

**City of North Miami, Florida
Classification and Pay Plan
(Unclassified Positions)**

Effective: October 1, 2014 - September 30, 2015

Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
221	BUDGET DIRECTOR (DH) (E)	37	73,492	108,923
422	BUILDING & ZONING DIRECTOR (DH) (E)	37	73,492	108,923
420	BUILDING OFFICIAL (JB) (E)	37	73,492	108,923
421	CAPITAL PROJECT MANAGER (E)	37	73,492	108,923
167	CHIEF OF STAFF (E)	35	66,575	98,527
185	CITY ATTORNEY (DH) (E)	47A	119,912	222,704
180	CITY ATTORNEY, ASSISTANT (E)	34	63,456	93,859
183	CITY ATTORNEY, DEPUTY (ADH) (E)	42	93,859	139,007
175	CITY MANAGER (CM) (E)	47C	119,912	222,704
165	CITY MANAGER, ASSISTANT TO THE (JB) (ADH) (E)	29	49,475	73,492
170	CITY MANAGER, DEPUTY (DCM) (E)	42	93,859	139,007
417	CODE COMPLIANCE DIRECTOR (DH) (E)	37	73,492	108,923
408	COMMUNITY PLANNING & DEVELOPMENT MANAGER (DH) (E)	35	66,575	98,527
115	EXECUTIVE SECRETARY (JB) (E)	27	44,744	66,575
225	FINANCE DIRECTOR (DH) (E)	39	81,024	120,083
164	INFORMATION TECHNOLOGY MANAGER-(DH) (E)	35	66,575	98,527
218	INTERNAL AUDITOR (E)	32	57,431	85,097
113	LEGAL ADMINISTRATIVE ASSISTANT	28	46,972	69,821
325	LIBRARY DIRECTOR (DH) (E)	35	66,575	98,527
823	MOCA DIRECTOR/CHIEF CURATOR (DH) (E)	37	73,492	108,923
114	PARALEGAL	27	44,744	66,575
860	PARKS & RECREATION MANAGER (DH) (E)	35	66,575	98,527
150	PERSONNEL ADMINISTRATION MANAGER -(DH) (E)	35	66,575	98,527
137	PURCHASING MANAGER-(DH) (E)	35	66,575	98,527
725	POLICE CHIEF (DH) (E)	41	89,446	132,345
722	POLICE CHIEF, ASSISTANT (ADH) (E)	39	81,024	120,083
721	POLICE COMMANDER (E)	35	63,456	93,859
735	POLICE EXECUTIVE ASSISTANT (E)	32	57,431	85,097
716	POLICE MAJOR (E)	36	69,821	103,640
400	PUBLIC WORKS DIRECTOR (DH) (E)	41	89,446	132,345
455	PUBLICITY DIRECTOR (DH) (E)	35	66,575	98,527

DH - Department Head

ADH - Acting Department Head

E - Exempt

JB - Job Basis 2.5%

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Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
160	RISK MANAGER (DH) (E)	35	66,575	98,527
111	SECRETARY, CONFIDENTIAL	20	31,484	46,972

City of North Miami
Classification and Pay Plan
(Classified Positions)

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Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
210	ACCOUNT CLERK	19	29,328	43,867
215	ACCOUNTANT (JB) (E)	24	38,570	57,431
217	ACCOUNTANT, CHIEF (JB) (E)	30	51,979	77,099
212	ACCOUNTANT, JUNIOR	21	33,097	49,475
214	ACCOUNTANT, SENIOR (JB) (E)	26	42,538	63,456
161	ADMINISTRATIVE ASSISTANT	28	46,972	69,821
40	ADMINISTRATIVE COORDINATOR	22	34,236	50,960
104	ADMINISTRATIVE SPECIALIST	18	28,038	41,704
223	BUDGET ADMINISTRATOR (JB) (E)	28	46,972	69,821
224	BUDGET ANALYST	22	34,921	51,979
222	BUDGET DIRECTOR, ASSISTANT (ADH) (E)	32	56,305	83,428
423	BUILDING & ZONING COMPLIANCE ADMINISTRATOR (JB) (E)	29	49,475	73,492
415	BUILDING INSPECTOR	29	48,505	72,051
433	BUSINESS DEVELOPMENT COORDINATOR (JB) (E)	22	34,236	50,960
234	BUSINESS TAX SPECIALIST	17	26,644	39,707
130	BUYER	22	34,921	51,979
442	C.D.B.G. ADMINISTRATOR (JB) (E)	25	39,707	59,217
965	CHEMIST	25	39,707	59,217
419	CHIEF PLANS EXAMINER (JB) (E)	31	54,652	81,024
708	CITIZENS CRIME WATCH COORDINATOR	18	28,038	41,704
155	CITY CLERK, DEPUTY (ADH) (E)	32	57,431	85,097
402	CITY ENGINEER (E)	33	60,401	89,446
401	CIVIL ENGINEER (JB) (E)	27	44,744	66,575
406	CIVIL ENGINEER, SENIOR (JB) (E)	30	51,979	77,099
103	CLERICAL TECHNICIAN	16	25,417	37,814
102	CLERK	10	19,115	28,599
414	CODE ADMINISTRATOR (JB) (E)	29	49,475	73,492
425	CODE COMPLIANCE COORDINATOR	24	38,570	57,431
416	CODE COMPLIANCE MANAGER (JB) (E)	30	51,979	77,099
410	CODE COMPLIANCE OFFICER	23	35,900	53,580
411	COMM. PLANNING & DEV. MANAGER, ASST. (ADH) (E)	32	56,305	83,428

ADH - Acting Department Head

E - Exempt

JB - Job Basis 2.5%

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100	COMM. PLANNING & DEV. TECHNICIAN	20	30,867	46,051
819	COMMUNITY ENGAGEMENT ADMINISTRATOR (JB) (E)	28	46,972	69,821
172	CONSTITUENT SERVICES COORDINATOR	25	40,501	60,401
229	CREDIT & COLLECTIONS COORDINATOR	22	34,921	51,979
704	CRIME ANALYST	20	30,867	46,051
706	CRIME SCENE TECHNICIAN	24	37,814	56,305
709	CRISIS INTERVENTION SPECIALIST	21	33,097	49,475
530	CUSTODIAN	15	23,940	
535	CUSTODIAN LEADWORKER	18	28,038	41,704
550	CUSTOMER SERVICE LIAISON (JB) (E)	24	38,570	57,431
910	CUSTOMER SERVICE REPRESENTATIVE	20	30,867	46,051
128	DATA BASE ADMINISTRATOR (JB) (E)	28	46,972	69,821
119	DATA PROCESSING ADMINISTRATOR (JB) (E)	33	59,217	87,692
403	DRAFTING TECHNICIAN	20	31,484	46,972
448	ECONOMIC DEVELOPMENT MANAGER (JB) (E)	30	51,979	77,099
444	ECONOMIC DEVELOPMENT SPECIALIST (JB) (E)	29	49,475	73,492
862	EDUCATION COORDINATOR	22	34,236	50,960
866	EDUCATION CURATOR (JB) (E)	24	38,570	57,431
630	ELECTRICIAN	23	35,900	53,580
632	ELECTRICIAN, SENIOR	25	39,707	59,217
629	ELECTRICIAN'S AIDE	18	28,038	41,704
569	EQUIPMENT MAINTENANCE SUPERVISOR	25	39,707	59,217
639	FACILITY MAINTENANCE COORDINATOR	22	34,236	50,960
640	FACILITY MAINTENANCE SUPERVISOR (JB) (E)	25	40,501	60,401
220	FINANCE DIRECTOR, ASSISTANT (ADH) (E)	35	66,575	98,527
610	FLEET MECHANIC	21	32,448	48,505
605	FLEET MECHANIC'S AIDE	18	28,038	41,704
660	FLEET SUPERINTENDENT (JB) (E)	28	46,972	69,821
615	FLEET SUPERVISOR	25	40,501	60,401
505	GENERAL MAINTENANCE WORKER	15	23,940	35,900
123	GIS SPECIALIST (JB) (E)	24	38,570	57,431

ADH - Acting Department Head

E - Exempt

JB - Job Basis 2.5%

COLA approved

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Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
173	GOVERNMENTAL AFFAIRS MANAGER I (JB) (E)	30	51,979	77,099
434	GRANTS ADMINISTRATOR (JB) (E)	27	43,867	65,270
432	GRANTS WRITER (JB) (E)	25	40,501	60,401
440	GRAPHICS DESIGNER	21	33,097	49,475
515	HEAVY EQUIPMENT OPERATOR	20	30,867	46,051
446	HOUSING ADMINISTRATOR (JB) (E)	28	46,051	68,452
441	HOUSING COORDINATOR	22	34,921	51,979
445	HOUSING INSPECTOR	25	39,707	59,217
447	HOUSING MANAGER (JB) (E)	30	51,979	77,099
439	HOUSING SERVICES ADMINISTRATIVE SPECIALIST	18	28,038	41,704
438	HOUSING SERVICES AIDE	16	25,417	37,814
108	INFORMATION PROCESSING COORDINATOR	22	34,921	51,979
116	INFORMATION TECHNOLOGY ANALYST (JB) (E)	25	40,501	60,401
163	INFORMATION TECHNOLOGY MANAGER, ASST. (ADH) (E)	32	57,431	85,097
131	INFORMATION TECHNOLOGY SPECIALIST I	22	34,921	51,979
132	INFORMATION TECHNOLOGY SPECIALIST II (JB) (E)	23	36,312	54,652
133	INFORMATION TECHNOLOGY SPECIALIST III (JB) (E)	24	38,570	57,431
101	INTERPRETER	16	25,925	38,570
650	LEAK DETECTION TECHNICIAN	19	29,328	43,867
312	LIBRARIAN	23	36,618	54,652
305	LIBRARY AIDE I	15	23,940	35,900
310	LIBRARY AIDE II	18	28,038	41,704
315	LIBRARY DIRECTOR, ASSISTANT (ADH) (E)	32	56,305	83,428
313	LIBRARY MANAGER (JB) (E)	30	50,960	75,587
328	LIBRARY PAGE	10	18,740	28,038
835	LIFEGUARD	17	26,644	39,707
635	MAINTENANCE MECHANIC	18	28,038	41,704
905	METER READER	17	26,644	39,707
409	MINIMUM HOUSING OFFICER	23	35,900	53,580
813	MOCA ADMINISTRATOR (JB) (E)	27	43,867	65,270
824	MOCA DIRECTOR, ASSISTANT (ADH) (E)	32	57,431	85,097

ADH - Acting Department Head

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510	MOTOR EQUIPMENT OPERATOR	18	28,038	41,704
137	NETWORK ADMINISTRATOR (JB) (E)	28	46,972	69,821
122	NETWORK SPECIALIST (JB) (E)	24	38,570	57,431
848	NURSERY SPECIALIST	21	32,448	48,505
857	PARKS AND RECREATION MANAGER, ASSISTANT (ADH) (E)	32	57,431	85,097
816	PARKS AND RECREATION SPECIALIST	21	32,448	48,505
854	PARKS COORDINATOR	22	34,921	51,979
814	PARKS NATURALIST	21	32,448	48,505
855	PARKS SPECIALIST	21	32,448	48,505
858	PARKS SUPERINTENDENT (JB) (E)	28	46,972	69,821
852	PARKS SUPERVISOR (JB) (E)	25	40,501	60,401
211	PAYROLL COORDINATOR (JB) (E)	21	32,448	48,505
216	PENSION PLAN ADMINISTRATOR (JB) (E)	26	42,538	63,456
105	PERMIT PROCESSING COORDINATOR	20	30,867	46,051
120	PERMIT PROCESSOR	18	28,038	41,704
149	PERSONNEL ADMIN. MANAGER, ASSISTANT (ADH) (E)	32	57,431	85,097
148	PERSONNEL ADMINISTRATOR (JB) (E)	28	46,972	69,821
145	PERSONNEL SPECIALIST (JB) (E)	24	38,570	57,431
435	PLANNER (JB) (E)	27	44,744	66,575
437	PLANNER, CITY (JB) (E)	32	57,431	85,097
443	PLANNING TECHNICIAN	21	32,448	48,505
436	PLANNING TECHNICIAN, SR.	22	34,921	51,979
418	PLANS EXAMINER (JB) (E)	30	50,960	75,587
634	PLUMBER	25	39,707	59,217
736	POLICE ADMINISTRATOR (JB) (E)	31	54,652	81,024
730	POLICE COMMUNICATIONS OPERATOR	22	34,236	50,960
734	POLICE COMMUNICATIONS SUPERVISOR	25	40,501	60,401
715	POLICE LIEUTENANT (E)	33	60,401	89,446
705	POLICE OFFICER	28O	46,993	69,842
703	POLICE OFFICER, TRAINEE	25T	40,523	60,338
707	POLICE PROPERTY CLERK	16	25,417	37,814

ADH - Acting Department Head

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107	POLICE RECORDS SUPERVISOR	25	40,501	60,401
710	POLICE SERGEANT	31S	55,712	82,657
825	PROFESSIONAL TENNIS SUPERVISOR (JB) (E)	31	54,652	81,024
117	PROGRAMMER/ANALYST (JB) (E)	27	44,744	66,575
450	PUBLIC INFORMATION OFFICER (E)	27	44,744	66,575
451	PUBLIC INFORMATION SPECIALIST	24	38,570	57,431
702	PUBLIC SERVICE AIDE	17	26,644	39,707
404	PUBLIC WORKS DIRECTOR, ASSISTANT (ADH) (E)	39	81,024	120,083
407	PUBLIC WORKS DIRECTOR, ASSISTANT TO THE (JB) (E)	28	46,972	69,821
405	PUBLIC WORKS OPERATIONS CHIEF (JB) (E)	31	54,652	81,024
135	PURCHASING AGENT (JB) (E)	28	46,972	69,821
136	PURCHASING MANAGER (JB) (E)	30	51,979	77,099
740	QUARTERMASTER	20	30,867	46,051
106	RECORDS MANAGEMENT SUPERVISOR	20	31,484	46,972
109	RECORDS TECHNICIAN	16	25,417	37,814
805	RECREATION AIDE	12	20,612	30,867
815	RECREATION COORDINATOR	22	34,236	50,960
810	RECREATION LEADER I	16	25,417	37,814
812	RECREATION LEADER II	18	28,038	41,704
821	RECREATION PROGRAMMER (E)	26	42,538	63,456
818	RECREATION SPECIALIST	21	32,448	48,505
822	RECREATION SUPERINTENDENT (JB) (E)	28	46,972	69,821
817	RECREATION SUPERVISOR (JB) (E)	25	40,501	60,401
540	REFUSE COLLECTOR	18	28,038	41,704
512	RIGHTS-OF-WAY INSPECTOR	18	28,038	41,704
159	RISK ANALYST	22	34,921	51,979
158	SAFETY OFFICER (JB) (E)	25	40,501	60,401
545	SANITATION COORDINATOR	22	34,921	51,979
552	SANITATION SUPERINTENDENT (JB) (E)	28	46,051	68,452
551	SCADA TECHNICIAN	23	36,618	54,652
110	SECRETARY	20	31,484	46,972

ADH - Acting Department Head

E - Exempt

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Class Number	Class Title	Numerical Pay Grade	Minimum Pay Rate (Annual)	Maximum Pay Rate (Annual)
195	SERVICE WORKER	Flat Rate	-	-
127	STOCK CLERK	17	26,644	39,707
125	STOREKEEPER	20	30,867	46,051
520	STREETS COORDINATOR	22	34,921	51,979
526	STREETS SUPERVISOR (JB) (E)	25	40,501	60,401
424	SUSTAINABILITY ADMINISTRATOR (JB) (E)	26	42,538	63,456
840	SWIMMING POOL OPERATOR	20	30,867	46,051
121	SWITCHBOARD OPERATOR	16	25,417	37,814
138	SYSTEMS ADMINISTRATOR (E)	28	46,972	69,821
118	SYSTEMS ANALYST (JB) (E)	27	44,744	66,575
637	TRADES MECHANIC	20	30,867	46,051
144	TRAINING SPECIALIST (JB) (E)	24	38,570	57,431
413	TRANSPORTATION MANAGER (JB) (E)	30	50,960	75,587
431	TRANSPORTATION PLANNER (JB) (E)	27	44,744	66,575
228	UTILITY BUSINESS COORDINATOR	23	36,618	54,652
915	UTILITY BUSINESS FIELD COORDINATOR	22	34,236	50,960
230	UTILITY BUSINESS SUPERVISOR (JB) (E)	28	46,972	69,821
567	UTILITY COORDINATOR	22	34,921	51,979
566	UTILITY CREW LEADER	17	26,644	39,707
585	UTILITY SUPERINTENDENT (JB) (E)	28	46,972	69,821
568	UTILITY SUPERVISOR (JB) (E)	25	40,501	60,401
571	UTILITY TECHNICIAN	18	28,038	41,704
962	WATER PLANT COORDINATOR	22	34,921	51,979
960	WATER PLANT OPERATOR	21	32,448	48,505
955	WATER PLANT OPERATOR, TRAINEE	18	28,038	41,704
587	WATER PLANT SUPERINTENDENT (JB) (E)	28	46,972	69,821
570	WATER PLANT SUPERVISOR	25	40,501	60,401
124	WEBMASTER (JB) (E)	24	37,814	56,305
625	WELDER	23	35,900	53,580
112	WORD PROCESSING SPECIALIST	19	29,328	43,867
412	ZONING ADMINISTRATOR (JB) (E)	29	49,475	73,492

ADH - Acting Department Head

E - Exempt

JB - Job Basis 2.5%

COLA approved

FY 2013-2014
SUPPLEMENTARY COMPENSATION PROVISIONS

SECTION A.

LONGEVITY PAY (Suspended until further notice):

Employees hired on or after January 1, 2007 – Longevity pay for total continuous completed years of service (full time and part time employees, unclassified or with regular status in any established classification.) Eligible employees will receive a lump sum bonus on their longevity date as follows (the bonus is not cumulative):

- 5 years service - \$500.00
- 10 years service - \$1,000.00
- 15 years service - \$1,500.00
- 20 years service - \$2,000.00
- 25 years service - \$2,500.00
- 30 years service - \$3,000.00
- 35 years service - \$3,500.00
- 40 years service - \$4,000.00

Employees hired prior to January 1, 2007 - Longevity pay for total continuous service (full time and part time employees, unclassified or with regular status in any established classification).

- 5 years service - \$4.00 weekly
- 7 years service - \$6.40 weekly
- 10 years service - 5% of base pay
- 15 years service - 7.5% of base pay
- 20 years service - 10% of base pay

SECTION B.

LEADWORKER PAY: Assignment as Leadworker.

- \$.20 hourly

SECTION C.

CERTIFICATE PAY:

1. Building Inspectors (Suspended until further notice)
Building Inspectors holding up to four (4) additional certificates, other than in required area of specialization, such as: Electrical, Roofing, Mechanical, General Building, Plumbing. Payment is subject to the approval of the Community Planning & Development Director and the Personnel Administration Director.
 - 5% for each Certificate (up to two (2) Certificates)
 - 2.5% for each additional Certificate

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SUPPLEMENTARY COMPENSATION PROVISIONS

2. City Engineer , Asst. Public Works Director, Asst CP&D Director
General Contractor pay for possession and maintenance of General Contractors' License for the City or Building Official Administrator
 - 5% of base pay

3. Certified Leisure Professional
Recreation Leader IIs, Recreation Supervisors, Recreation Superintendents, and Parks and Recreation Specialists who possess a Certified Leisure Professional Certificate approved by the Florida Recreation and Park Association and accepted and recognized by the National Recreation and Park Association.
 - \$1.00 hourly

4. FACE Certification Pay
Code Compliance Officers and Code Administrator/Manager and Minimum Housing Officers holding Florida Association of Code Enforcement certificates as follows:
 - \$0.50 hourly per FACE Certificate Level I, II, and/or III (up to 2 certificates for a maximum of \$1.00/hour)

5. Fleet Mechanics
Fleet Mechanics holding up to four (4) A.S.E. Certificates in a required area of specialization, may receive additional compensation. Payment is subject to the approval of the Public Works Director and the Personnel Administration Director.
 - \$0.25 hourly per A.S.E. Certificate (up to four (4) Certificates)

6. Municipal Clerk Certification Pay
Deputy City Clerk holding Municipal Clerk Certificate.
 - \$1.00/hour

7. Professional Certification Incentive Pay
Pay adjustment authorized by the City Manager in recognition for achievement of special certification or professional achievement in their field or in a desired area of specialization. Certificates required as part of job description are not eligible for Professional Certification Incentive Pay.
 - Up to \$1.00/hour

8. Storm Water Technician Certificate Pay
Public Works employees assigned to the Storm Water Division holding ONE certificate as follows:
 - \$0.25/hour - "C" Certificate OR
 - \$0.40/hour - "B" Certificate OR
 - \$0.55/hour - "A" Certificate

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SUPPLEMENTARY COMPENSATION PROVISIONS

9. Water Plant Operators
Water Plant Operators, Water Plant Coordinators, Water Plant Supervisor, Water Plant Superintendent, and Chemist holding the State Health Department Certificates assigned to Plant Operation.
 - 7.5% of base pay - "C" Certificate OR
 - 10% of base pay - "B" Certificate OR
 - 15% of base pay - "A" Certificate

10. Victim Services Practitioner Certification Pay
 - \$.75/hourly

SECTION D.

NIGHT SHIFT DIFFERENTIAL:

1. Motor Pool
General Maintenance Workers, Fleet Mechanic Trainees, Fleet Mechanic's Aides and Fleet Mechanics assigned to night duty at the Motor Pool.
 - \$.20 hourly

2. Water Plant
Water Plant Operator Trainees, and Water Plant Operators assigned to night duty.
 - \$.20 hourly

SECTION E.

ASSIGNMENT PAY:

1. Certified Pesticide Applicator Differential
Parks employees holding the State of Florida Department of Agriculture and Consumer Service Ornamental and Turf and Right-of-Way restricted pesticide applicator's license. Only one employee at a time shall receive an additional 5% of base pay on a daily basis when assigned to pesticide application for any portion of a day
 - 5% of base pay/daily

2. City Manager Office
One (1) employee assigned on a regular basis to perform office assistance to the City Manager
 - 5% of base pay

3. Construction Equipment Operation (Public Works)
Heavy Equipment Operators assigned to operate designated heavy motorized construction equipment such as backhoe, crane truck and heavy front-end loader on a regular basis (majority of work week.)

FY 2013-2014
SUPPLEMENTARY COMPENSATION PROVISIONS

- 5% of base pay
4. Disaster Reporting Oversight
One employee may be assigned the responsibility of working with FEMA/State and other agencies to compile information and reports after a declared disaster. Supplemental pay will be in effect until all audits are completed. FEMA/State shall reimburse the city for the administrative costs related to the disaster.
- 10% of base pay
5. Facility Maintenance Supervisor
One (1) Facility Maintenance Supervisor assigned on a regular basis to perform supervisory duties.
- 5% of base pay
8. Temporary Supervisor Assignment Pay
For a department that does not have an Assistant Director, Manager, Manager I or Administrator. When a non-supervisory employee is assigned supervisory duties during a department reorganization period and the employee is not eligible for out-of-class pay, one employee may receive a 5% supplement for up to 6 months during reorganization. The department may have this supplement one time only during reorganization.
- 5% of base pay

SECTION F.

TOOL ALLOWANCE:

1. Fleet Supervisors, Fleet Mechanics, and Fleet Mechanic Trainees
 - \$300.00 yearly
2. Fleet Mechanic's Aide
 - \$100.00 yearly

SECTION G.

1. Out of Classification Pay
Any employee (with the exception of Bargaining Unit members) designated by his Director and required to perform work normally assigned to a higher classification than their own for periods of at least three (3) consecutive work days shall be compensated at 5% above current base pay for such period. Under no circumstances will holidays, vacation, sick leave, birthday, jury duty, etc. count toward the three (3) day period.
2. When Department Heads are absent for a period of at least three (3) consecutive work days, the next employee in line and so designated by the appropriate Department Head or City Manager shall be compensated at 10% above current base pay for such period. This shall not hold true for employees formally recognized as second-in-command (ADH) in such classifications as: Assistant Information Technology Manager , Assistant Finance Director,

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SUPPLEMENTARY COMPENSATION PROVISIONS

Assistant Library Director, Assistant MOCA Director, Assistant Parks & Recreation Manager, Assistant Personnel Administration Manager, Assistant Public Works Director, Assistant Community Planning and Development Manager, Deputy City Manager, Deputy City Attorney, Deputy City Clerk, and Assistant Police Chief, as well as other such appropriate classifications which recognize acting Department Head responsibilities in the class specifications.

SECTION H.

ON CALL: Any employee with the exception of Police Officers and Police Sergeants, who is not considered job basis, and is required to be on call and available to report to work in the event of an emergency will be compensated \$10.00 per day. In the event any employee is called and reports to work due to such an emergency, the \$10.00 will be applied towards the overtime worked; an employee required to be on call on a holiday will receive \$10.00 for the day and all other provisions concerning this section will apply.

SECTION I.

JOB BASIS: Any employee in a position whose classification is designated as JB (job basis) in the classification and pay plan shall receive additional compensation equal to 2-1/2% of any such employee's base pay. All such salaried employees shall be exempt from receiving overtime pay.

SECTION J.

SERVICE WORKER: Service connected disability retirement recipients, re-employed in the capacity of service worker, are paid at a rate equivalent to 90% of their regular rate of compensation earned at time of disability, as provided in Ordinance 691.

SECTION K.

TRAINEE STATUS:

Any employee appointed to fill a classified position in the capacity of a trainee, must meet the majority of established eligibility criteria for the regular classification. Compensation for a trainee shall be no more than three (3) pay grades below the minimum rate of pay for the regular classification. Trainees shall remain on probation until they meet established eligibility criteria for the classification and not be entitled to receive merit increases.

SECTION L.

1. **Overtime Pay**

All non-salaried, hourly employees in the classified service whose classifications are so designated in the classification and pay plan shall be compensated at a rate of one and one-half (1-1/2) times their normal hourly rate under the following conditions:

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A) For time actually worked in excess of forty (40) hours in with-pay status per week.

Nothing herein shall require the payment of time and one-half unless a substantial amount of time is worked in excess of the normal workday. For the purpose of definition, a substantial amount of time shall be considered any period of time of fifteen (15) minutes or more.

The assignment of overtime work is on an involuntary basis and any employee refusing assignments of such work is subject to disciplinary action as deemed appropriate by the appointing authority.

2. Classified non-salaried, hourly employees who work on a holiday shall be compensated at the overtime rate for hours actually worked.

Such overtime pay must be certified by the appointing authority as necessary work performed in the public interest.

3. The following classifications in the unclassified and classified service are designated as salaried, are excluded from provisions of this section and shall not be entitled to overtime.

Such classifications are executive, administrative or professional as defined within the Fair Labor Standards Act and exempt from the overtime provision of the act:

- City Manager (CM)
- Deputy City Manager (DCM)
- Department Heads (DH), Manager
- Assistant Department Heads and Classifications Designated as Acting Department Heads (ADH)
- All Salaried Classifications Designated As Exempt (E) and/or Job Basis (JB)

SECTION M.

RECALL PAY: A non-salaried hourly employee who is recalled to work at a time other than his or her scheduled work shift shall be paid for a minimum of two and one-half (2-1/2) hours, at the rate of one and one-half (1-1/2) times his or her straight time hourly rate, or for the period of time actually worked, whichever is greater.

A non-salaried hourly employee performing work, which is continuous with his or her scheduled work shift, shall receive overtime pay and the minimum two and one-half (2-1/2) hours recall pay will not apply.

For purposes of definition, for Section "M", continuous work shall indicate that a period of time of fifteen (15) minutes or more has not elapsed between the beginning or end of an employee's regular work shift and the time the employee is required to work overtime.

Police Officers/ Sergeants, blue and white collar employees must refer to their Collective Bargaining Agreements.

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SECTION N.

COURT TIME - See current Collective Bargaining Agreements.

SECTION O.

HOLIDAYS: The following holidays and their respective designated dates are hereby authorized for the employees of the City of North Miami, Florida. A holiday which falls on a Saturday is observed the preceding Friday; a holiday which falls on a Sunday is observed the following Monday:

<u>Holiday</u>	<u>Designated Day</u>
New Year's Day	January 1st
Martin Luther King Day	3rd Monday In January
Presidents Day	3rd Monday In February
Memorial Day	Last Monday In May
Independence Day	July 4
Labor Day	1st Monday In September
Veterans Day	November 11
Thanksgiving Day	4th Thursday In November
Christmas Day	December 25
Employee's Birthday	Employee's Birth Date Subject To Prior Department Approval
Two (2) Floating Holidays	At The Employee's Option Subject To Prior Department Approval

Note: Supplementary Compensation Provisions of the Pay Plan are policies and procedures regulating pay and benefits for employees unless otherwise noted in Collective Bargaining Agreements.