

INTRODUCED: May 23, 2016

AN ORDINANCE No. 2016-146

As Amended

To amend section 43 (Step-Based Pay System for Sworn Fire Fighters and Police Officers) of Article III of the pay plan adopted by Ord. No. 93-117-159 on May 24, 1993, for the purpose of providing for a step advancement for certain sworn fire and police personnel.

Patrons – All Members of Council

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JUNE 13 2016 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That section 43 of Article III of Ordinance No. 93-117-159, adopted May 24, 1993, be and is hereby amended as follows:

Section 43. (Step-Based Pay System for Sworn Fire Fighters and Police Officers)

(1) The following sworn fire and police classifications shall be part of a step based pay system as shown in Table 1, dated March 6, 2015 (a copy of which is attached hereto and incorporated herein):

Positions	Range
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AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: JUNE 27 2016 REJECTED: _____ STRICKEN: _____

Fire Recruit	1
Police Recruit	1
Fire Fighter I	2
Police Officer I	2
Fire Fighter II	3
Police Officer II	3
Fire Fighter III	4
Police Officer III	4
Fire Fighter IV	5
Police Officer IV	5
Master Fire Fighter	6
Master Police Officer	6
Fire Lieutenant	8
Police Sergeant	8
Fire Captain	10
Police Lieutenant	10
Fire Battalion Chief	12
Staff Battalion Chief	12
Police Captain	12

(2) Sworn fire and police personnel shall be eligible to move to their appropriate step on July 1, 2006 and thereafter shall be eligible to move in accordance with this ordinance at the beginning of the first full pay period in July of each calendar year thereafter. The initial placement and future movement of sworn fire and police personnel in the classifications of Fire Fighter I, Fire Fighter II, Fire Fighter III, Fire Fighter IV, Master Fire Fighter, Police Officer I, Police Officer II, Police Officer III, Police Officer IV and Master Police Officer will be based on full years of sworn service after the completion of the Fire Academy or the Police Academy (as outlined in Table 2, dated June 8, 2015, a copy of which is attached hereto and incorporated herein) or the step closest to but above their current salary, whichever is greater.

For purposes of this plan, sworn service time will begin upon graduation from the Fire Academy or the Police Academy less any break in service (except military or other leave as required by law), and step movement shall be based upon years of service as of June 30 of each year (e.g., an officer with 9 months of service as of June 30 will be considered to have 0 years of service) (Refer to Table 2). The initial placement of sworn fire and police personnel in the classifications of Fire Lieutenant, Fire Captain, Fire Battalion Chief, Staff Battalion Chief, Police Sergeant, Police Lieutenant and Police Captain shall be based upon service time in their current classification or the step closest to but above their current salary, whichever is greater, as outlined in Table 2. Future movement shall be based on the implementation schedule set forth in Tables 4a and 4b dated March 6, 2015 (copies of which are attached hereto and incorporated herein). Employees in the classification of Fire Lieutenant, Fire Captain, Fire Battalion Chief and

Staff Battalion Chief who obtained sworn service prior to July 1, 1991 are eligible for a three step increase on the date they would have been eligible to move into steps 12, 13 or 14 as a Fire Fighter. Employees in the classification of Police Sergeant, Police Lieutenant and Police Captain who obtained sworn service status prior to July 1, 1991 are eligible for a three step increase on the date they would have been eligible to move into steps 12, 13 or 14 as a Police Officer. In order to relieve salary compression and with the concurrence of the Director of Human Resources, the Chief of Fire and Emergency Services may place sworn personnel in the ranks of Fire Lieutenant, Fire Captain, Fire Battalion Chief and Staff Battalion Chief at a higher step. In order to relieve salary compression and with the concurrence of the Director of Human Resources, the Chief of Police may place sworn personnel in the ranks of Police Sergeant, Police Lieutenant and Police Captain at a higher step.

(3) Movement through the steps for Fire Recruits, Police Recruits and all levels of Fire Fighters and Police Officers hired after July 1, 2006 shall be based on the schedule in Table 3 dated March 26, 2009 (a copy of which is attached hereto and incorporated herein).

(4) Pursuant to the Career Development Plan, an employee shall move to the identical step in the higher range (e.g., if a Police Officer II is in Step 2 and moves up in the Career Development Plan, that police officer shall then move to a Police Officer III in Step 2) (Refer to Table 1).

(5) Sworn fire and police personnel promoted to higher classifications of Fire Lieutenant, Fire Captain, Fire Battalion Chief, Staff Battalion Chief, Police Sergeant, Police Lieutenant and Police Captain shall move to the next highest step within the new

classification that guarantees at least a 5% increase over their former salary. Thereafter, such personnel would continue to move through steps based on the schedule set forth in Tables 4a and 4b (e.g., if a Master Police Officer is currently in Step 12, that officer would be promoted to Police Sergeant in Step 8) (Refer to Table 1).

(6) Sworn fire and police personnel currently in the retirement program DROP plan may *not* withdraw from the plan to return to regular service, and retirement benefits are based on the employee's salary at the time of enrollment eligibility in the DROP plan.

(7) Sworn police personnel hired into the Department of Police as lateral transfers shall be placed in the step plan based upon pro-rating their external sworn service to sworn service the Department of Police. The pro-rating ratio shall be determined by the Department of Police.

(8) Sworn fire personnel hired into the Department of Fire and Emergency Services as lateral transfer shall be placed in the step plan based upon pre-rating their external sworn service to sworn service in the Department of Fire and Emergency Services. The pro-rating shall be determined by the Department of Fire and Emergency Services.

(9) Sworn police personnel shall be eligible for special assignment pay up to \$0.75 per hour. Assignments qualifying for this special assignment pay shall be determined by the Chief of Police with the approval of the Chief Administrative Officer.

(10) Sworn fire personnel shall be eligible for special assignment pay up to \$0.75 per hour. Assignments qualifying for this special assignment pay shall be determined by the Chief of Fire and Emergency Services with the approval of the Chief Administrative Officer.

(11) Sworn fire and police personnel in the classified service shall no longer be a part of the Performance Based Pay System. However, to be eligible for a step increase, the employee must have obtained at least a “Meets Standards” or an equivalent rating on the employee’s last annual performance evaluation.

(12) Notwithstanding the other provisions of this section 43 and the tables incorporated herein, on July 9, 2016, a sworn fire and police employee eligible under this subsection (12) shall be advanced to the next higher step in the step-based pay system established by this section 43. To be eligible for a step advancement under this subsection (12), a sworn fire and police employee must (i) ~~[be eligible to retire on July 1, 2016]~~ have successfully completed the basic training program of the Bureau of Police or Bureau of Fire, as applicable, within the Department of Public Safety on or before March 15, 1991, (ii) serve in a nonsupervisory role as of July 9, 2016, (iii) have obtained at least a “Meets Standards” or an equivalent rating on the employee’s last annual performance evaluation, and (iv) be a sworn police employee in Step 12 or Step 13 or a sworn fire employee in Step 13 of the step-based pay system established by this section 43 as of July 9, 2016.

(13) All salary increases and step advancements for which this section provides are subject to annual appropriations of sufficient funds therefore by the City Council.

§ 2. This ordinance shall be in force and effect on July 9, 2016.

Table 1 (effective July 11, 2015)

Table with 21 columns (Steps 1-21) and multiple rows of job titles and their corresponding step values.

Table 1 (effective July 09, 2016)

Table with 21 columns (Steps 1-21) and multiple rows of job titles and their corresponding step values.

**Table 2
Implementation Schedule for Sworn Fire Fighters and Police Officers**

Service Year as of 6/30/06	Implementation Year														
	FY2007	FY2008	FY2009	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023		
Recruit	1	2	3	4	5	6	7	8	9	10	11	12	13		
0	1	2	3	4	4	5	6	7	8	9	10	11	11		
1	2	3	4	5	5	6	7	8	9	10	11	11	11		
2	3	4	5	6	6	7	8	9	10	11	11	11	11		
3	4	5	6	7	7	8	9	10	11	11	11	11	11		
4	5	6	7	8	8	9	10	11	11	11	11	11	12		
5	5	6	7	8	8	9	10	11	11	11	11	12	12		
6	5	6	7	8	8	9	10	11	11	11	12	12	12		
7	6	7	8	9	9	10	11	11	11	12	12	12	12		
8	7	8	9	10	10	11	11	11	12	12	12	12	12		
9	8	9	10	11	11	11	11	12	12	12	12	12	13		
10	9	10	11	12	12	12	12	12	12	12	12	13	13		
11	9	10	11	12	12	12	12	12	12	12	13	13	13		
12	9	10	11	12	12	12	12	12	12	12	13	13	13		
13	9	10	11	12	12	12	12	12	13	13	13	13	13		
14	9	10	11	12	12	12	12	12	13	13	13	13	14		
15	10	11	12	13	13	13	13	13	13	13	13	14	14		
16	10	11	12	13	13	13	13	13	13	13	14	14	14		
17	10	11	12	13	13	13	13	13	13	14	14	14	14		
18	10	11	12	13	13	13	13	13	14	14	14	14	14		
19	10	11	12	13	13	13	13	14	14	14	14	14	14		
20	11	12	13	14	14	14	14	14	14	14	14	14	14		
21	11	12	13	14	14	14	14	14	14	14	14	14	14		
22	11	12	13	14	14	14	14	14	14	14	14	14	14		
23	11	12	13	14	14	14	14	14	14	14	14	14	14		
24	11	12	13	14	14	14	14	14	14	14	14	14	14		
25	11	12	13	14	14	14	14	14	14	14	14	14	14		

Table 3	
Implementation Schedule for Sworn Fire Fighters and Police Officers	
Minimum Years of Service in Step	Step
1	1
1	2
1	3
1	4
1	5
1	6
1	7
1	8
1	9
1	10
5	11
5	12
5	13
Final	14

Advancements are effective the first full pay period in July, pending approved funding and satisfactory performance

Table 4a Implementation Schedule for Police Sergeant and Fire Lieutenant	
Minimum Years of Service in step & class	Step
Advancement Available Each Year and Effective the First Full Pay Period in July, Pending Funding and Satisfactory Performance	1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12
	13
	14
	15
	16
	17
	18
	19
	20
Final	21

Table 4b Implementation Schedule for Police Lieutenant, Police Captain, Fire Captain, Fire Battalion Chief, and Staff Battalion Chief	
Minimum Years of Service in step & class	Step
Advancement Available Each Year and Effective the First Full Pay Period in July, Pending Funding and Satisfactory Performance	1
	2
	3
	4
	5
	6
	7
	8
	9
	10
	11
	12
	13
	14
	15
	16
	17
	18
	19
	20
Final	21



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

Ordinance/Resolution Request

TO Allen Jackson, City Attorney

THROUGH Lou Ali, Council Chief of Staff *USA*

FROM Leah Ford, Human Resources Liaison *LF*

COPY Charles R. Samuels, 2nd District Council Member
Haskell Brown, Deputy City Attorney
Vincent Jones, Deputy Chief of Staff *V. Jones*
Craig Bieber, 2nd District Liaison

DATE May 12, 2016

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TITLE Amendment to the Police step-based pay plan

This is a request for the drafting of an **Ordinance** **Resolution**

REQUESTING COUNCILMEMBER/PATRON

Patron Councilmember Charles Samuels

SUGGESTED STANDING COMMITTEE

Public Safety

ORDINANCE/RESOLUTION SUMMARY

The Patron requests an ordinance to amend section 43 (Step-Based Pay System for Sworn Fire Fighters and Police Officers) of Article III of the pay plan adopted by Ordinance No. 93-117-159, for the purpose of providing a one (1) step pay increase to sworn Police and Fire personnel who are currently in steps 12 and 13. The effective date of this one (1) step increase is to be July 9, 2016.

BACKGROUND

City Administration, Police and Fire feel it is essential to retain senior sworn Police and Fire personnel because they assist in the training and development of less experienced, sworn personnel in the Richmond Police Department and Richmond Department of Fire and Emergency Services. There are approximately 31 sworn Police personnel and approximately 26 sworn Fire personnel who, based on years of services, are eligible to retire on July 1, 2016. These employees are presently in steps where they would not ordinarily be eligible to receive a step increase due to the current implementation schedule. This ordinance would provide these sworn personnel with a one (1) step increase. This one (1) step increase is seen as a tool

The criteria for receiving the one (1) step increase is as follows:

- (1) All sworn personnel identified are eligible to retire as of July 1, 2016;
- (2) Currently serving in a non-supervisory role;
- (3) Obtained at least a "meets standards" rating on their last performance evaluation;
and
- (4) Currently in step 12 or 13 of the Step Based Pay System.

FISCAL IMPACT STATEMENT

Fiscal Impact Yes No

Budget Amendment Required Yes No

Estimated Cost or Revenue Impact:

It is estimated that the cost of this initiative by the Richmond Police Department will be \$588,192, which has already been budgeted for and included. For the Richmond Department of Fire and Emergency Services, it is estimated that the cost of this initiative is \$340,000, which was included in the fiscal year 2017 budget amendments provided by City Council. Both estimates include the costs of benefits for these sworn personnel.

Attachment/s Yes No