



FY 2025-2026

SUPPLEMENTARY COMPENSATION PROVISIONS

SECTION A.

LEADWORKER PAY: Assignment as Lead worker.

- \$.20 hourly

SECTION B.

CERTIFICATE PAY:

1. **AICP Certification**

Community, Planning & Development employees who possess an AICP Certificate approved by the American Planning Association. Approval required by the City Manager.

- 5% of base pay

2. **Backflow Certification**

Public Works employees assigned to the Water & Sewer Division who possess a Backflow Certification. Approval required by the City Manager.

\$1.00 hourly of base pay

3. **Building Inspectors**

Building Inspectors holding up to four (4) additional certificates, other than in the required area of specialization, such as: Electrical, Roofing, Mechanical, General Building, Plumbing. Payment is subject to the review of the Building Director and Approval required by the City Manager.

- 5% for each Certificate (up to two (2) Certificates)
- 2.5% for each additional Certificate

4. **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. Approval required by the City Manager.

- 5% of base pay

5. **Certified Floodplain Manager Certification**

Any Building Department employee who becomes a Certified Floodplain Manager. Approval required by the City Manager.

- 5% of base pay

6. **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.



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- \$1.00 hourly
7. Certified Public Accountant Pay
Any employee in a position where possession of a CPA license would be valuable to the city. Approval required by the City Manager. License required as part of job description are not eligible for extra pay.
 - 5% of base pay
 8. Certified Public Pension Trustee Pay
Any Pension Board Employee who holds this certification and continues to serve on the board. Approval required by the City Manager.
 - \$1.00 hourly
 9. Certified Public Procurement Buyer (CPPB)
Any Purchasing Department employee who becomes a Certified Public Procurement Buyer. Approval required by the City Manager.
 - \$1.00 hourly
 10. Certified Public Procurement Officer (CPPO)
Any Purchasing Department employee who becomes a Certified Public Procurement Officer. Approval required by the City Manager.
 - \$5% of base pay
 11. 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)
 12. Fleet Mechanics
Fleet Mechanics holding up to six (6) A.S.E. Certificates in a required area of specialization may receive additional compensation. Payment is subject to the review of the Public Works Director. Approval required by the City Manager.
 - \$0.25 hourly per A.S.E. Certificate (up to six (6) Certificates)
 13. Information Technology Technical Certifications: Information Technology Employees can only receive certification pay up to \$2/hour from any combination of Entry Level and Technical Certifications. If an employee chooses certificate pay based on professional certifications, they can only receive certificate pay based on the professional certification tier and cannot mix and match between technical and professional. Approval required by the City Manager.
 - Entry Level Technical Certifications (\$0.25 per certification up to four)
 - CompTIA A+



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- CompTIA Network+
- CIW Certifications (Java Professional, Web Foundations, etc.)
- Cisco Certified Entry Networking Technician
- VMware Foundations

- Technical Certifications (\$0.50 per certification up to four)
 - Certified Ethical Hacker
 - Cisco Certified Networking Associate
 - Cisco Certified Networking Professional
 - CompTIA Security+
 - CompTIA Server+
 - Laserfishe
 - VMware Certified Professional

- Entry Level Professional Certifications (2.5% of base pay)
 - Certified Public Technology Manager (CPTM)

- Professional Certifications (5% of base pay)
 - Certified Government Chief Information Officer (CGCIO)

14. Municipal Clerk Certification Pay

Deputy City Clerk holding Municipal Clerk Certificate.

- \$1.00/hour

15. Permit Technician Certification

Building Department employees who possess a Permit Technician Certification. Approval required by the City Manager.

- 5% of base pay

16. Public Human Resources Professional Certification Pay

Personnel Department employees who possess an HR Professional Certification. Approval required by the City Manager.

- 5% of base pay

17. 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 the job description are not eligible for Professional Certification Incentive Pay.

- Up to \$1.00/hour



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18. Storm Water Technician Certificate Pay

Public Works employees assigned to the Storm Water Division holding ONE certificate as follows:

- 2.5% of base pay - "C" Certificate OR
- 5.0% of base pay - "B" Certificate OR
- 7.5% of base pay - "A" Certificate

19. Water Distribution System Operator License

Public Works employees assigned to the Water & Sewer Division holding ONE certificate as follows:

- 7.5% of base pay - "C" Certificate OR
- 10% of base pay - "B" Certificate OR
- 15% of base pay - "A" Certificate

20. 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

21. Victim Services Practitioner Certification Pay

- \$.75/hourly

SECTION C.

SHIFT DIFFERENTIAL:

1. Water Plant

Water Plant Operator Trainees, and Water Plant Operators assigned to night duty.

- 2.5 % afternoons
- 5% midnights

SECTION D.

ASSIGNMENT PAY:

1. A. Certified Pesticide Applicator Differential



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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

B. Adverse Conditions Assignment

Employees exposed to adverse conditions including waste, sewage, and bodily fluids shall receive an additional 2.5% of base pay

- 2.5% of base pay

2. **City Attorney and 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.)

- 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

6. **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, 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



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SECTION E.

TOOL ALLOWANCE:

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

SECTION F.

1. Out of Classification Pay

Any employee 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 workdays 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 workdays, 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, 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 G.

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 H.



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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 I.

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 J.

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 K.

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:

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.



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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)
- Sr. Assistant City Manager (SACM)
- 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 L.

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.

SECTION M.

COURT TIME - See current Collective Bargaining Agreements.



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SECTION N.

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:

Holiday

Veterans Day
Thanksgiving Day
Thanksgiving Friday
Christmas Eve (OLV)
Christmas Day
New Year's Day
Martin Luther King Day
Presidents Day
Memorial Day
Juneteenth Day
Independence Day
Labor Day

Employee's Birthday:

Employee's Birth Date Subject to Prior Department Approval.

Two (2) Floating Holidays:

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.

PROMOTIONAL PAY INCREASE

When a non-union employee is promoted to a classification with a higher paygrade, the equivalent of a 5% increase shall be provided if the promotional classification is one or two paygrades higher than the current classification held. If the promotional classification is three or more paygrades higher than the current classification held, the equivalent of a 10% increase shall be provided. No additional increase shall be allowed unless authorized by the City Manager. Union employees promoted to a union position shall continue to receive the equivalent of a 5% increase. Promotional step must be at least the minimum of the paygrade, unless being promoted to a Trainee position.

SECTION O.

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



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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

TEMPORARY SUPPLEMENTAL PAY

Supervisory employees assigned on a temporary basis to a new position with additional supervisory duties may receive 5% supplemental assignment pay, if authorized by the City Manager. This is in addition to any pay grade step increase provided. When assignment ends and employee returns to previous position, temporary supplemental assignment pay will be terminated.

STEP IN GRADE

At the City Manager's discretion, an increase within the current pay grade may be granted to an employee based on additional duties assigned.

CERTIFICATION/LICENSE AGREEMENT

When the City pays for employees to earn the certification/licenses listed below, employee must sign an agreement committing to remain in employment with the City for a period of not less than two years after completion of certification training. If employee resigns within two years, the City reserves the right to require reimbursement for the full cost of tuition, certification fees, and other expenses. Funds will be withheld from the employee's final pay, including but not limited to the following certifications/trainings:

City Engineer (General Contractor's License)
Code Compliance Officer (FACE Certification)
Permit Processor (Permit Technician Certification)
Water Plant Operator (Water Plant Operator Certification)
Police Officer (FDLE Law Enforcement Certification)

Updated on September 15, 2025