

INTRODUCED: June 12, 2017

AN ORDINANCE No. 2017-121

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.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JUNE 26 2017 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
Fire Recruit	1

AYES: 8 NOES: 0 ABSTAIN: _____

ADOPTED: JUNE 26 2017 REJECTED: _____ STRICKEN: _____

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 ~~[March 6]~~ June 12, 2017, 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.]~~ On July 8, 2017, subject to the provisions of the following sentence

for sworn police personnel, (i) employees in the classifications of Police Officer I, Police Officer II, Police Officer III, Police Officer IV, Master Police Officer, Fire Fighter I, Fire Fighter II, Fire Fighter III, Fire Fighter IV, and Master Fire Fighter shall be eligible to advance their steps for FY2017 to the corresponding step for FY2018 as shown on Table 2, and (ii) employees in the classifications of Police Sergeant, Police Lieutenant, Police Captain, Fire Lieutenant, Fire Captain, Fire Battalion Chief, and Staff Battalion Chief shall be eligible to be placed in the step of their classifications which most closely corresponds to the step they would have attained had the step movement provisions of the step-based pay system been funded for each of the fiscal years from the fiscal year commencing July 1, 2006, and ending June 30, 2007, to the fiscal year commencing July 1, 2017, and ending June 30, 2018. For the purpose of properly advancing sworn police personnel from their steps for FY2017 as shown on Table 2 or their current step in accordance with Tables 3, 4a, or 4b within available funding for the fiscal year commencing July 1, 2017, and ending June 30, 2018, the following shall apply based on the calculated differential between the pay applicable to each employee's step on June 30, 2017, and the pay applicable to each employee's step for FY2018 as shown on Table 2 or on Tables 3, 4a, or 4b:

(a) For sworn police personnel with the ranks of Police Officer I, Police Officer II, Police Officer III, Police Officer IV, and Master Police Officer, the employee's differential shall be divided by two, the quotient of that division shall be added to the pay applicable to the employee's step on June 30, 2017, and the result shall be rounded up to the next nearest step; provided that employees in step 14 on June 30, 2017, and employees with the rank of Police Recruit shall not receive an increase; and

(b) For sworn police personnel with the ranks of Police Sergeant, Police Lieutenant, and Police Captain, the employee's differential shall be divided by two, the quotient of that division shall be added to the pay applicable to the employee's step on June 30, 2017, and the result shall be rounded down to the next nearest step; provided that, where the aforementioned calculation would result in no change in step for the employee, in which case the employee will advance to the next step higher than the employee's step on June 30, 2017.

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,~~] or 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~~] transfers shall be placed in the step plan based upon [~~pre-rating~~] prorating their external sworn service to sworn service in the Department of Fire and Emergency Services. The [~~pro-rating~~] prorating 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) 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 8, 2017.

Table 1 (effective July 11, 2016)

Table with 21 columns (Shifts 1-21) and multiple rows of job titles including Recruit, Hourly 40 hour, and various Officer/Police roles.

Table 1 (effective July 09, 2016)

Table with 21 columns (Shifts 1-21) and multiple rows of job titles including Recruit, Hourly 40 hour, and various Officer/Police roles, similar to the first table.

**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	5	6	7	8	9	10	11	12	13			
1	2	3	4	5	6	7	8	9	10	11	12	13	14			
2	3	4	5	6	7	8	9	10	11	12	13	14	15			
3	4	5	6	7	8	9	10	11	12	13	14	15	16			
4	5	6	7	8	9	10	11	12	13	14	15	16	17			
5	6	7	8	9	10	11	12	13	14	15	16	17	18			
6	6	7	8	9	10	11	12	13	14	15	16	17	18			
7	6	7	8	9	10	11	12	13	14	15	16	17	18			
8	7	8	9	10	11	12	13	14	15	16	17	18	19			
9	8	9	10	11	12	13	14	15	16	17	18	19	20			
10	9	10	11	12	13	14	15	16	17	18	19	20	21			
11	9	10	11	12	13	14	15	16	17	18	19	20	21			
12	9	10	11	12	13	14	15	16	17	18	19	20	21			
13	9	10	11	12	13	14	15	16	17	18	19	20	21			
14	9	10	11	12	13	14	15	16	17	18	19	20	21			
15	10	11	12	13	14	15	16	17	18	19	20	21	22			
16	10	11	12	13	14	15	16	17	18	19	20	21	22			
17	10	11	12	13	14	15	16	17	18	19	20	21	22			
18	10	11	12	13	14	15	16	17	18	19	20	21	22			
19	10	11	12	13	14	15	16	17	18	19	20	21	22			
20	11	12	13	14	15	16	17	18	19	20	21	22	23			
21	11	12	13	14	15	16	17	18	19	20	21	22	23			
22	11	12	13	14	15	16	17	18	19	20	21	22	23			
23	11	12	13	14	15	16	17	18	19	20	21	22	23			
24	11	12	13	14	15	16	17	18	19	20	21	22	23			
25	11	12	13	14	15	16	17	18	19	20	21	22	23			

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



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

O & R REQUEST

4-6585
MAY 25 2017

Office of the
Chief Administrative Officer

O&R REQUEST

DATE: May 25, 2017 **EDITION:** 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer

THROUGH: Lenora G. Reid, Deputy Chief Administrative Officer

FROM: Korita Brown Jones, Interim Director of Human Resources

RE: Amendments to the Step-Based Pay System for Sworn Fire and Police Personnel

JD 5/30/17
SCG
LR
KB
OFFICE OF CITY ATTORNEY
MAY 31 2017
RECEIVED

ORD. OR RES. No. _____

PURPOSE: To amend Section 43 (Step-Based Pay System for Sworn Fire and Police personnel) of Article III of the Pay Plan adopted by Ordinance No. 93-117-159 to provide for step-based pay increases for sworn Fire and Police personnel.

REASON: To restore the Fire and Police Step System to its original intent.

RECOMMENDATION: The City's Administration supports adoption of this ordinance.

BACKGROUND: The City's Annual Fiscal Plan for 2018 was adopted to include funding to provide step increases for sworn Fire and Police personnel. More specifically, the funds provided to both departments are intended to increase sworn personnel's salaries to the amounts they would be receiving (steps they would be in) had full funding been available from fiscal years 2009 to present. For fiscal year 2018, there is not funding to completely move all employees to their original step as proposed in 2006. The changes requested to this section of the Pay Ordinance will allow both departments to address the pay increases over time.

FISCAL IMPACT / COST: \$1,100,000 for Fire and \$1,611,696 for Police, which was adopted in the fiscal year 2018 budget. To fully implement the plan, additional funding will be needed (to be determined by Fire and Police at a later date) to fund the plan in subsequent fiscal years.

FISCAL IMPLICATIONS: None.

BUDGET AMENDMENT NECESSARY: No.

REVENUE TO CITY: N/A

DESIRED EFFECTIVE DATE: The first full pay period in fiscal year 2018 starting July 8, 2017.

REQUESTED INTRODUCTION DATE: June 12, 2017.

CITY COUNCIL PUBLIC HEARING DATE: June 26, 2017.

REQUESTED AGENDA: Consent.

RECOMMENDED COUNCIL COMMITTEE: Governmental Operations.

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: N/A.

AFFECTED AGENCIES: Richmond Department of Fire and Emergency Services and Richmond Police Department.

RELATIONSHIP TO EXISTING ORD. OR RES.: Amends Section 43 of Ordinance No. 93-117-159.

REQUIRED CHANGES TO WORK PROGRAM(S): N/A.

ATTACHMENTS: Revised Table 2 – Implementation Schedule for Sworn Fire and Police Officers.

STAFF: Korita B. Jones, Interim Director of Human Resources.