



LEON COUNTY SHERIFF'S OFFICE

General Order 22.1 Compensation

<i>EFFECTIVE:</i>	<i>REVISED:</i>	<i>RESCINDS:</i>
19 March 2001	11 July 2017	19 September 2016

- A. PURPOSE:** The purpose of this order is to describe how agency members shall be compensated and establish procedures for a Tuition Assistance Program.
- B. SCOPE:** This order shall apply to all Sheriff's Office members.
- C. DISCUSSION:** The Sheriff's Office Uniform Pay Plan is intended to provide all members with fair and equitable pay, and provide a uniform system of payment.
- D. POLICY:** It shall be the policy of the Leon County Sheriff's Office to act within the rules and regulations of the Sheriff's Office Uniform Pay Plan and the Fair Labor Standards Act. It shall also be the policy to define the death benefits available to all sworn members.

E. DEFINITIONS:

ASSOCIATES DEGREE OR EQUIVALENT - Having been granted an associates degree or successful completion of 60 semester hours or 90 quarter hours and eligible to receive an associate's degree from an accredited college or university.

ESTABLISHED WORK PERIOD – For civilian personnel, the established work period is forty (40) hours within a seven-day period, Friday through Thursday. For sworn personnel, the established work period is eighty (80) hours within a fourteen-day period, Friday through Thursday.

COMPENSATORY TIME - Hours paid to non-exempt members in lieu of pay for hours worked in excess of scheduled hours.

EXEMPT MEMBER - Agency members exempt from the Fair Labor Standards Act (FLSA).

NON-EXEMPT MEMBER - Agency members addressed in the Fair Labor Standards Act (FLSA).

OVERTIME - The time a non-exempt member is directed or authorized to work in excess of his/her established work period.

F. PROCEDURE:

1. The Pay Plan consists of the official schedule of pay ranges, and the rules and regulations governing the administration of the Pay Plan.
 - a. All pay grade assignments are listed in the schedule of pay ranges. When a position is established, it is allocated to one of the approved pay bands in the classification plan, which in turn has been assigned to a designated pay grade. The assignment of a band to a pay grade automatically determines the minimum and maximum salary for the position allocated to that band.
 - b. The establishment of uniform pay grades, the assignment of each band to its proper pay grade, and the allocation of each position to its proper band establishes the principle of equal pay for equal work.

2. Payroll Deduction Service:

- a. Payroll deduction options are limited and costly to administer, therefore, they are reserved for specific purposes to include but not limited to:
 - 1) Certain charities, insurance programs, banking institutions and deferred compensation plans;
 - 2) Sheriff's Office Flower; and
 - 3) Court-ordered deductions.
- b. To qualify for consideration for payroll deduction, a written request shall be submitted to the Department of Administrative Services Chief for evaluation and consideration.
- c. The Department of Administrative Services Chief will make a recommendation to the Sheriff after evaluating the request with consultation from the Employee Relations Director, Fiscal Services Division Supervisor and the Information Technology Division Director, if appropriate.
- d. If the request is approved by the Sheriff, the Employee Relations Director shall be notified in writing and will initiate payroll deduction at the earliest payroll interval.

3. Salary Ranges and Advancements:

- a. Each pay range consists of a minimum and maximum salary.
- b. The minimum salary for each band should be such that applicants who meet the minimum training and experience requirements can be employed at that rate.

- c. The progression of a member within a pay range depends upon the member's work performance and the Leon County Board of County Commissioners appropriating funds for salary increases.
- d. There are no provisions in the pay plan for automatic salary advancement, and all merit salary advancements shall be based on recommendations by a member's Department Chief, and in no way shall exceed 10% in a 12-month period.

4. Appointment Rates:

- a. Except in unusual cases, new members shall be appointed at the minimum salary for the band to which the position has been allocated, unless approved by the Sheriff or Chief of Staff.
- b. An applicant or member who does not possess the minimum training or experience required in a particular band, may be approved for employment by the Sheriff or the Chief of Staff and paid at a rate below the minimum salary range of a particular band.

5. Salary Increases:

- a. A member may receive a salary increase by means of a pay grade adjustment, a cost of living adjustment, a merit salary advancement, or promotion.
- b. Pay Grade Adjustment:
 - 1) When a band is assigned to a higher pay grade, all members in that band shall be eligible to have their salaries adjusted in an amount equal to the amount by which the minimum salary for the band is adjusted;
 - 2) Should a member's salary be above the maximum salary listed in their respective pay grade, then no further pay grade adjustments will be made unless approved by the Sheriff or the Chief of Staff;
 - 3) The adjustment shall be effective on the date the action took place; and
 - 4) Once the initial adjustment has been accomplished, provisions of these regulations regarding pay increases, other than pay adjustments, shall govern subsequent salary increases.
- c. Merit Salary Advancement:
 - 1) A merit salary advancement is an increase in salary within the same pay range;

- 2) Merit salary advancements shall be initiated by a member's respective Department Chief and within the limits of these rules, at the discretion of the Sheriff;
 - 3) Merit salary advancements shall not be automatic or retroactive; and
 - 4) A member shall be eligible for a merit salary advancement at the discretion of the Sheriff.
- d. **Salary Increases upon Promotion:**
- 1) A member shall be promoted when the member is moved from a position in one band to a position in another band with a higher minimum salary range, or the member's position is reclassified from one band to another with a higher minimum salary range.
 - 2) When a member is promoted, they may be granted a salary increase not to exceed the new pay band maximum, but may not be paid less than the minimum salary of the pay band.
6. **Compensable Time for Non-Exempt Members:** Those hours worked by a member in a work week or work period.
- a. **In-Service Training:** When members are required by the Sheriff's Office to attend in-service training on their day off, the time shall be compensable time.
 - b. **Required Training for Certification or Re-certification:** Basic recruit and mandatory retraining are required by the Criminal Justice Standards and Training Commission and the Florida Department of Law Enforcement, as opposed to being required by the Sheriff's Office. As a consequence, under the Fair Labor Standards Act, hours spent in basic recruit and mandatory retraining are not considered work hours for overtime purposes.
 - 1) **Basic Recruit Training:** While enrolled in basic training, non-certified correctional officers may receive pay for 80 hours each pay period. These members may be required to work at the jail in addition to attending classes. Hours worked in excess of the 80 training hours during an established work period will be considered overtime.
 - 2) **Mandatory Retraining:** Members attending mandatory retraining classes on a regular scheduled work day will receive regular pay for up to eight (8) hours per day. Nonexempt members attending mandatory retraining on their scheduled day off will not be compensated.
 - c. **Training Seminars and Conferences:** When attending approved training seminars and conferences, the member shall be compensated for normal scheduled work hours. No additional work time is counted for time spent for eating, sleeping or personal business.

- d. Travel Time for Training:** Members shall be compensated for time spent traveling to and from approved training seminars and conferences not to exceed actual estimated travel time for the distance travelled.
- e. On-Call Time:** When a member is required to be on-call overnight or over a weekend, but is allowed freedom to perform personal business and is only required to be available by telephone or pager, the member is not on compensable time.
- f. Prisoner Travel:** When a member is traveling for the purpose of transporting a prisoner, all time is compensable time except those hours spent sleeping or hours spent on personal business.
- g. Travel for Investigative Purposes:** When a member is traveling for investigative purposes, the member is on compensable time for all hours traveling or actively pursuing the investigation including meals periods. The member is not on compensable time when sleeping or performing personal business.
- h. Court Time:** When members are required to be in court due to their job assignments, court time is compensable time.
- i. Oral Boards and/or Try Outs:** Members applying for promotions, transfers or other positions requiring oral boards and/or try outs will have such hours counted as compensable time.
- j. Travel from Home to Work Site:** Travel from home to the work site or the reverse is not compensable time.
- k. Personal Business:** Personal business is not compensable time.

7. Overtime Work:

- a.** All overtime hours worked shall be paid in cash or credited as compensatory leave at the discretion of the Sheriff or Chief of Staff.
- b.** The established work period is forty (40) hours within a seven-day period, Friday through Thursday for civilian personnel and eighty (80) hours within a fourteen-day period, Friday through Thursday for sworn personnel.
- c.** Overtime will be calculated at 1.5 times the hourly rate for hours worked above the established work period. Leave taken during the established work period as provided G.O. 22.7 will not be counted as hours worked for computing overtime. Only actual work performed over and above the established work period will be considered for overtime compensation.

- d. Members shall be granted compensatory leave credits at a rate of 1.5 hours per hour worked for all overtime hours worked not paid in salary.
- e. All overtime work must be authorized by the member's supervisor in advance, unless precluded by extenuating circumstances.
- f. The Sheriff may, in his sole discretion, waive overtime rules in unusual or extenuating circumstances, such as a protracted investigation, natural disaster or other situations as permitted by law.

8. Holiday Pay:

- a. Payment of holiday pay (double time) will be limited to eight (8) hours per holiday.
- b. A member is eligible for holiday pay when the majority of their shift hours fall on an approved holiday in accordance with G.O. 22.7 *Leave*.

9. Salary Additives:

- a. Salary additives are defined as any salary payment made to a member that is not a part of his/her base salary.
- b. Salary additives shall be approved in a specific amount by the Sheriff, when such are deemed appropriate for a position or a member. Salary additives that may be approved and the basis for such approval include but are not limited to:
 - 1) **Shift Differential Pay:** May be approved when the payment of shift differential is a prevailing practice for similar positions among other employers in the area of competition for the position, and it is determined that such an additive is necessary to recruit and retain qualified members.
 - 2) **On-Call Pay:** May be approved when it is determined that a member is required to be in stand-by status during non-work hours to return to work on a short notice by a Division Captain.
 - 3) **Field Training Officers, and Correctional Training Officers:** May be approved as a pay adjustment for the additional duties and responsibilities taken on by the member.
 - 4) **Salary Bonus:** May be approved as a one-time, lump-sum payment when it is determined that a member has performed an act of extraordinary courage or has demonstrated unusual abilities or leadership characteristics that contributed substantially to productivity within his/her work unit. The amount shall be determined by the Sheriff, taking into consideration budgetary constraints at the time.

- 5) **Out-of-Band Pay:** May be approved if a member is temporarily assigned duties, in writing, of a vacant position in a higher classification for more than 30 consecutive days. Such additives shall begin on the 31st day, and the rate of pay shall be administered in accordance with the pay upon promotion provisions. The assignment shall not exceed a 6-month period. If the member is not ultimately appointed to the position, he/she shall be eligible for Out-of-Band Pay effective the date he/she assumed the duties and responsibilities of the higher classification. The member shall then assume the duties and responsibilities of his/her former position and Out-of-Band Pay shall be discontinued.
- 6) **K-9 Pay:** K-9 members shall receive one-hour minimum wage per day for dog maintenance.
- 7) **Clothing Allowance:** Sworn members of the Criminal Investigation's Bureau and other positions, approved by the Sheriff, will receive a yearly allowance to purchase appropriate civilian clothing. Uniform deputies who are temporarily assigned to non-uniform duties for minimum of 90 days will receive a clothing allowance for the duration of the assignment retroactive to the first day in temporary assignment. This allowance will cover replacement of clothing that becomes unserviceable due to normal wear. Civilian clothing damaged outside of normal wear, and due to necessary job actions, will be replaced upon the approval of the Department of Administrative Services Chief.
- a) Those sworn members, who worked in the Criminal Investigations Division prior to 05/01/01 and received a salary increase at that time, do not qualify for this allowance.
- b) The Department of Administrative Services Chief shall ensure the Payroll Section is notified when sworn members are no longer eligible for the clothing allowance.
- 8) **Health Insurance "Opt-Out" Benefit:** A monthly payment, set by the Sheriff, is available to full time members who elect to "opt-out" from participating in health insurance programs provided by the Sheriff's Office or any other unit of Leon County Government. Eligibility is dependent on the member providing proof of health insurance coverage provided by an employer other than the Sheriff's Office or any other unit of Leon County Government. The member must provide proof of insurance annually to qualify for this benefit.
- 9) **Supplemental Pay:** Certain groups, designated by the Sheriff, are eligible for monthly stipends for the additional duties and responsibilities assigned. Designated groups include, but are not limited to, SWAT, Hostage Negotiation Team, Bomb Squad, K-9 and Tactical Dive Team.

- 10) Dual Certification:** Certified correctional officers who maintain dual law enforcement certification that is recognized by the agency shall be eligible for a monthly stipend for the additional duties and responsibilities assigned. Any correctional officers who were dual certified prior to 10/01/02 and received a salary increase at that time do not qualify for this stipend.

11) Physical Fitness Incentive:

- a) Sworn members may pursue a physical fitness incentive supplement on a voluntary basis. Sworn members must qualify or requalify at six (6) month intervals in order to receive or maintain the supplement.
- b) A sworn member who obtains a qualifying time in the one and one half (1.5) mile running test shall receive a physical fitness supplement in accordance with the following chart:

MAXIMUM RUNNING TIME IN MINUTES

Fitness			Age			Amount
Category	Under 30	30-39	40-49	50-59	60+	Per Month
A	10:00	11:00	12:00	12:30	13:00	\$50.00
B	12:00	13:00	14:00	14:30	15:00	\$40.00
C	14:30	15:30	16:30	17:00	17:30	\$30.00
D	16:30	17:30	18:30	19:00	19:30	\$20.00

- c) A sworn member who obtains a qualifying time in the three (3) mile run/walk test shall receive a physical fitness supplement in accordance with the following chart:

MAXIMUM RUNNING/WALKING TIME IN MINUTES

Fitness			Age			Amount
Category	Under 30	30-39	40-49	50-59	60+	Per Month
A	34:00	35:00	36:30	39:00	42:00	\$50.00
B	38:30	40:00	42:00	45:00	48:00	\$40.00
C	42:00	44:30	47:00	50:00	53:00	\$30.00
D	44:00	46:30	49:00	52:00	55:00	\$20.00

- d) The training unit will administer the qualifying tests. Sworn members must choose the 1.5 mile run test or the 3 mile run/walk test prior to qualification or requalification.
- c. If the basis for approval of an incentive supplement is altered in any way, the additive shall be removed immediately.

12. Educational Incentive:

- a. The Sheriff's Office provides educational incentive payments for sworn members for college degrees and law enforcement courses in accordance with F.S. 943.22. Incentive pay is as follows:
 - 1) Associates degree or equivalent from an accredited college or university, \$30 monthly.
 - 2) Bachelors' degree from an accredited college or university, \$80 monthly.
 - 3) For each 80-hour increment of (CJSTC) Criminal Justice Standards and Training Commission-approved law enforcement courses, members receive \$20 monthly. (Maximum 480 hours and \$120)
 - 4) The maximum aggregate amount which any full-time sworn member may receive is \$130 per month.
- b. Procedures for applying for incentive pay are as follows:
 - 1) Application will be made with the Human Resource Section. A copy of the degree or transcript will be submitted with the application.
 - 2) The Human Resource Section shall complete a CJSTC form 63 and submit it to the CJSTC.

13. Tuition Assistance Program:

- a. **Eligibility and Restrictions:** Tuition assistance will be available to all full-time, permanent status members, who are not on disciplinary probation and received a "Meets Standard" or above on their last evaluation. Eligible members may receive up to a maximum of \$150 tuition assistance per semester, on a reimbursement basis.
 - 1) Tuition reimbursement is limited to costs not funded by other programs such as scholarships, grants, GI Bill or other subsidies;
 - 2) Tuition reimbursement will be made only for courses taken at an accredited college or university;
 - 3) Continuing education and vocational classes such as Real Estate or Auto Mechanics shall not qualify for reimbursement; and
 - 4) Members shall not schedule or attend classes that negatively impact their job assignment, duties or performance.
- b. **In order to receive tuition assistance, eligible members must:**

- 1) Submit a Tuition Assistance Application and Approval form to the Human Resource Section, via the member's chain of command. This must be submitted at the beginning of the academic semester; and
- 2) Present proof of course completion with a grade of "C" or better and a tuition payment receipt to the Human Resource Section within 30 days of course completion.

14. Summary of Death Benefits for Law Enforcement and Corrections Personnel:

- a. **State of Florida:** Benefits for line of duty death, including monetary, health insurance and educational benefits, will be provided to survivors in accordance with Florida Statutes 112.19. Benefits will vary depending upon circumstances.
- b. **Florida Retirement System:** Benefits for line of duty and non-duty related death are provided by the Florida Retirement System. Benefits vary depending upon circumstances and years of service.
- c. **Social Security:** Social Security benefits are available to survivors, in the line of duty death cases, as defined by the Social Security Administration.
- d. **Workers Compensation:** Benefits are provided through Workers' Compensation for the line of duty death.
- e. **Leon County Sheriff's Office Group Life Insurance:**
 - 1) An amount equal to one-times the member's basic annual salary, rounded to the next \$1,000, if not already a multiple thereof, will be provided by the Leon County Sheriff's Office. (*Basic annual salary* means a member's earnings for normal work weeks established by the policy-holder for his/her job classification, exclusive of bonus and overtime pay.);
 - 2) Supplemental Life Insurance: The supplemental life insurance may be obtained by the member in an amount two or three times the member's basic annual salary, rounded to the next higher \$1,000. Supplemental premiums are paid by the member; and
 - 3) Benefits Reduction: At age 65, the amount is reduced to 65% of the original amount.
- f. **U.S. Department of Justice Public Safety Officer's Benefits Program (PSOB):** The PSOB Program provides death and education benefits to survivors of fallen law enforcement officers. It also provides disability benefits to law enforcement officers catastrophically injured in the line of duty.

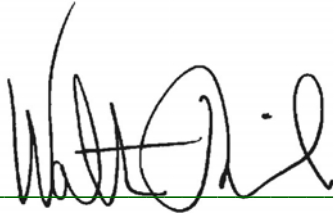
15. Budgetary Limitations:

- a. All provisions of these rules and regulations relating to payment of salaries are contingent upon funds being available.
 - b. Any deviation from paying members in accordance with this General Order because of budgetary limitations must be approved by the Sheriff.
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APPROVED: _____

WALT MCNEIL

SHERIFF, LEON COUNTY

A handwritten signature in black ink, appearing to read 'Walt McNeil', is written over a horizontal line.