

Americans with Disabilities Act (ADA) regulations.

Pay Plan:

The Pay Plan shall be directly related to the Classification Plan and shall provide the basis for compensation of employees. It is developed by assigning a position grade and determining a salary range for the position.

A position grade is established by assessing several core factors of a position such as, the level of complexity of functions, scope of responsibilities, degree of authority and degree of experience necessary to perform the essential functions of the position.

The Pay Plan shall include tables of basic rates of pay and schedules of salary grades for each job title in the Classification Plan. Each position grade is assigned a salary range that is based upon salary data of similar and comparable organizations in the immediate geographical area of the City. The salary range represents the corresponding salary levels of a position at progressively increased levels of experience and job knowledge.

Regular Full-Time Employee: An employee who is hired to work on a continuous basis 40 hours per work week.

Regular Part-Time Employee: An employee who is hired to work on a continuous basis up to 29 hours per work week

Administration of Pay Plan:

Initial Employment

1. A new employee entering the City's work force will typically start at the minimum salary level of the pay grade assigned to his/her position. When there are exceptional considerations, such as advanced experience, education/training, or qualifications that significantly exceed the minimum requirements of a position, a hiring manager may request approval to start the employee at a salary that is above the minimum level for the position.
2. Requests for a starting salary that is up to twenty percent 20% above minimum salary level for a position shall require the approval of the Human Resources Director. Requests for a starting salary that is more than twenty percent (20%) above the minimum salary level for a position require the Human Resources Director's review with recommendations to the City Manager for final approval.

No manager has the authority to extend an offer of employment that is above the minimum salary for a position to a candidate without the Human Resources Director's and/or City Manager's prior approval.

3. As a matter of practice, the City of Delray Beach does not issue sign-on bonuses as part of its normal recruiting strategy, however, it does recognize the need for such a measure in unique hiring situations or when recruiting for extraordinarily difficult vacancies to fill.

In these instances, the Department Directors must request authorization from the Human Resource Director, in writing, prior to offering a sign-on bonus. Requests for sign-on bonuses require the Human Resources Director's and the City Manager's approval. Sign-on bonuses are subject to mandatory tax deductions.

Promotions:

It is considered to be a promotion when a position is vacant and through the internal job posting process and in compliance with Equal Employment Opportunity (EEO) principles, an employee applies for the position and is selected to fill the position, if the vacant position is a higher classification and job grade than the employee's current position

The salary of an employee who is promoted will be increased by ten percent (10%) of the employee's salary before the promotion or to the minimum salary level of the new position grade, whichever is greater.

Requests for a salary that is up to twenty percent (20%) above minimum salary level for a position shall require the approval of the Human Resources Director. Requests for a starting salary that is more than twenty percent (20%) above the minimum salary level for a position require the Human Resources Director's review with recommendations to the City Manager for final approval.

If a regular full-time employee receives a promotion which results in a salary increase of ten percent (10%) or higher, the employee's next annual performance review date, shall be adjusted to twelve (12) months from the date of the promotional salary increase and the employee will have one year probationary period.

Demotions:

A demotion occurs when an employee leaves one position and moves to a position with a lower classification and position grade. For example, when a position is vacant and through the internal job posting process an employee applies for the position and is selected to fill the position, if the vacant position is a lower classification and position grade than the employee's current position, then this is considered to be a demotion.

Demotions generally result in a decrease in salary which must be approved by the Human Resources Director and with final approval from the City Manager. The employee will have a one (1) year probationary period.

Reclassifications:

When a position changes significantly in terms of job content, scope, skills, and responsibilities, its classification may be changed by the Human Resources Department at the request of the Department Director. The change can be to a higher or lower classification and position grade. If the change results in a higher classification, the Department must have the funds in their budget to support the change.