



SALARY ADMINISTRATION PROCEDURE

APPROVED BY THE EXECUTIVE DIRECTOR

OF THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT: [42-02-200907/20/2012](#)

DISTRICT CLERK'S OFFICE

[Chapter 220 HUMAN RESOURCES](#)

[ARTICLE IV. COMPENSATION AND BENEFITS](#)

[Sec. 220 - 102. – Salary Administration.](#)

ARTICLE 220.405

TITLE: Salary Administration Procedure

ORIGIN: Article 120.405, Salary Administration Policy

SCOPE: **Employees**

GUIDING PRINCIPLES:

The **District's** salary grades and ranges are constructed based on benchmark job profiles. These benchmark job profiles include a summary of the work, the job's key accountabilities and critical **competencies**, and education and experience requirements.

An employee's **regular rate of pay** shall be established with a view toward establishing internal equity.

All **merit pay adjustments** shall be in keeping with the District's annual performance guidelines.

PROCESS:

- A. Each **fiscal year**, ~~HR Solutions~~ [the Human Resources Bureau](#) shall submit an annual salary rate schedule to the **Executive Director** for approval. The submission and approval shall occur at the commencement of the fiscal year budget process. The annual salary rate schedule shall include guidelines on:
 1. the Merit Budget – the percentage of payroll dollars allocated for merit pay based on performance;
 - the Pay Equity Indicator – the percentage used to determine if a pay rate discrepancy is a pay equity issue;
 3. the Salary Structure Adjustment – the percent each salary grade **will** change for the fiscal year if applicable.
 4. the Maximum Allowable Percent Increase – the maximum percent pay increase per employee per fiscal year.

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- B. Employees *new* to the District shall be hired at a **base rate of pay** no less than the minimum of their job's grade.
- C. Employees who are *promoted* into a higher graded job shall receive a pay increase between 0% and 15% unless a greater percentage is required to bring the employee to the minimum of the new grade or to establish internal equity.
1. Employees who are promoted into a higher graded job shall receive a one-time pay increase of no more than 15% absent approval of the appropriate ~~Deputy Executive Director~~ **Division Director**.
An employee **may** be subject to a series of pay adjustments to bring his or her pay within a job's range when a single **promotion** adjustment would greatly exceed these process guidelines.
- D. Employees who are *demoted* to a lower graded job shall receive a pay reduction so that their pay comes within the new range and to establish internal equity.
1. Employees who are demoted into a lower graded job shall not receive any pay decrease greater than 15% absent approval of the appropriate ~~Deputy Executive~~ **Division** Director.
An employee may be subject to a series of pay adjustments to bring his or her pay to the new rate of pay.
- E. Employees who are *transferred* into a same graded job shall receive no increase or decrease.
- F. Employees shall be considered for a merit pay adjustment one time each year in addition to any pay adjustments that may have been granted during the year on account of an employee's promotion or **demotion** so long as the employee's performance meets expectations.
1. An employee whose base rate of pay is at the maximum of the range shall receive any merit salary adjustments awarded in **lump sum**. This lump sum award shall not affect the employee's base rate of pay.
An employee whose base rate of pay is greater than the maximum of the range shall not receive any merit or other upward pay adjustments until the maximum of the range is equal to or greater than his or her base rate of pay.
 3. An employee whose performance is not meeting expectations shall not be considered for a merit increase until and unless the employee's performance meets expectations.
- G. Differential Pay.
1. The District shall pay a **Deployment Differential** to those eligible employees assigned to work at a government entity other than the District.
 - a. The Deployment Differential rate shall be determined prior to assigning an employee to work at a government entity other than the District.

- b. The Deployment Differential is forfeited when the employee returns to work at the District.

The District shall pay a **Pump Station Assistant and Pump Station Operator Differential** to those eligible certified employees.

- a. Certified Pump Station Assistants shall receive \$1.50 per hour for all qualified hours worked. Specific activities considered for the pump station assistant differential pay can be found in the Operations and Maintenance Pump Station Assistant and Pump Station Operator Guidelines.
- b. Certified Pump Station Operators shall receive \$2.50 per hour for all qualified hours worked. Specific activities considered for the pump station operator differential pay can be found in the Operations and Maintenance Pump Station Assistant and Pump Station Operator Guidelines.

H. **Premium Pay**

- 1. **Emergency Premium Pay** – Please refer to the Emergency Assignment and Pay Procedure for pay amounts based on the phase of the emergency.
- 2. **Pumping Premium Pay** – Non-exempt employees in the Operations, and Maintenance, & Construction Division who are performing pumping operations or performing work- directly in support of pumping operations will receive an additional \$.75 hourly pumping premium pay. Specific activities considered to be - pumping operations can be found in the Operations, and Maintenance, & Construction Division's Premium Pay Guidelines.
- 3. **Control Systems Technician Premium Pay** – The Operations Control Center requires technician support seven days a week, twenty-four hours a day. Control Systems Technicians will receive an additional \$1.00 hourly premium pay for hours worked.

I. **Dive Stipend**

A bi-weekly flat rate of \$70.40 for non-exempt Operations, and Maintenance, and Construction Division employees will be paid upon certification in the District's Diving Operation Program.

J. **On-Call Pay-**

~~1.~~ -A non-exempt employee who is on call shall receive on-call pay equal
to:

- 1. ½ hour of pay for each 24 hour workday period s/he is on call.
- 2. 2 hours of pay for each 24 hour weekend or holiday period s/he is on call.
- An exempt employee who is on call shall receive on-call pay equal to:
- 3. ½ hour of pay for each 24 hour workday, weekend or holiday period s/he is on call.

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K. **Call-In Pay**

From time to time, employees shall be called after hours to perform work assignments or shall be called into work before arriving to or after leaving the work premises.

1. A non-exempt employee who is called into work before arriving to or after leaving the premises, or who is called into work on a day that was not scheduled prior to leaving the job site, shall be credited with and paid for the greater of four hours time worked or the actual time worked plus one hour.
2. An employee who is called after leaving the work premises, but who is not required to report to a District site or facility shall be credited with his or her actual time worked.
3. For those employees eligible for Premium Pay, only actual hours worked will be eligible for Premium Pay. The first hour of call-in will not be eligible for Premium Pay.

SUNSET: N/A