

# CITY OF ST. PETERSBURG

## COMPENSATION POLICIES AND SPECIAL PAY PROVISIONS

### INITIAL EMPLOYMENT

All classified service employees will normally be employed at the entry pay rate of the pay range assigned to their classification. In certain cases, approval may be granted for an employee to be employed above the entry pay rate based upon exceptional applicant training and experience, or unusual recruitment conditions. Exceptions may be referenced in the Administrative Policy # 060404 - Starting Salaries for Newly Hired or Promoted Employees .

<U:\Administrative Policies\Administrative Policy Files\PDF\AP060404.pdf>

The City of St. Petersburg's minimum wage is \$15.00 per hour for all Full-Time and Part-Time employees, regardless of any lower rate/range indications in any pay plans or rate tables.

### PAY PROGRESSION PROGRAMS

For FY23, all NON,PRN,WCN,BCN employees will be eligible only for a three percent (3.0%) general wage increase (GWI) effective on payroll start date 9/26/2022. Annual anniversary merit increases if approved will be 2% on the employee's classification date if the employee gets a satisfactory evaluation (meets expected competencies) with a potential to get up to 3% if the employee exceeds expected job competencies for FY23.

FPSU/SEIU Professional (PRO) Union-For FY23, PRO employees will be eligible for a three percent (3.0%) general wage increase (GWI) effective on payroll start date 9/26/2022. Annual progression increases, if approved, will be from 0% to 3% as based upon the union agreement.

FPSU/SEIU White Collar Unit(WCU) and Blue Collar Merit(BCM)-For FY23, WCU and BCM employees will be eligible for a three percent (3.0%) general wage increase (GWI) effective on payroll start date 9/26/2022. Annual progression increases, if approved, will be from 0% to 3% as based upon the union

#### **Labor, Maintenance, Trades and Crafts (FPSU Represented Employees)**

FPSU/SEIU Blue Collar Unit (BCU) -For FY23, BCU employees will be eligible for a three percent (3.0%) general wage increase (GWI) effective on payroll start date 9/26/2022. Annual progression increases, if approved, will be from 0% to 3% as based upon the union agreement.

Provisions of this pay program are administered in accordance with the current negotiated FPSU labor agreement. Pay information for the minimum and maximum pay for these BCU union represented classifications are available in the rate tables.

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### Uniformed Police and Fire Department Classifications

Union Represented Classifications: All classified service employees in union represented police and fire classifications are included in a negotiated automatic pay step program. Employees receive an automatic step increase on an annual basis until maximum pay is achieved. All automatic step increases are based upon classification seniority, and become effective at the beginning of the payroll period encompassing the employee's anniversary date of classification. Provisions of this pay program are administered in accordance with the respective negotiated labor agreements. Pay steps for union-represented police classifications and pay steps for union represented fire classifications are available in the rate tables.

### PROMOTIONAL PAY PROCEDURES

Employees promoted to a higher level classification (except for those promoted from Firefighter to Firefighter/Paramedic) shall receive a promotional pay increase of at least five percent (5%) or the entry pay rate of the classification, whichever is greater.

Promotional pay procedures for professional, non-union, and supervisory positions are outlined in Administrative Policy 060404, Authority to Set Starting Salaries for New & Promoted Employees.

<U:\Administrative Policies\Administrative Policy Files\PDF\AP060404.pdf>

Employees in the FPSU/SEIU when promoted to a higher level classification shall receive a promotional pay increase of at least five percent (5%) or the entry pay rate of the classification, whichever is greater.

Promotional pay procedures for an employee classified as a firefighter, who is promoted to a Firefighter/Paramedic, are covered in the current SPAFF labor agreement.

### ACTING PAY

Any full-time employee who is required and assigned to serve as an acting supervisor for a minimum of one full shift of at least eight (8) hours shall be compensated for each hour worked in an acting supervisory capacity at the same hourly rate of pay the employee would have received if actually promoted to an appropriate supervisory classification. (Employees assigned to the Parking Enforcement Division of the Transportation & Parking Management Department do not have an eight (8) hour minimum for extra duty hours assigned and worked as an acting supervisor). ( Employees assigned to the Police Emergency Communications Division are eligible to receive acting supervisor pay when assigned and actually work in that capacity for a minimum of four (4) hours.

Employees temporarily assigned by the Department Director to work on temporary upgraded assignments or take on a temporary leadership role shall be paid a leadership incentive pay of sixty cents (\$.60) per hour.

Acting supervisor pay for union represented Police and Fire classifications are covered in the respective labor agreements.

Any full-time classified service employee who is required and assigned to serve as an acting manager for an administrative management employee for a minimum of three consecutive work days shall be compensated for each complete shift worked in an acting capacity by one (1) additional hour of pay at his/her straight time hourly rate.

### LEADERSHIP INCENTIVE PAY

Employees temporarily assigned by the Department Director to work on temporary upgraded assignments, or take on a temporary leadership role, shall be paid leadership incentive pay of sixty cents (\$.60) per hour. This incentive pay shall not be in lieu of any acting pay or acting assignments, and shall not be applicable in divisions or work groups in which there is already a leadworker job classification.

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### **SHIFT DIFFERENTIAL**

Non-Union and FPSU/SEIU (BCU and WCU) represented employees who work a continuous shift of at least eight (8) hours starting between 1:00 P.M. and 4:00 A.M. are not considered to be working a normal shift schedule and will be paid a shift differential of one dollar (\$1.00) per hour for all hours worked.

Communication Center WCU employees who work a continuous shift beginning between the hours of 1:00 P.M. and 9:00 P.M. (evening shift) will be paid a shift differential rate of one dollar (\$1.10) and ten cents per hour; and, employees who work a continuous shift beginning between the hours of 9:00 P.M. to 4:00 A.M. (night shift) will be paid a shift differential of one-dollar (\$1.25) and twenty-five cents per hour for all hours worked.

Employees scheduled to work an eight (8) hour or more shift and who utilize annual, illness or bereavement, or other leave for a part of the shift shall only be paid shift differential for hours actually worked.

Employees who work a normal day shift and continue to work beyond their regular scheduled hours are not eligible for shift differential.

Shift differentials for union represented Police classifications are contained in the respective agreements.

Employees assigned to shifts which qualify them for shift differential shall receive the differential for all hours worked, including any overtime hours worked as an extension of that shift. An overtime assignment which calls for an employee to work a day shift is not covered by shift differential.

### **RED CIRCLE PAY RATE**

A "Red Circle" pay rate is an hourly pay rate in excess of the established maximum rate for an assigned pay grade. Employees earning a Red Circle pay rate will not be eligible for future salary increases until the pay range for their classification is adjusted to allow for payment of a rate within the established range.

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## COMPENSATION POLICIES AND SPECIAL PAY PROVISIONS

FY 22/23

BI-WEEKLY PAYROLL CALENDAR		
MONDAY thru SUNDAY		
PPB		PPE
Sep 26 22		Oct 09 22
Oct 10 22		Oct 23 22
Oct 24 22		Nov 06 22
Nov 07 22		Nov 20 22
Nov 21 22		Dec 04 22
Dec 05 22		Dec 18 22
Dec 19 22		Jan 01 23
Jan 02 23		Jan 15 23
Jan 16 23		Jan 29 23
Jan 30 23		Feb 12 23
Feb 13 23		Feb 26 23
Feb 27 23		Mar 12 23
Mar 13 23		Mar 26 23
Mar 27 23		Apr 09 23
Apr 10 23		Apr 23 23
Apr 24 23		May 07 23
May 08 23		May 21 23
May 22 23		Jun 04 23
Jun 05 23		Jun 18 23
Jun 19 23		Jul 02 23
Jul 03 23		Jul 16 23
Jul 17 23		Jul 30 23
Jul 31 23		Aug 13 23
Aug 14 23		Aug 27 23
Aug 28 23		Sep 10 23
Sep 11 23		Sep 24 23

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