

Resolution No. 23-18 Exhibit

FY 24 Public Safety Step Plan Revisions and Maintenance Pay Adjustments

City Manager's Recommendations: June 13, 2023

A. FY 24 Public Safety Step Plan Revisions

Communications:

- Increase pay grades by 6%.
- Employees move from Current FY 23 Step to same step in the revised pay grade.
- Employees move ahead one step (for those hired before January 1, 2023).
- Start new Career Development Program for Communications Officers: three levels with flat dollar amount increase (\$1,200, \$2,400, \$3,600).

Animal Control:

- Increase pay grades by 6% (5% for supervisor position).
- Employees move from Current FY 23 Step to same step in the revised pay grade.
- Employees move ahead one step (for those hired before January 1, 2023).

Firefighters and Police Officers

- **Firefighters (FF-EMT's, FF-Intermediate, FF-Paramedic)**
 - Combine FF-EMT's into one pay grade; move to new starting rate of \$54,000. Remaining steps in FF-EMT's pay grade are 6% above current FF-Intermediate pay.
 - FF-Intermediate pay grade moved 2% above new FF-EMT pay grade.
 - FF-Paramedic: Increase pay grade by 6%; with exception of Step 1 which increases approximately 7.17%.
 - With Career Development removed, employees move from Current FY 23 Step to same step in the revised pay grade.
 - Employees move ahead one step (for certified staff hired before 7/1/23; or before 1/1/23 for non-certified staff).
 - Add back flat amounts of \$1,600, \$3,200, and \$4,800 for the three levels of career development.
- **Police Officers**
 - Increase 84-hour rate Police Officer pay grade by 6%; with exception of Step 1 which moves from \$50,388 to \$54,000 (Approx. 7.17% increase). The 84-hour rate Police Officer pay grade becomes the new 80-hour rate Police Officer pay grade.
 - With career development removed, employees move from Current FY 23 Step to same step in the revised pay grade:
 - Current 80-hour rate Police Officers move to same step in the new 80-hour rate pay grade.
 - Current 84-hour rate Police Officers move to same step in the new 80-hour rate pay grade.

- Employees move ahead one step (for certified officers hired before 7/1/23; or before 1/1/23 for non-certified officers).
- Add back flat amounts of \$1,600, \$3,200, and \$4,800 for the three levels of career development.
- All Police Officers then stay at 80-hour pay rate with 8 hours off per 28-day work cycle for employees on 12-hour shift.

Fire Lt/Deputy Fire Marshal, Police Sergeant

- **Fire Lt/Deputy Fire Marshal**
 - Increase pay grade by 6%.
 - Employees move from Current FY 23 Step to same step in the revised pay grade.
 - Employees move ahead one step.
- **Police Sergeant**
 - Increase 80-hour rate pay grade by 6%.
 - Use employee's 80-hour pay rate
 - Employees move from Current FY 23 Step at 80-hour pay to same step in the revised pay grade at 80-hour pay rate.
 - Employees move ahead one step.
 - All Sergeants then stay at 80-hour pay rate with 8 hours off per 28-day work cycle for employees on 12-hour shift.

Battalion Chief/Police Lieutenant

- **Battalion Chief**
 - Increase pay grade by 5%.
 - Employees move from Current FY 23 Step to same step in the revised pay grade.
 - Employees move ahead one step.
- **Police Lieutenant**
 - Increase 80-hour rate pay grade by 5%.
 - Use employee's 80-hour pay rate
 - Employees move from Current FY 23 Step at 80-hour pay rate to same step in the revised pay grade at 80-hour pay rate.
 - Employees move ahead one step.
 - All Lieutenants then stay at 80-hour pay rate with 8 hours off per 28-day work cycle for employees on 12-hour shift.

Deputy Fire Chief, Deputy Police Chief, Police Captains

- Increase pay grade by 5%.
- Employees move from current FY 23 Step to same step in the revised pay grade.
- Employees move ahead one step.

Public Safety Step Plan – Additional Implementation Criteria

- Step Plan movement: Employees will move forward one step at the beginning of the fiscal year if they have had a satisfactory performance evaluation in the year prior to the next step increase. Steps are subject to funding approval as part of the annual budget process.
- Cost of living adjustment: During the annual budget process, the City Manager will determine whether a recommendation will be made to City Council for cost of living adjustments to the entire pay plan structure. If such an increase is approved, employee's pay will be adjusted to match the updated pay plan.
- New employees: For step plan movement, new employees hired before January 1, will be eligible for a step increase at the new fiscal year. New employees hired after January 1, will not be eligible for a step increase until the following fiscal year with the exception of certified Police Officers and certified Firefighters. Certified Police Officers and certified Firefighters hired after January 1 but before July 1 of a particular year will be eligible for a July 1 step increase.
- Pay plan maximum: Employees who reach step 21 will not be eligible for additional pay increases in their position classification; they will be eligible for an increase to base pay if the entire pay structure increases as part of an approved cost of living adjustment.
- Exceptions to step salary: The City Manager may approve for employees to exceed their step salary through approved stipends, acting promotional assignments, or other specialty pay.
- Promotions: Employees promoted to a higher classification in the Public Safety Pay Plan will, at a minimum, be moved to the beginning step of the grade of the new position or receive a 5% salary increase and be moved to the beginning of the next highest step, whichever is greater. The City Manager may, upon recommendation by the Department Director, approve a promotional increase above 5% and movement to the beginning of the next highest step as he deems appropriate to address compression, to recognize unique job duties, or to appropriately recognize the level of responsibility of the position. *(Note: This section will require an ordinance to amend the City Code).*
- New Employee Entry to Step Plan: New employees with previous Virginia experience in their position may be hired above the entry step in the step plan based on years of experience and/or specialized skills as approved by the City Manager.

B. FY 24 Maintenance Employee Pay Adjustments

For Public Works, Recreation and Parks Maintenance, and Meter Reader staff up to Current Pay Grade 14:

1. Following the FY 24 5% salary increase, increase salary to proposed new minimum or new starting salary, if below, on the updated pay plan for FY 24.
2. Provide an additional base salary increase based on years of service starting at 2 years (partial years of service rounded up) based on the following scale:

Years	Increase
2	\$200
3	\$300
4	\$400
5	2.00%
6	2.00%
7	2.00%
8	2.00%
9	2.50%
10	2.50%
11	2.50%
12	2.50%
13	2.50%
14	2.50%
15	2.50%
16	2.50%
17	2.50%
18	2.50%
19	2.50%
20+	2.50%