

EXECUTIVE MEMORANDUM
PAY INCREASE GUIDELINES and REQUIREMENTS
March, 2014

Purpose: To provide guidance for discretionary pay increases.

Career Service Employees (Must be paid at least the minimum of the payband)

Promotions

Employees promoted to a higher level position may be given a pay increase in accordance with division/office policy.

Reclassifications

Employees reclassified may be given a pay increase in accordance with division/office policy. Reclassifications resulting in pay increases above 15% should be discussed with the Executive Director or his designee prior to implementation unless exceeding 15% is required to bring the employee to the minimum of the pay band or pay grade.

Special Pay Increases – Special pay increases may be given for the following reasons:

- The employee has assumed significant and permanent additional duties or responsibilities.
- The employee has a bonafide job offer outside of the agency.
- The employee has performed their duties in an exemplary manner and has demonstrated a commitment to the agency values of professionalism, respect, commitment and teamwork.

Staff who process the Personnel Action Request (PAR) for these pay actions are instructed to use *Pay Change* as the action type and either *Added Duties*, *Competitive Offer*, or *Merit Salary Increase* as the *Action Reason*. The narrative portion of the PAR must contain a detailed justification of the additional duties/responsibilities, the agency/company from which the employee received a bona fide job offer, or examples which justify a merit increase.

Special pay increases should be implemented as soon as justifiable provided rate/salary dollars are available to implement the increase.

Special pay increases which do not meet the above criteria or are in an amount above 15% should be discussed with the Executive Director or his designee prior to implementation.

Cohort Issue - While neither the Legislature nor DMS have provided written guidelines, the accepted interpretation is a pay increase given to two or more positions in the same classification represents a potential cohort. Reclassifications do not result in cohort violations; only special pay increases have the potential to be a cohort issue.

PAR Liaisons must ensure Karen L'Heureux in the Office of Human Resources is a required approver on all special pay increase PARs. This does not apply to pay increases upon promotion or reclassifications, only to special pay increases. The increase will be reviewed and if there appears to be a potential cohort issue, the division/office will be contacted.

Section 216.251(3), F. S. Salary appropriations; limitations. An agency may not provide general salary increases or pay additives for a cohort of positions sharing the same job classification or job occupations which the Legislature has not authorized in the General Appropriations Act or other laws.

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0216/SEC251.HTM&Title=->2006->Ch0216->Section%20251#0216.251

Pay Additives – Only Career Service employees are eligible to receive pay additives.

Agencies have the authority to implement the following Pay Additives:

- Hazardous Duties
- Lead-Worker Duties
- On-Call
- Shift-Differential
- Critical Market Pay (f approved in the General Appropriations Act (GAA))
- Trainer Additive
- Temporary Special Duty Additive – Absent Co-Worker:
 - Military – May be given for the period of the incumbent employee is absent due to military duty
 - FMLA – Limited to the 12 weeks the incumbent employee is absent under FMLA/. If the employee remains absent after the 12- weeks FMLA period, the Temporary Special Duties-General Additive may be for up to

90 days. Extensions beyond 90 days requires DMS review and OPB approval. DMS requires 14 day notice before the effective date of the requested additive.

- Temporary Special Duty Additive – General

Agencies may approve for the first 90 days. Extensions must be reviewed by the Department of Management Services (DMS) and approved by the Office of Planning and Budgeting (OPB). DMS requires a 14-day notice before the effective date of the requested additive.

Temporary Special Duty additives over 90-days must be in the GAA.

The following additives for FWC sworn employees are approved in the GAA:

- Critical Market Additive for Lee, Collier and Monroe Counties
- Temporary Special Duty Additives for:
 - K-9 handlers
 - Recruiter/media coordinators
 - Breath Test Operators/Inspectors

NOTE: Employees in positions covered under the AFSCME or PBA collective bargaining agreement that perform out-of-title work for more than 22 workdays within any six consecutive months shall be eligible to receive a temporary special duty additive beginning on the 23rd day.

SES/SMS Employees (Must be paid at least the minimum of the payband)

Pay increases - The guidelines established for Career Service increases are to be followed for SES/SMS increases. PARs are processed using *Pay Change* as the Action Type and *SES Discretionary Increase* as the Action Reason.

SES Extraordinary Pay - In certain situations (e.g. natural disasters) SES employees below the Section Leader level may be eligible for SES Extraordinary Pay which allows the employee to be paid for all hours worked in the pay period (i.e. paid for hours over 80). The Executive Director must activate the SES Extraordinary Pay plan which includes notification to the Governor and Legislature of the plan's activation.

SES Extraordinary Pay will be monitored by staff in the Office of Human Resources. Each month, Directors with employees receiving SES Extraordinary Pay will receive and email from HR staff requesting confirmation the employee is still performing duties for which the Extraordinary Pay was approved and should therefore continue receiving the payment for all hours worked in the pay period.

OPS Employees

OPS Pay Increases - As with FTE employees, prudence should be used when giving OPS pay increases. However, it is recognized various issues affect the percentage increases for OPS employees.



Executive Director or Designee

3-15-14

Date