

AN ORDINANCE OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA, AMENDING CHAPTER 2 (ADMINISTRATION) OF THE CODE OF ORDINANCES OF RIVIERA BEACH, FLORIDA BY ADDING A SUPPLEMENTAL SECTION PERTAINING TO APPOINTMENTS AND STARTING RATES; SALARY RANGES AND PROGRESSIONS; STEP INCREASES; STEP INCREASE AMOUNTS; PROMOTIONS; DEMOTIONS; IN-GRADE TRANSFER; PAY GRADE ADJUSTMENTS; TEMPORARY WORK; PROVIDING A SAVING CLAUSE; AUTHORITY TO CODIFY; AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

BE IT AND IT IS HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF RIVIERA BEACH, PALM BEACH COUNTY, FLORIDA:

That Chapter 2 (Administration) of the Code of Ordinances be amended by adding thereto the following supplemental section:

I. APPOINTMENTS AND STARTING RATES.

- A. The minimum salary established for a position is considered the normal appointment rate for new employees.
- B. Appointments below or above the minimum salary may be authorized by the City Manager or his delegated representative in the following situations:
  1. In the event an applicant does not meet the minimum qualifications, but is otherwise qualified for the position, the hiring authority may request his appointment as a "TRAINEE". In such cases the employee would be hired at a rate 10% to 15% below the minimum salary, until the minimum qualifications have been satisfied. Should an employee not meet the minimum standards within one year, such employee shall be automatically terminated.
  2. If the applicant's training, experience or other qualifications are substantially above those required for the position, the City Manager or his delegated representative may approve employment at a rate of up to 10% above the minimum established for the position.
  3. The need to make appointment in excess of 10% of the minimum should require specific approval from the City Manager and ratification by the City Council.

II. SALARY RANGES AND PROGRESSION.

- A. The Pay Plan consists of a Salary Schedule showing salary grades and steps within the grades, the compensation attached to the step and schedule listing the assignment of each class in the Classification Plan to a grade in the Salary Schedule.

The Salary Schedule for each class title in the Classification Plan consists of a minimum and maximum rate of pay and four intermediate steps. The schedule provides 2½% wage differentials between pay grades up to \$10,000 per year and 5% between pay grades thereafter. Six pay steps within each grade of 5% each, constitutes the pay grade for each classification.

- B. The progression of an employee within the salary grade depends entirely upon merit. There should be no provisions in the pay

plan for automatic salary advancements as all merit increases are to be based upon work performance and other pertinent factors as evaluated by the employee's supervisor.

- C. Each employee shall be made aware of the rules for salary advancement.
- D. All requests for changes in salary shall process through the Personnel Department for review and determination of compliance with the rules and procedures of the pay plan.
- E. Final approval of all changes in salary shall be made by the City Manager.

### III. STEP INCREASES.

- A. A step salary advancement is a salary increase within the same pay grade.
- B. Step increases are not automatic, but must be based upon formal Performance Evaluations of the employee in accordance with the performance review system of the City.
- C. All employees shall be evaluated no less than two (2) times before permanent appointment and once every six (6) months thereafter.
- D. An employee should be eligible for a step advancement at the end of his initial probationary period and thereafter one year from the date of his last increase.

### IV. STEP INCREASE AMOUNTS.

#### Regular Grade

The amount of step increase an employee receives should be determined by their performance evaluation. It is recommended that:

- A. An increase of one step annually be granted to employees whose performance is rated satisfactory or above.
- B.
  - 1. A merit step increase in excess of one step shall be based upon outstanding and superior performance.
  - 2. An employee whose performance is rated outstanding and superior may be granted an increase of two pay steps provided there is sufficient money in the department's personnel account, and said increase is approved by the City Manager.
  - 3. In no case should an employee receive a merit increase in excess of two steps in a one year period.
- C. An employee whose performance is less than satisfactory, but not poor enough to be discharged, should not be considered for a step increase.

### V. PROMOTION.

A promotion occurs when an employee is moved from a position in one grade to another position in a different grade which has a higher maximum salary.

Upon promotion an employee may be adjusted into the minimum step of the new pay grade or up two steps above his current salary.

### VI. DEMOTIONS.

#### Disciplinary

- A. An employee may be demoted for just and reasonable cause. The

demotion may be in the form of a reduction in pay and/or to a lesser job classification. A demoted employee shall not be paid more than the maximum rate established for his reduced pay grade.

Other

- B. Employees receiving demotions at their own request, or due to inability to perform the work because of health, or other reasons, shall be adjusted to a lower job classification. When such demotions occur there shall be a commensurate change in the employee's pay unless other action is recommended by the Department Head and approved by the City Manager.

VII. IN-GRADE TRANSFER.

When an employee is transferred to another position in the same grade, he may not be eligible for a merit increase except at annual step review. Employees transferred to another position in a lower classification, shall be handled in accordance with the rule established for Demotions.

VIII. PAY GRADE ADJUSTMENTS.

- A. Where the pay grade of an existing job classification is changed due to change in job description, employees in such job classification shall receive the minimum rate in the new pay grade or the salary in the new pay grade which is equivalent to his current rate, whichever is greater.

Exception

- B. In instances where the total pay plan is being revised, adjustments and implementation will be at the discretion of the Council upon recommendations submitted by the City Manager.
- C. Should the effective date of a pay grade change be the same as the date an employee has been recommended for a step increase, the City Manager will determine whether the step pay increase is to be awarded, depending on the individual situation at the same time and after considering the recommendation of the employee's supervisor.

IX. TEMPORARY WORK.

Higher Classification

Should an employee be required to work in a higher classification on a temporary basis (24 hours or less) he will do so at no increase in pay. If the employee is required to work beyond this period, he should be given a temporary transfer to the higher classification. At the conclusion of the assignment his pay shall revert to the authorized rate established for his regular position. Any such temporary increase granted shall not affect the employee's eligibility for normal merit advancements. This provision is not intended for those cases where employees are assigned duties on a training basis or in supervisory positions.

Section 1. If any section, part of a section, paragraph, sentence, clause, phrase or word of this ordinance is for any reason held or declared to be unconstitutional, inoperative or void, such holding or invalidity shall not affect the remaining portions of this ordinance and it shall be construed to have been the legislative intent to pass this ordinance without such unconstitutional, invalid or inoperative part therein, and the remainder of this ordinance after the exclusion of such part or parts shall be deemed to be

held valid as if such part or parts had not been included therein, or if this ordinance or any of the provisions thereof shall be held inapplicable to any person, group of persons, property, kind of property, circumstances or set of circumstances, such holdings shall not affect the applicability thereof to any other person, property or circumstances.

Section 2. Specific authority is hereby granted to codify this ordinance. It is the intention of the City Council, and it is hereby ordained, that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of Riviera Beach; that the sections of this ordinance may be renumbered or relettered to accomplish such intentions; and that the word "ordinance" may be changed to "section", "article", or other appropriate words.

Section 3. This ordinance shall take effect upon its passage as provided by law.

PASSED AND ADOPTED on first reading this 7 day of November 1973.

PASSED AND ADOPTED on second and final reading this 5 day of December, 1973.

APPROVED:

Lucius G. Hill  
Mayor

Henry Taylor  
Dary R. Nikolits

[Signature]

ATTEST:

John Maggery  
City Clerk

David Wm Williams

City Council