

**VILLAGE OF KEY BISCAYNE
EMPLOYEE POLICIES AND PROCEDURES**

SECTION: COMPENSATION

**DATE: March 14, 1995
Revised: 1-09-2001**

ITEM SUBJECT: SALARY STEP INCREASES (1) (2) (3)

SALARY STEP INCREASES

- I. Department Heads will determine whether full time probationary employees will be entitled to receive a step increase in salary.

- II. Regular full time employees, who have successfully completed probation, will receive merit increases as shown in their salary schedule, unless their supervisor recommends that no increase be granted due to their failure to adequately perform. The Department Head will make the final recommendation to deny a merit step increase.

- III. There are ten salary steps, at 5% each, that employees may receive with the department head's approval. The employee would be eligible for a salary step increase each year until the tenth step is attained.

- IV. The employee is entitled to two longevity pay increases, at 5% each, again with the approval of their department head, beginning with their 15th year of service as a full-time Village employee, and again at their 20th year of service.

- (1) Presented to Council October 13, 1992
- (2) Salary and Step Plan presented to Council January 26, 1993
- (3) 10-Step Plan approved by Council on January 9, 2001

RESOLUTION NO. 2001-3

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE
VILLAGE OF KEY BISCAYNE, FLORIDA; ADOPTING A
TEN STEP SALARY PLAN FOR VILLAGE EMPLOYEES;
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, on October 24, 2000 and November 14, 2000, the Village Council instructed the Village Manager to review the current seven step salary plan for Village employees; and

WHEREAS, on January 14, 1997, the Village Council approved the seven step salary plan; and

WHEREAS, the Village Council would like to adjust the present seven step salary and wage plan for the Village employees; and

WHEREAS, the Village Council hereby adopts the proposed ten step salary plan for Village employees and implements a longevity plan when at the completion of 15 years of service, the employee shall receive a 5% longevity payment and upon the completion of 20 years of service, the employee shall receive an additional 5% for each year of service.

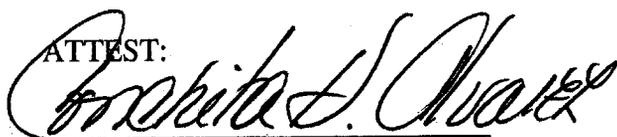
**NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE
VILLAGE OF KEY BISCAYNE, FLORIDA AS FOLLOWS:**

Section 1. That the Village Council of the Village of Key Biscayne adopts the ten step salary plan for Village employees and implements a longevity plan described above and in Exhibit "A".

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 9th day of January, 2001.


MAYOR JOE I. RASCO

ATTEST:


CONCHITA H. ALVAREZ, CMC, VILLAGE CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY


RICHARD JAY WEISS, VILLAGE ATTORNEY





VILLAGE OF KEY BISCAINE

Office of the Village Manager

Village Council
 Joe I. Rasco, Mayor
 Martha Fdez-León Broucek, Vice Mayor
 Scott Bass
 Alan H. Fein
 Mortimer Fried
 Gregory C. Han
 Robert Oldakowski

November 29, 2000

Village Manager
 C. Samuel Kissinger

MEMORANDUM

TO: Honorable Mayor and Members
 of the Village Council

FROM: C. Samuel Kissinger
 Village Manager

RE: Pay Plan Adjustments

Village Council directed staff to look into the pay disparity issue that was brought to your attention by the Village Firefighters at the October 24, 2000 meeting and discussed by the Council on November 14, 2000. After a comparison of the surrounding fire departments' pay plans, I recommend that three additional steps be added to the current pay plan. This projected salary adjustment has a limited impact on the FY 2001 budget. All employees with eight and nine years of service receive a raise this fiscal year (2001) which will cost \$60,000.

I recommend that those 22 senior employees receive a retro-active increase based on the actual date that they acquired their eight years of service. Otherwise, that group of senior employees would lose salary and benefits if Council were to grant this proposed salary step plan to all employees and not to make it retro-active for this small group. The employees acquiring 8, 9 and 10 years of service are in the following offices/departments:

	FY 2001 Retroactive 8 & 9 Years of Service	FY 2002 8, 9 & 10 Years of Service
BZ&P:	0	0
Finance:	0	0
Fire:	17	20
Police:	5	11
Public Works:	0	0
Total Employees:	22	31
Additional Estimated Cost: (Salary Only)	\$60,000	\$100,000

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Honorable Mayor and Members
of the Village Council
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The retro-active Step 8 employees would receive their step increase in their 8th year with this plan. Steps 9 and 10 would be received in the employees 9th and 10th year of service. I am recommending that the current 4% "10 year seniority payment" become a 5% longevity pay at 15 years of service, and a final 5% longevity pay at 20 years of service be added to the pay plan. Statistically, this would have a limited financial impact on our operating budget. Our experience on Key Biscayne demonstrates only one in five of our employees will reach 8 years of service.

This proposed step increase plan would raise our firefighters, police, and general employees salaries to a level comparable to other local governments.

These pay and benefit adjustments and planned new facilities should help to retain valued and highly trained senior employees. Unfortunately, we have lost personnel who have left our employment to take higher paying jobs with better benefits and working conditions in other communities.

The cost-of-living adjustment shall be considered annually and need be approved accordingly by the Village Council. The above adjustments do not include the Village Clerk or the Village Manager.

An alternative to this annual approval would be to adopt a formula which would automatically determine the cost-of-living adjustment. Please see proposed resolution if the Council wants to consider this method of approving the cost-of-living adjustment. Thank you.

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I. Present Pay Plan:

One	Two	Three	Four	Five	Six	Seven
5%	5%	5%	5%	5%	5%	5%

Longevity pay of 4% upon completion of ten (10) years of service to the Village paid annually

II. Proposed Pay Plan:

One	Two	Three	Four	Five	Six	Seven	Eight	Nine	Ten
5%	5%	5%	5%	5%	5%	5%	5%	5%	5%

III. Longevity pay of 5% upon completion of fifteen years of service and an additional 5% pay upon completion of 20 years of service paid thereafter.

IV. FY 2001 Pay Plan for Firefighters

Step 1	Step 2	Step 3	Step 4	Step 5
\$39,759.11	\$41,747.07	\$43,834.42	\$46,026.15	\$48,327.45
Step 6	Step 7	Step 8	Step 9	Step 10
\$50,743.82	\$53,281.02	\$55,945.07	\$58,742.32	\$61,679.44
Longevity Step/15 Years - 5%		Longevity Step/20 Years - 5%		
\$64,763.41		\$68,001.58		

-End-

January 14, 1997

vote was as follows Councilmembers Fried, Han, Reed, Sime, Vice Mayor Padovan and Mayor Festa voting Yes

Sam Davitian, 720 Myrtlewood, Edward Slavens, 301 Palmwood Lane, addressed the council on this issue

10 **REPORTS AND RECOMMENDATIONS** The following items were discussed

Mayor and Councilmembers Vice Mayor Padovan presented a request to donate \$1,000 to Crime Stoppers of Dade County Mayor Festa made a motion to defer to next council meeting The motion was seconded by Councilman Sime and approved by a 6-0 voice vote The vote was as follows Councilmembers Fried, Han, Reed, Sime, Vice Mayor Padovan and Mayor Festa voting Yes

Vice Mayor Padovan presented to council the situation on abandoned shopping carts on the streets of Key Biscayne The Chief of Police was requested to make a report to council a month from now on the progress of this situation

Vice Mayor Padovan presented to council the situation on Police/Fire employee suggestions The manager addressed the council suggesting to add 6th and 7th step to our current salary plan, reduce longevity steps and institute a new vesting plan for new employees The manager recommended the following vesting plan after 1 year, 20%, after 2 years, 40%, 3 years, 60%, 4 years, 80 % and 5 years, 100% Councilman Fried made a motion to approve the recommendations The motion was seconded by Vice Mayor Padovan and approved by a 6-0 voice vote The vote was as follows Councilmembers Fried, Han, Reed, Sime, Vice Mayor Padovan and Mayor Festa voting Yes

Vice Mayor Padovan presented to council the need to have an alternate Village Council representative for the Dade County League of Cities Vice Mayor Padovan made a motion to appoint Councilman Han The motion was seconded by Mayor Festa and approved by a 6-0 voice vote The vote was as follows Councilmembers Fried, Han, Reed, Sime, Vice Mayor Padovan and Mayor Festa voting Yes

Vice Mayor Padovan presented to council the Dade County League of Cities 1997 Dade County, State and Washington Legislative priorities

Vice Mayor Padovan made a motion to authorize the manager to contact the owner of the parcel adjacent to the Village Green to bring a report concerning the status of the property The motion was seconded by Mayor Festa and approved by a 6-0 voice vote The vote was as follows Councilmembers Fried, Han, Reed, Sime, Vice Mayor Padovan and Mayor Festa voting Yes

Budget Message continued...

Personnel

The proposed budget includes a 3% cost of living adjustment for all Village employees. The estimated cost of the increase is \$85,482 in salaries and benefits. The proposed budget contains funds for step increases for personnel as provided for in the personnel manual. The increase is subject to department head approval. Funds are included to increase the employee development line item budget from \$5,000 to \$10,000. No additional fringe benefits are recommended for consideration by the Village Council at this time. A revised step plan for employees will be submitted to the Council for consideration prior to budget adoption. The Village Council should consider the establishment of a cost of living policy which annually utilizes the consumer price index as its basis. This would establish a sound personnel policy for pay adjustment, comparable to other area municipalities and businesses.

1995 Highlights

Several major projects initiated in 1993 and subsequent years were recently completed such as the Emergency Services Complex, the Village Green, parts of the beautification program, dune re-vegetation project, installation of no boating signs, etc. Appropriate changes were made to the Hurricane Preparedness and Recovery Plan and in the Building, Planning and Zoning Department. Community grants were awarded to several organizations during this fiscal year. At the June 12, 1995 workshop, the Village Council reviewed the semi-annual report of the Village Manager, dated May 17, 1995, that included a status on departmental goals, objectives and accomplishments for Fiscal Year 1995. The following highlights have been undertaken and/or completed last fiscal year:

1. The modern, up-to-date four building Emergency Services Complex that provides office and work space for the Fire Rescue and Police Department was dedicated November 30, 1994.
2. The Street Tree Planting Program, a village-wide sod replacement, the Neighborhood Public landscape Program and the Crandon Boulevard Median Improvement Program were completed and accepted this fiscal year. This complied with a goal established by the Council.
3. The Hurricane Preparedness and Recovery Procedures Plan for the Village has been reviewed and up-dated for the forthcoming season. Emergency personnel attended courses on critical incident management, urban search and rescue techniques and hurricane preparedness. Information on the plan has been disseminated to condominium managers. All condominiums have been invited to share our radio frequency for emergency purposes. All contract lists have been up-dated.

Resolution 93-22 adopted May 11, 1993 authorized the purchase of \$1,000,000 of fire and rescue equipment that includes one Quint, \$447,000; one pumper, \$233,000; two rescue units, \$173,000; and other fire fighting equipment, \$125,000. A copy of the Resolution 93-22 is on page "a" in the table of contents section.

1993-1994 BUDGET HIGHLIGHTS

1. Funds in the amount of approximately \$871,200 are included in this budget for interest and principal payment for the acquisition of the Tree Farm property. Discussion on the acquisition of this property has been held by the Village Council from its inception. Hopefully, both parties will mutually agree on the price. The Council authorized the Manager to negotiate with the property owners for the purchase of the property at the August 24, 1993 Council Meeting.
2. A \$75,000 appropriation is contained in the budget for funds to complete the Master Plan and gain final approval from the State Department of Community Affairs and to provide Village-wide dissemination of the plan and to develop Land Development Regulation to implement the plan.
3. The Capital Budget includes funds (\$200,000) for a Storm Sewer system and the beautification for Ocean Lane Drive (\$100,000), Calusa Park Expansion depending on County approval of a lease agreement, beautification of additional right-of-way sites to be selected, pre-payment of outstanding debt for fire equipment, a pilot underground wiring project, a reserve for the Fernwood Road Improvement Program, a new street identification signage program, Harbor Drive Re-construction plan, Sanitary Sewer Master Plan, street condition classification report, underground utilities wiring study, solid waste collection and disposal analysis and beach boardwalk from East Heather to East Enid.
4. The budget contains funds in the amount of \$100,000 for community grants to our local organizations such as the Chamber of Commerce, ~~Key Biscayne Athletic Association, Key Biscayne Elementary School, etc.~~
5. Personnel benefits increases include funds to increase the hospitalization payments to \$350 per month, initiate an educational incentive program and health and wellness program. The educational and wellness programs will be submitted to the Council for approval at a later date. A three percent (3%) salary and wage increase and a five percent step increase is proposed. Funds to begin an executive pay plan are included. The salary and wages for Departmental Personnel must be up-graded to maintain parity with similar communities.

October 13, 1992

9-C-1-a Building Official Building Official Niede briefly discussed FEMA's 50% rule and answered questions from the board

9-C-1-b Community Affairs Report was submitted

9-C-1-c Engineer Report was submitted

9-C-1-d Police Chief Chief Flaherty briefly addressed the board regarding the proposed salary and benefits package for the police department and answered questions from the board

9-C-1-e Recreation Report was submitted

9-C-2 Youth day at Key Biscayne Elementary has been postponed to a future date

9-C-3 Trustee Fried made a motion to authorize the Village Manager to instruct the Village Engineer to undertake an engineering study in order to propose a rate schedule for the Storm-water utility and his fee be charged against the Storm-water Utility budget at a cost not to exceed \$35,000 Trustee Sime seconded the motion which carried unanimously by a 7-0 roll call vote

9-C-4 Hurricane Andrew Progress Report

9-C-4-A Debris Removal Engineer Penin spoke on this item

9-C-4-B Bill Baggs Cape Florida State Recreation Area Manager Kissinger informed the board that the U S Army Corp of Engineers will be chipping rather than burning debris at the park

9-C-4-C Crandon Boulevard Manager Kissinger reported that Crandon Boulevard was partially cleaned by the county on October 5th and 6th

9-C-4-D Financial Reimbursement by Federal Emergency Management Act (FEMA) Manager Kissinger reported that the Village has been reimbursed by FEMA for hurricane expense

9-C-5 Status of Furniture for Second Floor Report was submitted

9-D Mayor and Trustees

9-D-1 Acquisition of ± 30 acres of a portion of Crandon Park adjacent to Calusa Park Trustee Rasco informed the board of his meeting with county officials on this matter A sketch of possible plans for the land was presented

Village of Key Biscayne

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Key Biscayne, Florida 33149
(305) 365-5511 • Fax: 365-5556

Mayor
RAFAEL CONTE
Vice Mayor
RAYMOND P. SULLIVAN
Trustees
CLIFFORD BRODY
MORTIMER FRIED
MICHAEL HILL
JOE RASCO
BETTY SIME

October 6, 1992

PUBLIC SAFETY SALARY SCHEDULE

<u>POSITION</u>	<u>ANNUAL MINIMUM</u>	<u>ANNUAL MAXIMUM</u>
Trainee Officer (not certified)	\$ 26,500 (3)	
Certified Police Officer (1-3 years experience)	\$ 30,000 (6)	\$ 32,448
Certified Police Officer (Veteran experience)	\$ 31,000 (2)	\$ 33,529
Dual Certified Officer (Police & Fire)	\$ 32,575 (1)	\$ 42,866(1)
Sergeant, Police Certified	\$ 40,000 (3)	\$ 44,000(10)
Sergeant, Dual Certified (Police & Fire)	\$ 42,500 (1)	\$ 49,000 (1)
Lieutenant, Police Certified	\$ 46,962 (3)	\$ 52,826 (3)
Lieutenant, Dual Certified	\$ 49,462	\$ 54,800 (2)

DRAFT

**PENSION - BENEFITS PLAN
KEY BISCAIYNE PUBLIC SAFETY DEPARTMENT
PUBLIC SAFETY OFFICERS**

ICMA 401 (a) RETIREMENT PLAN

- * Employer contribution is 11% of salary
- * Employee contribution is 6% of salary
- * Vested fully after 1 year of service

SOCIAL SECURITY, FEDERAL AND STATE INCOME TAXES

- * Deducted every pay period
- * Employer contribution is 7.65% of salary

COST OF LIVING ADJUSTMENT (C.O.L.A.)

- * Annual COLA based on the Consumer Price Index for all Urban Consumers (CPI-U) for the Greater Miami Metropolitan Area.

PAID HOLIDAYS

- * Thirteen paid holidays

LEAVE

Annual

- * After 1 year - 80 hours
- * 3 years - 120 hours
- * 7 years - 160 hours
- * ~~100%~~ payout at termination
- * 320 hours maximum accumulation
- * 2 personal days to be used annually

Sick and Sick Leave Bank

- * 96 hours each year
- * Accrued Hours Payout Percentage
 - Up to 480 Hours 25%
 - More than 480 Hours 50%
- * Sick leave bank allows for voluntary transfer of annual or sick leave hours to sick leave accounts of other employees, who have exhausted their sick and annual leave due to extended illness.

PERFORMANCE BASED SALARY STEP INCREASES

- * Range from 0 - 5 % of salary annually on anniversary date

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LONGEVITY PAY

- * 10 years - 5%
- * 15 years - 5%

UNIFORMS & CLOTHING ALLOWANCE

- * Uniforms supplied by employer
- * Uniforms dry cleaned by employer
- * \$550.00 clothing/cleaning allowance for non-uniform personnel annually
- * Shoe allowance \$85.00 each year

EQUIPMENT/WEAPONS POLICY

- * Employer reimburses for protective vests (choice of 3) maximum \$557.00 ~~every 5 years~~ AS NECESSARY
- * Weapons issued
- * Equipment issued

COURT TIME/OVERTIME/RECALL POLICIES

Court Time

- * 2 hours minimum pay at time and one-half

Overtime: Employees will receive

- * Time and one-half
- * Holidays worked on regular scheduled days off at a rate of time and one-half and 12 hours of annual leave
- * 8 hours leave when holiday falls on regular scheduled day off AND YOU DON'T WORK
- * Holidays worked on regular scheduled work days at a rate of holiday leave or straight time pay for each hour worked to a maximum of 8 hours

RECALL

- * 2 hours minimum at overtime rate

HEALTH SERVICES

- * Physical examination every year

CAFETERIA BENEFIT PLAN ALLOWANCE

- * Employer provides each employee with 12% of base salary to be used at employee's discretion toward cafeteria benefit plan

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Under this plan employee may choose among two or more benefits consisting of:

- 1) cash (a taxable benefit); and
- 2) qualified benefits (non-taxable)
 - a) group-term life insurance with up to \$50,000 coverage;
 - b) dependent care assistance;
 - c) disability benefits;
 - d) accident and health benefits

* Options include hospitalization, vision, dental, prescription plans, supplemental life and disability insurance

WORKER'S COMPENSATION BENEFITS

- * Provided for all employees

MILITARY LEAVE

AS PER STATE LAW

- * 15 days paid leave per year
- * ~~Additional leave without pay may be granted by Director~~

ADMINISTRATIVE LEAVE/GRANTED WITH DIRECTOR'S APPROVAL

- * Jury Duty
- * Voting
- * Training & educational courses related to work for a maximum of twenty working days
- * Blood donor and other approved programs

INCENTIVE AWARDS PROGRAM

- * Cash or leave awards for special achievements, suggestions, etc.

SALARY INCENTIVE

STATE STANDARD

- * Educational development pay
- * Career development pay

LEAVE WITHOUT PAY

- * Granted by Director with approval of Manager

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DISABILITY LEAVE

- * 270 days, authority of the Director
- * 90 additional days, authority of the Manager

BURIAL EXPENSE

- * \$5,000

FALSE ARREST INSURANCE

- * Provided by employer

BEREAVEMENT LEAVE

- * 3 days granted when there is the death in the immediate family (employee or spouse's mother, father, grandfather, grandchildren, brother, sister, step-children or spouse.

EDUCATIONAL ASSISTANCE

- * \$500.00 annually for each employee for approved classes, if not used, returned to educational fund

PERSONAL PROPERTY REIMBURSEMENT POLICY

- * Eye glasses, watches, etc damaged in the line of duty will receive up to a maximum of \$300.00 in reimbursement per incident

LIABILITY INSURANCE

- * Provided by employer