	Traffic Maintenance Supervisor	MAP	006	$38,451.78	$61,470.80
600843	Traffic Signal Supervisor	MAP	007	$40,873.77	$65,344.85
600842	Traffic Signal Technician V	MAP	007	$40,873.77	$65,344.85
100394	Utility Planner	MAP	006	$38,451.78	$61,470.80
100246	Visitor Services Specialist	MAP	004	$34,105.81	$54,524.01
100397	Water Chemist	MAP	005	$36,199.57	$57,871.79
200543	Water Treatment Supervisor	MAP	011	$52,581.89	$84,060.87
800519	Webmaster	MAP	006	$38,451.78	$61,470.80
100386	Youth Development Manager	MAP	010	$49,316.74	$78,838.90
200459	Zoning Enforcement Coordinator	MAP	009	$46,289.28	$74,002.85

MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
MAP	001	1	$13.78	$1,193.88	$28,652.94
MAP	001	2	$14.12	$1,223.73	$29,369.37
MAP	001	3	$14.47	$1,254.33	$30,103.88
MAP	001	4	$14.83	$1,285.69	$30,856.50
MAP	001	5	$15.21	$1,317.85	$31,628.36
MAP	001	6	$15.59	$1,350.81	$32,419.46
MAP	001	7	$15.98	$1,384.58	$33,229.81
MAP	001	8	$16.38	$1,419.19	$34,060.53
MAP	001	9	$16.78	$1,454.65	$34,911.62
MAP	001	10	$17.20	$1,491.01	$35,784.21
MAP	001	11	$17.63	$1,528.27	$36,678.30
MAP	001	12	$18.07	$1,566.46	$37,595.05
MAP	001	13	$18.53	$1,605.60	$38,534.41
MAP	001	14	$18.99	$1,645.73	$39,497.54
MAP	001	15	$19.46	$1,686.85	$40,484.44
MAP	001	16	$19.95	$1,729.01	$41,496.24
MAP	001	17	$20.45	$1,772.26	$42,534.06
MAP	001	18	$20.96	$1,816.58	$43,597.92
MAP	001	19	$21.48	$1,862.00	$44,687.82
MAP	001	20	$22.02	$1,908.54	$45,804.87
MAP	002	1	$14.59	$1,264.33	$30,343.81
MAP	002	2	$14.95	$1,295.92	$31,102.09
MAP	002	3	$15.33	$1,328.32	$31,879.62
MAP	002	4	$15.71	$1,361.52	$32,676.37
MAP	002	5	$16.10	$1,395.57	$33,493.52
MAP	002	6	$16.51	$1,430.46	$34,331.02
MAP	002	7	$16.92	$1,466.21	$35,188.91
MAP	002	8	$17.34	$1,502.85	$36,068.29
MAP	002	9	$17.77	$1,540.43	$36,970.30
MAP	002	10	$18.22	$1,578.96	$37,894.96
MAP	002	11	$18.67	$1,618.43	$38,842.25
MAP	002	12	$19.14	$1,658.89	$39,813.30
MAP	002	13	$19.62	$1,700.34	$40,808.13
MAP	002	14	$20.11	$1,742.83	$41,827.85
MAP	002	15	$20.61	$1,786.40	$42,873.62
MAP	002	16	$21.13	$1,831.06	$43,945.38
MAP	002	17	$21.66	$1,876.85	$45,044.33
MAP	002	18	$22.20	$1,923.77	$46,170.43
MAP	002	19	$22.75	$1,971.87	$47,324.84
MAP	002	20	$23.32	$2,021.15	$48,507.54

MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
MAP	003	1	$15.46	$1,339.92	$32,158.05
MAP	003	2	$15.85	$1,373.40	$32,961.60
MAP	003	3	$16.24	$1,407.73	$33,785.50
MAP	003	4	$16.65	$1,442.91	$34,629.81
MAP	003	5	$17.07	$1,478.99	$35,495.61
MAP	003	6	$17.49	$1,515.96	$36,382.92
MAP	003	7	$17.93	$1,553.87	$37,292.86
MAP	003	8	$18.38	$1,592.73	$38,225.44
MAP	003	9	$18.84	$1,632.53	$39,180.65
MAP	003	10	$19.31	$1,673.32	$40,159.63
MAP	003	11	$19.79	$1,715.15	$41,163.51
MAP	003	12	$20.28	$1,758.02	$42,192.30
MAP	003	13	$20.79	$1,801.96	$43,247.09
MAP	003	14	$21.31	$1,847.00	$44,327.93
MAP	003	15	$21.84	$1,893.17	$45,435.92
MAP	003	16	$22.39	$1,940.51	$46,572.21
MAP	003	17	$22.95	$1,989.04	$47,736.81
MAP	003	18	$23.52	$2,038.74	$48,929.69
MAP	003	19	$24.11	$2,089.72	$50,153.13
MAP	003	20	$24.71	$2,141.97	$51,407.12
MAP	004	1	$16.40	$1,421.08	$34,105.81
MAP	004	2	$16.81	$1,456.59	$34,958.02
MAP	004	3	$17.23	$1,492.99	$35,831.75
MAP	004	4	$17.66	$1,530.34	$36,728.10
MAP	004	5	$18.10	$1,568.58	$37,645.97
MAP	004	6	$18.55	$1,607.82	$38,587.61
MAP	004	7	$19.02	$1,648.00	$39,551.86
MAP	004	8	$19.49	$1,689.21	$40,541.03
MAP	004	9	$19.98	$1,731.47	$41,555.10
MAP	004	10	$20.48	$1,774.75	$42,594.05
MAP	004	11	$20.99	$1,819.13	$43,659.04
MAP	004	12	$21.51	$1,864.59	$44,750.07
MAP	004	13	$22.05	$1,911.23	$45,869.38
MAP	004	14	$22.60	$1,959.00	$47,015.86
MAP	004	15	$23.17	$2,007.99	$48,191.78
MAP	004	16	$23.75	$2,058.22	$49,397.11
MAP	004	17	$24.34	$2,109.66	$50,631.87
MAP	004	18	$24.95	$2,162.39	$51,897.18
MAP	004	19	$25.57	$2,216.43	$53,194.20
MAP	004	20	$26.21	$2,271.84	$54,524.01

MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
MAP	005	1	$17.40	$1,508.32	$36,199.57
MAP	005	2	$17.84	$1,546.04	$37,105.00
MAP	005	3	$18.29	$1,584.71	$38,033.03
MAP	005	4	$18.74	$1,624.32	$38,983.73
MAP	005	5	$19.21	$1,664.93	$39,958.18
MAP	005	6	$19.69	$1,706.57	$40,957.53
MAP	005	7	$20.18	$1,749.24	$41,981.76
MAP	005	8	$20.69	$1,792.96	$43,030.92
MAP	005	9	$21.21	$1,837.80	$44,107.25
MAP	005	10	$21.74	$1,883.74	$45,209.58
MAP	005	11	$22.28	$1,930.84	$46,340.21
MAP	005	12	$22.84	$1,979.13	$47,499.13
MAP	005	13	$23.41	$2,028.60	$48,686.36
MAP	005	14	$23.99	$2,079.30	$49,903.02
MAP	005	15	$24.59	$2,131.26	$51,150.22
MAP	005	16	$25.21	$2,184.55	$52,429.11
MAP	005	17	$25.84	$2,239.16	$53,739.71
MAP	005	18	$26.48	$2,295.13	$55,083.11
MAP	005	19	$27.14	$2,352.52	$56,460.46
MAP	005	20	$27.82	$2,411.33	$57,871.79
MAP	006	1	$18.49	$1,602.16	$38,451.78
MAP	006	2	$18.95	$1,642.20	$39,412.65
MAP	006	3	$19.42	$1,683.27	$40,398.43
MAP	006	4	$19.91	$1,725.33	$41,407.96
MAP	006	5	$20.41	$1,768.48	$42,443.54
MAP	006	6	$20.92	$1,812.72	$43,505.14
MAP	006	7	$21.44	$1,858.03	$44,592.76
MAP	006	8	$21.97	$1,904.48	$45,707.53
MAP	006	9	$22.52	$1,952.11	$46,850.63
MAP	006	10	$23.09	$2,000.92	$48,022.02
MAP	006	11	$23.66	$2,050.95	$49,222.81
MAP	006	12	$24.26	$2,102.21	$50,453.06
MAP	006	13	$24.86	$2,154.75	$51,713.84
MAP	006	14	$25.48	$2,208.60	$53,006.30
MAP	006	15	$26.12	$2,263.82	$54,331.62
MAP	006	16	$26.77	$2,320.41	$55,689.73
MAP	006	17	$27.44	$2,378.41	$57,081.81
MAP	006	18	$28.13	$2,437.88	$58,508.97
MAP	006	19	$28.83	$2,498.80	$59,971.19
MAP	006	20	$29.55	$2,561.29	$61,470.80

MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
MAP	007	1	$19.65	$1,703.08	$40,873.77
MAP	007	2	$20.14	$1,745.66	$41,895.75
MAP	007	3	$20.65	$1,789.28	$42,942.64
MAP	007	4	$21.16	$1,834.03	$44,016.68
MAP	007	5	$21.69	$1,879.87	$45,116.76
MAP	007	6	$22.23	$1,926.88	$46,245.13
MAP	007	7	$22.79	$1,975.08	$47,401.79
MAP	007	8	$23.36	$2,024.45	$48,586.77
MAP	007	9	$23.94	$2,075.05	$49,801.14
MAP	007	10	$24.54	$2,126.92	$51,046.08
MAP	007	11	$25.16	$2,180.12	$52,322.73
MAP	007	12	$25.78	$2,234.63	$53,631.05
MAP	007	13	$26.43	$2,290.51	$54,972.19
MAP	007	14	$27.09	$2,347.76	$56,346.15
MAP	007	15	$27.77	$2,406.47	$57,755.21
MAP	007	16	$28.46	$2,466.64	$59,199.34
MAP	007	17	$29.17	$2,528.32	$60,679.70
MAP	007	18	$29.90	$2,591.51	$62,196.25
MAP	007	19	$30.65	$2,656.31	$63,751.31
MAP	007	20	$31.42	$2,722.70	$65,344.85
MAP	008	1	$20.90	$1,811.73	$43,481.35
MAP	008	2	$21.43	$1,857.00	$44,567.86
MAP	008	3	$21.96	$1,903.40	$45,681.52
MAP	008	4	$22.51	$1,950.98	$46,823.48
MAP	008	5	$23.07	$1,999.74	$47,993.73
MAP	008	6	$23.65	$2,049.73	$49,193.39
MAP	008	7	$24.24	$2,100.99	$50,423.62
MAP	008	8	$24.85	$2,153.52	$51,684.42
MAP	008	9	$25.47	$2,207.37	$52,976.89
MAP	008	10	$26.11	$2,262.55	$54,301.04
MAP	008	11	$26.76	$2,319.09	$55,658.05
MAP	008	12	$27.43	$2,377.04	$57,048.99
MAP	008	13	$28.11	$2,436.46	$58,475.02
MAP	008	14	$28.82	$2,497.39	$59,937.26
MAP	008	15	$29.54	$2,559.82	$61,435.70
MAP	008	16	$30.27	$2,623.82	$62,971.52
MAP	008	17	$31.03	$2,689.41	$64,545.81
MAP	008	18	$31.81	$2,756.66	$66,159.72
MAP	008	19	$32.60	$2,825.55	$67,813.22
MAP	008	20	$33.42	$2,896.19	$69,508.61

MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
MAP	009	1	$22.25	$1,928.72	$46,289.28
MAP	009	2	$22.81	$1,976.96	$47,447.07
MAP	009	3	$23.38	$2,026.38	$48,633.17
MAP	009	4	$23.97	$2,077.03	$49,848.68
MAP	009	5	$24.56	$2,128.95	$51,094.77
MAP	009	6	$25.18	$2,182.19	$52,372.52
MAP	009	7	$25.81	$2,236.75	$53,681.97
MAP	009	8	$26.45	$2,292.68	$55,024.25
MAP	009	9	$27.12	$2,349.98	$56,399.35
MAP	009	10	$27.79	$2,408.73	$57,809.53
MAP	009	11	$28.49	$2,468.95	$59,254.80
MAP	009	12	$29.20	$2,530.68	$60,736.28
MAP	009	13	$29.93	$2,593.97	$62,255.12
MAP	009	14	$30.68	$2,658.81	$63,811.28
MAP	009	15	$31.45	$2,725.30	$65,407.08
MAP	009	16	$32.23	$2,793.44	$67,042.48
MAP	009	17	$33.04	$2,863.28	$68,718.62
MAP	009	18	$33.86	$2,934.86	$70,436.66
MAP	009	19	$34.71	$3,008.24	$72,197.69
MAP	009	20	$35.58	$3,083.45	$74,002.85
MAP	010	1	$23.71	$2,054.87	$49,316.74
MAP	010	2	$24.30	$2,106.22	$50,549.26
MAP	010	3	$24.91	$2,158.90	$51,813.44
MAP	010	4	$25.53	$2,212.89	$53,109.30
MAP	010	5	$26.17	$2,268.21	$54,436.87
MAP	010	6	$26.83	$2,324.89	$55,797.25
MAP	010	7	$27.50	$2,383.03	$57,192.71
MAP	010	8	$28.18	$2,442.59	$58,622.14
MAP	010	9	$28.89	$2,503.66	$60,087.78
MAP	010	10	$29.61	$2,566.24	$61,589.64
MAP	010	11	$30.35	$2,630.37	$63,128.83
MAP	010	12	$31.11	$2,696.11	$64,706.51
MAP	010	13	$31.89	$2,763.49	$66,323.81
MAP	010	14	$32.68	$2,832.58	$67,981.87
MAP	010	15	$33.50	$2,903.41	$69,681.77
MAP	010	16	$34.34	$2,975.98	$71,423.56
MAP	010	17	$35.20	$3,050.40	$73,209.50
MAP	010	18	$36.08	$3,126.65	$75,039.56
MAP	010	19	$36.98	$3,204.84	$76,916.03
MAP	010	20	$37.90	$3,284.96	$78,838.90

MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
MAP	011	1	$25.28	$2,190.91	$52,581.89
MAP	011	2	$25.91	$2,245.71	$53,897.01
MAP	011	3	$26.56	$2,301.88	$55,244.95
MAP	011	4	$27.22	$2,359.41	$56,625.70
MAP	011	5	$27.90	$2,418.40	$58,041.55
MAP	011	6	$28.60	$2,478.86	$59,492.46
MAP	011	7	$29.32	$2,540.82	$60,979.62
MAP	011	8	$30.05	$2,604.34	$62,504.11
MAP	011	9	$30.80	$2,669.46	$64,067.07
MAP	011	10	$31.57	$2,736.19	$65,668.52
MAP	011	11	$32.36	$2,804.62	$67,310.72
MAP	011	12	$33.17	$2,874.74	$68,993.66
MAP	011	13	$34.00	$2,946.61	$70,718.46
MAP	011	14	$34.85	$3,020.26	$72,486.29
MAP	011	15	$35.72	$3,095.76	$74,298.25
MAP	011	16	$36.61	$3,173.15	$76,155.48
MAP	011	17	$37.53	$3,252.47	$78,059.11
MAP	011	18	$38.47	$3,333.76	$80,010.28
MAP	011	19	$39.43	$3,417.09	$82,010.11
MAP	011	20	$40.41	$3,502.54	$84,060.87
MAP	012	1	$26.97	$2,337.76	$56,106.23
MAP	012	2	$27.65	$2,396.19	$57,508.48
MAP	012	3	$28.34	$2,456.08	$58,945.82
MAP	012	4	$29.05	$2,517.48	$60,419.39
MAP	012	5	$29.77	$2,580.43	$61,930.30
MAP	012	6	$30.52	$2,644.94	$63,478.55
MAP	012	7	$31.28	$2,711.06	$65,065.29
MAP	012	8	$32.06	$2,778.82	$66,691.64
MAP	012	9	$32.86	$2,848.28	$68,358.75
MAP	012	10	$33.69	$2,919.49	$70,067.70
MAP	012	11	$34.53	$2,992.49	$71,819.69
MAP	012	12	$35.39	$3,067.28	$73,614.65
MAP	012	13	$36.28	$3,143.96	$75,454.91
MAP	012	14	$37.18	$3,222.57	$77,341.58
MAP	012	15	$38.11	$3,303.11	$79,274.63
MAP	012	16	$39.07	$3,385.68	$81,256.37
MAP	012	17	$40.04	$3,470.33	$83,287.88
MAP	012	18	$41.04	$3,557.10	$85,370.32
MAP	012	19	$42.07	$3,646.04	$87,504.83
MAP	012	20	$43.12	$3,737.19	$89,692.53

MAP PAY SCHEDULE

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
MAP	013	1	$28.80	$2,496.30	$59,911.22
MAP	013	2	$29.52	$2,558.69	$61,408.56
MAP	013	3	$30.26	$2,622.64	$62,943.22
MAP	013	4	$31.02	$2,688.19	$64,516.39
MAP	013	5	$31.79	$2,755.38	$66,129.14
MAP	013	6	$32.59	$2,824.28	$67,782.67
MAP	013	7	$33.40	$2,894.87	$69,476.91
MAP	013	8	$34.24	$2,967.26	$71,214.17
MAP	013	9	$35.09	$3,041.44	$72,994.45
MAP	013	10	$35.97	$3,117.46	$74,818.86
MAP	013	11	$36.87	$3,195.41	$76,689.67
MAP	013	12	$37.79	$3,275.29	$78,606.89
MAP	013	13	$38.74	$3,357.15	$80,571.63
MAP	013	14	$39.70	$3,441.09	$82,586.17
MAP	013	15	$40.70	$3,527.11	$84,650.52
MAP	013	16	$41.71	$3,615.29	$86,766.92
MAP	013	17	$42.76	$3,705.69	$88,936.52
MAP	013	18	$43.83	$3,798.35	$91,160.44
MAP	013	19	$44.92	$3,893.33	$93,439.82
MAP	013	20	$46.05	$3,990.66	$95,775.80
MAP	014	1	$30.78	$2,667.58	$64,021.81
MAP	014	2	$31.55	$2,734.26	$65,622.12
MAP	014	3	$32.34	$2,802.64	$67,263.18
MAP	014	4	$33.15	$2,872.71	$68,944.98
MAP	014	5	$33.98	$2,944.53	$70,668.66
MAP	014	6	$34.82	$3,018.14	$72,435.36
MAP	014	7	$35.70	$3,093.59	$74,246.18
MAP	014	8	$36.59	$3,170.93	$76,102.29
MAP	014	9	$37.50	$3,250.20	$78,004.78
MAP	014	10	$38.44	$3,331.45	$79,954.81
MAP	014	11	$39.40	$3,414.73	$81,953.53
MAP	014	12	$40.39	$3,500.09	$84,002.01
MAP	014	13	$41.40	$3,587.61	$86,102.58
MAP	014	14	$42.43	$3,677.30	$88,255.20
MAP	014	15	$43.49	$3,769.26	$90,462.14
MAP	014	16	$44.58	$3,863.48	$92,723.42
MAP	014	17	$45.69	$3,960.06	$95,041.26
MAP	014	18	$46.84	$4,059.04	$97,416.85
MAP	014	19	$48.01	$4,160.52	$99,852.43
MAP	014	20	$49.21	$4,264.55	$102,349.11

Compensation Plans FY 2009
Fire– Rescue Pay Plan

City of Norfolk

Life. Celebrated Daily

REGULATIONS FOR THE ADMINISTRATION OF THE FY2009 FIRE-RESCUE COMPENSATION PLAN

Section 1. Administrative Adjustments

(1) Whenever it is brought to the attention of the City Manager by a Department Head or other staff, and verified by the Director of Human Resources, that an error or mistake has been made in the application of the Compensation Plan with respect to an officer or employee, the City Manager shall take appropriate corrective action. Pending the approval of the City Manager of corrective action, the Director of Human Resources shall take immediate action to prevent any continued overpayment or underpayment of any salary.

(2) Whenever it is brought to the attention of the City Manager, and verified by the Director of Human Resources, that, for instances initially arising after July 1, 1993, the neutral application of the Compensation Plan, in accordance with prescribed regulations for the administration of such plan, has resulted in a pay disparity with respect to an officer or employee, in relation to another similarly situated (i.e., employed within one year of another employee, and who was promoted at all levels within six months of another employee, and whose salary level would not be equivalent within a one year period) officer or employee included within the Compensation Plan, the City Manager shall take such corrective action as she deems appropriate in regard to such situation.

Section 2. Alternative Placement & Training (APT) Appointments

When, because of the abolition of an employee's position, the employee is lawfully appointed to a position in a different job class, the employee's salary shall be placed at any pay rate within the pay grade for the job class to which he or she is appointed, at the discretion of the City Manager.

Section 3. Anniversary Dates

(1) Every person initially employed on or after October 1, 1974 shall have the first day of the month in which he or she was employed as an anniversary date for all annual pay increments, when such increments are authorized by City Council. Every person initially employed prior to October 1, 1974, shall have October 1, 1974 as an anniversary date for all annual pay increments, when such increments are authorized by the City Council. Every person employed as of June 30, 2003 who transitioned from classifications specified in the July 1, 2002 General Compensation Plan to the minimum pay rate of a grade in the July 1, 2003 Fire Compensation Plan A shall have June 1, 2003 as an anniversary date for all annual pay increments, when such increments are authorized by the City Council. The anniversary date of an employee who is reemployed after a separation from the service of the City shall be the first day of the month in which he or she is reemployed.

2) Reclassification, promotion, transfer, merit pay increase or demotion shall not alter any employee's anniversary date for the purpose of determining his or her entitlement to annual pay increments.

(3) (a) If any promotion becomes effective on an employee's anniversary date, such employee, if otherwise eligible, shall be entitled to both the promotion and the annual increment effective the start of the pay period in which the actions occur. The employee shall be credited with his or her annual increment prior to the recognition of his or her promotion.

(b) If any reclassification or regrade becomes effective on an employee's anniversary date, such employee, if otherwise eligible, shall be entitled to both the reclassification or regrade action and the annual increment, effective the start of the pay period in which the actions occur. The employee shall be credited with his or her annual increment after the recognition of his or her reclassification or regrade.

(4) An employee's anniversary date shall be deferred one calendar month for each period of thirty (30) consecutive calendar days he or she is absent from the service of the City on leave without full pay. Periods of absence resulting from disability for which an employee is entitled to worker's compensation and periods of leave without pay for military duty to the extent required by Federal law, shall not be counted for this purpose.

(5) Any employee initially employed in a Temporary status who is appointed to a position in a Permanent Full Time or Permanent Part-Time status, with no break in service, will retain the anniversary date established when hired as a Temporary employee.

Section 4. <u>Annual Increments</u>

(1) Effective June 23, 2008 each employee whose position is included within a classification listed in this Fire-Rescue Compensation Plan shall be eligible to receive, on his or her anniversary date, an annual increment i.e., a salary increase of one pay rate, provided that work performance has been rated as "Competent" or higher through the City's Performance Management System, until he or she reaches the maximum pay rate of the pay grade assigned to his or her classification. Although an employee must receive a "Competent" or higher rating to be eligible for an increment, such rating does not guarantee an increment. The Performance Management Rating System is just one tool to be used by Department directors to determine if the increment should be awarded.

(2) In the event an employee's work performance has been rated through the City's Performance Management System as "Needs Improvement" or "Unsatisfactory," or is otherwise of unsatisfactory quality, the Department Director shall delay or deny any increment the employee might otherwise receive under this section. The Department Director shall promptly report such action to the Department of Human Resources. The Performance Management Rating System is just one tool to be used by Department directors to determine if the increment should be awarded.

(3) “Temporary,” intermittent part-time,” casual part-time,” and “periodic part-time” employees are not entitled to receive an annual increment.

(4) Employees whose pay rate upon transition to a new pay structure on July 1, 2003, was above pay range maximum for their assigned pay grade shall be allowed to continue at that rate. They will receive no additional pay changes until their pay rate is equal to or below the pay range maximum.

Section 5. Definitions

"Classification" - A group of positions or other employments authorized by ordinance, e.g., special projects, which are sufficiently alike in duties and responsibilities that they are placed in the same classification specification by the Civil Service Commission and described by the same title and assigned to the same pay grade in this Compensation Plan. In the case of positions exempted from the classified service, the term “classification” is used for convenience only as the Civil Service Commission has no authority in relation to such positions.

"Employee" - As used in these regulations, includes employees and officers of the City whose compensation is specified in this Compensation Plan.

"FLSA" - The Fair Labor Standards Act.

"Exempt Employees" - Employees who are not covered by or are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act.

"Nonexempt Employees" - Employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

"Pay Grade" - A series of specific pay rates assigned to a classification as the compensation for that classification.

"Pay Rate" - A specific dollar amount, expressed as either an annual, semimonthly, or hourly rate as shown in the Compensation Plan schedules.

"**Regular Rate of Pay" -** An hourly rate for nonexempt employees determined by dividing total remuneration for employment (calculated in accordance with the FLSA) in any work week by 40, or, in the case of fire protection/emergency medical, or law enforcement employees, by the number of hours in the applicable declared work period established pursuant to Section 7(k) of the FLSA.

“Red-Circle Rate” - A designation indicating that an employee’s pay rate is above the maximum rate of the pay range to which his/her classification is assigned, and that the employee is not eligible for pay increases until the maximum rate of the pay range is higher than his/her rate.

Section 6. Demotions

(1) When an employee not serving a promotional probationary period is demoted, his or her salary shall be placed at any pay rate within the pay grade in the classification to which he or she is demoted, at the discretion of the City Manager. However, the employee's pay rate after demotion shall not exceed that formerly received in the classification from which he or she was demoted.

(2) When an employee is demoted during a promotional probationary period, his or her salary shall be reduced to the pay rate he or she was formerly receiving in the pay grade of the classification in which such employee was serving at the time of promotion.

Section 7. Employee Recognition and Initiatives

(1) In accordance with criteria and parameters specified under Policy and Administrative Regulation 2-016, General Employee Bonus Program, employee bonuses up to 5% of an employee's current annual salary may be authorized as follows:

(a) Department Heads -may authorize bonuses not exceeding 0.25% of total salaries for their department, if funds are available within their budget.
(b) The Directors of Human Resources and Budget may approve bonuses not exceeding 0.5% of total salaries for a department, if funds are available.
(c) The City Manager may authorize any employee bonuses exceeding 0.5% of total departmental salaries, if funds are available.
(d) A bonus is in addition to any other salary increase the employee receives during the course of a fiscal year.
(e) Not more than one bonus may be authorized during the fiscal year.
(f) The bonus shall not be included in an employee's base wages or retirement calculations.
(g) Funds for authorized bonuses must be available in a department's personal services account.
(h) Bonuses may also be authorized for non-permanent employees, provided that the criteria and guidelines under Policy and Administrative Regulation 2-016 have been met.

(2) The City Manager may authorize one administrative pay advancement per fiscal year, in consideration of the following factors:

(a) When recommended by a Department Head, endorsed by the Director of Human Resources, and demonstrated in writing to the satisfaction of the City Manager, that an employee has rendered continuing, exceptionally meritorious service;
(b) To meet bona fide external job offers, when loss of an employee's service would be considered detrimental to the City. An employee must furnish a copy of the external job offer on the prospective employer's stationery, with a written letter of resignation from the Norfolk position.

(c) Internal equity – A review of relevant circumstances surrounding the request should be submitted (for example, the same facts for other job classes affected, such as length of service, hiring date, pay grade and step, educational background, experience, scarcity of the hiring pool at the time of employment, and similar factors).

(d) Value added to the organization – It is recognized that situations change over time and the value of an individual may be enhanced by various dynamic circumstances, such that an individual should be rewarded for demonstrated value to the department/organization.

(3) Departments may establish employee recognition programs and/or provide various monetary or other non-monetary rewards as productivity incentives. The City Manager shall promulgate regulations for the operation of these programs. All programs, including budgetary impact, must be approved by the Directors of Human Resources and Budget and Management prior to their implementation. All such awards shall be reported to the Department of Finance for tax purposes.

Section 8. <u>Inclusiveness of Specified Compensation</u>

The rates of compensation specified in this Fire-Rescue Compensation Plan for positions within the classifications listed constitute the total monetary compensation included in this plan of the regular, full time employees and officers holding such positions as members of the classified or unclassified service and of those holding them as members of neither service (e.g. special project employees), with the exception of allowances for actual and necessary travel expenses authorized in advance and incurred as an incident of employment. No other or additional monetary compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance.

Section 9. <u>New Appointees</u>

The initial salary of every person appointed for the first time to the classifications of Firefighter Recruit, Firefighter/EMT- Enhanced, Firefighter/EMT-C or Firefighter/EMT-I, or Firefighter/EMT-P within this Fire-Rescue Compensation Plan shall be that specified as the minimum rate of the respective pay grades established for those classifications in this Fire-Rescue Compensation Plan, or in accordance with Section 12 below. The initial salary for those persons who have prior experience in work which is essentially the same as that encompassed by their applicable City position shall be at a pay rate determined by the City Manager, within such pay grade set forth in the Fire-Rescue Pay Schedule for the applicable classification.

Section 10. <u>Overtime</u>

(A) <u>General Provisions</u>

(1) No employee shall be entitled to or shall receive any additional monetary compensation or shall be granted any compensatory time off for hours of work in excess of the standard work day, as defined in Section 2-47 of the City Code, except as provided herein.

(2) For the purposes of determining eligibility for compensation for overtime work, employees are assigned to the two eligibility categories in subsection (B). The job classifications assigned to each category are listed respectively in the FLSA Nonexempt Job Class Listing and the FLSA Exempt Job Class Listing. These lists are current as of the effective date of these regulations and will be amended promptly whenever changes are determined to be appropriate. A change in overtime category for a position will not become effective until the applicable appendix is amended by ordinance.

(3) Actual service of the full number of regularly scheduled work hours for a position, whether the schedule is standard or non-standard, must be documented before any employee will be considered to have worked overtime.

(B) <u>Eligibility Categories</u>

1**.** Nonexempt employees- Fire-Rescue employees who under the FLSA are required to receive monetary compensation of one and one-half times their regular rate of pay, or compensatory time equal to one and one-half times the number of hours actually worked in excess of the number of hours in the applicable declared work period established pursuant to Section 7(k) of the FLSA.

(a) Non-exempt Fire-Rescue employees in this category are eligible to receive, in addition to the overtime described in the preceding sentence, compensation for hours worked beyond an employee's normal work schedule as established by his/her department until reaching the maximum number of hours in the applicable declared 7(k) work period, at the rate of the hourly equivalent of the employee's pay rate; or, at the discretion of the Department Head or his/her designee, compensatory time off in an amount equal to the number of hours actually worked in excess of his/her normal work schedule.

(b) All periods of leave shall be counted as hours worked toward achieving eligibility for overtime status except for periods of leave without pay.

(c) Department Heads or their designees are authorized to approve overtime work by employees holding positions in classifications listed in the FLSA Nonexempt Job Class Listing without prior written approval of the City Manager, provided that the total amount required to be paid as overtime compensation does not exceed the budgetary appropriation for their department for that purpose. Agreement between Department Heads or their designees and the individual employee must be reached prior to performance of overtime work, if compensatory time is to be given in lieu of monetary overtime compensation.

2. Exempt employees – Fire-Rescue employees exempt from the FLSA who are not eligible to receive either monetary overtime compensation or compensatory time off for overtime work.

(C) Training

(1) Nonexempt employees in the Department of Fire-Rescue who are required to participate in state-mandated Advanced Life Support (ALS) recertification training programs (including the taking of the final examination) outside of regularly scheduled work periods will be granted monetary compensation on an hour-for-hour basis, at the rate of the hourly equivalent of the employee's pay rate, when this circumstance has been certified in writing by the Director of Human Resources. Nonexempt employees will only be eligible to receive this compensation once every three years, in accordance with Virginia Department of Health, Office of Emergency Medical Services recertification periods. The provisions of this paragraph shall supersede the generally controlling nature of the FLSA Nonexempt Job Class Listing. Such compensation or related compensatory time will not be extended to include travel time.

(2) When state and/or federally mandated recertification training requirements cannot be accommodated during scheduled work periods, and when this circumstance has been certified, in writing, by the Director of Human Resources, employees may be granted compensatory time off only, on an hour for hour basis, for such training, including the taking of the final examination, that can only be offered to them by management during off-duty hours. The provisions of this section shall supersede the generally controlling nature of the FLSA Nonexempt and Exempt Job Class Listings. Such compensatory time will not be extended to include travel time.

(3) Training required by the employer as part of an employee's normal assignments, other than training required for state and/or federal recertification, shall be considered as hours worked, and any overtime hours necessitated by such requirement shall be paid for in accordance with the FLSA and regulations herein.

(D) Authorization

(1) If the work of a nonexempt employee eligible for compensatory time regularly includes work in public safety, emergency response, or seasonal activities, the employee engaged in such work may accrue not more than 480 hours of compensatory time (i.e., 320 hours of actual overtime worked) for hours worked in excess of the number of hours in the applicable 7(k) work period on or after April 15, 1986. Any such employee, who, after April 15, 1986, has accrued 480 hours of compensatory time, shall be paid monetary compensation for any additional overtime hours. A nonexempt employee who has accumulated overtime may request compensatory time off and such time off shall be granted within a reasonable period of time, so long as it does not unduly disrupt departmental operations.

(2) Upon termination of employment, an employee shall be paid for unused compensatory time earned after April 14, 1986, at a rate of compensation not less than: (1) The average regular rate received by such employee during the last 3 years of the employee's employment, or (2) The final regular rate received by such employee, whichever is higher.

(3) Unless approved in writing by the City Manager, Department Heads may not convert any allowance of compensatory time earned by exempt employees prior to July 1, 1992 to monetary overtime. Upon request by a Department Head, if the City Manager determines that the allowance of compensatory time off would adversely affect the operations of the City, and when funds are available, she may authorize payment of monetary overtime compensation in amounts as she determines reasonable. Such amounts will not exceed the prorated hourly equivalent of the employee's pay multiplied by the number of overtime hours worked by an exempt employee prior to July 1, 1992. Allowances of compensatory time off shall not be convertible to monetary overtime, except as specifically provided in this policy.

(4) All compensatory time off granted prior to April 15, 1986 shall be administered, regulated, and used in accordance with the relevant regulations contained in the City's Compensation Plan in effect at the time of accrual.

(E) <u>Holidays</u>

In all cases where employees are required to work on any designated holiday, the following provisions will apply:

(1) Nonexempt employees whose job classifications are listed in the FLSA Nonexempt Job Class Listing, and who are eligible for holidays, shall receive monetary compensation equal to one and one-half times the hourly pay rate for their classification (except for the birthday holiday and floating holiday). In addition, they will be granted one (1) compensatory day off, in lieu of the holiday. The compensatory day will consist of the same number of hours that would have been granted, if they had not been required to work on the holiday. The extra half-time payment for holiday work shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Employees required to work on their birthday holiday and/or the floating holiday shall be compensated at the pay rate established for their classification.

(2) Exempt employees whose job classifications are listed in the FLSA Exempt Job Class Listing shall be compensated at the pay rate established for their classification. In addition, they will be granted one (1) compensatory day, in lieu of the holiday (except for the birthday holiday and floating holiday). The compensatory day will consist of the same number of hours that would have been granted, if they had not been required to work on the holiday.

(3) Compensatory time for holiday service must be used within twelve (12) months from the holiday for which it is granted. Upon the request of a Department Head, the City Manager may authorize monetary payment for compensatory time accrued in accordance with Section 10. (E) (1) for persons holding positions in job classifications listed in the FLSA Nonexempt Job Class Listing, when it appears that the monetary payment for such compensatory time would be economically beneficial to the City, and/or necessary to the provision of City services, and/or would enhance the provision of City services, and when funds are available in departmental accounts. In no event shall a Department Head be authorized to convert any allowance of compensatory time off earned by nonexempt employees in lieu of a holiday to monetary

overtime compensation, unless the conversion is expressly approved, in writing, by the City Manager.

(4) When an employee's normal weekly work schedule includes a Saturday or a Sunday, and a designated holiday falls on a scheduled weekend work day, the holiday shall be observed by such employee on the actual work day on which it occurs, rather than on the preceding Friday or the Monday thereafter.

(5) When an employee is not scheduled to work on a holiday, or on the day preceding a Saturday holiday, or on the day following a Sunday holiday, such employee shall work his or her normal work schedule for the week the holiday is observed. In lieu of a holiday the employee shall be granted compensatory time off equivalent to the number of hours such employee would have accrued in accordance with Section 2-48 of the City Code, if he or she had been scheduled to work on the holiday.

(6) Compensatory time off earned in accordance with these regulations pertaining to holidays may only be used after the occurrence of the holiday.

(F) <u>Special Provisions for Emergency Declarations</u>

If the City Manager determines that an emergency situation merits the modification or suspension of basic City services, she is authorized to take such action and provide paid emergency leave to non-essential personnel and additional appropriate compensation or leave to employees required to work during this period. Any such declarations made by the City Manager shall be immediately shared with the City Council.

(G) <u>Special Provisions for Specific Job Classifications</u>

(1) Whenever a member of the Department of Fire-Rescue, not working a regular tour of duty, is required to appear in a civil or criminal court, or to give a deposition in lieu of appearing in civil or criminal court to testify to the facts which arise within the scope of his or her employment with the City of Norfolk, such employee shall receive monetary overtime compensation equal to one and one-half times the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. The minimum time for which such overtime compensation shall be payable will be one hour and payment after the first hour will be computed in increments of 15 minutes. The extra half-time payment for such appearances shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. A member of the department who is required to appear for any of the above purposes who is receiving worker’s compensation because of a work related disability shall not be entitled to such overtime compensation.

(2) Whenever an employee who is absent from duty on leave without pay status, or is on suspension without pay, is required by the City to appear in a civil or criminal court, or at a hearing before the Division of Motor Vehicles or the Alcoholic Beverage Control Board, or some other administrative tribunal, or to give a deposition in lieu of appearing, to testify to facts which arise within the scope of his or her employment with

the City of Norfolk, such employees shall receive compensation equal to the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. Such employees shall not be entitled to overtime compensation for such appearances.

(3) Whenever a former employee of the City is required by the City to appear in a civil or criminal court, or at a hearing before the Division of Motor Vehicles, the Alcoholic Beverage Control Board, or some other administrative tribunal, or to give a deposition in lieu of appearing or for discovery purposes, by subpoena or otherwise, to testify to facts which arose within the scope of his or her employment with the City, such former employee shall receive an hourly stipend of ten dollars ($10.00) for every hour or any part thereof that he or she is required to appear.

Section 11. <u>Part-Time Employment</u>

The pay rates specified in this compensation plan for the classifications listed constitute the compensation for full-time employment. Employees holding positions within such classifications who work fewer hours than full-time employees shall receive compensation in the proportion, which their hours of work bear to those of full-time employees in such classifications.

Section 12. <u>Promotions and Automatic Reclassifications</u>

"Promotion" in the classified service is governed by the definitions included in section 112 of the Charter of the City of Norfolk, as amended, and Rule 13 of the Rules of the Civil Service Commission, as amended. It is in general any advancement in rank or increase in salary beyond the limit of the pay grade attached to the incumbent's original classification specification. Promotion generally occurs pursuant to a competitive process following various provisions of the Charter of the City of Norfolk and the Rules of the Civil Service Commission. However, with the approval of the Civil Service Commission, it can proceed non-competitively via re-classification. Thus, the definition of promotion includes re-classifications of all types pursuant to Rule 4 of the Rules of the Civil Service Commission. Members of the classified service always return to at-will status for a period of probation after a promotion regardless of whether the promotion occurred pursuant to a competitive process.

"Automatic reclassification" is a form of promotion involving advancement through the Firefighter Recruit through Firefighter-EMT-Paramedic job series, in accordance with Civil Service Commission Rule 4, Section 8.

(1) When an employee is promoted or automatically reclassified to a position where the minimum pay rate of the new grade is 15% or greater than the minimum pay rate of the former grade, the employee's salary shall be increased to the minimum of the new pay grade, or the pay rate which is closest to but not lower than 10% above the employee's former salary, whichever is greater.

(2) When an employee is promoted or automatically reclassified to a position where the minimum rate of the new pay grade is less than 15% above the minimum of the former pay grade, the employee's salary shall be increased to the greater of the minimum of the new pay grade, or to the pay rate which is closest to but not lower than 5% above the employee's former salary.

(3) In no event will a promoted or reclassified employee's salary exceed the maximum of the new pay grade. The City Manager, may, in her discretion, authorize a higher promotional percentage, in cases of business necessity, where an employee's experience and qualifications exceed the minimum qualifications of the position, and when funds are available.

Section 13. <u>Regrading of Job Classes</u>

(1) When an employee's classification is assigned to a higher pay grade (regrade), the employee's salary shall be increased to the minimum pay rate of the new pay grade.

(2) If an employee's salary exceeds the minimum rate of the new pay grade, the employee's salary shall be increased to the pay rate which is closest to but not less than the former salary.

Section 14. <u>Reinstatement</u>

Reinstatement is governed by Rule 12, as amended, of the Civil Service Commission of the City of Norfolk. Any request for reinstatement must be submitted to the Commission within one (1) year after separation.

Section 15. <u>Special Duty and Education Supplements</u>

(1) Supplemental compensation authorized by this section will be included in calculating the regular rate of pay of nonexempt employees, as required by the FLSA.

(2) Fire-Rescue uniformed personnel assigned to the following special duties or eligible for the following supplements shall receive the specified amounts, in addition to their regular pay rates, for the duration of such assignments or upon maintaining eligibility for the supplements:

Assignment	Amount	Eligibility	Other Information
Fire Apparatus Operator	$80/month	As assigned	For duration of assignment
Battalion Chief Aide	$80/month	As assigned	For duration of assignment
Equipment Service Technician	$80/month	As assigned	For duration of assignment
Fire Training Instructor	3% of minimum pay rate for pay grade	As assigned	For duration of assignment
Field Training Instructor	3% of minimum pay rate for pay grade	As assigned	For duration of assignment
Investigator/Arson Dog Handler	$70/month	As assigned	For duration of assignment; stipend to defray dog care-related expenses; not included in calculation of regular rate of pay, consistent with FLSA

Supplements	Amount	Eligibility	Other Information
Special Duty- Acting Fire Lieutenant Acting Fire Captain Acting Battalion Chief Acting Assistant Chief	$1.00/hour	As assigned	For duration of service
Special Duty- Fire Apparatus Operator Acting Battalion Chief Aide	$4.00 per 12-hour period	As assigned	12 day-time or 12 night-time hours
Acting Hazmat and Technical Rescue Company	5% of regular pay rate	Completion of training and as assigned	For hours assigned
Firefighter-EMT	5% of regular pay rate	State-certified as EMT-Enhanced EMT-Cardiac EMT-Paramedic EMT-I For duty periods assigned to an ambulance	Employees must be sanctioned by the City of Norfolk Medical Director to practice at their respective certification level.
Firearm Allowance	$100/month	-Chief assigned as Fire Marshal and certified as a law enforcement officer -Captain assigned as Lead Fire Investigator and certified as a law enforcement officer -Firefighters certified as law enforcement officers and assigned as Assistant Fire Investigators -Hazardous material inspectors certified as law enforcement officers -Assistant Fire Marshals certified as law enforcement officers	Required to carry a firearm on their persons when off duty, for the duration of such assignments
Clothing Allowance	$50/month	-Fire Investigators Assistant Fire Investigators	For duration of assignment; stipend to defray clothing-related expenses; not included in calculation of regular rate of pay, consistent with FLSA
HAZMAT and Technical Rescue Company	5% of regular pay rate	-Completion of training and formal assignment to applicable company	For duration of assignment

Supplements	Amount	Eligibility	Other Information
Fire-Rescue Officer -Current VA-certified as EMT-Cardiac or EMT-Intermediate	$117/month	-Fire Lieutenants -Fire Captains -Battalion Fire Chiefs	-Employees must be sanctioned by the City of Norfolk Medical Director to practice as EMT-C or EMT-Intermediate and - Must be directly involved in: 1) providing "hands-on" emergency medical care to patients; or 2) direct supervision of certified emergency medical services staff involved in the delivery of patient care; or 3) providing classroom or practical instruction in Virginia Health Department curricula for emergency medical certification or recertification training
Fire-Rescue Officer -Current VA-certified as EMT-Paramedic	$292/month	-Fire Lieutenants -Fire Captains -Battalion Fire Chiefs	-Employees must be sanctioned by the City of Norfolk Medical Director to practice as EMT-Paramedic and - Must be directly involved in: 4) providing "hands-on" emergency medical care to patients; or 5) direct supervision of certified emergency medical services staff involved in the delivery of patient care; or 6) providing classroom or practical instruction in Virginia Health Department curricula for emergency medical certification or recertification training

Supplements	Amount	Eligibility	Other Information
Education Pay	$42/month	Assistant Fire Chief rank or below	Associate's or Bachelor's Degree in any program certified by the Chief of Fire-Rescue as relevant to the performance of the employee's position. Limited to one supplement, regardless of the number of degrees.
Master Firefighter	-One pay step per year (in addition to any annual pay increment authorized by City Council) for completion of each Section outlined in the Master Firefighter Program (for first 4 Sections) -Two pay steps (in addition to any annual pay increment authorized by City Council) for completion of the final Section in the Master Firefighter Program and attainment of the Master Firefighter designation	-Firefighter EMT-E -Firefighter-EMT-C -Firefighter-EMT-I -Firefighter EMT-P -Fire Inspector Must meet service and performance requirements specified in the Standard Operating Procedures for obtaining the Master Firefighter designation	-Employees may not exceed the maximum pay rate of their pay grade. -The total percentage received for the program shall not exceed 15%.

(3) During any part of a month when an employee is absent from duty on leave without pay status, or is on suspension without pay, such employee shall not be entitled to be credited with or to receive any special duty pay authorized herein for the portion of the month for which the employee is not receiving pay as noted above.

(4) In no event shall any special duty pay or education supplement be considered in the computation of salary increases to which an employee may become entitled by virtue of promotion, reclassification, annual increments, or merit pay adjustments.

(5) In no event shall the receipt of any special duty pay be considered as a promotion or reclassification, nor shall the receipt of any pay alter an employee's classification or the pay grade to which it is assigned.

(6) The following supplements shall be included as “earnable compensation” for the calculation of retirement pension contributions:

(a) education pay
(b) gun allowance

(7) Standby and On-Call Duty

(a) On-call status applies to all hours other than an employee's regularly scheduled work hours on weekdays and 24 hours on Saturday and on Sunday.

(b) Non-exempt employees whose positions are approved by the City Manager for additional compensation for serving in an on-call status will be paid, in addition to their regular pay rates, pursuant to one, and only one, of the following:

(i) $112.00 for each full weekly period of assigned on-call duty;
(ii) $137.00 for each full weekly period of assigned on-call duty, if any holiday designated in City Code Section 2-48 occurs within that week;
(iii) $16.00 for each full day of on-call duty; or
(iv) $40.00 for any holiday designated in City Code Section 2-48.

(c) Employees designated in on-call status on a holiday or for any full week in which a holiday falls may receive only one on-call premium, pursuant to either but not both subsection (b) (ii) or (b) (iv) above.

Section 16. Temporary Acting Service

(1) Whenever a classified employee is legally assigned, pursuant to Rule 13A of the Rules of the Civil Service Commission, by the City Manager to serve in a temporary acting capacity in a higher classification in the classified service, or to a higher ranking or higher compensated position in the unclassified service, such employee, during the period of such service, shall be compensated at the minimum rate of the new classification, or as follows:

(2) If the employee's salary in his/her permanent classification exceeds the minimum rate of the temporary classification, he/she shall be compensated as follows:

(a) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is 15% or greater than the minimum rate of the former pay grade, the employee's salary shall be increased to the pay rate which is closest to 10% above the former salary.

(b) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is less than 15% above the minimum pay rate of the former pay grade, the employee's salary shall be increased to the pay rate which is closest to 5% above the former salary.

(3) When temporary acting service is discontinued, an employee's compensation shall revert to that which would have been paid if the employee had not been assigned to serve in a temporary acting capacity.

(4) Temporary Acting Service is governed by Rule 13A, as amended, of the Civil Service Commission of the City of Norfolk. Such service shall in no event be permitted for longer than two years.

(5) Temporary acting service performed within six (6) years preceding retirement in any certain position for at least thirty (30) consecutive work days, in whatsoever manner paid, shall be counted as earnable compensation for the calculation of retirement pension contributions.

Section 17. Transfers

When an employee is transferred to another position in a classification assigned to the same pay grade as that assigned to the classification in which his or her former position was included, there shall be no change in such employee's compensation, unless a higher pay rate is authorized by the City Manager, based on factors such as significant additional inconvenience or expense to the employee, other identifiable differences in circumstances, or a clearly identified business necessity.

Section 18. Leave of Absence and Leave Carryover

Section 2-49 of the Code of the City of Norfolk, 1970, as amended, governs leave of absence and leave carryover. Leave of absence in excess of forty-eight (48) work days may be accrued during the year from October 1 through September 30th, but may not be carried over to another such year, and any such accrued leave in excess of forty-eight (48) days shall be forfeited at the end of such year.

Section 19. **Leave Payout**

(1) Any remaining accrued annual leave due an employee who has left City service will be paid in the pay period following the last actual work day.

(2) Any remaining annual leave accrued under the provisions of section 2-49 of the Code of the City of Norfolk, 1979, as amended, may only be used, taken, or applied for during a period of disciplinary suspension after an employee has been suspended without pay for at least thirty (30) days. It may not be repurchased or reinstated in the event the disciplinary suspension is revoked or modified. Applications for a lump sum payout must be submitted in writing to the Department of Human Resources.

CITY of NORFOLK
FIRE-RESCUE
CLASSIFICATIONS
FY 2009

Job Code	Classification Title	Plan	Grade	Minimum	Maximum
300604	Firefighter Recruit	FRS	001	$35,195.00	$35,195.00
300614	Firefighter EMT	FRS	002	$39,569.47	$49,418.60
300617	Firefighter EMT- Enhanced	FRS	003	$36,743.22	$55,911.60
300615	Firefighter EMT- C	FRS	004	$37,758.85	$57,456.12
300643	Firefighter EMT- I	FRS	004	$37,758.85	$57,456.12
300616	Firefighter EMT- P	FRS	005	$43,613.75	$66,354.61
200471	Fire Inspector	FRS	005	$43,613.75	$66,354.61
300612	Fire Lieutenant	FRS	006	$48,333.61	$70,000.61
200407	Assistant Fire Marshal	FRS	006	$48,333.61	$70,000.61
300602	Fire Paramedic Lieutenant	FRS	007	$50,783.39	$73,549.02
300611	Fire Captain	FRS	008	$55,493.02	$80,371.78
200470	Deputy Fire Marshal	FRS	008	$55,493.02	$80,371.78
300609	Battalion Fire Chief	FRS	009	$69,549.07	$93,536.18
200444	Fire Marshal	FRS	009	$69,549.07	$93,536.18
300601	Assistant Fire Chief	FRS	010	$84,502.50	$102,958.85
300606	Deputy Chief of Fire-Rescue	FRS	011	$88,710.57	$108,084.74
000066	Chief of Fire-Rescue	EXE	004	$96,312.00	$156,550.00

Fire-Rescue Pay Schedule

Plan	Grade	Step	Hourly Rate	Semi- Monthly	Annual Rate
FRS	001	1	$16.92	$1,444.46	$35,195.00
FRS	002	1	$19.02	$1,648.73	$39,569.47
FRS	002	2	$19.50	$1,689.96	$40,558.92
FRS	002	3	$19.99	$1,732.23	$41,573.42
FRS	002	4	$20.49	$1,775.54	$42,612.88
FRS	002	5	$21.00	$1,819.94	$43,678.58
FRS	002	6	$21.52	$1,865.44	$44,770.38
FRS	002	7	$22.06	$1,912.16	$45,891.69
FRS	002	8	$22.61	$1,959.88	$47,037.07
FRS	002	9	$23.18	$2,008.88	$48,213.07
FRS	002	10	$23.76	$2,059.11	$49,418.60
FRS	003	1	$17.67	$1,530.97	$36,743.22
FRS	003	2	$18.11	$1,569.26	$37,662.19
FRS	003	3	$18.56	$1,608.50	$38,603.90
FRS	003	4	$19.02	$1,648.73	$39,569.46
FRS	003	5	$19.50	$1,689.96	$40,558.92
FRS	003	6	$19.99	$1,732.23	$41,573.42
FRS	003	7	$20.49	$1,775.54	$42,612.92
FRS	003	8	$21.00	$1,819.94	$43,678.58
FRS	003	9	$21.52	$1,865.44	$44,770.40
FRS	003	10	$22.06	$1,912.07	$45,889.51
FRS	003	11	$22.61	$1,959.88	$47,037.07
FRS	003	12	$23.18	$2,008.88	$48,213.07
FRS	003	13	$23.76	$2,059.11	$49,418.60
FRS	003	14	$24.35	$2,110.57	$50,653.72
FRS	003	15	$24.96	$2,163.32	$51,919.58
FRS	003	16	$25.59	$2,217.39	$53,217.25
FRS	003	17	$26.22	$2,272.83	$54,547.90
FRS	003	18	$26.88	$2,329.65	$55,911.60

Compensation Plans FY 2009
Police Pay Plan

City of Norfolk

Life. Celebrated Daily

REGULATIONS FOR THE ADMINISTRATION OF THE FY2009 POLICE COMPENSATION PLAN

Section 1. Administrative Adjustments

(1) Whenever it is brought to the attention of the City Manager by a Department Head or other staff, and verified by the Director of Human Resources, that an error or mistake has been made in the application of the Compensation Plan with respect to an officer or employee, the City Manager shall take appropriate corrective action. Pending the approval of the City Manager of corrective action, the Director of Human Resources shall take immediate action to prevent any continued overpayment or underpayment of any salary.

(2) Whenever it is brought to the attention of the City Manager, and verified by the Director of Human Resources, that, for instances initially arising after July 1, 1993, the neutral application of the Compensation Plan, in accordance with prescribed regulations for the administration of such plan, has resulted in a pay disparity with respect to an officer or employee, in relation to another similarly situated (i.e., employed within one year of another employee, and who was promoted at all levels within six months of another employee, and whose salary level would not be equivalent within a one year period) officer or employee included within the Compensation Plan, the City Manager shall take such corrective action as she deems appropriate in regard to such situation.

Section 2. Alternative Placement & Training (APT) Appointments

When, because of the abolition of an employee's position, the employee is lawfully appointed to a position in a different job class, the employee's salary shall be placed at any pay rate within the pay grade for the job class to which he or she is appointed, at the discretion of the City Manager.

Section 3. Anniversary Dates

(1) Every person initially employed on or after October 1, 1974 shall have the first day of the month in which he or she was employed as an anniversary date for all annual pay increments, when such increments are authorized by City Council. Every person initially employed prior to October 1, 1974, shall have October 1, 1974, as an anniversary date for all annual pay increments, when such increments are authorized by the City Council. Every person already employed as of June 30, 2003 who transitioned from classifications specified in the July 1, 2002 General Compensation Plan to the minimum pay rate of a grade in the July 1, 2003 Police Compensation Plan A shall have June 1, 2003, as an anniversary date for all annual pay increments, when such increments are authorized by the City Council. The anniversary date of persons promoted to the ranks of Police Corporal through Assistant Chief of Police, in accordance with Section 12. (2), shall be adjusted to the date of promotion. The anniversary date

of an employee who is reemployed after a separation from the service of the City shall be the first day of the month in which he or she is reemployed.

(2) Reclassification, promotion, transfer, merit pay increase or demotion shall not alter any employee's anniversary date for the purpose of determining his or her entitlement to annual pay increments.

(3) (a) If any promotion becomes effective on an employee's anniversary date, such employee, if otherwise eligible, shall be entitled to both the promotion and the annual increment effective the start of the pay period in which the actions occur. The employee shall be credited with his or her annual increment prior to the recognition of his or her promotion.

(b) If any reclassification or regrade becomes effective on an employee's anniversary date, such employee, if otherwise eligible, shall be entitled to both the reclassification or regrade action and the annual increment, effective the start of the pay period in which the actions occur. The employee shall be credited with his or her annual increment after the recognition of his or her reclassification or regrade.

(4) An employee's anniversary date shall be deferred one calendar month for each period of thirty (30) consecutive calendar days he or she is absent from the service of the City on leave without full pay. Periods of absence resulting from disability for which an employee is entitled to worker's compensation and periods of leave without pay for military duty to the extent required by Federal law, shall not be counted for this purpose.

(5) Any employee initially employed in a Temporary status who is appointed to a position in a Permanent Full Time or Permanent Part-Time status, with no break in service, will retain the anniversary date established when hired as a Temporary employee.

Section 4. <u>Annual Increments</u>

(1) Effective June 23, 2008 each employee whose position is included within a classification listed in this Compensation Plan shall be eligible to receive, on his or her anniversary date, an annual increment, i.e., a salary increase of one pay rate, provided that work performance has been rated as "Competent" or higher through the City's Performance Management System, until he or she reaches the maximum pay rate of the pay grade assigned to his or her classification. Although an employee must receive a "Competent" or higher rating to be eligible for an increment, such rating does not guarantee an increment. The Performance Management Rating System is just one tool to be used by Department directors to determine if the increment should be awarded.

(2) In the event an employee's work performance has been rated through the City's Performance Management System as "Needs Improvement" or "Unsatisfactory," or is otherwise of unsatisfactory quality, the Department Director shall delay or deny any increment the employee might otherwise receive under this section. The Department Director shall promptly report such action to the

Department of Human Resources. The Performance Management Rating System is just one tool to be used by Department directors to determine if the increment should be awarded.

(3) "Temporary," "intermittent part-time," casual part-time," and "periodic part-time" employees shall not be entitled to receive an annual increment.

(4) Employees whose pay rate upon transition to a new pay structure on July 1, 2003 was above pay range maximum for their assigned pay grade shall be allowed to continue at that rate. They will receive no additional pay changes until their pay rate is equal to or below the pay range maximum.

Section 5. Definitions

"Classification" - A group of positions or other employments authorized by ordinance. e.g., special projects, which are sufficiently alike in duties and responsibilities that they are placed in the same classification specification by the Civil Service Commission and described by the same title and are assigned to the same pay grade in this Compensation Plan. In the case of positions exempted from the classified service, the term "classification" is used for convenience only as the Civil Service Commission has no authority in relation to such positions.

"Employee" - As used in these regulations, includes employees and officers of the City whose compensation is specified in this Compensation Plan.

"FLSA" - The Fair Labor Standards Act.

"Exempt Employees" - Employees who are not covered by or are exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act.

"Nonexempt Employees" - Employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

"Pay Grade" - A series of specific pay rates assigned to a classification as the compensation for that classification.

"Pay Rate" - A specific dollar amount, expressed as either an annual, monthly, or hourly rate as shown in the Compensation Plan schedules.

"**Regular Rate of Pay" -** An hourly rate for nonexempt employees determined by dividing total remuneration for employment (calculated in accordance with the FLSA) in any work week by 40, or, in the case of fire protection/emergency medical, or law enforcement employees, by the number of hours in the applicable declared work period established pursuant to Section 7(k) of the FLSA.

"Red-Circle Rate" - A designation indicating that an employee's pay rate is above the maximum rate of the pay range to which his/her classification is assigned, and that the employee is not eligible for pay increases until the maximum rate of the pay range is higher than his/her rate.

Section 6. Demotions

(1) When an employee not serving a promotional probationary period is demoted, his or her salary shall be placed at any pay rate within the pay grade in the classification to which he or she is demoted, at the discretion of the City Manager. However, the employee's pay rate after demotion shall not exceed that formerly received in the classification from which he or she was demoted.

(2) When an employee is demoted during a promotional probationary period, his or her salary shall be reduced to the pay rate he or she was formerly receiving in the pay grade of the classification in which such employee was serving at the time of promotion.

Section 7. Employee Recognition and Initiatives

(1) In accordance with criteria and parameters specified under Policy and Administrative Regulation 2-016, General Employee Bonus Program, employee bonuses up to 5% of an employee's current annual salary may be authorized as follows:

(a) Department Heads -may authorize bonuses not exceeding 0.25% of total salaries for their department, if funds are available within their budget.
(b) The Directors of Human Resources and Budget may approve bonuses not exceeding 0.5% of total salaries for a department, if funds are available.
(c) The City Manager may authorize any employee bonuses exceeding 0.5% of total departmental salaries, if funds are available**.**
(d) A bonus is in addition to any other salary increase the employee receives during the course of a fiscal year.
(e) Not more than one bonus may be authorized during the fiscal year.
(f) The bonus shall not be included in an employee's base wages or retirement calculations.
(g) Funds for authorized bonuses must be available in a department's personal services account.
(h) Bonuses may also be authorized for non-permanent employees, provided that the criteria and guidelines under Policy and Administrative Regulation 2-016 have been met.

(2) The City Manager may authorize one administrative pay advancement per fiscal year, at her discretion and upon objective criteria, including but not limited to the following factors:

(a) When recommended by a Department Head, endorsed by the Director of Human Resources, and demonstrated in writing to the satisfaction of the City Manager, that an employee has rendered continuing, exceptionally meritorious service;

(b) To meet bona fide external job offers, when loss of an employee's service would be considered detrimental to the City. An employee must furnish a copy of the external job offer on the prospective employer's stationery, with a written letter of resignation from the Norfolk position.

(c) Internal equity – A review of relevant circumstances surrounding the request should be submitted (for example, the same facts for other job classes affected, such as length of service, hiring date, pay grade and step, educational background, experience, scarcity of the hiring pool at the time of employment, and similar factors).

(d) Value added to the organization – It is recognized that situations change over time and the value of an individual may be enhanced by various dynamic circumstances, such that an individual should be rewarded for demonstrated value to the department/organization.

(3) Departments may establish employee recognition programs and/or provide various monetary or other non-monetary rewards as productivity incentives. Departments must submit proposals specifying criteria for the administration of these programs and the funding source. The City Manager shall promulgate regulations for the operation of these programs. All programs, including budgetary impact, must be approved by the Directors of Human Resources and Budget and Management prior to their implementation. All such awards shall be reported to the Department of Finance for tax purposes.

Section 8. <u>Inclusiveness of Specified Compensation</u>

The rates of compensation specified in this Police Compensation Plan for positions within the classifications listed constitute the total monetary compensation of the regular, full time employees and officers holding such positions as members of the classified or unclassified service and of those holding them as members of neither service (e.g. special project employees), with the exception of allowances for actual and necessary travel expenses authorized in advance and incurred as an incident of employment. No other or additional monetary compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance.

Section 9. <u>New Appointees</u>

The initial salary of every person appointed for the first time to the classifications of Police Recruit or Police Officer shall be that specified as the minimum rate of the respective pay grades established for those classifications in the Police Compensation Plan, provided, however, that the initial salary for those persons

who have prior experience in work which is essentially the same as that encompassed by their applicable City position shall be at a pay rate determined by the City Manager, within such pay grade set forth in the Police Compensation Plan for the applicable classification.

Section 10. Overtime

(A) General Provisions

(1) No employee shall be entitled to or shall receive any additional monetary compensation or shall be granted any compensatory time off for hours of work in excess of the standard work day, as defined in Section 2-47 of the City Code, except as provided herein.

(2) For the purposes of determining eligibility for compensation for overtime work, employees are assigned to the two eligibility categories in subsection (B). The job classifications assigned to each category are listed respectively in the FLSA Nonexempt Job Class Listing and the FLSA Exempt Job Class Listing. These lists are current as of the effective date of these regulations and will be amended promptly whenever changes are determined to be appropriate. A change in overtime category for a position will not become effective until the applicable appendix is amended by ordinance.

(3) Actual service of the full number of regularly scheduled work hours for a position, whether the schedule is standard or non-standard, must be documented before any employee will be considered to have worked overtime.

(B) Eligibility Categories

1. Nonexempt employees- law enforcement employees who under the FLSA are required to receive monetary compensation of one and one-half times their regular rate of pay, or compensatory time equal to one and one-half times the number of hours actually worked in excess of the number of hours in the applicable declared work period established pursuant to Section 7(k) of the FLSA.

(a) Non-exempt law enforcement employees in this category are eligible to receive, in addition to the overtime described in the preceding sentence, compensation for hours worked beyond an employee's normal work schedule as established by his/her department until reaching the maximum number of hours in the applicable declared 7(k) work period, at the rate of the hourly equivalent of the employee's pay rate; or, at the discretion of the Department Head or his/her designee, compensatory time off in an amount equal to the number of hours actually worked in excess of his/her normal work schedule.

(b) All periods of leave shall be counted as hours worked toward achieving eligibility for overtime status except for periods of leave without pay.

(c) Department Heads or their designees are authorized to approve overtime work by employees holding positions in classifications listed in the FLSA Nonexempt Job Class Listing, without prior written approval of the City Manager, provided that the total amount required to be paid as overtime compensation does not exceed the budgetary appropriation for their department for that purpose. Agreement between Department Heads or their designees and the individual employee must be reached prior to performance of overtime work, if compensatory time is to be given in lieu of monetary overtime compensation.

2. Exempt employees – employees exempt from the FLSA who are not eligible to receive either monetary overtime compensation or compensatory time off for overtime work.

(C) <u>Training</u>

(1) When state and/or federally mandated recertification training requirements cannot be accommodated during scheduled work periods, and when this circumstance has been certified, in writing, by the Director of Human Resources, employees may be granted compensatory time off only, on an hour for hour basis, for such training, including the taking of the final examination, that can only be offered to them by management during off-duty hours. The provisions of this section shall supersede the generally controlling nature of the FLSA Nonexempt and Exempt Job Class Listings. Such compensatory time will not be extended to include travel time.

(2) Training required by the employer as part of an employee's normal assignments, other than training required for state and/or federal recertification, shall be considered as hours worked, and any overtime hours necessitated by such requirement shall be paid for in accordance with the FLSA and regulations herein.

(D) <u>Authorization</u>

(1) If the work of a nonexempt employee eligible for compensatory time regularly includes work in public safety, emergency response, or seasonal activities, the employee engaged in such work may accrue not more than 480 hours of compensatory time (i.e., 320 hours of actual overtime worked) for hours worked in excess of the number of hours in the applicable 7(k) work period on or after April 15, 1986). Any such employee, who, after April 15, 1986, has accrued 480 hours of compensatory time, shall be paid monetary time off for any additional overtime hours. A nonexempt employee who has accumulated overtime may request compensatory time off and such time off shall be granted within a reasonable period of time, so long as it does not unduly disrupt departmental operations.

(2) Upon termination of employment, an employee under this plan shall be paid for unused compensatory time earned after April 14, 1986, at a rate of compensation not less than: (1) the average regular rate received by such

employee during the last 3 years of the employee's employment, or (2) the final regular rate received by such employee, whichever is higher.

(3) Unless approved in writing by the City Manager, Department Heads may not convert any allowance of compensatory time earned by exempt employees prior to July 1, 1992 to monetary overtime. Upon request by a Department Head, if the City Manager determines that the allowance of compensatory time off would adversely affect the operations of the City, and when funds are available, she may authorize payment of monetary overtime compensation in amounts as she determines reasonable. Such amounts will not exceed the prorated hourly equivalent of the employee's pay multiplied by the number of overtime hours worked by an exempt employee prior to July 1, 1992. Allowances of compensatory time off shall not be convertible to monetary overtime, except as specifically provided in this policy.

(4) All compensatory time off granted prior to April 15, 1986 shall be administered, regulated, and used in accordance with the relevant regulations contained in the City's Compensation Plan in effect at the time of accrual.

(E) <u>Holidays</u>

In all cases where employees are required to work on any designated holiday, the following provisions will apply:

(1) Nonexempt employees whose job classifications are listed in the FLSA Nonexempt Job Class Listing, and who are eligible for holidays, shall receive monetary compensation equal to one and one-half times the hourly pay rate for their classification (except for the birthday holiday and floating holiday). In addition, they will be granted one (1) compensatory day off, in lieu of the holiday. The compensatory day will consist of the same number of hours that would have been granted, if they had not been required to work on the holiday. The extra half-time payment for holiday work shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Employees required to work on their birthday holiday and/or the floating holiday shall be compensated at the pay rate established for their classification.

(2) Exempt employees whose job classifications are listed in the FLSA Exempt Job Class Listing shall be compensated at the pay rate established for their classification. In addition, they will be granted one (1) compensatory day, in lieu of the holiday (except for the birthday holiday and floating holiday). The compensatory day will consist of the same number of hours that would have been granted, if they had not been required to work on the holiday.

(3) Compensatory time for holiday service must be used within twelve (12) months from the holiday for which it is granted. Upon the request of a Department Head, the City Manager may authorize monetary payment for compensatory time accrued in accordance with Section 10. (E) (1) for persons holding positions in job classifications listed in the FLSA Nonexempt Job Class

Listing, when it appears that the monetary payment for such compensatory time would be economically beneficial to the City, and/or necessary to the provision of City services, and/or would enhance the provision of City services, and when funds are available in departmental accounts. In no event shall a Department Head be authorized to convert any allowance of compensatory time off earned by nonexempt employees in lieu of a holiday to monetary overtime compensation, unless the conversion is expressly approved, in writing, by the City Manager.

(4) When an employee's normal weekly work schedule includes a Saturday or a Sunday, and a designated holiday falls on a scheduled weekend work day, the holiday shall be observed by such employee on the actual work day on which it occurs, rather than on the preceding Friday or the Monday thereafter.

(5) When an employee is not scheduled to work on a holiday, or on the day preceding a Saturday holiday, or on the day following a Sunday holiday, such employee shall work his or her normal work schedule for the week the holiday is observed. In lieu of a holiday the employee shall be granted compensatory time off equivalent to the number of hours such employee would have accrued in accordance with Section 2-48 of the City Code, if he or she had been scheduled to work on the holiday.

(6) Compensatory time off earned in accordance with these regulations pertaining to holidays may only be used after the occurrence of the holiday.

(F) <u>Special Provisions for Emergency Declarations</u>

If the City Manager determines that an emergency situation merits the modification or suspension of basic City services, she is authorized to take such action and provide paid emergency leave to non-essential personnel and additional appropriate compensation or leave to employees required to work during this period. Any such declarations made by the City Manager shall be immediately shared with the City Council.

(G) <u>Special Provisions for Specific Job Classifications</u>

(1) Whenever any employee, not working a regular tour of duty, is required to appear in a civil or criminal court, or to give a deposition in lieu of appearing in civil or criminal court to testify to the facts which arise within the scope of his or her employment with the City of Norfolk, such employee shall receive monetary overtime compensation equal to one and one-half times the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. The minimum time for which such overtime compensation shall be payable will be one hour and payment after the first hour will be computed in increments of 15 minutes. The extra half-time payment for such appearances shall not be included in computing the employee's regular rate of pay for overtime computation purposes in accordance with the FLSA. Such employees who are required to appear for any of the above purposes who are on sick leave or receiving worker's compensation

because of a work related disability shall not be entitled to such overtime compensation.

(2) Whenever an employee who is absent from duty on leave without pay status, or is on suspension without pay, is required by the City to appear in a civil or criminal court, or at a hearing before the Division of Motor Vehicles or the Alcoholic Beverage Control Board, or some other administrative tribunal, or to give a deposition in lieu of appearing, to testify to facts which arise within the scope of his or her employment with the City of Norfolk, such employees shall receive compensation equal to the hourly rate of pay established for such classifications for each hour he or she is required to be present in such court or at such proceeding. Such employees shall not be entitled to overtime compensation for such appearances.

(3) Whenever a former employee of the City is required by the City to appear in a civil or criminal court, or at a hearing before the Division of Motor Vehicles, the Alcoholic Beverage Control Board, or some other administrative tribunal, or to give a deposition in lieu of appearing or for discovery purposes, by subpoena or otherwise, to testify to facts which arose within the scope of his or her employment with the City, such former employee shall receive an hourly stipend of ten dollars ($10.00) for every hour or any part thereof that he or she is required to appear.

Section 11. <u>Part-Time Employment</u>

The pay rates specified in these Compensation Plans for the classifications listed constitute the compensation for full-time employment. Employees holding positions within such classifications who work fewer hours than full-time employees shall receive compensation in the proportion which their hours of work bear to those of full-time employees in such classifications.

Section 12. <u>Promotions, Reclassifications and Automatic Reclassifications</u>

“Promotion” in the classified service is governed by the definitions included in section 112 of the Charter of the City of Norfolk, as amended, and Rule 13 of the Rules of the Civil Service Commission, as amended. It is in general any advancement in rank or increase in salary beyond the limit of the pay grade attached to the incumbent’s original classification specification. Promotion generally occurs pursuant to a competitive process following various provisions of the Charter of the City of Norfolk and the Rules of the Civil Service Commission. However, with the approval of the Civil Service Commission, it can proceed non-competitively via re-classification. Thus, the definition of promotion includes re-classifications of all types pursuant to Rule 4 of the Rules of the Civil Service Commission. Members of the classified service always return to at-will status for a period of probation after a promotion regardless of whether the promotion occurred pursuant to a competitive process.

"Automatic reclassification" is a form of promotion involving advancement through the Police Recruit through Police Officer job series, in accordance with Civil Service Commission Rule 4, Section 8.

(1) The salaries of employees advancing through the Police Recruit through the Police Officer job series will be increased to the minimum pay rate of the higher pay grade. The anniversary date of persons advancing to Police Officer shall be adjusted to the effective date of the automatic reclassification.

(2) When an employee is promoted to the ranks of Police Sergeant through Assistant Chief of Police, the employee's salary shall be increased to the pay rate that is the greater of the minimum of the new pay grade or the pay rate closest to 5% above the former salary. The anniversary date of persons promoted to the ranks of Police Sergeant through Assistant Chief of Police shall be adjusted to the effective date of promotion.

(3) In no event will a promoted or automatically reclassified employee's salary exceed the maximum of the new pay grade. The City Manager, may, in her discretion, authorize a higher promotional percentage, in cases of business necessity, where an employee's experience and qualifications exceed the minimum qualifications of the position, and when funds are available.

Section 13. <u>Regrading of Job Classes</u>

(1) When an employee's classification is assigned to a higher pay grade (regrade), the employee's salary shall be increased to the minimum pay rate of the new pay grade; or

(2) if an employee's salary exceeds the minimum rate of the new pay grade, the employee's salary shall be increased to the pay rate which is closest to but not less than the former salary.

Section 14. <u>Reinstatement</u>

Reinstatement is governed by Rule 12, as amended, of the Civil Service Commission of the City of Norfolk. Any request for reinstatement must be submitted to the Commission within one (1) year after separation.

Section 15. <u>Special Duty and Education Supplements</u>

(1) Supplemental compensation authorized by this section will be included in calculating the regular rate of pay of nonexempt employees, as required by the FLSA.

(2) Police officers assigned to the following special duties or eligible for the following supplements shall receive the specified amounts, in addition to their regular pay rates, for the duration of such assignments or upon maintaining eligibility for the following supplements:

Assignment	Amount	Eligibility	Other Information
Diver	$35.00/month	As assigned	For duration of assignment
Investigator	$60.00/month	As assigned	For duration of assignment
Field Training Instructor	$80.00/month	As assigned	For duration of assignment
Police K-9 Officer	$70.00/month	As assigned	For duration of assignment; stipend to defray dog care-related expenses; not included in calculation of regular rate of pay, consistent with FLSA
Investigator / Drug Dog Handler	$70.00/month	As assigned	For duration of assignment; stipend to defray dog care-related expenses; not included in calculation of regular rate of pay, consistent with FLSA

Supplements	Amount	Eligibility	Other Information
Senior Police Officer	$210.50/month	Criteria specified under General Order 99-002	The supplement shall be discontinued upon promotion to higher ranks. Effective 6/23/08, the Senior Police Officer designation will be used for only those employees who held the designation prior to that date.
Master Police Officer	$421.00/month (through 10/22/08) $500.00/ month (effective 10/23/08)	Criteria specified under General Order 99-002	The supplement shall be discontinued upon promotion to higher ranks.
Education pay	$42.00/month	Police Captain rank or below	Associate's or Bachelor's degree from an accredited college or university in any program certified by the Chief of Police as relevant to the performance of the employee's position. Limited to no more than one supplement, regardless of the number of degrees
Clothing Allowance	$65.00/month	(1)Sworn employees assigned to the-Criminal Investigations Bureau, Internal Affairs Division, Criminal Intelligence Unit; (2)Commanding Officer-Criminal Investigations Bureau (3)Employee assigned as assistant to the Chief of Police	Stipend to defray clothing-related expenses; not included in calculation of regular rate of pay, consistent with FLSA

Bilingual pay	$30.00/month	Police Officers certified by Chief of Police and Human Resources as having applicable Spanish language skills	Supplement to assist NPD with serving the increasing population of Hispanic citizens

(3) The following supplements are included in the calculation of retirement credit:

(a) Education pay

(b) Senior and Master Police Officer

(4) During any part of a month when an employee is absent from duty on leave without pay status, or is on suspension without pay, such employee shall not be entitled to be credited with or to receive any special duty pay authorized herein for the portion of the month for which the employee is not receiving pay as noted above.

(5) In no event shall any special duty pay or education supplement be considered in the computation of salary increases to which an employee may become entitled by virtue of promotion, reclassification, annual increments, or merit pay adjustments.

(6) In no event shall the receipt of any special duty pay be considered as a promotion or reclassification, nor shall the receipt of any pay alter an employee's classification or the pay grade to which it is assigned.

(7) <u>Standby and On-Call Duty</u>

(a) On-call status applies to all hours other than an employee's regularly scheduled work hours on week days and 24 hours on Saturday and on Sunday.

(b) Non-exempt employees whose positions are approved by the City Manager for additional compensation for serving in an on-call status will be paid, in addition to their regular pay rates, pursuant to one, and only one, of the following:

(i) $112.00 for each full weekly period of assigned on-call duty;
(ii) $137.00 for each full weekly period of assigned on-call duty, if any holiday designated in City Code Section 2-48 occurs within that week;
(iii) $16.00 for each full day of on-call duty; or
(iv) $40.00 for any holiday designated in City Code Section 2-48.

(c) Employees designated in on-call status on a holiday or for any full week in which a holiday falls may receive only one on-call premium, pursuant to either but not both subsection (b) (ii) or (b) (iv) above.

Section 16. Temporary Acting Service

(1) Whenever a classified employee is legally assigned, pursuant to Rule 13A of the Rules of the Civil Service Commission, by the City Manager to serve in a temporary acting capacity in a higher classification in the classified service, or to a higher ranking or higher compensated position in the unclassified service, such employee, during the period of such service, shall be compensated at the greater of the minimum rate of the new classification or the pay rate closest to 5% above the former salary.

(2) When temporary acting service is discontinued, an employee's compensation shall revert to that which would have been paid if the employee had not been assigned to serve in a temporary acting capacity.

(3) Temporary Acting Service is governed by Rule 13A, as amended, of the Civil Service Commission of the City of Norfolk. Such service shall in no event be permitted for longer than two years.

(4) Temporary acting service performed within six (6) years preceding retirement in any certain position for at least thirty (30) consecutive work days, in whatsoever manner paid, shall be counted as earnable compensation for the calculation of retirement pension contributions.

Section 17. Transfers

When an employee is transferred to another position in a classification assigned to the same pay grade as that assigned to the classification in which his or her former position was included, there shall be no change in such employee's compensation, unless a higher pay rate is authorized by the City Manager, based on factors such as significant additional inconvenience or expense to the employee, other identifiable differences in circumstances, or a clearly identified business necessity.

Section 18. Leave of Absence and Leave Carryover

Section 2-49 of the Code of the City of Norfolk, 1970, as amended, governs leave of absence and leave carryover. Leave of absence in excess of forty-eight (48) work days may be accrued during the year from October 1 through September 30th, but may not be carried over to another such year, and any such accrued leave in excess of forty-eight (48) days shall be forfeited at the end of such year.

Section 19. Leave Payout

(1) Any remaining accrued annual leave due an employee who has left City service will be paid in the pay period following the last actual work day.

(2) Any remaining annual leave accrued under the provisions of section 2-49 of the Code of the City of Norfolk, 1979, as amended, may only be used, taken, or applied for during a period of disciplinary suspension after an employee has been suspended without pay for at least thirty (30) days. It may not be repurchased or

reinstated in the event the disciplinary suspension is revoked or modified. Applications for a lump sum payout must be submitted in writing to the Department of Human Resources.

CITY of NORFOLK
POLICE CLASSIFICATIONS
FY 2009

Job Code	Classification Title	Plan	Grade	Minimum	Maximum
300632	Police Recruit	POL	001	$36,500.00	$36,500.00
300630	Police Officer	POL	002	$39,390.00	$58,466.02
300624	Police Corporal	POL	003	$47,247.06	$63,197.62
300635	Police Sergeant	POL	004	$55,697.79	$74,559.02
300625	Police Lieutenant	POL	005	$70,313.42	$81,381.78
300623	Police Captain	POL	006	$80,656.10	$93,536.18
000059	Assistant Chief of Police	POL	007	$100,371.47	$116,398.50
000040	Chief of Police	EXE	004	$96,312.00	$156,550.00

Police Pay Schedules

Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
POL	001	001	$17.54	$1,520.83	$36,500.00
POL	002	1	$18.94	$1,641.25	$39,390.00
POL	002	2	$20.03	$1,736.35	$41,672.42
POL	002	3	$20.52	$1,778.72	$42,689.19
POL	002	4	$21.02	$1,822.12	$43,730.96
POL	002	5	$21.54	$1,866.62	$44,798.91
POL	002	6	$22.60	$1,959.03	$47,016.66
POL	002	7	$23.16	$2,006.94	$48,166.49
POL	002	8	$23.72	$2,056.08	$49,345.88
POL	002	9	$24.31	$2,106.45	$50,554.85
POL	002	10	$25.51	$2,210.94	$53,062.64
POL	002	11	$26.14	$2,265.16	$54,363.72
POL	002	12	$26.78	$2,320.74	$55,697.79
POL	002	13	$27.44	$2,377.70	$57,064.84
POL	002	14	$28.11	$2,436.08	$58,466.02
POL	003	1	$22.94	$1,988.31	$47,719.53
POL	003	2	$23.50	$2,036.98	$48,887.55
POL	003	3	$24.08	$2,086.83	$50,084.00
POL	003	4	$24.67	$2,137.97	$51,311.16
POL	003	5	$25.27	$2,190.38	$52,569.05
POL	003	6	$25.89	$2,244.07	$53,857.60
POL	003	7	$26.53	$2,299.13	$55,179.19
POL	003	8	$27.18	$2,355.57	$56,533.72
POL	003	9	$27.85	$2,413.43	$57,922.37
POL	003	10	$28.53	$2,472.72	$59,345.16
POL	003	11	$29.23	$2,533.47	$60,803.20
POL	003	12	$29.95	$2,595.73	$62,297.63
POL	003	13	$30.69	$2,659.57	$63,829.60

Police Pay Schedules

Plan	Grade	Step	Hourly Rate	Semi-Monthly Rate	Annual Rate
POL	004	1	$26.78	$2,320.74	$55,697.79
POL	004	2	$27.44	$2,377.70	$57,064.84
POL	004	3	$28.11	$2,436.08	$58,466.02
POL	004	4	$28.80	$2,495.93	$59,902.43
POL	004	5	$29.51	$2,557.30	$61,375.28
POL	004	6	$30.23	$2,620.19	$62,884.49
POL	004	7	$30.98	$2,684.63	$64,431.22
POL	004	8	$31.74	$2,750.69	$66,016.65
POL	004	9	$32.52	$2,818.41	$67,641.88
POL	004	10	$33.32	$2,887.84	$69,308.04
POL	004	11	$34.14	$2,958.96	$71,015.15
POL	004	12	$34.98	$3,031.89	$72,765.47
POL	004	13	$35.85	$3,106.63	$74,559.02
POL	005	1	$33.80	$2,929.73	$70,313.42
POL	005	2	$34.64	$3,001.90	$72,045.56
POL	005	3	$35.49	$3,075.87	$73,820.90
POL	005	4	$36.37	$3,151.74	$75,641.74
POL	005	5	$37.26	$3,229.50	$77,508.09
POL	005	6	$38.18	$3,309.21	$79,421.04
POL	005	7	$39.13	$3,390.91	$81,381.78
POL	006	1	$38.78	$3,360.67	$80,656.10
POL	006	2	$39.75	$3,444.69	$82,672.57
POL	006	3	$40.74	$3,530.79	$84,739.07
POL	006	4	$41.76	$3,619.08	$86,857.89
POL	006	5	$42.80	$3,709.54	$89,029.03
POL	006	6	$43.87	$3,802.28	$91,254.74
POL	006	7	$44.97	$3,897.34	$93,536.18
POL	007	1	$48.26	$4,182.14	$100,371.47
POL	007	2	$49.46	$4,286.68	$102,880.38
POL	007	3	$50.70	$4,393.83	$105,451.84
POL	007	4	$51.97	$4,503.67	$108,088.14
POL	007	5	$53.26	$4,616.27	$110,790.40
POL	007	6	$54.60	$4,731.66	$113,559.76
POL	007	7	$55.96	$4,849.94	$116,398.50

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Fire-Rescue Pay Schedule

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
FRS	004	1	$18.15	$1,573.29	$37,758.85
FRS	004	2	$18.61	$1,612.62	$38,702.83
FRS	004	3	$19.07	$1,652.95	$39,670.69
FRS	004	4	$19.55	$1,694.27	$40,662.42
FRS	004	5	$20.04	$1,736.64	$41,679.19
FRS	004	6	$20.54	$1,780.04	$42,720.96
FRS	004	7	$21.05	$1,824.54	$43,788.91
FRS	004	8	$21.58	$1,870.17	$44,884.13
FRS	004	9	$22.12	$1,916.95	$46,006.66
FRS	004	10	$22.67	$1,964.86	$47,156.49
FRS	004	11	$23.24	$2,014.00	$48,335.88
FRS	004	12	$23.82	$2,064.37	$49,544.85
FRS	004	13	$24.42	$2,115.98	$50,783.39
FRS	004	14	$25.03	$2,168.86	$52,052.64
FRS	004	15	$25.65	$2,223.07	$53,353.72
FRS	004	16	$26.29	$2,278.65	$54,687.57
FRS	004	17	$26.95	$2,335.62	$56,054.76
FRS	004	18	$27.62	$2,394.01	$57,456.12
FRS	005	1	$20.97	$1,817.24	$43,613.75
FRS	005	2	$21.49	$1,862.69	$44,704.44
FRS	005	3	$22.03	$1,909.27	$45,822.43
FRS	005	4	$22.58	$1,956.99	$46,967.70
FRS	005	5	$23.14	$2,005.89	$48,141.41
FRS	005	6	$23.72	$2,056.03	$49,344.68
FRS	005	7	$24.32	$2,107.45	$50,578.67
FRS	005	8	$24.92	$2,160.14	$51,843.36
FRS	005	9	$25.55	$2,214.17	$53,139.90
FRS	005	10	$26.19	$2,269.51	$54,468.29
FRS	005	11	$26.84	$2,326.24	$55,829.67
FRS	005	12	$27.51	$2,384.38	$57,225.15
FRS	005	13	$28.20	$2,444.00	$58,655.88
FRS	005	14	$28.90	$2,505.08	$60,121.88
FRS	005	15	$29.63	$2,567.73	$61,625.42
FRS	005	16	$30.37	$2,631.85	$63,164.29
FRS	005	17	$31.13	$2,697.76	$64,746.21
FRS	005	18	$31.91	$2,765.19	$66,364.61

Fire-Rescue Pay Schedule

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
FRS	006	1	$23.24	$2,013.90	$48,333.61
FRS	006	2	$23.82	$2,064.23	$49,541.43
FRS	006	3	$24.41	$2,115.83	$50,779.97
FRS	006	4	$25.02	$2,168.72	$52,049.22
FRS	006	5	$25.65	$2,222.93	$53,350.31
FRS	006	6	$26.29	$2,278.52	$54,684.38
FRS	006	7	$26.95	$2,335.48	$56,051.43
FRS	006	8	$27.62	$2,393.86	$57,452.60
FRS	006	9	$28.31	$2,453.71	$58,889.05
FRS	006	10	$29.02	$2,515.03	$60,360.72
FRS	006	11	$29.75	$2,577.96	$61,871.02
FRS	006	12	$30.49	$2,642.36	$63,416.67
FRS	006	13	$31.25	$2,708.42	$65,002.10
FRS	006	14	$32.03	$2,776.14	$66,627.32
FRS	006	15	$32.83	$2,845.56	$68,293.48
FRS	006	16	$33.65	$2,916.69	$70,000.61
FRS	007	1	$24.42	$2,115.98	$50,783.39
FRS	007	2	$25.03	$2,168.86	$52,052.64
FRS	007	3	$25.65	$2,223.07	$53,353.72
FRS	007	4	$26.29	$2,278.66	$54,687.79
FRS	007	5	$26.95	$2,335.62	$56,054.84
FRS	007	6	$27.62	$2,394.00	$57,456.02
FRS	007	7	$28.31	$2,453.85	$58,892.43
FRS	007	8	$29.02	$2,515.22	$60,365.28
FRS	007	9	$29.75	$2,578.11	$61,874.49
FRS	007	10	$30.49	$2,642.55	$63,421.22
FRS	007	11	$31.25	$2,708.61	$65,006.65
FRS	007	12	$32.03	$2,776.33	$66,631.88
FRS	007	13	$32.84	$2,845.75	$68,298.04
FRS	007	14	$33.66	$2,916.88	$70,005.15
FRS	007	15	$34.50	$2,989.81	$71,755.47
FRS	007	16	$35.36	$3,064.55	$73,549.02

Fire-Rescue Pay Schedule

Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
FRS	008	1	$26.68	$2,312.21	$55,493.02
FRS	008	2	$27.35	$2,370.02	$56,880.53
FRS	008	3	$28.03	$2,429.26	$58,302.16
FRS	008	4	$28.73	$2,490.01	$59,760.23
FRS	008	5	$29.45	$2,552.28	$61,254.64
FRS	008	6	$30.19	$2,616.06	$62,785.48
FRS	008	7	$30.94	$2,681.46	$64,354.97
FRS	008	8	$31.71	$2,748.51	$65,964.27
FRS	008	9	$32.51	$2,817.23	$67,613.37
FRS	008	10	$33.32	$2,887.65	$69,303.42
FRS	008	11	$34.15	$2,959.82	$71,035.56
FRS	008	12	$35.01	$3,033.79	$72,810.90
FRS	008	13	$35.88	$3,109.66	$74,631.74
FRS	008	14	$36.78	$3,187.42	$76,498.09
FRS	008	15	$37.70	$3,267.13	$78,411.04
FRS	008	16	$38.64	$3,348.83	$80,371.78
FRS	009	1	$33.44	$2,897.88	$69,549.07
FRS	009	2	$34.27	$2,970.32	$71,287.54
FRS	009	3	$35.13	$3,044.59	$73,070.20
FRS	009	4	$36.01	$3,120.70	$74,896.74
FRS	009	5	$36.91	$3,198.70	$76,768.78
FRS	009	6	$37.83	$3,278.69	$78,688.54
FRS	009	7	$38.78	$3,360.67	$80,656.10
FRS	009	8	$39.75	$3,444.69	$82,672.57
FRS	009	9	$40.74	$3,530.80	$84,739.07
FRS	009	10	$41.76	$3,619.08	$86,857.89
FRS	009	11	$42.80	$3,709.55	$89,029.03
FRS	009	12	$43.87	$3,802.28	$91,254.74
FRS	009	13	$44.97	$3,897.34	$93,536.18

Fire-Rescue Pay Schedule					
Plan	Grade	Step	Hourly Rate	Semi- Monthly Rate	Annual Rate
FRS	010	1	$40.63	$3,520.94	$84,502.50
FRS	010	2	$41.64	$3,608.99	$86,615.64
FRS	010	3	$42.68	$3,699.21	$88,781.08
FRS	010	4	$43.75	$3,791.72	$91,001.12
FRS	010	5	$44.84	$3,886.49	$93,275.74
FRS	010	6	$45.97	$3,983.64	$95,607.25
FRS	010	7	$47.11	$4,083.25	$97,997.88
FRS	010	8	$48.29	$4,185.32	$100,447.66
FRS	010	9	$49.50	$4,289.95	$102,958.85
FRS	011	1	$42.65	$3,696.28	$88,710.57
FRS	011	2	$43.72	$3,788.68	$90,928.34
FRS	011	3	$44.81	$3,883.41	$93,201.82
FRS	011	4	$45.93	$3,980.51	$95,532.18
FRS	011	5	$47.08	$4,080.03	$97,920.54
FRS	011	6	$48.25	$4,182.00	$100,368.03
FRS	011	7	$49.46	$4,286.54	$102,876.97
FRS	011	8	$50.70	$4,393.69	$105,448.42
FRS	011	9	$51.96	$4,503.53	$108,084.74

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Compensation Plans FY 2009

Senior Management Pay Plan

City of Norfolk

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Regulations for the Administration of the Senior Management Compensation Plan

Effective June 23, 2008

Section 1. **Administrative Leave**

The City Manager is authorized, in her sole discretion, to grant a period of leave with pay not exceeding one work week to a new appointee for the purpose of facilitating relocation and transition. This leave must be taken within one year of being granted. Unused leave will not be paid out upon termination.

Section 2. Administrative Salary Adjustments

(A) Whenever it is brought to the attention of the City Manager by a Department Head or other staff, and verified by the Director of Human Resources, that an error or mistake has been made in the application of the Senior Management Compensation Plan, the City Manager shall take the appropriate corrective action. Pending the approval of the City Manager of corrective action, the Director of Human Resources shall take immediate action to prevent any continued overpayment or underpayment of any salary.

(B) The City Manager may authorize one pay advancement per fiscal year for each employee who has rendered continuing, exceptionally meritorious service. Written recommendations must be submitted by Department Heads and contain an endorsement from the Director of Human Resources. No such award may be authorized unless funds for that purpose are available in the personal services account of the department of the affected employee.

Section 3. Definitions

"Pay Grade" - The compensation limits authorized for a specific classification shown as minimum and maximum rates.

"Salary" - A specific dollar amount paid as annual compensation which is no less than the minimum limit of a pay grade and no greater than the maximum limit of the pay grade.

"Employee" - Employees and officers of the City whose compensation is governed by this Senior Management Compensation Plan, i.e., whose job titles are listed herein.

Section 4. Demotions

When an employee whose position is included in this Plan is demoted due to inadequate performance or for disciplinary reasons, his or her salary shall be reduced to any specific dollar amount within the pay grade assigned to the position to which he or she is demoted, at the discretion of the City Manager.

Section 5. Inclusiveness of Specified Compensation

The compensation specified in the Senior Management Compensation Plan constitutes the total monetary compensation of persons holding positions included in this Plan, with the exceptions of allowances for actual and necessary travel expenses authorized in advance and as an incident of employment. No other or additional monetary compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance. When authorized in advance by the City Manager, reasonable and necessary expenses actually incurred for applicant interviewing, for moving expenses for the transportation to Norfolk of personal household goods, and for temporary housing of up to six months of newly hired employees governed by this Plan, may be authorized by the City Manager to be reimbursed, to the extent funds are available.

Section 6. New Appointees

The City Manager, at her discretion, may authorize the employment of a new appointee to a position whose title is included in this Plan at a salary within the pay grade assigned to the position. Employment at a salary higher than the minimum limit of a pay grade shall be at the discretion of the City Manager and based on objective criteria. Notwithstanding any other provisions contained in this Plan, no employee whose position is included within this Plan shall be paid a salary which exceeds the maximum limit of the highest pay grade authorized in this Plan, except as specifically authorized by ordinance.

Section 7. Overtime Eligibility

Employees occupying positions whose titles are listed in this Plan shall not be eligible for monetary overtime compensation or compensatory time off for hours worked beyond the normal work week.

Section 8. Progression Within Pay Grades

(A) Employees whose positions are listed in this Plan or who are serving in Temporary Acting status in positions within this Plan, in accordance with the provisions of Section 10, shall be eligible to receive the following increases, on June 23, 2008 if the City Manager approves the necessary ratings.

Although an employee must receive at least a “Competent” rating to be eligible for an increase, such rating alone does not guarantee an increase. The performance management process is just one tool to be used to determine if performance is satisfactory and an increase should be awarded. Senior Management performance evaluations must be completed by June 30, using the City’s Senior Management Performance Management System.

Performance Rating	Pay Increase
Competent	Up to 3.5%
Commendable	3.5% to 4.5%
Outstanding	3.5% to 5.5%

(1) The actual percentage granted will be based on the employee's placement in the applicable performance category, as determined by using the City's Senior Management Performance Management System.

(2) If an employee's pay rate is near pay grade maximum, the employee shall receive any portion of the approved increase, which does not exceed the maximum.

(3) If an employee's pay rate is at or above pay grade maximum, no increase will be granted.

(4) All pay rate increases within each pay grade, to the extent authorized by City Council, will be effective on June 23 of each year and will be based on performance ratings obtained through the City's Senior Management Performance Management System process, except as specified in paragraph B) below.

(5) In no event shall the aggregate amount of salary increases of employees under this Plan within a department exceed the equivalent of what it would cost for each member of this plan to receive a 1% general wage increase and a 2.5% step increase, unless approved by the City Manager.

(B) The compensation of any employee whose position is listed in this Plan who fails to obtain a "Competent", "Commendable" or "Outstanding" rating on the City's Senior Management Performance Management system shall remain fixed at the employee's rate of compensation immediately prior to the effective date of this Plan. At any time during the operative duration of this Plan, the City Manager may reevaluate such employee, using the City's Senior Management Performance Management System. If upon reevaluation, the employee receives a "Competent", "Commendable" or "Outstanding" rating on the City's Senior Management Performance Management System, his or her salary shall be adjusted at that time in accordance with the provisions contained in paragraph A of this Plan, except that any change shall be effective as of the date of the reevaluation. Department directors who rate a senior manager's performance below "Competent" must state the reasons for

this rating. The performance management form is just one of a number of tools used to determine if performance is satisfactory and an increase should be awarded.

(C) When an employee whose position is listed in this plan has rendered exceptionally meritorious service, the City Manager may authorize a monetary exemplary performance award not exceeding 5% of the employee's salary, in addition to any other salary increase that the employee receives during the course of a fiscal year. No more than one such award may be authorized during any one fiscal year. The exemplary performance award shall not be included in an employee's base wages or retirement calculation. No such award may be authorized unless funds for that purpose are available in the personal services account of the department of the affected employee.

Section 9. <u>Promotions and Regrades</u>

(1) When an employee is promoted to a position where the minimum pay rate of the new pay grade is 15% or greater than the minimum rate of the former pay grade, the employee's salary shall be increased to the minimum pay rate of the new grade or at a pay rate which is 10% above the employee's former salary.

(2) When an employee is promoted to a position where the minimum pay rate of the new pay grade is less than 15% greater than the minimum pay rate of the former pay grade, the employee's salary shall be increased to the minimum pay rate of the new grade or at a pay rate which is 5% above the employee's former salary.

(3) When an employee's classification is assigned to a higher pay grade (regrade), the employee's salary shall be increased to the minimum pay rate of the pay grade assigned to the classification to which he or she is regraded; and, if the employee's former salary exceeds the minimum rate of the classification to which he or she is regraded, the employee's salary shall stay the same.

(4) The City Manager may authorize the salary of an employee to be at any specific dollar amount within the pay grade assigned to the classification to which the promotion is made, subject to the availability of funds for that purpose.

(5) Notwithstanding any other provisions contained in this Plan, no employee whose position is included within this Plan shall be paid a salary which exceeds the maximum limit of the highest pay grade authorized in this Plan, except as may specifically be authorized by ordinance.

Section 10. <u>Temporary Acting Service</u>

(A) (1) Whenever an employee is legally assigned to serve in a temporary acting capacity in a position included in this Plan, such employee, during the period of such service, shall be compensated at the minimum salary of the pay grade of the position in this Plan, or as provided under item (A) (2).

(2) If the employee's salary in his/her permanent classification exceeds the minimum rate of the temporary classification, he/she shall be compensated as follows:

(a) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is 15% or greater than the minimum rate of the former pay grade, the employee's salary shall be increased by 10% above the former salary.

(b) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is less than 15% greater than the minimum pay rate of the former pay grade, the employee's salary shall be increased to 5% above the former salary.

(B) Any special duty and education supplements authorized under the regulations of the compensation plan in which the employee's permanent position is included, shall be continued during the employee's term of temporary acting service, to the extent that they continue to be authorized for the employee's permanent position.

(C) When temporary acting service is discontinued, an employee's compensation shall revert to the salary previously paid prior to such service. The employee will also be credited with any pay increments authorized by City Council for the employee's permanent position during the term of temporary acting service.

Section 11. <u>Transfers and Reassignments</u>

When a person occupying a position whose classification is included in this Plan is transferred or reassigned to a position in a different pay grade, when the transfer is of a permanent nature, is for the purpose of career advancement of the employee, or is for the purpose of enhancing the operational effectiveness of the city government, the salary of the affected employee may be adjusted by the City Manager, at her discretion and upon objective criteria, to any specific dollar amount in the new pay grade. Should the salary of an employee prior to a transfer or reassignment exceed the maximum limit of the pay grade of the position to which the transfer or reassignment is made, the City Manager may continue the employee's salary prior to transfer or reassignment, except that in such circumstance, the salary shall be no higher than 5% above the maximum limit of the pay grade to which the transfer or reassignment is made. Any employee whose salary exceeds the maximum limit of a pay grade shall not receive any pay adjustments until the maximum limit of the pay grade of the position exceeds the salary established by this provision.

Employees transferred or reassigned for temporary periods, shall receive such compensation as is specified by Section 10.

Section 12. <u>Leave of Absence and Leave Carryover</u>

Section 2-49 of the Code of the City of Norfolk, 1970, as amended, governs leave of absence and leave carryover. Leave of absence in excess of forty-eight (48) work days may be accrued during the year from October 1 through September 30th, but may not be carried over to another such year, and any such accrued leave in excess of forty-eight (48) days shall be forfeited at the end of such year.

Section 13. **Leave Payout**

Any remaining accrued annual leave due an employee who has left City service will be paid in the pay period following the last actual work day.

SENIOR MANAGEMENT PAY SYSTEM

Job Code	Classification Title	Plan	Grade	Minimum	Maximum
000123	Administrative Services Manager	SRM	003	$54,063.00	$95,153.00
000103	Applications Development Manager	SRM	006	$64,848.00	$114,132.00
100284	Arts Manager	SRM	001	$48,231.00	$84,885.00
000016	Assistant Director of Business Services	SRM	006	$64,848.00	$114,132.00
000039	Assistant Director of Customer Services & Management	SRM	007	$69,095.00	$121,607.00
000005	Assistant Director of Development	SRM	006	$64,848.00	$114,132.00
000006	Assistant Director of Entertainment Facilities	SRM	006	$64,848.00	$114,132.00
000048	Assistant Director of Finance / City Controller	SRM	006	$64,848.00	$114,132.00
000008	Assistant Director of Human Resources	SRM	006	$64,848.00	$114,132.00
000078	Assistant Director of Human Services	SRM	006	$64,848.00	$114,132.00
000017	Assistant Director of Information Technology	SRM	007	$69,095.00	$121,607.00
000009	Assistant Director of Libraries-Operations & Planning	SRM	006	$64,848.00	$114,132.00
100327	Assistant Director of Libraries-Public Services	SRM	006	$64,848.00	$114,132.00
800700	Assistant Director of Maritime Center	SRM	005	$60,947.00	$107,266.00
000018	Assistant Director of Neighborhood Preservation	SRM	006	$64,848.00	$114,132.00
000325	Assistant Director of Planning	SRM	006	$64,848.00	$114,132.00
000013	Assistant Director of Public Works	SRM	007	$69,095.00	$121,607.00
000043	Assistant Director of Recreation, Parks, & Open Space	SRM	006	$64,848.00	$114,132.00
000014	Assistant Director of Utilities	SRM	007	$69,095.00	$121,607.00
000324	Assistant Director of Marketing	SRM	006	$64,848.00	$114,132.00
100215	Budget Team Leader	SRM	004	$57,362.00	$100,958.00
100460	Bureau Manager	SRM	004	$57,362.00	$100,958.00
100192	Business Development Manager	SRM	002	$51,027.00	$89,809.00

SENIOR MANAGEMENT PAY SYSTEM

Job Code	Classification Title	Plan	Grade	Minimum	Maximum
100191	Business Development Manager- Special Services	SRM	002	$51,027.00	$89,809.00
200421	Chief Deputy Real Estate Assessor	SRM	006	$64,848.00	$114,132.00
000049	City Engineer	SRM	007	$69,095.00	$121,607.00
100250	City Planning Manager	SRM	003	$54,063.00	$95,153.00
100252	City Surveyor	SRM	004	$57,362.00	$100,958.00
100233	City Transportation Engineer	SRM	006	$64,848.00	$114,132.00
000095	Code Official	SRM	006	$64,848.00	$114,132.00
100465	Division Head	SRM	002	$51,027.00	$89,809.00
100302	E-Access & Process Automation Manager	SRM	006	$64,848.00	$114,132.00
000085	Engineering Manager	SRM	006	$64,848.00	$114,132.00
000143	Enterprise Solutions Manager	SRM	006	$64,848.00	$114,132.00
000100	Environmental Services Manager	SRM	005	$60,947.00	$107,266.00
000087	Executive Manager of Retirement Systems	SRM	006	$64,848.00	$114,132.00
100871	Facilities Maintenance Manager	SRM	005	$60,947.00	$107,266.00
000091	Fleet Maintenance Manager	SRM	005	$60,947.00	$107,266.00
000097	MacArthur Memorial Director	SRM	004	$57,362.00	$100,958.00
100319	Management Services Administrator	SRM	004	$57,362.00	$100,958.00
100875	Manager of Budget & Accounting	SRM	004	$57,362.00	$100,958.00
100409	Manager of Cruise Operations & Marketing	SRM	002	$51,027.00	$89,809.00
000157	Manager of Public Relations	SRM	002	$51,027.00	$89,809.00
000252	Manager of Publications & Direct Communications	SRM	002	$51,027.00	$89,809.00
100193	Manager of Real Estate	SRM	005	$60,947.00	$107,266.00
000327	Manager of the Office of Cultural Affairs & Special Events	SRM	006	$64,848.00	$114,132.00
000251	Manager of Broadcast Services	SRM	002	$51,027.00	$89,809.00
000010	Parking Director	SRM	004	$57,362.00	$100,958.00
000041	Principal Analyst	SRM	005	$60,947.00	$107,266.00

SENIOR MANAGEMENT PAY SYSTEM

Job Code	Classification Title	Plan	Grade	Minimum	Maximum
100402	Senior Business Development Manager-Commercial	SRM	002	$51,027.00	$89,809.00
100324	Senior Business Development Manager-Finance	SRM	003	$54,063.00	$95,153.00
100401	Senior Business Development Manager-Maritime	SRM	002	$51,027.00	$89,809.00
100404	Senior Projects Manager	SRM	001	$48,231.00	$84,885.00
100472	Services and Support Manager	SRM	006	$64,848.00	$114,132.00
000125	Storm Water Engineer	SRM	005	$60,947.00	$107,266.00
000141	Streets Engineer	SRM	005	$60,947.00	$107,266.00
000138	Superintendent of the Virginia Zoological Park	SRM	006	$64,848.00	$114,132.00
000134	Superintendent of Waste Management	SRM	005	$60,947.00	$107,266.00
000104	Technical Support Manager	SRM	006	$64,848.00	$114,132.00
800510	Towing Operations Manager	SRM	001	$48,231.00	$84,885.00
800610	Utility Customer Service Manager	SRM	004	$57,362.00	$100,958.00
100332	Utility Operations Manager	SRM	005	$60,947.00	$107,266.00
100399	Water Production Manager	SRM	005	$60,947.00	$107,266.00
100333	Water Quality Manager	SRM	003	$54,063.00	$95,153.00
000101	Wireless Communications Manager	SRM	006	$64,848.00	$114,132.00
000109	Purchasing Agent	SRM	005	$60,947.00	$107,266.00

SENIOR MANAGEMENT PAY SCHEDULE

Plan	Grade	Minimum Annual	Midpoint	Maximum Annual
SRM	1	$48,231.00	$66,558.00	$84,885.00
SRM	2	$51,027.00	$70,418.00	$89,809.00
SRM	3	$54,063.00	$74,608.00	$95,153.00
SRM	4	$57,362.00	$79,160.00	$100,958.00
SRM	5	$60,947.00	$84,106.50	$107,266.00
SRM	6	$64,848.00	$89,490.00	$114,132.00
SRM	7	$69,095.00	$95,351.00	$121,607.00

Compensation Plans FY 2009
Law Pay Plan

City of Norfolk

Life. Celebrated Daily

Regulations for the Administration of the Law Compensation Plan

Effective June 23, 2008

Section 1. Administrative Salary Adjustments

Whenever it is brought to the attention of the City Attorney that an error or mistake has been made in the application of the Law Compensation Plan, the City Attorney shall initiate its immediate correction by notifying the Director of Human Resources. Pending the City Manager's review of this corrective action, the Director of Human Resources shall immediately act to correct any such error or mistake.

Section 2. Definitions

"Pay Grade" - The compensation limits authorized for a specific position title shown as minimum and maximum rates.

"Salary" - A specific dollar amount paid as annual compensation which is no less than the minimum limit of a pay grade and no greater than the maximum limit of the pay grade.

"Employee" - Employees of the City whose compensation is governed by this Law Compensation Plan, i.e., whose titles are listed herein.

Section 3. Demotions

When an employee whose position title is included in this Plan is demoted due to inadequate performance or for disciplinary reasons, his or her salary shall be reduced to any specific dollar amount within the pay grade assigned to the position title to which he or she is demoted, at the discretion of the City Attorney.

Section 4. Executive Leave

Anything in this Plan or any other ordinance or regulation to the contrary notwithstanding, the City Attorney is authorized, in his sole discretion, to grant a period of leave with pay not exceeding two work weeks to a new appointee for the purpose of facilitating recruitment and transition. This leave must be taken within one year of being granted. Unused leave of this type will not be paid out upon termination.

Section 5. Inclusiveness of Specified Compensation

The compensation specified in the Law Compensation Plan constitutes the total monetary compensation of officers holding positions included in this Plan, with the exceptions of allowances for actual and necessary travel expenses authorized in advance and as an incident of employment. No other or additional monetary compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance or regulation. When authorized in advance by the City Attorney, reimbursement for reasonable and necessary expenses actually incurred for applicant interviewing, for moving expenses for the transportation to Norfolk of personal household goods, and for temporary housing for no more than six months of newly hired employees governed by this Plan may be approved, to the extent the sums authorized do not exceed the appropriation for recruitment expenses.

Section 6. New Appointees

The City Attorney, at his discretion, may authorize the employment of a new appointee to a position whose title is included in this Plan at a salary within the pay grade assigned to the title. Employment at a salary higher than the minimum limit of a pay grade is to be based on the qualifications of the candidate for the position (i.e., the candidate's education and relevant work experience), the market conditions which affect the availability of highly qualified candidates for the position, the assessment of the ability of the candidate to perform the duties required of the position, the necessity to offer a higher salary to employ the person, and any other relevant factors. Notwithstanding any other provisions contained in these regulations, no employee whose position is included within this Plan shall be paid a salary which exceeds the maximum limit of the highest pay grade authorized in this Plan, except as may specifically be authorized by ordinance.

Section 7. Overtime Eligibility

Employees occupying positions whose titles are listed in this Plan shall not be eligible for monetary overtime compensation or compensatory time off for hours worked beyond the normal workweek.

Section 8. Progression Within Pay Grades

A) Employees whose titles are listed in this Plan shall be eligible to receive an increase in salary within the pay grade to which their position title is assigned, at the discretion of the City Attorney, not exceeding 12% of their current salary, subject to the availability of funds appropriated for that purpose. In no event shall the aggregate amount of salary increases under this subsection for members within this plan exceed an amount equal to the cost of giving each member a 3.5% increase pursuant to this subsection. Any such increase, which shall not exceed the maximum rate of the pay range, shall be based upon performance, as determined by the City Attorney. No increase shall be granted to an employee whose current salary is at or above the maximum rate of their current pay range.

B) All pay increases within each pay grade under this section will be effective on June 23, 2008.

C) At the discretion of the City Attorney, the compensation of any employee whose title is listed in this plan who fails to perform satisfactory work shall be reduced or remain fixed at the employee's rate of compensation immediately prior to the effective date of this plan. At any time during the operative duration of this plan, the City Attorney may reevaluate such employee. If upon reevaluation, the employee's work is satisfactory, his or her salary may, at the discretion of the City Attorney, be adjusted at that time in accordance with the provisions contained in paragraph A of this section, except that any change shall be effective as of the date of the reevaluation.

D) When an employee whose title is listed in this plan has rendered exceptionally meritorious service, the City Attorney may, at his discretion, if funds are available, authorize a monetary exemplary performance award that is in addition to any other salary increase which the employee may receive during the course of a fiscal year. Said award shall not exceed 5% of the employee's salary, but not more than one such award may be authorized during any one fiscal year. In no case shall the exemplary performance award be included in an employee's base wages or in an individual's retirement calculation. No such award may be authorized unless funds for that purpose are available in the personal services account of the Department of Law.

Section 9. <u>Promotions</u>

The City Attorney shall have the sole authority to make promotions. When an employee is promoted, the employee's salary may be increased at the discretion of the City Attorney to any specific dollar amount within the pay grade assigned to the position title to which the promotion is made, if funds are available.

Section 10. <u>Salary Reductions</u>

When it is determined by the City Attorney, in his sole discretion, that the salary of an employee whose position title is included in this Plan should be reduced, his or her salary may be reduced by the City Attorney to any specific dollar amount within the pay grade assigned to the employee's position title.

Section 11. <u>Leave of Absence and Leave Carryover</u>

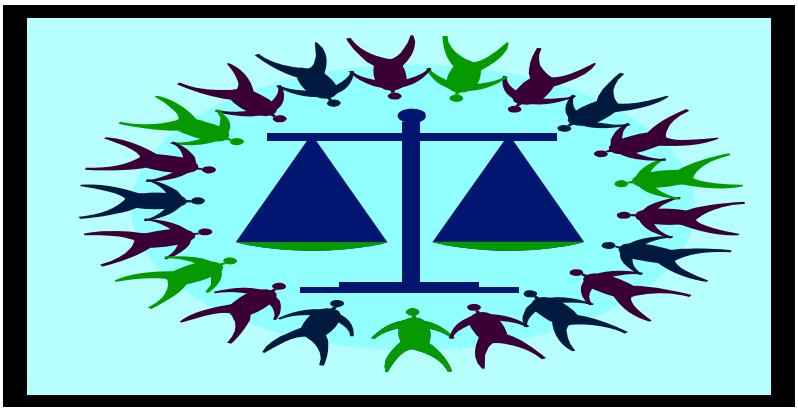
Section 2-49 of the Code of the City of Norfolk, 1970, as amended, governs leave of absence and leave carryover. Leave of absence in excess of forty-eight (48) work days may be accrued during the year from October 1 through September 30th, but may not be carried over to another such year, and any such accrued leave in excess of forty-eight (48) days shall be forfeited at the end of such year.

Section 12. <u>Leave Payout</u>

Any remaining accrued annual leave due an employee who has left City service will be paid in the pay period following the last actual work day.

LAW PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum	Maximum
100181	Assistant City Attorney I	LAW	1	$52,468.00	$83,425.00
100182	Assistant City Attorney II	LAW	2	$61,454.00	$97,709.00
100183	Assistant City Attorney III	LAW	3	$72,037.00	$114,541.00
100282	Chief Deputy City Attorney	LAW	7	$94,060.00	$149,558.00
100275	Deputy City Attorney I	LAW	4	$80,126.00	$127,402.00
100276	Deputy City Attorney II	LAW	5	$84,517.00	$134,385.00
100279	Senior Deputy City Attorney	LAW	6	$89,158.00	$141,762.00

LAW PAY SCHEDULE				
Plan	Grade	Minimum Annual	Midpoint	Maximum Annual
LAW	001	$52,468.00	$67,946.50	$83,425.00
LAW	002	$61,454.00	$79,581.50	$97,709.00
LAW	003	$72,037.00	$93,289.00	$114,541.00
LAW	004	$80,126.00	$103,764.00	$127,402.00
LAW	005	$84,517.00	$109,451.00	$134,385.00
LAW	006	$89,158.00	$115,460.00	$141,762.00
LAW	007	$94,060.00	$121,809.00	$149,558.00



Compensation Plans FY 2009
Council Appointee Pay Plan

City of Norfolk

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Regulations for the Administration of the City Council Appointee Compensation Plan

Effective June 23, 2008

Section 1. **Administrative Adjustments**

(A) Whenever it is brought to the attention of the City Manager, and verified by the Director of Human Resources, that an error or mistake has been made in the application of the Council Appointee Compensation Plan, the City Manager shall take the appropriate corrective action. Such errors shall also be reported to the Director of Finance to the extent they have tax consequences, so that any necessary action can be taken to correctly state the officer's compensation. Pending the approval of the City Manager of corrective action, the Director of Human Resources shall take immediate action to prevent any continued overpayment or underpayment of any salary.

(B) The City Council may authorize a monetary exemplary performance award that is in addition to any other salary increase which the Council Appointee receives during the course of a fiscal year. The exemplary performance award shall not be regarded the same as salary and shall not become a part of the employee's base salary.

(C) The City Council may grant to current employees periods of leave in addition to the amount otherwise provided by ordinance. The granting of such additional leave shall be based on consideration of performance or other factors related to the organization's operational effectiveness and efficiency.

Section 2. **Definitions**

"Pay Grade" - The compensation limits authorized for a specific classification shown as minimum and maximum rates. The minimum and maximum rates shall be increased annually by the percentage amount of the general wage adjustment (GWI), if any.

"Salary" - A specific dollar amount paid as annual compensation which is no less than the minimum limit of a pay grade and no greater than the maximum limit of the pay grade.

"Employee" – Officers of the City whose compensation is governed by this Compensation Plan, i.e., whose job titles are listed herein.

Section 3. **Inclusiveness of Specified Compensation**

The compensation specified in this Council Appointee Compensation Plan constitutes the total compensation of persons holding positions included in this Plan It includes the use of a City car by the City Assessor and, for the City Manager and City Attorney, either a monthly car allowance of $833.33 or use of a City car. The City Manager and City Attorney may elect either the car allowance or use of a City car. If the car allowance is elected, that supplemental pay shall be counted as earnable compensation as defined in Chapter 37 of the Code of the City of Norfolk, 1979, as amended, for the calculation of retirement pension benefits under the Employees' Retirement System of the City of Norfolk. Council appointees shall also receive the use of a cell phone.

This Plan also includes additional compensation to the City Manager and the City Attorney as follows: First, a contribution to the City Manager's and the City Attorney's Section 457 account, established pursuant to and governed by section 457 of the Internal Revenue Code, in an amount equal to the maximum allowable, including "catch up" contributions and cost of living adjustments authorized there under; second, a contribution to the City Manager's 457 account, to the extent permissible under law, equal to the maximum allowable catch up contributions for each previous tax years she was eligible for them while in the employ of the City; third, a contribution to the City Manager's section 401 account, as provided for in the City's Section 401(a) Money Purchase Plan and Trust, established pursuant to and governed by section 401 of the Internal Revenue Code, in an amount equal to the difference, as applied to her fiscal year 2007 compensation, between the accrual rates of the General Employee and the Public Safety Employee portions of the City's Employees' Retirement System, as determined by its actuary; fourth, the assumption of the entire costs of the health and dental insurance selected by the City Manager; and fifth, the assumption of the entire cost of the City Manager's long-term disability insurance. No other or additional compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance. The position of City Manager will not be limited by a pay grade, but will otherwise be established in accordance with this Plan. The members of this plan and the executive plan shall receive the same Retiree Health Care Insurance Benefit option upon retirement as the members of all other plans, except that the members of this plan shall be eligible for it upon retirement from service to the City regardless of their years of creditable service under the Employees' Retirement System of the City of Norfolk.

Section 4. <u>New Appointees</u>

The City Council, at its discretion, may authorize the employment of a new appointee to a position whose title is included in this Plan at a salary within the pay grade or at a rate assigned to the position. Employment at a salary higher than the minimum limit of a pay grade is to be based on the qualifications of the candidate for the position (i.e., the candidate's education and relevant work experience), the market conditions which affect the availability of highly qualified candidates for the position, the assessment of the ability of the candidate to perform the duties required of the position, the necessity to offer a higher salary to employ the person, and other relevant factors which should be considered. No employee whose position is included within this Plan shall be paid a salary that exceeds the maximum limit of the highest pay grade authorized in this Plan, except as may specifically be authorized by ordinance.

Section 5. <u>Progression Within Pay Grades</u>

Effective June 23, 2008, based on City Council's determination of overall performance, each member of this plan is authorized to receive 3.5% (i.e., the equivalent of the total pay percentage available to general employees), provided that they do not exceed the maximum for their respective pay grade.

Section 6. **Leave of Absence and Leave Carryover**

Notwithstanding any City ordinance or regulation, codified or uncodified, to the contrary, the leave of absence and leave carryover for these Council appointees shall be as follows: the City Assessor, City Auditor, and City Clerk may accrue leave in excess of fifty (50) work days during the year from October 1 through September 30th, which may not be carried over to another such year, and any such accrued leave in excess of fifty (50) work days shall be forfeited at the end of such year; and the City Manager and City Attorney may accrue leave in excess of one hundred (100) work days during the year from October 1 through September 30th, which may not be carried over to another such year, and any such accrued leave in excess of one hundred (100) work days shall be forfeited at the end of such year.

CITY COUNCIL APPOINTEE PAY SYSTEM						
Job Code	Classification	Plan	Grade	Minimum	Midpoint	Maximum
000110	City Assessor	CCA	002	$73,725.00	$101,740.50	$129,756.00
000042	City Attorney	CCA	003	$132,628.00	$170,053.50	$210,879.00
000044	City Auditor	CCA	001	$64,848.00	$89,490.00	$114,132.00
000046	City Clerk	CCA	002	$73,725.00	$101,740.50	$129,756.00
000050	City Manager	CCA				

CITY COUNCIL APPOINTEE PAY SCHEDULE				
Plan	Grade	Minimum	Midpoint	Maximum
CCA	001	$64,848.00	$89,490.00	$114,132.00
CCA	002	$73,725.00	$101,740.50	$129,756.00
CCA	003	$132,628.00	$170,753.50	$210,879.00

Compensation Plans FY 2009
Executive Pay Plan

City of Norfolk

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Regulations for the Administration of the Executive Compensation Plan

Effective June 23, 2008

Section 1. <u>Administrative Salary Adjustments</u>

(A) Whenever it is brought to the attention of the City Manager, and verified by the Director of Human Resources, that an error or mistake has been made in the application of the Executive Compensation Plan, the City Manager shall take the appropriate corrective action. Pending the approval of the City Manager of corrective action, the Director of Human Resources shall take immediate action to prevent any continued overpayment or underpayment of any salary.

(B) When the City Manager determines that an employee has rendered continuing, exceptionally meritorious service, the City Manager may authorize one pay advancement per fiscal year.

Section 2. <u>Definitions</u>

<u>"Pay Grade"</u> - The compensation limits authorized for a specific classification shown as minimum and maximum rates.

<u>"Salary"</u> - A specific dollar amount paid as annual compensation which is no less than the minimum limit of a pay grade and no greater than the maximum limit of the pay grade.

<u>"Employee"</u> - Employees and officers of the City whose compensation is governed by this Executive Compensation Plan, i.e., whose job titles are listed herein.

Section 3. <u>Demotions</u>

When an employee whose position is included in this Plan is demoted due to inadequate performance or for disciplinary reasons, his or her salary shall be reduced to any specific dollar amount within the pay grade assigned to the position to which he or she is demoted, at the discretion of the City Manager.

Section 4. <u>Executive Compensation Adjustments</u>

(A) Annually, the City Manager shall review individual employees' salaries for the purpose of making a compensation adjustment, based on consideration of factors such as performance, market conditions, and total increases authorized by City Council for general employees. The actual percentage granted shall not exceed the maximum rate of the pay grade.

(B) All pay rate increases within each pay grade, to the extent authorized by City Council, will be effective on June 23 of each year and will be based on performance.

(C) The compensation of any employee whose position is listed in this plan whose performance is evaluated by the City Manager as less than **"**Competent**"** shall remain fixed at the employee's rate of compensation immediately prior to the effective date of this plan. At any time during the operative duration of this plan, the City Manager may reevaluate such employee. If upon reevaluation, the employee's performance is competent, his or her salary shall be adjusted at that time in accordance with the provisions contained in paragraph A of this section, except that any change shall be effective as of the date of the reevaluation.

(D) When an employee whose position is listed in this plan has rendered exceptionally meritorious service, the City Manager, in her best judgment, may authorize a monetary exemplary performance award that is in addition to any other salary increase which the employee receives during the course of a fiscal year not exceeding 5% of the employee's salary at that time; provided, however, that not more than one such award may be authorized during any one fiscal year. In no case shall the exemplary performance award be included in an employee's base wages or in an individual's retirement calculation. No such award may be authorized unless funds for that purpose are available in the personal services account of the department of the affected employee.

(E) In no event shall the aggregate amount of salary increases for members within this Plan exceed the equivalent of what it would cost for each member of this Plan to receive a 3.5**%** increase.

Section 5. <u>Executive Leave</u>

Anything to the contrary in this Plan or any other ordinance or regulation notwithstanding, the City Manager is authorized, in her sole discretion, to grant a period of leave with pay not exceeding two work weeks to a new appointee for the purpose of facilitating recruitment and transition or to current employees, based on consideration of the past year's work plan and performance. This leave must be taken within one year of being granted. The City Manager may approve, in writing, an additional extension of up to six months for taking such leave. Unused leave will not be paid out upon termination.

Section 6. <u>Inclusiveness of Specified Compensation</u>

The compensation specified in the Executive Compensation Plan constitutes the total monetary compensation of persons holding positions included in this Plan, with the exceptions of allowances for actual and necessary travel expenses authorized in advance and as an incident of employment. No other or additional monetary compensation shall in any event be payable unless specifically authorized by these regulations or by other ordinance. When authorized in advance by the City Manager, reasonable and necessary

expenses actually incurred for applicant interviewing, for moving expenses for the transportation to Norfolk of personal household goods, and for temporary housing up to six months of newly hired employees governed by this Plan, may be reimbursed, to the extent funds are available. The members of this plan and the appointee plan shall receive the same Retiree Health Care Insurance Benefit option upon retirement as the members of all other plans, except that the members of this plan shall be eligible for it upon retirement from service to the City regardless of their years of creditable service under the Employees' Retirement System of the City of Norfolk.

Section 7. <u>New Appointees</u>

The City Manager, at her discretion, may authorize the employment of a new appointee to a position whose title is included in this Plan at a salary within the pay grade assigned to the position. The City Manager, at her discretion and upon objective criteria, may authorize employment at a salary higher than the minimum limit of a pay grade. Notwithstanding any other provisions contained in this Plan, no employee whose position is included within this Plan shall be paid a salary which exceeds the maximum limit of the highest pay grade authorized in this Plan, except as may specifically be authorized by ordinance.

Section 8. <u>Overtime Eligibility</u>

Employees occupying positions whose titles are listed in this plan shall not be eligible for monetary overtime compensation or compensatory time off for hours worked beyond the normal work week.

Section 9. <u>Promotions and Regrades</u>

When an employee is promoted to a position whose classification title is included in this Plan, the City Manager may authorize, at her discretion and upon objective criteria, the salary of the employee to be at any specific dollar amount within the pay grade assigned to the classification to which the promotion is made, subject to the availability of funds for that purpose.

When an employee's classification is assigned to a higher pay grade, at the discretion of the City Manager and upon objective criteria, the employee's salary shall be increased to the minimum pay rate of the pay grade assigned to the classification to which he or she is regraded; or, if above the minimum pay rate, shall stay the same, subject to the availability of funds for that purpose.

Section 10. <u>Temporary Acting Service</u>

(A) The Rules of the Civil Service Commission do not apply to members of the unclassified service. When members of the unclassified service whose positions are covered under this plan are assigned temporary acting service pursuant to this subsection, the rules of this subsection shall apply. Whenever an employee is legally assigned to serve in a temporary acting capacity in a higher ranking or higher compensated position in this Plan, the City Manager may authorize, at her discretion and upon objective criteria, the salary of the employee to be at any specific dollar amount within the pay

grade assigned to the classification to which the promotion is made, subject to the availability of funds for that purpose.

(B) (1) Whenever an employee whose permanent position is not included in this Plan is legally assigned to serve in a temporary acting capacity in a position included in this Plan, such employee, during the period of such service, shall be compensated at the minimum salary of the pay grade of the position in this Plan, or as provided under item B) (2).

(2) If the employee's salary in his/her permanent classification exceeds the minimum rate of the temporary classification, he/she shall be compensated as follows:

(a) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is 15% or greater than the minimum rate of the former pay grade, the employee's salary shall be increased to the pay rate which is 10% above the former salary.

(b) When an employee is assigned to serve in temporary acting capacity in a position where the minimum pay rate of the new pay grade is less than 15% greater than the minimum pay rate of the former pay grade, the employee's salary shall be increased to the pay rate which is 5% above the former salary.

(C) Any special duty and education supplements authorized under the regulations of the compensation plan in which the employee's permanent position is included, shall be continued during the employee's term of temporary acting service, to the extent that they continue to be authorized for the employee's permanent position.

(D) When temporary acting service is discontinued, an employee's compensation shall revert to the salary previously paid prior to such service.

Section 11. <u>Transfers and Reassignments</u>

When a person occupying a position whose classification is included in this Plan is transferred or reassigned to a position in a different pay grade, when the transfer is of a permanent nature, is for the purpose of career advancement of the employee, or is for the purpose of enhancing the operational effectiveness of the city government, the salary of the affected employee may be adjusted by the City Manager, at her discretion and upon objective criteria, to any specific dollar amount in the new pay grade. Should the salary of an employee prior to a transfer or reassignment exceed the maximum limit of the pay grade of the position to which the transfer or reassignment is made, the City Manager may continue the employee's salary prior to transfer or reassignment. Any employee whose salary exceeds the maximum limit of a pay grade shall not receive any pay adjustments until the maximum limit of the pay grade of the position exceeds the salary established by this provision.

Employees transferred or reassigned for temporary periods, in accordance with the Executive Rotation Policy, shall receive such compensation as is specified by Section 10.

Section 12. Leave of Absence and Leave Carryover

Section 2-49 of the Code of the City of Norfolk, 1970, as amended, governs leave of absence and leave carryover. Leave of absence in excess of fifty (50) work days may be accrued during the year from October 1 through September 30th, but may not be carried over to another such year, and any such accrued leave in excess of fifty (50) days shall be forfeited at the end of such year.

Section 13. Leave Payout

Any remaining accrued annual leave due an employee who has left City service will be paid in the pay period following the last actual work day.

EXECUTIVE PAY SYSTEM					
Job Code	Classification	Plan	Grade	Minimum Annual	Maximum Annual
000002	Assistant City Manager	EXE	005	$105,942.00	$171,700.00
100426	Assistant to the City Manager	EXE	001	$65,443.00	$113,028.00
000066	Chief of Fire-Rescue	EXE	004	$96,312.00	$156,550.00
000040	Chief of Police	EXE	004	$96,312.00	$156,550.00
100473	Deputy City Clerk / Executive Assistant to the Mayor	EXE	001	$65,443.00	$113,028.00
000575	Director of Budget & Management	EXE	003	$86,070.00	$148,838.00
000054	Director of Communications	EXE	002	$76,286.00	$122,059.00
000065	Director of Cultural Affairs, Arts, & Entertainment	EXE	003	$86,070.00	$148,838.00
000067	Director of Development	EXE	003	$86,070.00	$148,838.00
000068	Director of Finance & Business Services	EXE	003	$86,070.00	$148,838.00
000070	Director of Human Resources	EXE	003	$86,070.00	$148,838.00
000071	Director of Human Services	EXE	003	$86,070.00	$148,838.00
000072	Director of Information Technology	EXE	003	$86,070.00	$148,838.00
000003	Director of Intergovernmental Relations	EXE	001	$65,443.00	$113,028.00
000073	Director of Libraries	EXE	003	$86,070.00	$148,838.00
000084	Director of Maritime Center	EXE	003	$86,070.00	$148,838.00
000075	Director of Planning	EXE	003	$86,070.00	$148,838.00
000076	Director of Public Works	EXE	003	$86,070.00	$148,838.00
000081	Director of Recreation, Parks, & Open Space	EXE	003	$86,070.00	$148,838.00
000576	Director of the Office of Community Empowerment	EXE	003	$86,070.00	$148,838.00
000056	Director of the Office of Emergency Preparedness & Response	EXE	001	$65,443.00	$113,028.00
000121	Director of the Office on Homelessness	EXE	001	$65,443.00	$113,028.00
000142	Director of the Virginia Zoological Park	EXE	002	$76,286.00	$122,059.00
000077	Director of Utilities	EXE	003	$86,070.00	$148,838.00
000045	Director of Neighborhood Preservation	EXE	003	$86,070.00	$148,838.00
000806	Manager of Environmental Protection Programs	EXE	001	$65,443.00	$113,028.00
000120	Manager of the Office of Grants Management	EXE	001	$65,443.00	$113,028.00
100475	Manager of Transportation and Downtown Construction	EXE	001	$65,443.00	$113,028.00

EXECUTIVE PAY SCHEDULE			
Pay Grade	Minimum	Midpoint	Maximum
EXE - 1	$65,443.00	$89,235.50	$113,028.00
EXE - 2	$76,286.00	$99,172.50	$122,059.00
EXE - 3	$86,070.00	$117,454.00	$148,838.00
EXE - 4	$96,312.00	$126,431.00	$156,550.00
EXE - 5	$105,942.00	$138,821.00	$171,700.00