

SUMMARY OF CHANGES APPOINTED PAY PLAN

February 19, 2019



ONE CITY. ONE JACKSONVILLE.

EMPLOYEE SERVICES DEPARTMENT

SUMMARY OF CHANGES AND SIGNIFICANT PROVISIONS

Section 1 Overview

- 1.3 Changed equal opportunity in employment language to be more general so that if protected categories are added, the plan does not have to be changed.

Section 2 Administration of the Pay Plan

- 2.3 – Increase of service raise to \$310
- 2.5 – Removal of TOPPs language

Section 3 Overtime

- 3.2 – Overtime calculated by actual hours worked for exempt and non-exempt employees. Removed comp time threshold of 40 hours for JSO and made them the same as other departments.

Section 4 Holidays

- 4.7(2) – Added language "on any type of leave of absence" to clarify when employees will not receive holiday pay.

Section 5 Annual Leave Plan E

- 5.1(2) – Leave accrual rates will change at the start of the pay period in which the employee's adjusted service date falls.
- 5.2(4) – Removal of language charging employees every ½ hour when not on assigned job.
- 5.3(1) – Added language detailing transfer of hours to deferred comp will count as leave time used and language outlining requests for and payment of sellback hours.
- 5.3(2) – Added language detailing payment of rollback hours.

Formerly

Section 6 Retirement Leave Account

- Section deleted – no eligible employees.

Section 6 Personal Leave Plan H

- 6.1(4) – Changed language regarding the accrual rate of personal leave to indicate that it is at the start of the pay period in which the employee's adjusted service date falls.
- 6.2(2) – Added language defining personal crisis as a use of CELB hours.
- 6.4(3) – Changed language from ten (10) consecutive days to eighty (80) consecutive hours. Changed relationships for CELB to match represented agreements.
- 6.2(4) – Added language allowing employees to donate CELB hours to another employee's CELB account.
- 6.2(5) – Added language allowing employees to donate CELB hours and payment of up to 40 hours of CELB upon separation with 20 years of service.
- 6.3(7) – Addition of language clarifying Plan H employees may not "run out their time" prior to retirement or resignation.

Section 7 Personal Leave Plan P

- 7.2(4) – Leave accrual rates will change at the start of the pay period in which the employee's anniversary date falls.
- 7.2(5) – Added that Leave Plan P employees who accrue beyond the maximum of six hundred (600) hours may be paid in accordance with the FOP or IAFF collective bargaining agreements.

Section 8 Leave Donations

- No Changes

Section 9 Death Benefits Payment

- Addition of language clarifying payment of benefits will be to employee's next of kin or estate in accordance with the law.

Section 10 Absence Without Pay

- No Changes

Section 11 Limited Emergency

- Language changed to state all employees may be needed to work during emergencies.
- Clarifications language for essential and non-essential employees.
- Language added to outline employees may use annual leave or flex time to cover special event situations when requested to leave early. Some situations may not require the use of annual leave or flex time.
- Language added detailing provisions of the agreement may be suspended during a declared emergency with the exception of wages and monetary fringe benefits.

Section 12 Jury/Witness Service

- 12.1 - Added language outlining employees scheduled for jury duty more than 4 hours after shift start time must report to work.
- 12.2 - Clarified language detailing employees will be paid in accordance with Section 12 for witness service.

Section 13 Bereavement and Funeral Leave

- 13.1 - Removal of cousins and great-grandparents from Immediate Family listing. Nieces/Nephews will have a 2 day maximum allowance.

Section 14 Military Leave for Training and Active Duty

- Removal of specific language regarding polices and addition of language indicating military leave will be in accordance with law.

Section 15 Workers' Compensation

- Added language outlining that all normal payroll deductions will continue when an employee is earning workers' compensation benefits.

Section 16 Employee Benefits

- 16.1 - Added language for medical benefits to be consistent with represented agreements. Employees will pay 5% of cost not to exceed \$30.
- 16.2 - Added language for dental benefits to be consistent with represented agreements. Employer will pay up to \$15 per month for coverage.
- 16.7 - Parental Leave language added.
- 16.8 - Tuition Reimbursement language has been added to be consistent with represented units

Section 17 Drug and Alcohol Abuse Policy and Testing Procedures

- No Changes

Section 18 Separation

- No Changes

The entire plan can be viewed on-line by clicking on "Departments" on the portal, "Employee Services", then "Pay Plans" listed under Compensation.