

INTRODUCED: December 17, 2018

AN ORDINANCE No. 2018-319

To adopt a new pay plan for the City and to repeal Ord. No. 93-117-159, adopted May 24, 1993, and all amendatory ordinances thereto.

\_\_\_\_\_  
Patron – Mayor Stoney  
\_\_\_\_\_

Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: JAN 14 2019 AT 6 P.M.

WHEREAS, section 5A.03 of the Charter of the City of Richmond (2018), as amended, and section 15.2-1131 of the Code of Virginia (1950), as amended, authorize the City Council to establish a personnel system, including a classification plan for employees and a uniform pay plan, upon receiving any recommendations submitted to the City Council by the Mayor; sections 2-1264 and 2-1292 of the Code of the City of Richmond (2015), as amended, further provide for the City Council's adoption of a classification plan for employees and a uniform pay plan; and, having received the Mayor's recommendations concerning a classification plan for employees and a uniform pay plan, the City Council desires to adopt such a classification plan for employees and such a uniform pay plan to be a part of the City's personnel system;

AYES:           8                    NOES:           0                    ABSTAIN: \_\_\_\_\_

ADOPTED:    JAN 14 2019   REJECTED: \_\_\_\_\_   STRICKEN: \_\_\_\_\_

NOW, THEREFORE,

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. **Adoption of New Pay Plan.** The classification plan for employees and the pay plan attached to this ordinance, consisting of the document entitled “Pay Plan” and dated January 5, 2019, a copy of which is attached to and incorporated into this ordinance, hereinafter collectively referred to as the “Pay Plan,” is hereby adopted.

§ 2. **Future Amendment of Pay Plan.** Additions or amendments to the Pay Plan, when adopted using the words “the Pay Plan be and is hereby amended” or in such other form as to indicate the intention of the City to make the same a part of the Pay Plan, shall be deemed to be incorporated into the Pay Plan so that reference to the Pay Plan includes all such additions and amendments.

§ 3. **Repeal of Prior Pay Plan.** Ordinance No. 93-117-159, adopted May 24, 1993, and all ordinances amending Ordinance No. 93-117-159, adopted May 24, 1993, or the pay plan adopted thereby, in force and effect on the date on which this ordinance is adopted are hereby repealed.

§ 4. **Effective Date.** This ordinance shall be in force and effect as of and retroactive to January 5, 2019.

**Pay Plan**  
January 5, 2019

- I. **Classification Plan and Pay Schedules.** The classification plan and pay schedules are as set forth on the nine-page schedule attached hereto, entitled “Classifications and Assigned Ranges,” and dated January 5, 2019.
- II. **Transitional Provisions.**
- A. All employees in classified and unclassified City permanent positions shall have their base rate of pay adjusted to reflect a one percent increase, subject to the following conditions:
1. Employees not employed continuously in a permanent position on June 30, 2018, shall not be eligible for a base rate of pay adjustment.
  2. Employees in the classifications of Police Recruit, Police Officer I, Police Officer II, Police Officer III, Police Officer IV, Master Police Officer, Police Sergeant, Police Lieutenant, Police Captain, Fire Recruit, Fire Fighter I, Fire Fighter II, Fire Fighter III, Fire Fighter IV, Master Fire Fighter, Fire Lieutenant, Fire Captain, Fire Battalion Chief, and Staff Battalion Chief shall not be eligible for the one percent increase in base rate of pay.
  3. The amount of the increase shall be calculated on the employee’s base rate of pay as of January 4, 2019.
- B. Following the adjustments made by section II(A), all persons who are employed by the City as of the date on which the ordinance adopting this Pay Plan is adopted shall be assigned to one of the classification titles and pay ranges at the same rate of pay as adjusted in section II(A), subject to the following conditions:
1. If an employee’s base rate of pay is below the minimum rate of pay for that employee’s classification, that employee’s base rate of pay shall be adjusted to the minimum rate of pay for the employee’s classification.
  2. If an employee’s base rate of pay exceeds the maximum rate of pay for that employee’s classification, that employee shall not be eligible for additional increases to that employee’s base rate of pay until the maximum rate of pay for that employee’s classification is adjusted to exceed such employee’s base rate of pay as established by this section II.
- C. Section III(30) of this Pay Plan shall not apply to the implementation of “Classifications and Assigned Ranges,” dated January 5, 2019, which shall be governed by this Section II. For the avoidance of doubt, the increase for which

Section II(A) of this Pay Plan provides is not in addition to, but rather supersedes and replaces, the increase for which Ordinance No. 2018-071, adopted May 14, 2018, provides.

### III. **Administration of Pay Plan.**

A. **Definitions.** The following words and phrases, when used in this Pay Plan, have the meanings ascribed to them in this section.

1. ***Administrative Regulation.*** The term “administrative regulation” means any policy, procedure, or rule issued as an Administrative Regulation by the Mayor.
2. ***Appointing Authority.*** The term “appointing authority” means any person or group of persons having the power by law or lawfully delegated authority to appoint a person as an Employee
3. ***City Administration.*** The term “City Administration” refers to the departments and other administrative units of the City under the control and supervision of the Chief Administrative Officer. This term includes the Office of the Mayor.
4. ***Classified.*** The term “classified,” when modifying the word “employee” or the word “position,” means an employee or position assigned to a classification and title indicated as “classified” in the “Classifications and Assigned Ranges,” dated January 5, 2019, or its successor document.
5. ***Employee.*** The term “employee” means a person occupying a position who is paid a salary or wage by the City.
6. ***Full-Time Employment.*** The term “full-time employment” means employment that averages 40 hours per week for at least nine months in any 12-month period.
7. ***Pay Plan.*** The term “pay plan” means this Pay Plan.
8. ***Pay Range.*** The term “pay range” means the combination of the “Plan” column, the “Range” column, the “Minimum” column, and the “Maximum” column assigned to a classification and title in the “Classifications and Assigned Ranges,” dated January 5, 2019, or its successor document.
9. ***Position.*** The term “position” means the specific duties of employment assigned to be performed by a single full-time or part-time employee.
10. ***Senior Executive.*** The term “senior executive” means an unclassified employee or position assigned to a classification and title indicated as

“executive” in the “Classifications and Assigned Ranges,” dated January 5, 2019, or its successor document.

11. **Unclassified.** The term “unclassified” means an employee or position assigned to a classification and titled indicated as “unclassified” in the “Classifications and Assigned Ranges,” dated January 5, 2019, or its successor document.

**B. Provisions.**

1. **Application.** Except as otherwise specifically provided, all provisions of this pay plan shall apply to employees in the classified service and the unclassified service. If a conflict occurs between this pay plan and the Personnel Rules for the Classified Service, this pay plan shall prevail.
2. **Biweekly Salary.** The compensation for all classes of positions which have been included in the pay ranges of the pay plan shall be determined and fixed in accordance therewith and the other provisions of this ordinance. The officers and employees of the City shall be paid their salaries biweekly as provided by and in accordance with section 2-1216(a) of the Code of the City of Richmond (2015), as amended. Notwithstanding section 2-1216(a) of the Code of the City of Richmond (2015), as amended, during any fiscal year in which there are twenty-seven alternate Fridays, one additional installment of such annual compensation shall be paid.
3. **Worker’s Compensation.**
  - a. Any employee incapacitated by injury or illness as defined by the Virginia Workers’ Compensation Act may be entitled to the benefits provided by the Virginia Workers’ Compensation Act.
  - b. Injury leave with pay shall be provided in such instances as set forth in this section without charge against the employee’s leave balance.
  - c. During the first seven calendar days of necessary absence authorized by the authorized treating physician, injury leave with full pay will be allowed. Following this period, and for a period of one year from the date of injury, the employee shall be allowed injury leave with pay at the difference between compensation allowed under the Virginia Workers’ Compensation Act and the employee’s normal net pay. For purposes of this provision, “normal net pay” means gross pay (after pre-tax adjustments), less social security (FICA), federal income tax, and state income tax. Following this one-year period, the employee shall only receive the amount of compensation allowed under the Virginia Workers’ Compensation Act.

d. Upon the written request of any employee to the employee's appointing authority to extend injury leave with said pay beyond one year there shall be convened a panel consisting of the appointing authority, the Director of Human Resources, and the Director of Finance. The panel shall consider:

- (1) Whether the injury is extraordinary;
- (2) The extent to which the injury was related to the employee's performance of his normal official duties;
- (3) Whether the employee was to any degree responsible for the occurrence or extent of the injury because of his own negligence, fault, or improper conduct;
- (4) Whether the projected convalescence is objectively estimated to exceed one year;
- (5) Whether the employee is able to return to work in either his original position or any other position;
- (6) Whether the employee has made reasonable efforts toward rehabilitation;
- (7) Whether the employee has cooperated fully in prescribed treatment and rehabilitation; and
- (8) Any other factors the panel determines to be relevant.

The panel shall, after investigation and consideration of the matter, make its recommendation to the Chief Administrative Officer with regard to the disposition of the request for additional injury leave. The Chief Administrative Officer may then, in the Chief Administrative Officer's discretion, grant or deny the request. If the request is granted, the initial one-year period may be extended for such additional period of time as may be deemed warranted, consistent with the appropriate medical findings. The Chief Administrative Officer shall report to the Council periodically with regard to cases in which a request for additional leave is not granted.

e. The adjustments made to an employee's gross salary in accordance with the provisions of this paragraph shall not be used to reduce the amount of retirement benefits otherwise payable to said employee. Retirement benefits shall be computed as though the employee received his or her normal gross salary during the employee's period of disability.

4. **Police and Fire Career Development.**

- a. For employees assigned to the positions in the PF pay ranges, advancement shall be in accordance with the provisions of a “career development plan” recommended by the head of the employee’s department and approved by the Director of Human Resources and the Chief Administrative Officer. A copy of the approved career development plans and all amendments thereafter shall be the official career development plans and shall be filed with the Director of Human Resources.
- b. Advancement between classifications in accordance with career development plans implemented pursuant to this section, except for advancement from Police Recruit to Police Officer I and from Fire Recruit to Fire Fighter I, shall be suspended for the period commencing July 1, 2017, and ending June 30, 2019.

5. **Pay Progression.** The initial employment of any person in the classified service whose position is in the pay plan shall be paid within the pay range assigned to that position. Except as otherwise specifically provided, additional movement through the pay range will be based on a performance system approved by the Chief Administrative Officer and issued in an administrative regulation. Whenever a general or performance increase is given, the salary of an employee may not exceed the maximum of the pay range to which that employee’s position is assigned. Whenever a person is hired and assigned to an apprentice class in the classified service or the unclassified service the person’s compensation shall be within the pay range and in accordance with approved standards of apprenticeship training.

6. **Courts.** Persons occupying unclassified positions in the courts for whom compensation is not fixed directly or indirectly by statute adopted by the General Assembly of Virginia shall be placed in the general pay ranges and general pay bands as follows:

<i>Classification</i>	<i>General Pay Range</i>
Adult Drug Court Specialist	9
Law Clerk-Courts	10
Dispute Resolution Coordinator	13
Finance Analyst/Adult Drug Court	13
Assistant Director of Adult Drug Court	16

<i>Classification</i>	<i>General Pay Band</i>
Court Assistant	3
Secretary to Judges of the Circuit Court	3

7. **General Registrar's Office.** Persons occupying unclassified positions in the Office of the General Registrar in accordance with provisions of Title 24.2 of the Code of Virginia providing for assistants to registrars and for whom compensation is not fixed directly or indirectly by the General Assembly by statute, shall be placed in pay ranges as follows:

<i>Classification</i>	<i>General Pay Range</i>
Assistant Registrar	5
Election Technician, Senior	8
Election Specialist	8
Elections Supervisor	10
Deputy General Registrar	15

The remaining provisions of this pay plan shall apply to determine the exact compensation for persons occupying the above positions.

8. **Salary for Unclassified Positions.** The salary and bonuses for unclassified employees, as set forth in the "Classifications and Assigned Ranges," dated January 5, 2019, or its successor document, will be set by the appointing authority. Such salary shall be within the designated pay range for the specific position. Increases, other than annual performance increases, of more than ten percent shall require approval of the Chief Administrative Officer or the City Council, depending on the reporting relationship, and shall be given no more than once in a fiscal year.

9. **Senior Executive Service.**

- a. The salary and bonuses for senior executives, as set forth in the "Classifications and Assigned Ranges," dated January 5, 2019, or its successor document, will be set by the appointing authority. Unless specified elsewhere in this pay plan, or upon the approval of the appointing authority, such salary (excluding deferred compensation) shall be within the designated pay range for the specific position.
- b. There will be established between the appointing authority and the senior executive a performance agreement that will be the basis of establishing performance targets and compensation for these employees.
- c. The salaries of the Library Director and the Executive Director of the Richmond Retirement System shall be modified only by the respective appointing authority of each employee based on that appointing authority's performance evaluation of that employee. However, no such employee may receive a salary increase greater than the amount set by the City Council through the pay plan for



employees of the City Administration who receive a corresponding performance evaluation. Any such salary increase shall take effect on the same date as for the employees of the City Administration.

10. **Acting Chief Administrative Officer.** The compensation of the employee designated to act as Chief Administrative Officer as required by section 5.07 of the Charter of the City of Richmond (2018), as amended, shall be fixed at the discretion of the Mayor.
11. **Commonwealth Attorney's Office.** The Commonwealth Attorney shall receive a salary supplement of \$49,586 together with a contribution to the Virginia Retirement System on his behalf of \$10,006 in Fiscal Year 2018-2019. The Commonwealth Attorney's Office shall receive \$830,586 to be used as salary supplements together with \$203,108 to be used for a contribution to the Virginia Retirement System in Fiscal Year 2018-2019 for members of the office. The proper administration of salary supplements is the responsibility of the constitutional officer.
12. **Sheriff's Office.** The Sheriff's Office shall receive in Fiscal Year 2018-2019 an amount 23.24% greater than the amount approved by the Compensation Board for the Sheriff's deputies to be used as salary supplements for members of the office, excluding the Sheriff, for which the City is reimbursed for 100% of salary costs approved by the Compensation Board. The Sheriff's Office shall receive an amount not to exceed \$3,545,177 in Fiscal Year 2018-2019 to be used as salary supplements for members of the office, excluding the Sheriff. From such allocation, the Sheriff's Office may, in Fiscal Year 2018-2019, provide salary supplements for positions that the City is not reimbursed for 100% of approved Compensation Board salaries, excluding the Sheriff. No salary supplements to any positions shall be paid unless authorized by the City's Director of Budget and Strategic Planning. Any salary supplement paid directly to the Sheriff from either of these amounts shall only be for the specific amount authorized by this section. The Sheriff shall receive a salary supplement of \$27,154 in Fiscal Year 2018-2019. The proper administration of salary supplements is the responsibility of the constitutional officer.
13. **Overtime for Police.** Whenever due to a shortage in the authorized number of personnel in the Department of Police, until such time as the shortage is eliminated by selection and completion of training of persons to bring the Department of Police to its authorized strength, the Chief of Police, or such person as the Chief of Police may designate, may designate police employees who shall be required to perform service in excess of 40 hours per week or in excess of the hours of work prescribed in rules and regulations duly adopted with respect thereto, and each such police employee (designated as non-exempt) shall receive compensation for each

excess hour of such service or fraction thereof equal to one and one-half times the employee's normal hourly equivalent compensation.

14. **Police Overtime due to Federal and State Grants.** Whenever any non-exempt sworn police officer as a condition imposed in any grant of federal or state funds and in order for the City to meet conditions or requirements imposed in such grant, or to carry out the purpose of the program encompassed in such grant, is required to perform services (work hours) in excess of the normal hours as established by Personnel Rules, such non-exempt sworn police officer shall receive compensation for such services rendered beyond the normal hours of work equal to one and one-half times the hourly rate fixed in the pay range for the class of position to which the non-exempt sworn police officer is assigned.
15. **Overtime for Fire.** Whenever due to a shortage in the authorized number of personnel in the Department of Fire and Emergency Services until such time as the shortage is eliminated by selection and completion of training of persons to bring the Department of Fire and Emergency Services to its authorized strength, the Chief of Fire and Emergency Services, or such person as the Chief of Fire and Emergency Services may delegate, may designate Department of Fire and Emergency Services employees who shall be required to perform service in excess of the hours of work designated for a specific duty assignment as prescribed in rules and regulations duly adopted with respect thereto, and each such Department of Fire and Emergency Services employee (designated as non-exempt) shall receive compensation at the rate of one and one-half times the normal hourly equivalent for each hour or fraction thereof in excess of such employee's normal work schedule.
16. **Testifying in Court on Off Duty Days.** Whenever any employee (designated as non-exempt) is summoned to appear in court for the purpose of testifying on behalf of the Commonwealth of Virginia or the City of Richmond in prosecutions for violations of the laws of the Commonwealth or ordinances of the City during the time such employee is off duty and not required to perform that employee's duties, that employee shall be paid compensation for each hour or major part thereof spent in attendance in such court for such purpose time and one-half of the compensation then being paid to such employee. An employee in attendance in any such court for such purpose for less than one hour shall be paid compensation for the hour.
17. **Emergency Duty.** Whenever a local emergency is declared pursuant to applicable law, the Chief Administrative Officer shall ensure that all employees are properly compensated in accordance with the applicable administrative regulation.

18. **Overtime.** Except as otherwise provided under state or federal law, whenever a non-exempt employee is required to perform service beyond the hours of work prescribed as a normal work week in accordance with the Fair Labor Standards Act, the employee shall receive compensation for such service rendered beyond such hours equal to one and one-half times the hourly rate fixed in the pay range for the class of position to which the employee is assigned. In accordance with the regulations of the Fair Labor Standards Act, compensatory time may be granted in lieu of cash payment up to a maximum of 240 hours for general employees and 480 hours for sworn Police and sworn Fire employees. Exempt employees shall not be entitled to overtime. However, their appointing authorities may adjust their work schedules in recognition of hours worked.
19. **Driving a Bus.** Whenever an employee is required to drive a bus for purposes of transporting citizens to or from an event, such employee shall receive additional compensation of \$1.00 per hour for the time period the employee is assigned the duty of bus driving.
20. **Night Differential.** Whenever any full-time employee is regularly required to perform service at night, he shall receive compensation for such services equal to the hourly or annual compensation fixed in the pay range for the class of position to which he is assigned plus \$1.00 per hour for a midnight or an afternoon shift. Such additional compensation shall only be paid to employees working a fixed shift where one-half or more of the employee's regular working hours are scheduled during the time period beginning at 5:00 p.m. and ending at 8:00 a.m. and shall not be paid to members of the Department of Fire and Emergency Services working 24 on - 24 off shifts, other work sites or situations designated by the Chief Administrative Officer, and employees working a rotating shift or a shift which otherwise required them to periodically work at night. A fixed shift basis of employment is one in which the regular working hours are identical each working day for a period of not less than 120 calendar days. A rotating shift is one in which the hours of work fluctuate on a regular basis or irregular basis. For the purpose of determining whether additional compensation is due to the employee for working at night, any work schedule which is not congruent with the above definition of a fixed shift will be assumed to be a rotating shift.
21. **Working Supervisor.** Whenever any employee is required to give incidental assistance in addition to performing regular duties by supervising two or more employees performing service in the same location where no regular supervisor is authorized and another supervisory position is not assigned, the employee shall receive compensation for such service equal to the hourly compensation fixed in the pay range for the class of position to which he is assigned plus \$0.50 per hour.

22. **Acting in a Higher Class.** Whenever any employee is required to work in a position in a higher pay range during a vacancy in that position or during the absence of the incumbent in that position and whenever such assignment extends beyond 15 consecutive work days, such employee shall receive compensation retroactive to the date the employee commenced acting in such position equal to the minimum of the new range or a maximum increase of five percent, whichever is greater. The amount, however, shall not exceed the maximum amount of the new pay range. The Chief Administrative Officer, at the Chief Administrative Officer's discretion, may approve increases of more than five percent. The amount of the differential shall change only if the base salary of the employee changes. The change in the amount of differential shall be equivalent to the percentage change in the base salary.
23. **Special Assignment by Chief Administrative Officer.** The Chief Administrative Officer is authorized to transfer or appoint employees to perform special assignments and fix compensation for such assignments where appropriate.
24. **Special Assignment by Appointing Authority.** An Appointing Authority may appoint an employee to perform a special assignment that is significantly above that employee's normal job duties, as determined by the Director of Human Resources. When such assignment extends beyond 20 consecutive work days, the employee may receive an additional fixed biweekly amount of compensation. This additional compensation shall be retroactive to the date the employee commenced acting in such assignment. Unless approved by the Chief Administrative Officer, the amount of additional compensation shall not exceed ten percent of the employee's regular rate of pay and shall not be increased, except for senior executive assignments made by the Chief Administrative Officer or the City Council. All assignments exceeding 15 consecutive work days and all compensation must be approved by the Director of Human Resources. In no case may the assignment last more than 12 months without the written approval of the Director of Human Resources and the Chief Administrative Officer.
25. **Education Incentive for Police and Fire.**
- a. Whenever a Fire Lieutenant, Fire Captain, Fire Battalion Chief, Staff Battalion Chief, Fire Division Chief, Chief of Fire and Emergency Services, Police Sergeant, Police Lieutenant, Police Captain, Police Major, Deputy Chief of Police or Chief of Police receives, while employed in such position, an Associate of Arts degree from an accredited college, university or junior college or is certified by same as a junior in a degree granting program, he shall receive annually in addition to his regular compensation a sum of \$500.00 if exempt under the Fair Labor Standards Act and \$0.25 per

hour (for employees scheduled for 40 hours per week) or \$0.17 per hour (for employees scheduled for 56 hours per week) if non-exempt under the Fair Labor Standards Act. This additional compensation for exempt employees shall be paid in two equal installments, one in July and the other in February.

- b. Whenever a Fire Lieutenant, Fire Captain, Fire Battalion Chief, Staff Battalion Chief, Fire Division Chief, Chief of Fire and Emergency Services, Police Sergeant, Police Lieutenant, Police Captain, Police Major, Deputy Chief of Police or Chief of Police receives, while employed in such position, a Bachelor of Arts or Bachelor of Science degree from an accredited college or university, he shall receive annually in addition to his regular compensation a sum of \$1,000.00 if exempt under the Fair Labor Standards Act and \$0.50 per hour (for employees scheduled for 40 hours per week) or \$0.34 per hour (for employees scheduled for 56 hours per week) if non-exempt under the Fair Labor Standards Act. This additional compensation for exempt employees shall be paid in two equal installments, one in July and the other in February.
- c. Whenever a Fire Lieutenant, Fire Captain, Fire Battalion Chief, Staff Battalion Chief, Fire Division Chief, Chief of Fire and Emergency Services, Police Sergeant, Police Lieutenant, Police Captain, Police Major, Deputy Chief of Police or Chief of Police receives, while employed in such position, a Master's Degree from an accredited college or university, he shall receive annually in addition to his regular compensation a sum of \$2,000.00 if exempt under the Fair Labor Standards Act and \$1.00 per hour (for employees scheduled for 40 hours per week) or \$0.68 per hour (for employees scheduled for 56 hours per week) if non-exempt under the Fair Labor Standards Act. This additional compensation for exempt employees shall be paid in two equal installments, one in July and the other in February.
- d. Receipt of this payment beyond the first year is contingent on evidence of on-going job related education and performance at the "Successfully Meets Expectations" or "Exceptional" level, or an equivalent rating on an approved system, on their last performance evaluation.
- e. No new applications for educational incentives or increases in educational incentives in accordance with this section shall be accepted between July 1, 2010, and ending July 1, 2019.

26. **Reduction-in-Force.**

- a. **Definitions.** Words and phrases used in this section that are defined in the Personnel Rules for the Classified Service have the meanings ascribed to those words or phrases by the Personnel Rules for the Classified Service.
- b. **Demotion.** If a classified employee is involuntarily demoted as the result of a reduction-in-force, the employee shall continue to receive the salary the employee received immediately before the effective date of the demotion for the next six full pay periods following the demotion. Thereafter, the employee's salary shall revert to the maximum of the new classification's pay range or that amount which equates to a maximum decrease of five percent, whichever is the greater decrease.
- c. **Dismissal.** A classified employee who is dismissed as a result of a reduction-in-force may elect to continue the employee's health benefits coverage in accordance with Section 27 and is eligible for severance pay computed in accordance with Section 27. Any classified employee who declines an offer of transfer, reassignment, or demotion to another position made by the City in lieu of dismissal shall not receive severance pay. If a classified employee is reinstated within ten calendar days after the date of the employee's separation, the employee shall not receive severance pay.

27. **Severance.**

- a. **Generally.** The appointing authority of an employee to be separated may award severance pay for the employee in accordance with this section. Classified employees may be awarded severance pay under this section only if and to the extent provided under Section 26. The maximum amount of severance pay that an appointing authority may award to an employee shall be computed in accordance with this section, provided that an appointing authority, in the appointing authority's sole discretion, may award severance pay in an amount less than the amount computed in accordance with this section. Severance pay may not be awarded unless the separated employee signs a separation agreement in accordance with Section 28. The City will pay severance pay only in prorated increments each equivalent to the separated employee's last regular rate of pay in accordance with the City's regular payroll cycle ceasing when the City has paid the full amount of the awarded severance pay. Notwithstanding any other provision of

this section to the contrary, if a separated employee awarded severance pay is rehired by the City in any full-time, part-time, or temporary position, the City shall cease all severance payments to that employee as of the date on which the rehired employee starts in the new position.

b. **Computation.** Severance pay may be awarded based only on the employee's continuous years of service as of the date of separation computed as follows:

- (1) If the employee has two years of service or less, the appointing authority may award the employee severance pay in an amount equal to up to four weeks' regular salary.
- (2) If the employee has more than two but less than ten years of service, the appointing authority may award the employee severance pay in an amount equal to up to four weeks' regular salary plus one additional week of salary for every full year of service over two full years of service.
- (3) If the employee has at least ten but less than 15 years of service, the appointing authority may award the employee severance pay in an amount equal to up to 12 weeks' regular salary plus two additional weeks of salary for every full year of service over nine full years of service.
- (4) If the employee has 15 years of service or more, the appointing authority may award the employee severance pay in an amount equal to up to two weeks' regular salary for each full year of service, provided that no employee may be awarded severance pay in an amount equal to more than 36 weeks' regular salary.

c. **Health Benefits.** An unclassified employee who is terminated may elect to continue health benefits coverage with the City for up to one year after the date on which the employee is terminated, provided the employee signs a separation agreement in accordance with Section 28. A classified employee who is terminated may elect to continue health benefits coverage with the City for up to one year only under the circumstances set forth in Section 26. Any employee that elects to continue health benefits coverage must continue with the same coverage as the employee had as of the time of termination, except as required

by applicable law, and shall pay the employee's share of the cost of the health benefits coverage throughout the period during which coverage is continued.

28. **Separation Agreements.** The Chief Administrative Officer or the designee thereof may negotiate separation agreements with employees in the Office of the Mayor and in agencies whose heads are appointed by the Chief Administrative Officer when the Chief Administrative Officer or the designee thereof determines that doing so would be in the best interests of the City. A separation agreement shall be in writing, shall require that the employee not pursue litigation against the City concerning the employee's separation, may include such other provisions as the Chief Administrative officer or the designee thereof determines to be appropriate, and may include a negotiated amount of severance pay, provided that the amount of such severance pay shall not exceed the maximum amount that correlates with the employee's years of services computed pursuant to Section 27. All separation agreements must be approved as to form by the City Attorney, approved as to terms by the Director of Human Resources, and prior to execution, reviewed and approved by the Chief Administrative Officer. For employees other than employees of the Office of the Mayor and of agencies the heads of which are appointed by the Chief Administrative Officer, the appointing authority shall perform the functions of the Chief Administrative Officer and the Director of Human Resources under this section.
29. **Pay Range Adjustments.** Any employee holding a position in classes which have pay range adjustments resulting in a higher pay range shall be limited to the minimum of the new pay range, or that step which equates to a maximum increase of five percent, whichever is greater. Employees who have a Needs Further Development or similar rating on their last performance appraisal shall not receive an increase in pay.
30. **Two Differentials.** Any employee who, in addition to the pay for the pay rank to which the employee is assigned, is entitled to receive one or more increments in pay pursuant to the adoption of this pay plan nevertheless shall be entitled to receive only one such increment, which shall be the larger or largest of any such increment; provided, however, that any increment in pay for an educational level attained by an employee accruing pursuant to Section 25 or for acting in a higher class pursuant to Section 22 shall be excluded from and not subject to this limitation.
31. **Full-Time Employment Qualifier.** The compensation of officers and employees fixed by this pay plan is for full-time employment and for services rendered on the days and during the hours prescribed in the Personnel Rules for the Classified Service, except only when otherwise provided in this pay plan or by law.



32. **Retention of Key Employees.** An appointing authority may grant an increase to retain a key employee. Before an increase is given the employee must (1) have achieved exceeds performance on the employee's last performance evaluation unless there is an extreme business need to keep the position filled and (2) have the approval of the Director of Human Resources. Unless approved by the Chief Administrative Officer, the amount of increase may not be higher than 15 percent of the employee's current salary or higher than the maximum of the pay range, whichever is less. An employee shall be eligible for only one retention increase every 24 months.
33. **Extraordinary Performance Bonus.** The appointing authority may grant a classified employee a one-time bonus for extraordinary performance. Unless approved by the Chief Administrative Officer, the bonus may be no more than \$1,000 and may not be given to an employee more than once in a fiscal year.
34. **Market-Driven Increases.** When the Chief Administrative Officer determines that market conditions are such that recruitment and retention is severely hampered in a job classification or series of classifications, the Chief Administrative Officer may authorize salary increases to employees in those classifications. These payments may be either lump sum payments or increases to base salary. However, an employee's base salary shall not exceed the employee's pay range.
35. **Temporary Job Classifications.** The Chief Administrative Officer may establish new classifications on a temporary basis. However, such new classifications must be approved by the City Council within six months of being established by the Chief Administrative Officer. Such new classifications may contain either temporary or permanent positions.
36. **Living Wage.** Any employee in a position (other than Summer Youth Program, Special Event Worker, Intern, or other special employment program participants as determined by the Director of Human Resources) working either full-time or part-time shall have an hourly rate of pay at least \$12.07.
37. **Active-Duty Military Supplemental Pay.** Employees who are members of the military and are ordered to full-time, active duty status shall receive supplemental pay after 15 consecutive work days if the employee's gross military pay is less than the employee's gross City salary. Such supplement shall be treated as salary for compensation and tax purposes. The amount of the supplement shall be the difference between the employee's current gross City salary, minus any special pays, overtime or allowances, and the employee's gross military pay, which shall include the employee's base pay

and any qualification pays or allowances but without subsistence. The employee's salary shall be recomputed from a 26 annual pay period rate to a 24 annual pay period rate. The employee shall provide a copy of the employee's military Leave and Earnings Statement to the City on a monthly basis before the supplement shall be granted. There may be a delay of up to four weeks for processing supplemental pay. Payments shall be made directly to the employee and shall end on the date of deactivation. Employees who volunteer for active duty service through their military units shall not be eligible for supplemental pay. Employees who are ordered to full-time, active duty status but are ineligible for military-provided health care coverage shall have the option to continue coverage under the City's health care plan in accordance with contribution terms and conditions.

38. **Broad Band Programs.**

- a. The Chief Administrative Officer may establish broad band programs either on a Citywide basis or specifically designed for an agency or unit of an agency. Citywide programs shall be modeled on positions with duties and responsibilities found throughout the City service. These programs may be established to encourage employees to assume additional duties and responsibilities. Agency programs may be based on specific criteria designed to enhance agency performance. Such programs may be, but are not limited to, competency-, skill-, performance-, or career development-based. In all such programs, the Chief Administrative Officer may establish pay zones within the broad band for specific classifications. A copy of the approved agency program and all amendments thereto shall be the official plans and shall be filed with the Director of Human Resources.
- b. Employees placed in a new band as a result of the implementation of a broad band program or moved from one broad band program to another broad band program shall receive the greater of the employee's current salary or the minimum amount of the assigned band. In addition, in agency programs, the Chief Administrative Officer or the designee thereof is authorized to place employees in the aforesaid pay bands consistent with their current qualifications, skills, and assignments.
- c. For purposes of this Section, the following terms shall have the following definitions:
  - (1) "Band adjustment" means the determination by the department director, with the approval of the Director of Human Resources, that (i) an employee has assumed new duties and responsibilities at a substantially higher level and

on a permanent basis or (ii) an employee has met the criteria of an approved competency or career development program. Band adjustments of more than five percent shall require the approval of the Chief Administrative Officer or a designee thereof or of the City Council, depending on the reporting relationship, and shall be made no more than once in a fiscal year.

- (2) “Promotion” shall mean the movement of an employee from a position in one band to a position in another band with a higher maximum salary range.
- (3) “Reallocation” shall mean the determination by the department director that an employee should be allocated to a different classification or zone level with the same band.

**39. Mayor’s Salary.**

- a. Effective January 1, 2005, the Mayor elected by the voters at-large shall receive a salary of \$125,000 per annum. The City shall also pay its proportional share of the cost of health and dental insurance for the Mayor and shall provide technology and communication equipment for the Mayor ancillary to the position.
- b. The salary of the Mayor shall be supplemented in the maximum amount per annum allowed by the applicable Internal Revenue Code provisions and regulations by a payment or payments made to a deferred compensation plan of the City of Richmond pursuant to the execution by the Mayor of a participation agreement that conforms to the applicable Internal Revenue Code provisions and regulations and to Chapter 2, Article VI, Division 3 (“Deferred Compensation Plan”) of the Code of the City of Richmond (2015), as amended. In addition, the Mayor may receive a City vehicle for official City use.
- c. Notwithstanding any other provision of the Code of the City of Richmond to the contrary, the City shall contribute on behalf of the Mayor an amount determined by the Retirement System’s Actuary and approved by the Retirement Board sufficient to receive the additional creditable service provided by section 22-317 of the Code of the City of Richmond (2015), as amended.

**40. Step-Based Pay System for Sworn Fire Fighters and Police Officers.**

- a. 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):

<i>Positions</i>	<i>Range</i>
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

- b. 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 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). 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:

- (1) 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
- (2) 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 or the Chief of Police may place sworn personnel at a higher step.

- c. 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).
- d. 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).
- e. 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 five percent 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).
- f. 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.
- g. Sworn police personnel hired into the Department of Police as lateral transfers shall be placed in the step plan based upon prorating their external sworn service to sworn service the Department of Police. The pro-rating ratio shall be determined by the Department of Police.
- h. Sworn fire personnel hired into the Department of Fire and Emergency Services as lateral transfers shall be placed in the step plan based upon prorating their external sworn service to sworn service in the Department of Fire and Emergency Services. The

prorating shall be determined by the Department of Fire and Emergency Services.

- i. 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.
- j. 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.
- k. 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.
- l. All salary increases and step advancements for which this section provides are subject to annual appropriations of sufficient funds therefore by the City Council.

- 41. **Performance Adjustment for Classified Employees.** The appointing authority, upon the review and approval of the Director of Human Resources, may grant certain classified employees an increase up to five percent. The increase is available to employees in a classified position that is not part of a step system, broadband, or career development program. The employee must have a performance evaluation higher than "Meets Standards" on the employee's evaluation for the prior fiscal year and shall not be eligible for more than one increase per fiscal year. Increases of more than five percent also must be approved by the Chief Administrative Officer.
- 42. **Working Titles.** An appointing authority may authorize or require any employee whom that appointing authority has the right to hire to use a working title in lieu of that employee's classification title as assigned in the "Classifications and Assigned Ranges," dated January 5, 2019, or its successor document, provided such working title is, in the appointing authority's discretion, reasonably related to the employee's position. No such working title shall be deemed to have any legal effect on the application of this pay plan or any other law to such employee or any other person.

- C. **Amendment.** This pay plan may be amended from time to time by ordinance reproducing the section or portion thereof to be amended, indicating matter to be omitted by enclosing the same in brackets and striking through the matter to be omitted, and indicating new matter by underscoring. The Director of Human Resources, with the concurrence of the City Attorney, shall prepare and maintain a copy of the pay plan as amended from time to time.



**CLASSIFICATIONS AND ASSIGNED RANGES**

January 5, 2019

<b>Classification Title</b>	<b>Plan</b>	<b>Range</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>C/E/U</b>
Administrative Technician	G BB	1	25105	33100	42700	C
Administrative Technician (Retirement)	G BB	1	25105	33100	42700	U
Gas Maintenance Pipeline Technician	G BB	2	27240	38070	48900	C
Administrative Technician, Senior	G BB	3	31330	43780	56240	C
Corrosion Technician	G BB	3	31330	43780	56240	C
Court Assistant	G BB	3	31330	43780	56240	U
Customer Account Investigator	G BB	3	31330	43780	56240	C
Customer Care Specialist	G BB	3	31330	43780	56240	C
Executive Assistant	G BB	3	31330	43780	56240	U
Secretary to Circuit Court Judges	G BB	3	31330	43780	56240	U
Utilities Field Specialist	G BB	3	31330	43780	56240	C
Utility Plant Specialist	G BB	3	31330	43780	56240	C
Emergency Communications Officer	G BB	4	36030	50350	64680	C
Environmental Technician	G BB	4	36030	50350	64680	C
Executive Assistant, Senior	G BB	4	36030	50350	64680	U
Gas Maintenance Supervisor	G BB	4	36030	50350	64680	C
Management Analyst, Associate	G BB	4	36030	50350	64680	C
Management Analyst, Associate (Council Agency)	G BB	4	36030	50350	64680	U
Plant Operator	G BB	4	36030	50350	64680	C
Utilities Field Specialist, Senior	G BB	4	36030	50350	64680	C
Utility Plant Specialist, Senior	G BB	4	36030	50350	64680	C
Water Quality Technician	G BB	4	36030	50350	64680	C
Chemist	G BB	5	41430	57900	74380	C
Council Liaison	G BB	5	41430	57900	74380	U
Executive Assistant, Principal	G BB	5	41430	57900	74380	U
Gas Maintenance Superintendent	G BB	5	41430	57900	74380	C
Management Analyst	G BB	5	41430	57900	74380	C
New Gas Construction Inspector	G BB	5	41430	57900	74380	C
Planner Associate	G BB	5	41430	57900	74380	C
Plant Operations Supervisor	G BB	5	41430	57900	74380	C
Power Line Specialist	G BB	5	41430	57900	74380	C
Staff Assistant to Mayor/CAO	G BB	5	41430	57900	74380	U
Human Resources Generalist	G BB	6	47640	66590	85540	C
Human Resources Specialist	G BB	6	47640	66590	85540	C
Management Analyst, Senior	G BB	6	47640	66590	85540	C
Management Analyst, Senior (Council Agency)	G BB	6	47640	66590	85540	U
Management Analyst, Senior (Grant Funded)	G BB	6	47640	66590	85540	U
New Gas Construction Inspector, Supervisor	G BB	6	47640	66590	85540	C
Planner	G BB	6	47640	66590	85540	C
Plant Operations Supervisor, Senior	G BB	6	47640	66590	85540	C
Power Line Specialist Supervisor	G BB	6	47640	66590	85540	C
Power Line Superintendent	G BB	6	47640	66590	85540	C
Procurement Analyst	G BB	6	47640	66590	85540	C
Chief Chemist	G BB	7	54790	76580	98370	C
Environmental Compliance Officer	G BB	7	54790	76580	98370	C
Human Resources Manager	G BB	7	54790	76580	98370	C
Internal Auditor	G BB	7	54790	76580	98370	U

C = Classified service

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PF= Police and Fire Step System

**CLASSIFICATIONS AND ASSIGNED RANGES**

January 5, 2019

<b>Classification Title</b>	<b>Plan</b>	<b>Range</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>C/E/U</b>
Internal Auditor/Investigator	G BB	7	54790	76580	98370	U
Management Analyst, Principal	G BB	7	54790	76580	98370	C
Management Analyst, Principal (Council Agency)	G BB	7	54790	76580	98370	U
Planning Supervisor	G BB	7	54790	76580	98370	C
Plant Operations Superintendent	G BB	7	54790	76580	98370	C
Procurement Analyst, Senior	G BB	7	54790	76580	98370	C
Human Resources Division Chief	G BB	8	63010	88070	113130	U
Internal Audit Manager	G BB	8	63010	88070	113130	U
Procurement Manager	G BB	8	63010	88070	113130	U
Parks and Recreation Bus Operator	General	1	25105	28900	34680	C
Police School Guard	General	1	25105	28900	34680	C
Custodian	General	2	25105	30900	37080	C
Food Service Technician	General	2	25105	30900	37080	C
Library Technician	General	2	25105	30900	37080	C
Lifeguard	General	2	25105	30900	37080	C
Maintenance Worker	General	2	25105	30900	37080	C
Office Assistant	General	2	25105	30900	37080	C
Recreation Services Assistant	General	2	25105	30900	37080	C
Refuse Collector	General	2	25105	30900	37080	C
Utilities Field Worker	General	2	25105	30900	37080	C
Animal Control Kennel Assistant	General	3	26480	33100	39720	C
Custodian Crew Chief	General	3	26480	33100	39720	C
Equipment Operator	General	3	26480	33100	39720	C
Fleet Maintenance Worker	General	3	26480	33100	39720	C
Human Services Assistant	General	3	26480	33100	39720	C
Maintenance Technician	General	3	26480	33100	39720	C
Pretrial/Probation Services Technician	General	3	26480	33100	39720	C
Recreation Services Instructor	General	3	26480	33100	39720	C
Social Casework Technician	General	3	26480	33100	39720	C
Utilities Field Pipeline Technician	General	3	26480	33100	39720	C
Warehouse and Materials Technician	General	3	26480	33100	39720	C
Farrier	General	4	28320	35400	42480	C
Head Lifeguard	General	4	28320	35400	42480	C
Library Technician, Senior	General	4	28320	35400	42480	C
Property Evidence Technician	General	4	28320	35400	42480	C
Accounting Technician	General	5	30300	37900	45500	C
Assistant Registrar	General	5	30300	37900	45500	U
Customer Service Technician	General	5	30300	37900	45500	C
Customer Service Technician (Council Agency)	General	5	30300	37900	45500	U
Human Services Technician	General	5	30300	37900	45500	C
Equipment Operator, Senior	General	6	32160	40200	48240	C
Financial Regulatory Technician	General	6	32160	40200	48240	C
Fleet Maintenance Technician	General	6	32160	40200	48240	C
Gardener	General	6	32160	40200	48240	C
General Inspector	General	6	32160	40200	48240	C
Legal Secretary	General	6	32160	40200	48240	U
Maintenance Technician, Senior	General	6	32160	40200	48240	C

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**CLASSIFICATIONS AND ASSIGNED RANGES**

January 5, 2019

<b>Classification Title</b>	<b>Plan</b>	<b>Range</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>C/E/U</b>
Vason	General	6	32160	40200	48240	C
Procurement Technician	General	6	32160	40200	48240	C
Recreation Services Instructor, Senior	General	6	32160	40200	48240	C
Swimming Pool Manager	General	6	32160	40200	48240	C
Utilities Field Pipeline Technician, Senior	General	6	32160	40200	48240	C
Utilities Tech Services Technician	General	6	32160	40200	48240	C
Warehouse and Materials Technician, Senior	General	6	32160	40200	48240	C
Welder	General	6	32160	40200	48240	C
Animal Control Officer	General	7	35040	43800	52560	C
Bilingual Interpreter	General	7	35040	43800	52560	C
Engineering Technician	General	7	35040	43800	52560	C
Equipment Operator, Principal	General	7	35040	43800	52560	C
Financial Regulatory Specialist	General	7	35040	43800	52560	C
Food Service Supervisor	General	7	35040	43800	52560	C
Legal Secretary, Senior	General	7	35040	43800	52560	U
Maintenance Specialist	General	7	35040	43800	52560	C
Photographic Laboratory Tech	General	7	35040	43800	52560	C
Recreation Center Supervisor	General	7	35040	43800	52560	C
Refuse Truck Operator	General	7	35040	43800	52560	C
Utilities Field Pressure Control Technician	General	7	35040	43800	52560	C
Utilities Tech Services Specialist	General	7	35040	43800	52560	C
Accounting Specialist	General	8	37440	46800	56160	C
Animal Control Officer, Senior	General	8	37440	46800	56160	C
Customer Service Specialist	General	8	37440	46800	56160	C
Elections Specialist	General	8	37440	46800	56160	U
Elections Technician, Senior	General	8	37440	46800	56160	U
Electrician	General	8	37440	46800	56160	C
Electronics Specialist	General	8	37440	46800	56160	C
Financial Regulatory Specialist, Senior	General	8	37440	46800	56160	C
Fleet Maintenance Specialist	General	8	37440	46800	56160	C
GIS Specialist	General	8	37440	46800	56160	C
GIS Specialist (Council Agency)	General	8	37440	46800	56160	U
Human Services Technician, Senior	General	8	37440	46800	56160	C
HVAC Mechanic	General	8	37440	46800	56160	C
Library Associate	General	8	37440	46800	56160	C
Library Support Supervisor	General	8	37440	46800	56160	C
Licensed Practical Nurse	General	8	37440	46800	56160	C
Maintenance and Operations Crew Chief	General	8	37440	46800	56160	C
Mason, Senior	General	8	37440	46800	56160	C
Master Plumber	General	8	37440	46800	56160	C
Planning Specialist	General	8	37440	46800	56160	C
Protective Services Specialist	General	8	37440	46800	56160	C
Social Casework Specialist	General	8	37440	46800	56160	C
Social Casework Specialist (Grant Funded)	General	8	37440	46800	56160	U
Utilities Field Pressure Control Technician, Senior	General	8	37440	46800	56160	C
Adult Drug Court Specialist	General	9	40080	50100	60120	U
Community Program Coordinator	General	9	40080	50100	60120	C

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**CLASSIFICATIONS AND ASSIGNED RANGES**

January 5, 2019

<b>Classification Title</b>	<b>Plan</b>	<b>Range</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>C/E/U</b>
Customer Service Specialist, Senior	General	9	40080	50100	60120	C
Electronic Monitoring Officer	General	9	40080	50100	60120	C
Engineering Technician, Senior	General	9	40080	50100	60120	C
Fleet Maintenance Specialist, Senior	General	9	40080	50100	60120	C
Human Services Specialist	General	9	40080	50100	60120	C
Maintenance and Operations Crew Supervisor	General	9	40080	50100	60120	C
Maintenance Specialist, Senior	General	9	40080	50100	60120	C
Pretrial Probation Officer	General	9	40080	50100	60120	C
Real Estate Title Examiner	General	9	40080	50100	60120	U
Recreation Services Program Specialist	General	9	40080	50100	60120	C
Retirement Services Specialist	General	9	40080	50100	60120	U
Social Casework Coordinator	General	9	40080	50100	60120	C
Business Systems Specialist	General	10	42880	53600	64320	C
Community and Economics Development Specialist	General	10	42880	53600	64320	C
Customer Service Supervisor	General	10	42880	53600	64320	C
Elections Supervisor	General	10	42880	53600	64320	U
Electrician, Senior	General	10	42880	53600	64320	C
Law Clerk-Courts	General	10	42880	53600	64320	U
Library Associate, Senior	General	10	42880	53600	64320	C
Maintenance and Operations Crew Supervisor, Senior	General	10	42880	53600	64320	C
Paralegal	General	10	42880	53600	64320	U
Retirement Services Analyst	General	10	42880	53600	64320	U
Utilities Tech Cross-Connection Specialist	General	10	42880	53600	64320	C
Utilities Tech Services Supervisor	General	10	42880	53600	64320	C
Accountant	General	11	45840	57300	68760	C
Animal Control Supervisor	General	11	45840	57300	68760	C
Code Enforcement Inspector	General	11	45840	57300	68760	C
Communications and Marketing Analyst	General	11	45840	57300	68760	C
Communications and Marketing Analyst (Council Agency)	General	11	45840	57300	68760	U
Communications and Marketing Analyst (Retirement)	General	11	45840	57300	68760	U
Construction Inspector, Senior	General	11	45840	57300	68760	C
Crime Analyst	General	11	45840	57300	68760	C
Engineering Specialist	General	11	45840	57300	68760	C
Family Services Worker	General	11	45840	57300	68760	C
Fire Protection Inspector	General	11	45840	57300	68760	C
Fleet Maintenance Shop Supervisor	General	11	45840	57300	68760	C
Forensics Analyst	General	11	45840	57300	68760	C
Plumbing Inspector	General	11	45840	57300	68760	C
Property Maintenance Enforcement Inspector	General	11	45840	57300	68760	C
Protective Services Counselor	General	11	45840	57300	68760	C
Real Estate Analyst	General	11	45840	57300	68760	C
Site Inspector	General	11	45840	57300	68760	C
Social Casework Coordinator, Supervisor	General	11	45840	57300	68760	C
Social Caseworker	General	11	45840	57300	68760	C
Technology Specialist (Agency)	General	11	45840	57300	68760	C
Technology Specialist (Council Agency)	General	11	45840	57300	68760	U
Utilities Field Supervisor	General	11	45840	57300	68760	C

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**CLASSIFICATIONS AND ASSIGNED RANGES**

January 5, 2019

<b>Classification Title</b>	<b>Plan</b>	<b>Range</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>C/E/U</b>
Warehouse and Materials Supervisor	General	11	45840	57300	68760	C
Arborist	General	12	49120	61400	73680	C
Bridge Inspector	General	12	49120	61400	73680	C
Cemeteries Administrator	General	12	49120	61400	73680	C
Code Enforcement Inspector, Senior	General	12	49120	61400	73680	C
Construction Inspector, Principal	General	12	49120	61400	73680	C
Demolition Coordinator	General	12	49120	61400	73680	C
Electrician Supervisor	General	12	49120	61400	73680	C
Electronics Specialist Supervisor	General	12	49120	61400	73680	C
Emergency Communications Assistant Supervisor	General	12	49120	61400	73680	C
Engineering Support Supervisor	General	12	49120	61400	73680	C
Environmental Abatement Coordinator	General	12	49120	61400	73680	C
Family Services Specialist	General	12	49120	61400	73680	C
GIS Analyst	General	12	49120	61400	73680	C
Grant Writer	General	12	49120	61400	73680	C
Health and Safety Specialist	General	12	49120	61400	73680	C
Human Services Supervisor	General	12	49120	61400	73680	C
Librarian	General	12	49120	61400	73680	C
Maintenance and Operations Facilities Manager	General	12	49120	61400	73680	C
Paralegal, Senior	General	12	49120	61400	73680	U
Pretrial Probation Supervisor	General	12	49120	61400	73680	C
Property Maintenance Enforcement Inspector, Senior	General	12	49120	61400	73680	C
Protective Services Support Supervisor	General	12	49120	61400	73680	C
Real Estate Appraiser, Associate	General	12	49120	61400	73680	U
Recreation Services Supervisor	General	12	49120	61400	73680	C
Technology Coordinator (Agency)	General	12	49120	61400	73680	C
Training Analyst	General	12	49120	61400	73680	C
Utilities Field Superintendent	General	12	49120	61400	73680	C
Utilities Natural Gas Sales Specialist	General	12	49120	61400	73680	C
Utilities Tech Cross-Connection Supervisor	General	12	49120	61400	73680	C
Utility Plant Specialist Supervisor	General	12	49120	61400	73680	C
Accountant, Senior	General	13	52320	65400	78480	C
Cemeteries Manager	General	13	52320	65400	78480	C
Crime Analyst and Forensic Supervisor	General	13	52320	65400	78480	C
Dispute Resolution Coordinator	General	13	52320	65400	78480	U
Engineer	General	13	52320	65400	78480	C
Family Services Supervisor	General	13	52320	65400	78480	C
Finance Analyst/Adult Drug Court	General	13	52320	65400	78480	U
Fleet Maintenance Superintendent	General	13	52320	65400	78480	C
Health and Safety Coordinator	General	13	52320	65400	78480	C
Health and Wellness Coordinator	General	13	52320	65400	78480	C
Human Services Analyst	General	13	52320	65400	78480	C
Human Services Analyst (Grant Funded)	General	13	52320	65400	78480	U
Human Services Supervisor, Senior	General	13	52320	65400	78480	C
Librarian, Senior	General	13	52320	65400	78480	C
Maintenance and Operations Superintendent	General	13	52320	65400	78480	C
Plans Examiner	General	13	52320	65400	78480	C

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**CLASSIFICATIONS AND ASSIGNED RANGES**

January 5, 2019

<b>Classification Title</b>	<b>Plan</b>	<b>Range</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>C/E/U</b>
Real Estate Appraiser	General	13	52320	65400	78480	U
Registered Nurse	General	13	52320	65400	78480	C
Social Caseworker Supervisor	General	13	52320	65400	78480	C
Accounting Supervisor	General	14	56000	70000	84000	C
Business Systems Analyst	General	14	56000	70000	84000	C
Business Systems Analyst (Council Agency)	General	14	56000	70000	84000	U
Clinical Supervisor	General	14	56000	70000	84000	C
Clinician	General	14	56000	70000	84000	C
Customer Service Manager	General	14	56000	70000	84000	C
Emergency Communications Supervisor	General	14	56000	70000	84000	C
Human Services Analyst, Senior	General	14	56000	70000	84000	C
Human Services Analyst, Senior (Grant Funded)	General	14	56000	70000	84000	U
Inspection Field Supervisor	General	14	56000	70000	84000	C
Public Information Manager	General	14	56000	70000	84000	C
Real Estate Appraiser, Senior	General	14	56000	70000	84000	U
Recreation Services Manager	General	14	56000	70000	84000	C
Utilities Tech Services Superintendent	General	14	56000	70000	84000	C
Capital Projects Manager	General	15	57830	75100	92370	C
Community and Economics Development Analyst	General	15	57830	75100	92370	C
Deputy General Registrar	General	15	57830	75100	92370	U
Emergency Communications Manager	General	15	57830	75100	92370	C
Engineer, Senior	General	15	57830	75100	92370	C
Financial Regulatory Manager	General	15	57830	75100	92370	C
GIS and Project Manager	General	15	57830	75100	92370	C
GIS and Project Manager (Council Agency)	General	15	57830	75100	92370	U
Library/Community Services Manager	General	15	57830	75100	92370	C
Permits Architect	General	15	57830	75100	92370	C
Program and Operations Supervisor	General	15	57830	75100	92370	C
Real Estate Assessment Supervisor	General	15	57830	75100	92370	U
Utilities Natural Gas Marketing Manager	General	15	57830	75100	92370	C
Accounting Manager	General	16	63610	82610	101610	C
Assistant Director of Adult Drug Court	General	16	63610	82610	101610	U
Community and Economics Development Administrator	General	16	63610	82610	101610	C
GIS Coordinator	General	16	63610	82610	101610	C
Grant Coordinator	General	16	63610	82610	101610	C
Payroll Manager	General	16	63610	82610	101610	C
Protective Services Supervisor	General	16	63610	82610	101610	C
Public Information Manager, Senior	General	16	63610	82610	101610	C
Public Information Manager, Senior (Council Agency)	General	16	63610	82610	101610	U
Real Estate Assessment Manager	General	16	63610	82610	101610	U
Retirement Services Administrator	General	16	63610	82610	101610	U
Safety and Security Chief	General	16	63610	82610	101610	C
Sustainability Deputy Manager	General	16	63610	82610	101610	C
Utilities Tech Services Administrator/Supervisor	General	16	63610	82610	101610	C
Asset Manager	General	17	69970	90870	111770	U
Assistant City Attorney	General	17	69970	90870	111770	U
Assistant Controller	General	17	69970	90870	111770	U

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**CLASSIFICATIONS AND ASSIGNED RANGES**

January 5, 2019

<b>Classification Title</b>	<b>Plan</b>	<b>Range</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>C/E/U</b>
Capital Projects Manager, Senior	General	17	69970	90870	111770	U
Chief of Construction and Inspections	General	17	69970	90870	111770	U
Engineer, Principal	General	17	69970	90870	111770	U
Financial Manager	General	17	69970	90870	111770	U
Human Services Manager	General	17	69970	90870	111770	U
Investment and Debt Portfolio Manager	General	17	69970	90870	111770	U
Program and Operations Manager	General	17	69970	90870	111770	U
Senior Assistant to the Mayor	General	17	69970	90870	111770	U
Sustainability Manager	General	17	69970	90870	111770	U
Technology Manager (Agency)	General	17	69970	90870	111770	U
Utilities Fuel Procurement Administrator	General	17	69970	90870	111770	U
Utilities Industrial Accounts Administrator	General	17	69970	90870	111770	U
Chief of Risk Management	General	18	76970	99960	122950	U
City Traffic Engineer	General	18	76970	99960	122950	U
Controller	General	18	76970	99960	122950	U
Customer Service Manager, Senior	General	18	76970	99960	122950	U
Energy Services Manager	General	18	76970	99960	122950	U
Engineering Manager	General	18	76970	99960	122950	U
Police Executive Advisor	General	18	76970	99960	122950	U
Protective Services Manager	General	18	76970	99960	122950	U
Retirement Controller	General	18	76970	99960	122950	U
Senior Manager	General	18	76970	99960	122950	U
Technology Manager, Senior (Agency)	General	18	76970	99960	122950	U
Assistant Chief of Fire and Emergency Services	General	19	84670	109960	135250	U
Chief Capital Projects Manager	General	19	84670	109960	135250	E
Deputy Department Director	General	19	84670	109960	135250	U
Police Major	General	19	84670	109960	135250	U
Commissioner of Buildings	General	20	93140	120960	148780	E
Deputy Chief of Fire and Emergency Services	General	20	93140	120960	148780	U
Deputy Chief of Police/Administration	General	20	93140	120960	148780	U
Deputy Chief of Police/Operations	General	20	93140	120960	148780	U
Deputy Department Director, Senior	General	20	93140	120960	148780	U
Press Secretary	General	20	93140	120960	148780	U
Senior Assistant City Attorney	General	20	93140	120960	148780	U
City Clerk	General	21	102460	133060	163660	E
Director, Office of Animal Care and Control	General	21	102460	133060	163660	E
Director, Office of Minority Business Development	General	21	102460	133060	163660	E
General Registrar	General	21	102460	133060	163660	U
City Assessor	General	22	112700	146370	180040	E
Deputy City Attorney	General	22	112700	146370	180040	E
Director of Budget and Strategic Planning	General	22	112700	146370	180040	E
Director of Citizen Service and Response	General	22	112700	146370	180040	E
Director of Economic Development	General	22	112700	146370	180040	E
Director of Emergency Communications	General	22	112700	146370	180040	E
Director of Housing and Community Development	General	22	112700	146370	180040	E
Director of Human Resources	General	22	112700	146370	180040	E
Director of Justice Services	General	22	112700	146370	180040	E

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**CLASSIFICATIONS AND ASSIGNED RANGES**

January 5, 2019

<b>Classification Title</b>	<b>Plan</b>	<b>Range</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>	<b>C/E/U</b>
Director of Parks and Recreation	General	22	112700	146370	180040	E
Director of Planning and Development Review	General	22	112700	146370	180040	E
Director of Procurement Services	General	22	112700	146370	180040	E
Director, Office of Community Wealth Building	General	22	112700	146370	180040	E
Inspector General	General	22	112700	146370	180040	E
Library Director	General	22	112700	146370	180040	E
Chief of Staff	General	23	123980	161010	198040	E
City Auditor	General	23	123980	161010	198040	E
Council Chief of Staff	General	23	123980	161010	198040	E
Director of Finance	General	23	123980	161010	198040	E
Director of Information Technology	General	23	123980	161010	198040	E
Director of Public Works	General	23	123980	161010	198040	E
Director of Social Services	General	23	123980	161010	198040	E
Executive Director, Richmond Retirement System	General	23	123980	161010	198040	E
Chief of Fire and Emergency Services	General	24	136370	177110	217850	E
Chief of Police	General	24	136370	177110	217850	E
Director of Public Utilities	General	24	136370	177110	217850	E
Deputy Chief Administrative Officer	General	25	150010	194820	239630	E
City Attorney	General	26	165010	214300	263590	E
Chief Administrative Officer	General	27	181510	235730	289950	E
Technology Specialist	IT BB	1	35000	52500	70000	C
Technology Support Supervisor	IT BB	2	40250	60375	80500	C
Technology Engineer/Administrator	IT BB	4	55545	83318	111090	C
Technology Systems Developer	IT BB	4	55545	83318	111090	C
Technology Team Lead	IT BB	5	63877	95818	127754	C
Technology Manager	IT BB	6	73458	110187	146917	U
Event Production Worker	No Assigned Range					
Intern	No Assigned Range					
Summer Youth Counselor	No Assigned Range					
Summer Youth Supervisor	No Assigned Range					
Summer Youth Worker	No Assigned Range					
Fire Recruit	PF	1	41000	45500	50000	C
Police Recruit	PF	1	41000	45500	50000	C
Fire Fighter I	PF	2	42000	58122	74244	C
Police Officer I	PF	2	42000	58122	74244	C
Fire Fighter II	PF	3	42840	59285	75729	C
Police Officer II	PF	3	42840	59285	75729	C
Fire Fighter III	PF	4	43911	60766	77620	C
Police Officer III	PF	4	43911	60766	77620	C
Fire Fighter IV	PF	5	45009	62286	79563	C
Police Officer IV	PF	5	45009	62286	79563	C
Master Fire Fighter	PF	6	46449	64278	82106	C
Master Police Officer	PF	6	46449	64278	82106	C
Fire Lieutenant	PF	8	58481	78100	97718	C
Police Sergeant	PF	8	58481	78100	97718	C
Fire Captain	PF	10	66109	88286	110462	C
Police Lieutenant	PF	10	66109	88286	110462	C

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# CLASSIFICATIONS AND ASSIGNED RANGES

January 5, 2019

Classification Title	Plan	Range	Minimum	Midpoint	Maximum	C/E/U
Fire Battalion Chief	PF	12	73228	97792	122356	C
Police Captain	PF	12	73228	97792	122356	C
Staff Battalion Chief	PF	12	73228	97792	122356	C

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Table 1 (effective July 11, 2015)

Title	Steps																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Recruit	41,000	42,000	43,000	44,000	45,000	46,000	47,000	48,000	49,000	50,000											
Hourly 40 hour	19.71154	20.19231	20.67308	21.15385	21.63462	22.11538	22.59615	23.07692	23.55769	24.03846											
Hourly Fire Shift	14.07967	14.42308	14.76648	15.10989	15.4533	15.7967	16.14011	16.48352	16.82692	17.17033											
Pol Off/FF I	41,500	42,579	43,686	44,822	45,987	47,183	48,410	49,669	50,960	52,285	53,644	59,008	65,499	73,359							
Hourly 40 hour	19.95192	20.47067	21.00288	21.54904	22.10913	22.68413	23.27404	23.87933	24.50000	25.13702	25.79038	28.36923	31.4899	35.26875							
Hourly Fire Shift	14.25137	14.62191	15.00206	15.39217	15.79224	16.20295	16.62431	17.05666	17.50000	17.95501	18.4217	20.26374	22.49279	25.19196							
Pol Off/FF II	42,330	43,431	44,560	45,719	46,908	48,128	49,379	50,663	51,980	53,331	54,718	60,190	66,811	74,828							
Hourly 40 hour	20.35096	20.88029	21.42308	21.98029	22.55192	23.13846	23.7399	24.35721	24.99038	25.6399	26.30673	28.9375	32.12067	35.975							
Hourly Fire Shift	14.5364	14.91449	15.3022	15.70021	16.10852	16.52747	16.95707	17.39801	17.85027	18.31422	18.79052	20.66964	22.94334	25.69643							
Pol Off/FF III	43,388	44,516	45,673	46,860	48,078	49,328	50,611	51,927	53,277	54,662	56,083	61,691	68,477	76,694							
Hourly 40 hour	20.85962	21.40192	21.95817	22.52885	23.11442	23.71538	24.33221	24.9649	25.61394	26.27981	26.96298	29.65913	32.92163	36.87212							
Hourly Fire Shift	14.89973	15.28709	15.68441	16.09203	16.5103	16.93956	17.38015	17.83207	18.29567	18.77129	19.25927	21.1851	23.51545	26.33723							
Pol Off/FF IV	44,473	45,629	46,815	48,032	49,281	50,562	51,877	53,226	54,610	56,030	57,487	63,236	70,192	78,615							
Hourly 40 hour	21.38125	21.93702	22.50721	23.09231	23.69279	24.30865	24.94087	25.58942	26.25481	26.9375	27.63798	30.40192	33.74615	37.79507							
Hourly Fire Shift	15.27232	15.6693	16.07658	16.49451	16.92342	17.36332	17.8149	18.27816	18.75343	19.24107	19.74141	21.71566	24.1044	26.99691							
MasterPol Off/FF	46,030	47,227	48,455	49,715	51,008	52,334	53,695	55,091	56,523	57,993	59,501	65,451	72,651	81,369							
Hourly 40 hour	22.12981	22.70529	23.29567	23.90144	24.52308	25.16058	25.8149	26.48606	27.17452	27.88125	28.60825	31.46683	34.92837	39.11971							
Hourly Fire Shift	15.80701	16.21806	16.63977	17.07246	17.51648	17.97184	18.43922	18.91861	19.41037	19.91518	20.43304	22.4763	24.94883	27.94265							
Police Sgt/Fire Lt	57,788	59,290	60,832	62,414	64,037	65,702	67,410	69,163	70,961	72,806	74,699	76,641	78,634	80,678	82,776	84,928	87,136	89,402	91,726	94,111	96,425
Hourly 40 hour	27.78269	28.50481	29.24615	30.00673	30.78702	31.5875	32.40865	33.25144	34.11587	35.00288	35.91298	36.84663	37.80481	38.7875	39.79615	40.83077	41.89231	42.98173	44.09904	45.24567	46.41196
Hourly Fire Shift	19.84478	20.36058	20.89011	21.43338	21.99073	22.5625	23.14904	23.75103	24.36848	25.00206	25.65213	26.31902	27.00343	27.70536	28.42582	29.16484	29.92308	30.70124	31.49931	32.31834	33.14745
Police Lt/Fire Capt	65,325	67,023	68,766	70,554	72,388	74,270	76,201	78,182	80,215	82,301	84,441	86,636	88,889	91,200	93,571	96,004	98,500	101,061	103,689	106,385	109,192
Hourly 40 hour	31.40625	32.2226	33.06058	33.92019	34.80192	35.70673	36.6351	37.5875	38.5649	39.56779	40.59663	41.65192	42.7351	43.84615	44.98606	46.15577	47.35577	48.58702	49.85048	51.14663	52.44834
Hourly Fire Shift	22.43304	23.01614	23.6147	24.22871	24.85852	25.50481	26.16793	26.84821	27.54636	28.26271	28.9976	29.75137	30.52507	31.31868	32.1329	32.96841	33.82555	34.70501	35.60749	36.53331	37.44642
Pol Cap/Fire & Stf BC	72,360	74,241	76,171	78,151	80,183	82,268	84,407	86,602	88,854	91,164	93,534	95,966	98,461	101,021	103,648	106,343	109,108	111,945	114,856	117,842	120,825
Hourly 40 hour	34.78846	35.69279	36.62067	37.5726	38.54952	39.55192	40.58029	41.63558	42.71827	43.82885	44.96827	46.1375	47.33702	48.56779	49.83077	51.12644	52.45577	53.81971	55.21923	56.65481	58.11496
Hourly Fire Shift	24.8489	25.49485	26.15762	26.83757	27.53537	28.25137	28.98592	29.7397	30.51305	31.30632	32.12019	32.95536	33.81216	34.69128	35.59341	36.51889	37.46841	38.44265	39.44231	40.46772	41.51483

Table 1 (effective July 09, 2016)

Title	Steps																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Recruit	41,000	42,000	43,000	44,000	45,000	46,000	47,000	48,000	49,000	50,000											
Hourly 40 hour	19.71154	20.19231	20.67308	21.15385	21.63462	22.11538	22.59615	23.07692	23.55769	24.03846											
Hourly Fire Shift	14.07967	14.42308	14.76648	15.10989	15.4533	15.7967	16.14011	16.48352	16.82692	17.17033											
Pol Off/FF I	42,000	43,092	44,212	45,362	46,541	47,751	48,993	50,267	51,574	52,915	54,291	59,720	66,289	74,244							
Hourly 40 hour	20.19231	20.71731	21.25577	21.80865	22.37548	22.95721	23.55433	24.16683	24.79519	25.4399	26.10144	28.71154	31.86971	35.69423							
Hourly Fire Shift	14.42308	14.79808	15.18269	15.57761	15.98249	16.39801	16.82452	17.26202	17.71085	18.17136	18.64389	20.50824	22.76408	25.49588							
Pol Off/FF II	42,840	43,954	45,097	46,270	47,473	48,707	49,973	51,272	52,605	53,973	55,376	60,914	67,615	75,729							
Hourly 40 hour	20.59615	21.13173	21.68125	22.24519	22.82356	23.41683	24.02548	24.65	25.29087	25.94850	26.62308	29.28558	32.50721	36.40817							
Hourly Fire Shift	14.71154	15.09409	15.48661	15.88942	16.30254	16.7263	17.16106	17.60714	18.0649	18.53468	19.01648	20.91827	23.21944	26.00584							
Pol Off/FF III	43,911	45,053	46,224	47,426	48,659	49,924	51,222	52,554	53,920	55,322	56,760	62,436	69,304	77,620							
Hourly 40 hour	21.11106	21.6601	22.22308	22.80096	23.39375	24.00192	24.62596	25.26635	25.92308	26.59712	27.28846	30.01731	33.31923	37.31731							
Hourly Fire Shift	15.07933	15.4715	15.87363	16.2864	16.70982	17.14423	17.58997	18.04739	18.51648	18.99794	19.49176	21.44093	23.79945	26.65522							
Pol Off/FF IV	45,009	46,179	47,380	48,612	49,876	51,173	52,503	53,868	55,269	56,706	58,180	63,998	71,038	79,563							
Hourly 40 hour	21.63894	22.20144	22.77885	23.37115	23.97885	24.6024	25.24183	25.89808	26.57163	27.2625	27.97115	30.76827	34.15288	38.25144							
Hourly Fire Shift	15.45639	15.85817	16.2706	16.69368	17.12775	17.57315	18.02988	18.49863	18.97974	19.47321	19.9794	21.97734	24.39492	27.32246							
MasterPol Off/FF	46,449	47,657	48,896	50,167	51,471	52,809	54,182	55,591	57,036	58,519	60,040	66,044	73,309	82,106							
Hourly 40 hour	22.33125	22.91202	23.50769	24.11875	24.74567	25.38894	26.04904	26.72644	27.42115	28.13413	28.86538	31.75192	35.24471	39.47404							
Hourly Fire Shift	15.95089	16.36573	16.79121	17.22768	17.67548	18.13496	18.60646	19.09032	19.58654	20.09581	20.61813	22.67995	25.17479	28.19574							
Police Sgt/Fire Lt	58,481	60,002	61,562	63,163	64,805	66,490	68,219	69,993	71,813	73,680	75,596	77,561	79,578	81,647	83,770	85,948	88,183	90,476	92,828	95,242	97
Hourly 40 hour	28.11587	28.84712	29.59712	30.36683	31.15625	31.96635	32.7976	33.65048	34.52548	35.42308	36.34423	37.28894	38.25865	39.25337	40.27404	41.32115	42.39567	43.49808	44.62885	45.78942	46.97
Hourly Fire Shift	20.08276	20.60508	21.1408	21.69059	22.25446	22.8331	23.42685	24.03606	24.66106	25.3022	25.96016	26.63406	27.32761	28.03812	28.76717	29.51511	30.28262	31.07005	31.87775	32.70673	33.55
Police Lt/Fire Capt	66,109	67,828	69,592	71,401	73,257	75,162	77,116	79,121	81,178	83,289	85,455	87,677	89,957	92,296	94,696	97,158	99,684	102,276	104,935	107,663	110
Hourly 40 hour	31.78317	32.60962	33.45769	34.3274	35.21971	36.13558	37.075	38.03894	39.02788	40.04279	41.08413	42.1524	43.24856	44.37308	45.52692	46.71058	47.925	49.17115	50.44952	51.76106	53.10
Hourly Fire Shift	22.70227	23.29258	23.89335	24.51957	25.16694	25.81113	26.48214	27.17067	27.87706	28.60199	29.34581	30.10886	30.89183	31.69505	32.51923	33.3647	34.23214	35.12225	36.03537	36.97218	37.93
Pol Cap/Fire & Stf BC	73,228	75,132	77,085	79,089	81,145	83,255	85,420	87,641	89,920	92,258	94,657	97,118	99,643	102,234	104,892	107,619	110,417	113,288	116,233	119,255	122
Hourly 40 hour	35.20577	36.12115	37.0601	38.02356	39.01202	40.02644	41.06731	42.1351	43.23077	44.35481	45.50817	46.69135	47.90529	49.15096	50.42885	51.7399	53.0851	54.46538	55.88125	57.33413	58
Hourly Fire Shift	25.14698	25.80082	26.4715	27.15968	27.86573	28.59032	29.33379	30.0965	30.87912	31.68201	32.50584	33.35096	34.21806	35.10783	36.0206	36.95707	37.91793	38.90385	39.91518	40.95295	42.0

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	Recruit	1	2	3	3	4	5	11	11	11	11	11	12
0	1	2	3	4	4	5	6	11	11	11	11	12	12
1	2	3	4	5	5	6	7	11	11	11	12	12	12
2	3	4	5	6	6	7	8	11	11	12	12	12	12
3	4	5	6	7	7	8	9	11	12	12	12	12	12
4	5	6	7	8	8	9	10	12	12	12	12	12	13
5	5	6	7	8	8	9	10	12	12	12	12	13	13
6	5	6	7	8	8	9	10	12	12	12	13	13	13
7	6	7	8	9	9	10	11	12	12	13	13	13	13
8	7	8	9	10	10	11	11	12	13	13	13	13	13
9	8	9	10	11	11	11	11	13	13	13	13	13	14
10	9	10	11	12	12	12	12	13	13	13	13	14	14
11	9	10	11	12	12	12	12	13	13	13	14	14	14
12	9	10	11	12	12	12	12	13	13	14	14	14	14
13	9	10	11	12	12	12	12	13	14	14	14	14	14
14	9	10	11	12	12	12	12	14	14	14	14	14	14
15	10	11	12	13	13	13	13	14	14	14	14	14	14
16	10	11	12	13	13	13	13	14	14	14	14	14	14
17	10	11	12	13	13	13	13	14	14	14	14	14	14
18	10	11	12	13	13	13	13	14	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

<b>Table 3</b> <b>Implementation Schedule for Sworn Fire Fighters</b> <b>and Police Officers</b>	
<b>Minimum Years of</b> <b>Service in Step</b>	<b>Step</b>
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  
4-8412  
DEC 06 2018

Office of the  
Chief Administrative Officer

### O&R REQUEST

**DATE:** December 5, 2018

**EDITION:** 2

**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Levar M. Stoney, Mayor

**THROUGH:** Selena Cuffee-Glenn, Chief Administrative Officer

**THROUGH:** Lenora Reid, Deputy Chief Administrative Officer

**FROM:** D. Karen Garland, Interim Director of Human Resources

**RE:** To Implement a New Pay Ordinance and Recommendations of the Gallagher Compensation Study

12/7/18  
RECEIVED  
DEC 07 2018  
OFFICE OF CITY ATTORNEY

**ORD. OR RES. No.** \_\_\_\_\_

**PURPOSE:** To replace the Pay Ordinance (Ordinance 93-117-159).

**REASON:** To adjust classifications reflective of the structure of City government and establish the mechanism for moving employees to a living wage and to the minimum of their new pay range and to coordinate these increases with those approved in Ordinance No. 2018-071.

**RECOMMENDATION:** The City's Administration recommends adoption.

**BACKGROUND:** The City hired Arthur J. Gallagher & Company to conduct a City wide classification and compensation study. Based on the results of that study, it is recommended to repeal the Pay Ordinance (Ordinance No. 93-117-159) and to replace it. In brief:

Article I is a listing of job titles and pay ranges.

Article II states the conditions of implementing potential increases for employees. The first increase implemented is the one percent (1%) increase approved by City Council in Ordinance 2018-071. Second is applying the living wage to employees and third is moving employees to the minimum of their new range. If employees earn more than their range minimum, their rate of pay will not change.

Article III pertains primarily to policy issues. The major changes are:

- Establishing conditions (based on past practices) of unclassified service for all employees of certain departments, employees in temporary positions, and employees in permanent grant positions.
- Deleting sections on programs that no longer exists such as Employee Suggestion Program, Passport to Wellness Program, Employee Tutoring and Mentoring Program, Police Cadet Program, and Enterprise Systems Projects staffing programs
- Increasing the maximum amount for the retention of key employees from ten percent (10%) to fifteen percent (15%).
- Increasing the night differential from fifty cents (\$0.50 per hour to one dollar (\$1.00) per hour.
- Increasing the Living Wage from \$11.66 to \$12.07 based on the poverty rate for a family of four established in 2018.
- Increasing the length of time the CAO can establish a temporary classification from sixty (60) days to six (6) months
- Allowing an appointing Authority, with the concurrence of the Director of Human Resources, to grant a classified employees who is not in a broad band or career development program an increase of five percent (5%) while the Chief Administrative Officer (CAO) has to approve anything greater. Performance is a condition of the increase with the employee's performance appraisal for the last fiscal year required to be above "meets standards". Unclassified employees currently can receive up to ten (10%) increase without the formal performance component.

**FISCAL IMPACT:** The estimated General Fund FY19 costs (salary and benefits) for the Living Wage and moving employees to the minimum of the range is \$516,736. The estimated General Fund FY19 costs (salary and benefits) for the night differential is \$85,000.

**COST TO CITY:** The FY19 Budget provided funds for the Living Wage and moving employees to the minimum. However, no funds were provided for the night differential and costs will have to be absorbed by the effected departments.

**REVENUE TO CITY:** None

**DESIRED EFFECTIVE DATE:** January 5, 2019

**REQUESTED INTRODUCTION DATE:** December 10, 2018

**CITY COUNCIL PUBLIC HEARING DATE:** January 14, 2019

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** Organizational Development

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** None

**AFFECTED AGENCIES:** All

**RELATIONSHIP TO EXISTING ORD. OR RES.:** Replaces Ordinance 93-117-159

**REQUIRED CHANGES TO WORK PROGRAM(S):** None

**ATTACHMENTS:** Attachment A (Article I), Attachment B (Article II), Attachment C (Article III)

**STAFF:** Robin Redmond and Fred Rosen, Human Resources



## ATTACHMENT A

### ARTICLE I

#### Section I

That the pay schedules of the pay plan and the classification plan provided for and required by Section 5A.03 of the Charter of the City of Richmond for the classes of positions in the classified service, unclassified service, and executive service are as set forth on the following schedules dated January 5, 2019 attached to this ordinance.

## ATTACHMENT B

### ARTICLE II

#### Section 1

All employees in classified and unclassified City permanent positions shall have their base rate of pay adjusted to reflect a one percent increase approved in Ordinance 2018-071, subject to the following conditions:

- A. Employees not employed continuously in a permanent positions on June 30, 2018 shall not be eligible for a base rate of pay adjustment.
- B. Employees in the classifications of Police Recruit, Police Officer I, Police Officer II, Police Officer III, Police Officer IV, Master Police Officer, Police Sergeant, Police Lieutenant, Police Captain, Fire Recruit, Fire Fighter I, Fire Fighter II, Fire Fighter III, Fire Fighter IV, Master Fire Fighter, Fire Lieutenant, Fire Captain, Fire Battalion Chief, and Staff Battalion Chief shall not be eligible for the one percent increase in base rate of pay.
- C. The amount of the increase shall be calculated on the employee's base rate of pay as of January 4, 2019.

#### Section 2

Following the adjustments in Section 1, all persons who are employed by the City as of the adoption date of this ordinance shall be placed within one of the aforesaid job title and pay range at their same rate of pay as adjusted in Section 1, subject to the following conditions:

- A. Employees who are paid below the minimum rate of pay for that employee's classification, the employee's base rate of pay shall be moved to the minimum of the employee's classification.
- B. If the employee's base rate of pay exceeds the maximum rate of pay for that employee's classification that employee shall not be eligible for additional increases to that employee's base rate of pay until the maximum rate of pay for that employee's classification is adjusted to exceed such employee's base rate of pay as established by this section.

**ATTACHMENT C**  
**ORDINANCE 93-117-159 (PAY ORDINANCE)**  
**ARTICLE III**

**Section 1. (Bi-Weekly Salary)**

That the compensation for all classes of positions which have been included in the pay ranges of the pay plan adopted and set out in Article II of this ordinance, shall be determined and fixed in accordance therewith and the other provisions of this ordinance.

The officers and employees of the departments, bureaus, divisions, boards, commissions, offices and agencies of the City shall be paid their salary bi-weekly. The payments shall be measured by one twenty-sixth of the prescribed annual compensation; provided that during any fiscal year in which there are twenty-seven alternate Fridays, one additional installment of such annual compensation shall be paid.

**Section 2. (Worker's Compensation)**

Any employee incapacitated by injury or illness as defined by the Workers' Compensation Act may be entitled to the benefits provided by that Act.

Injury leave with pay shall be provided in such instances as set forth in this section without charge against the employee's leave balance.

During the first seven calendar days of necessary absence authorized by the City's Worker's Compensation Treating Physician, injury leave with full pay will be allowed. Following this period, and for a period of one year from the date of injury, the employee shall be allowed injury leave with pay at the difference between compensation allowed under the Workers' Compensation Act and the employee's normal net pay. For purposes of this provision, "normal net pay" shall be defined as gross pay (after pre-tax adjustments), less social security (FICA), federal income tax and state income tax. Following this one-year period, the employee shall only receive the amount of compensation allowed under the Worker's Compensation Act.

Provided, however, that upon the written request of any employee to his Appointing Authority to extend injury leave with said pay beyond one year there shall be convened a panel consisting of the Appointing Authority, the Director of the Department of Human Resources, and the Director of the Department of Finance. The panel shall consider:

1. Whether the injury is extraordinary;
2. The extent to which the injury was related to the employee's performance of his normal official duties,
3. Whether the employee was to any degree responsible for the occurrence or extent of the injury because of his own negligence, fault, or improper conduct;
4. Whether the projected convalescence is objectively estimated to exceed one year;
5. Whether the employee is able to return to work in either his original position or any other position;
6. Whether the employee has made reasonable efforts toward rehabilitation;
7. Whether the employee has cooperated fully in prescribed treatment and rehabilitation; and
8. Any other factors the panel determines to be relevant.

The panel shall, after investigation and consideration of the matter, make its recommendation to the Chief Administrative Officer with regard to the disposition of the request for additional injury leave. The City Manager may then, in his discretion, grant or deny the request. If the request is granted, the initial one-year period may be extended for such additional period of time as may be

**ATTACHMENT C**  
**ORDINANCE 93-117-159 (PAY ORDINANCE)**  
**ARTICLE III**

deemed warranted, consistent with the appropriate medical findings. The Chief Administrative Officer shall report to the Council periodically with regard to cases in which a request for additional leave is not granted.

The adjustments made to an employee's gross salary in accordance with the provisions of this paragraph shall not be used to reduce the amount of retirement benefits otherwise payable to said employee. Retirement benefits shall be computed as though the employee received his or her normal gross salary during the employee's period of disability.

**Section 3. (Police and Fire Career Development)**

For personnel assigned to the positions in the FP pay ranges, advancement shall be in accordance with the provisions of a "Career Development Plan" recommended by the Departments and approved by Human Resources and the Chief Administrative Officer. A copy of the approved plans and all amendments thereafter shall be the official plans and shall be filed with the Director of Human Resources.

Advancement between classifications in accordance with Career Development Plans implemented pursuant to this section, except from Police Recruit to Police Officer I and from Fire Recruit to Fire Fighter I, shall be suspended for the period commencing July 1, 2017, and ending June 30, 2019.

**Section 4. (Pay Progression)**

The initial employment of any person in the classified service, whose position is in the pay plan, shall be paid within the pay range assigned to the position. Except as otherwise specifically provided, additional movement through the range will be based on a performance system approved by the Chief Administrative Officer and promulgated in an administrative regulation. Whenever a general or performance increase is given, employees may not exceed the maximum of their range.

Whenever persons are hired and assigned to apprentice classes in the classified or unclassified service their compensation shall be within the pay range and in accordance with approved standards of apprenticeship training.

**Section 6 5. (City Attorney)**

The City Attorney shall receive a salary within such pay range as may be established and periodically amended in this pay ordinance.

In addition, the pay of the City Attorney shall be supplemented in an amount not to exceed \$7,500.00 per annum as payments made to a deferred compensation plan of the City of Richmond pursuant to the execution by the City Attorney of a participation agreement that conforms to the applicable Internal Revenue Code provisions and regulations and to Division 3, Article VI, Charter Two, Deferred Compensation Plan, of the Code of the City of Richmond (2004), as amended.

Notwithstanding any other administrative regulation, ordinance or provision of the Code of the City of Richmond to the contrary, the City Attorney shall be paid seven (7) months of

**ATTACHMENT C**  
**ORDINANCE 93-117-159 (PAY ORDINANCE)**  
**ARTICLE III**

compensation as severance pay if the City Attorney is terminated or asked to resign for any reason other than malfeasance or is separated from City employment as a result of a restructuring of City government. Such compensation shall be in addition to any salary and vacation pay that may be due him through his actual date of separation.

**Section 7.6. (Courts)**

That persons occupying unclassified positions in the Courts for whom compensation is not fixed directly or indirectly by statute adopted by the General Assembly shall be placed in the general pay ranges and general pay bands as follows:

<u>Classification</u>	<u>General Pay Range</u>
Adult Drug Court Specialist	<del>12</del> 9
<u>Law Clerk-Courts</u>	<u>10</u>
Dispute Resolution Coordinator	13
<del>Adult Drug Court Specialist</del>	<del>14</del>
<del>Law Librarian</del>	<del>14</del>
Finance Analyst/Adult Drug Court	<del>15</del> 13
Assistant Director of Adult Drug Court	<del>18</del> 16

  

<u>Classification</u>	<u>General Pay Band</u>
Court Assistant	3
Secretary to Judges of the Circuit Court	3

**Section 8.7. (Salary for Unclassified Positions)**

The salary and bonuses for unclassified employees, as set forth in Article II, will be set by the Appointing Authority. Such salary shall be within the designated pay range for the specific position. Increases, other than annual performance increase, of more than 10% shall require approval of the Chief Administrative Officer or City Council depending on the reporting relationship and shall be given no more than once in a fiscal year.

**Section 9.8. (Senior Executive Group)**

The salary and bonuses for Senior Executive employees, as set forth in Article II, will be set by the Appointing Authority. Unless specified elsewhere in this ordinance, or upon the approval of the Appointing Authority, such salary (excluding deferred compensation) shall be within the designated pay range for the specific position.

There will be established between the appointing authority and the person in the Senior Executive Group a performance agreement that will be the basis of establishing performance targets and compensation for these persons.

The salaries of the Library Director, ~~the Executive Director of the Port of Richmond~~, and the Executive Director of the Richmond Retirement System shall be modified only by the respective appointing authority of each employee based on that appointing authority's performance evaluation of that employee. However, no such employee may receive a salary increase greater than the amount set by the Council through the pay plan for employees of the City Administration

**ATTACHMENT C**  
**ORDINANCE 93-117-159 (PAY ORDINANCE)**  
**ARTICLE III**

who receive a corresponding performance evaluation. Any such salary increase shall take effect on the same date as for the employees of the City Administration.

**Section 10 9. (General Registrar's Office)**

That persons occupying unclassified positions in the Office of the General Registrar in accordance with provisions of Title 24.2 of the Code of Virginia providing for assistants to registrars and for whom compensation is not fixed directly or indirectly by the General Assembly by statute, shall be placed in pay ranges as follows:

Position	Pay Range
<del>Assistant Registrar I</del>	<del>5</del>
<del>Assistant Registrar II</del>	<del>6</del>
<del>Assistant Registrar</del>	<del>5</del>
<del>Voter Registration Services Coordinator</del>	<del>8</del>
<del>Voting Machine Technician</del>	<del>11</del>
<del>Election Technician, Senior</del>	<del>8</del>
<del>Election Specialist</del>	<del>8</del>
<del>Chief Voting Machine Technician</del>	<del>14</del>
<del>Elections Supervisor</del>	<del>10</del>
Deputy General Registrar	15

The remaining provisions of this Article shall apply to determine the exact compensation for persons occupying the above positions.

**Section 11 10. (Acting Chief Administrative Officer)**

The compensation of the person designated to act as Chief Administrative Officer as required by section 5.07 of the City Charter, shall be fixed at the discretion of City Council.

**Section 12 11.A (Commonwealth Attorney's Office)**

The Commonwealth Attorney shall receive a salary supplement of \$49,586 together with a contribution to the Virginia Retirement System on his behalf of \$10,006 in Fiscal Year 2018-2019. The Commonwealth Attorney's Office shall receive \$830,586 to be used as salary supplements together with \$203,108 to be used for a contribution to the Virginia Retirement System in Fiscal Year 2018-2019 to be used as salary supplements for members of the office. The proper administration of salary supplements is the responsibility of the constitutional officer.

**Section 13 11.B (Sheriff's Office)**

The Sheriff's Office shall receive in the Fiscal Year 2018-2019 an amount 23.24% greater than the amount approved by the Compensation Board for the sheriff's deputies, to be used as salary supplements for members of the office excluding the City Sheriff, for which the City is reimbursed for 100% of salary costs approved by the Compensation Board. The Sheriff's Office shall receive an amount not to exceed \$3,545,177 in Fiscal Year 2018-2019 to be used as salary supplement for of the office excluding the Sheriff. From such allocation, the Sheriff's Office may, in Fiscal Year 2017-2018, provide salary supplements for positions that the City is not reimbursed for 100% of approved Compensation Board salaries, excluding the Sheriff. No salary supplements to any positions shall be paid unless authorized by the City's Director of Budget and Strategic Planning. Any salary supplement paid directly to the Sheriff from either of these

**ATTACHMENT C**  
**ORDINANCE 93-117-159 (PAY ORDINANCE)**  
**ARTICLE III**

amounts shall only be for the specific amount authorized by this section. The Sheriff shall receive a salary supplement of \$27,154 in Fiscal Year 2018-2019. The proper administration of salary supplements is the responsibility of the constitutional officer.

**~~Section 12.C Office of the Clerk of the Circuit Court of the City of Richmond.~~**

~~The Clerk of the Circuit Court of the City of Richmond is hereby authorized to pay a one-time bonus during the fiscal year commencing July 1, 2011, and ending June 30, 2012, to the Clerk and deputy clerks in the Office of the Clerk of the Circuit Court of the City of Richmond. Full-time employees in permanent positions shall receive a one-time bonus of \$1,000, and part-time employees in permanent positions shall receive a one-time bonus of \$500. All one-time bonuses shall be paid from funds already appropriated to the Office of the Clerk of the Circuit Court of the City of Richmond for the fiscal year commencing July 1, 2011, and ending June 30, 2012. The aggregate amount of all salary supplements paid under this section shall not exceed \$60,000. The proper administration of bonuses is the responsibility of the constitutional officer.~~

**~~Section 12.D Office of the Treasurer of the City of Richmond.~~**

~~The Treasurer of the City of Richmond is hereby authorized to pay a one-time bonus during the fiscal year commencing July 1, 2011, and ending June 30, 2012, to members of the Office of the Treasurer of the City of Richmond. All one-time bonuses shall be paid from funds already appropriated to the Office of the Treasurer of the City of Richmond for the fiscal year commencing July 1, 2011, and ending June 30, 2012. The aggregate amount of all bonuses paid under this section shall not exceed \$1,200. The proper administration of bonuses is the responsibility of the constitutional officer.~~

**Section 13 12. (Overtime for Police)**

Whenever due to a shortage in the authorized number of personnel in the Department of Police, until such time as the shortage is eliminated by selection and completion of training of persons to bring the Department of Police to its authorized strength, the Chief of Police, or such person as he may designate, may designate police personnel, who shall be required to perform service in excess of forty hours per week or in excess of the hours of work prescribed in rules and regulations duly adopted with respect thereto and such police personnel (designated as non-exempt) shall receive compensation for each excess hour of such service or fraction thereof equal to one and one-half times his normal hourly equivalent compensation.

**Section 14 13. (Overtime for Fire)**

Whenever due to a shortage in the authorized number of personnel in the Department of Fire and Emergency Services until such time as the shortage is eliminated by selection and completion of training of persons to bring the Department of Fire and Emergency Services to its authorized strength, the Chief of Fire and Emergency Services, or such person as he may delegate, may designate Department of Fire and Emergency Services personnel who shall be required to perform service in excess of the hours of work designated for a specific duty assignment as prescribed in rules and regulations duly adopted with respect thereto such Department of Fire and Emergency Services personnel (designated as non-exempt) shall receive compensation at the rate of one and one-half times the normal hourly equivalent for each hour or fraction thereof in excess of such person's normal work schedule.

**Section 15 14. (Testifying in Court on Off Duty Days)**

**ATTACHMENT C**  
**ORDINANCE 93-117-159 (PAY ORDINANCE)**  
**ARTICLE III**

Whenever any employee (designated as non-exempt) is summoned to appear in court for the purpose of testifying on behalf of the Commonwealth of Virginia or the City of Richmond in prosecutions for violations of the laws of the Commonwealth or ordinances of the City during the time such employee is off duty and not required to perform his duties, he shall be paid compensation for each hour or major part thereof spent in attendance in such court for said purpose time and one-half of the compensation then being paid to such employee. An employee in attendance in any such court for said purpose for less than one hour shall be paid compensation for the hour.

**Section 16 ~~15~~. (Emergency Duty)**

Whenever the Council, the Mayor, or the Chief Administrative Officer declares that there exists in the City an emergency which constitutes a danger to the safety, health, peace, good order and welfare of the citizens of the City; the Chief Administrative Officer shall ensure that all employees are properly compensated in accordance with the Administrative Regulation.

**Section 17 ~~16~~. (Overtime)**

Except as otherwise provided under State or Federal Law, whenever a non-exempt employee is required to perform service beyond the hours of work prescribed as a normal work week in accordance with the Fair Labor Standards Act he shall receive compensation for such service rendered beyond such hours equal to one and one-half times the hourly rate fixed in the pay range for the class of position to which he is assigned. In accordance to the regulations of the Fair Labor Standards Act, compensatory time may be granted in lieu of cash payment up to a maximum of 240 hours for general employees and 480 hours for sworn Police and sworn Fire employees. Exempt employees shall not be entitled to overtime. However, their Appointing Authority may adjust their work schedules in recognition of hours worked.

**Section 18 ~~17~~. (Driving a Bus)**

Whenever an employee is required to drive a bus for purposes of transporting citizens to or from an event, such employee shall receive additional compensation of \$1.00 per hour for the time period he is assigned the duty of bus driving.

**Section 19 ~~18~~. (Police Overtime Due to Federal and State Grants)**

Whenever any non-exempt sworn police officer as a condition imposed in any grant of federal or state funds and in order for the City to meet conditions or requirements imposed in such grant, or to carry out the purpose of the program encompassed in such grant, is required to perform services (work hours) in excess of the normal hours as established by Personnel Rules, such non-exempt sworn police officer shall receive compensation for such services rendered beyond the normal hours of work equal to one and one-half times the hourly rate fixed in the pay range for the class of position to which he is assigned.

**Section 20 ~~19~~. (Night Differential)**

Whenever any full-time employee is regularly required to perform service at night, he shall receive compensation for such services equal to the hourly or annual compensation fixed in the pay range for the class of position to which he is assigned plus ~~\$-.50~~ \$1.00 per hour for a midnight or an afternoon shift. Such additional compensation shall only be paid to employees working a fixed shift where one-half or more of the employee's regular working hours are scheduled ~~after~~ between the hours of 5:00 p.m. and 8:00 a.m. and shall not be paid to members of the Department



**ATTACHMENT C**  
**ORDINANCE 93-117-159 (PAY ORDINANCE)**  
**ARTICLE III**

of Fire and Emergency Services working 24 on - 24 off shifts and other work sites or situations designated by the Chief Administrative Officer, and employees working a rotating shift or a shift which otherwise required them to periodically work at night. A fixed shift basis of employment is one in which the regular working hours are identical each working day for a period of not less than 120 calendar days. A rotating shift is one in which the hours of work fluctuate on a regular basis or irregular basis. For the purpose of determining whether additional compensation is due to the employee for working at night, any work schedule which is not congruent with the above definition of a fixed shift will be assumed to be a rotating shift.

**Section ~~24~~ 20. (Working Supervisor)**

Whenever any employee is required to give incidental assistance in addition to performing regular duties by supervising two or more employees performing service in the same location where no regular supervisor is authorized and another supervisory position is not assigned, he shall receive compensation for such service equal to the hourly compensation fixed in the pay range for the class of position to which he is assigned plus \$.50 per hour.

**Section ~~22~~ 21. (Acting in a Higher Class)**

Whenever any employee is required to work in a position in a higher pay range during a vacancy in that position or during the absence of the incumbent in that position, and when such assignment extends beyond fifteen consecutive work days, he shall receive compensation retroactive to the date he commenced acting in such position equal to the minimum of the new range or a maximum increase of 5%, whichever is greater. The amount, however, shall not exceed the maximum amount of the new pay range. The Chief Administrative Officer, at his discretion, may approve increases of more than 5%. The amount of the differential shall change only if the base salary of the employee changes. The change in the amount of differential shall be equivalent to the percentage change in the base salary.

No employee shall be assigned this temporary upgrade for more than fifteen working days except as approved by the Director of Human Resources. In no case may the assignment last more than twelve (12) months without written approval of the Director of Human Resources and the Chief Administrative Officer. On the date the employee is no longer performing such temporary upgrade duties, his compensation shall return to the amount of the range of his formerly assigned position.

**Section ~~23~~ 22. (Special Assignment by the Chief Administrative Officer)**

The Chief Administrative Officer is authorized to transfer or appoint employees to perform special assignments and fix compensation for such assignments where appropriate.

**Section ~~24~~ 23. (Special Assignment by an Appointing Authority)**

An Appointing Authority may appoint an employee to perform a special assignment that is significantly above his normal job duties. When such assignment extends beyond twenty consecutive work days, he may receive an additional fixed bi-weekly amount of compensation. This additional compensation shall be retroactive to the date he commenced acting in such assignment. Unless approved by the Chief Administrative Officer, the amount of additional compensation shall not exceed 10% of the employee's regular rate of pay and shall not be increased, except for Senior Executive assignments made by the Chief Administrative Officer or City Council.

**ATTACHMENT C**  
**ORDINANCE 93-117-159 (PAY ORDINANCE)**  
**ARTICLE III**

All assignments exceeding fifteen consecutive work days and all compensation must be approved by the Director of Human Resources. In no case may the assignment last more than twelve (12) months without written approval of the Director of Human Resources and the Chief Administrative Officer.

**Section 25 24. (Education Incentive for Police and Fire)**

Whenever a Fire Lieutenant, Fire Captain, Fire Battalion Chief, Staff Battalion Chief, Fire Division Chief, Chief of Fire and Emergency Services, Police Sergeant, Police Lieutenant, Police Captain, Police Major, Deputy Chief of Police or Chief of Police receives, while employed in such position, an Associate of Arts degree from an accredited college, university or junior college or is certified by same as a junior in a degree granting program, he shall receive annually in addition to his regular compensation a sum of \$500.00 if exempt under the Fair Labor Standards Act and \$.25 per hour (for employees scheduled for 40 hours per week) or \$.17 per hour (for employees scheduled for 56 hours per week) if non-exempt under the Fair Labor Standards Act. This additional compensation for exempt employees shall be paid in two equal installments, one in July and the other in February.

Whenever a Fire Lieutenant, Fire Captain, Fire Battalion Chief, Staff Battalion Chief, Fire Division Chief, Chief of Fire and Emergency Services, Police Sergeant, Police Lieutenant, Police Captain, Police Major, Deputy Chief of Police or Chief of Police receives, while employed in such position, a Bachelor of Arts or Bachelor of Science degree from an accredited college or university, he shall receive annually in addition to his regular compensation a sum of \$1,000.00 if exempt under the Fair Labor Standards Act and \$.50 per hour (for employees scheduled for 40 hours per week) or \$.34 per hour (for employees scheduled for 56 hours per week) if non-exempt under the Fair Labor Standards Act. This additional compensation for exempt employees shall be paid in two equal installments, one in July and the other in February.

Whenever a Fire Lieutenant, Fire Captain, Fire Battalion Chief, Staff Battalion Chief, Fire Division Chief, Chief of Fire and Emergency Services, Police Sergeant, Police Lieutenant, Police Captain, Police Major, Deputy Chief of Police or Chief of Police receives, while employed in such position, a Master's Degree from an accredited college or university, he shall receive annually in addition to his regular compensation a sum of \$2,000.00 if exempt under the Fair Labor Standards Act and \$1.00 per hour (for employees scheduled for 40 hours per week) or \$.68 per hour (for employees scheduled for 56 hours per week) if non-exempt under the Fair Labor Standards Act. This additional compensation for exempt employees shall be paid in two equal installments, one in July and the other in February.

Receipt of this payment beyond the first year is contingent on evidence of on-going job related education and performance at the "Successfully Meets Expectations" or "Exceptional" level, or an equivalent rating on an approved system, on their last performance appraisal.

No new applications for educational incentives or increases in educational incentives in accordance with this section shall be accepted between July 1, 2010, and ending July 1, 2019.

**Section 26 25A. (Reduction in Force/Severance)**

**ATTACHMENT C**  
**ORDINANCE 93-117-159 (PAY ORDINANCE)**  
**ARTICLE III**

A. Definitions. Words and phrases used in this section that are defined in the Personnel Rules for the Classified Service have the meanings ascribed to those words or phrases by the Personnel Rules for the Classified Service.

B. Demotion. If a classified employee is involuntarily demoted as the result of a reduction-in-force, the employee shall continue to receive the salary the employee received immediately before the effective date of the demotion for the next six full pay periods following the demotion. Thereafter, the employee's salary shall revert to the maximum of the new classification's pay range or that amount which equates to a maximum decrease of five percent, whichever is the greater decrease.

C. Dismissal. A classified employee who is dismissed as a result of a reduction-in-force may elect to continue the employee's health benefits coverage in accordance with Section 26B and is eligible for severance pay computed in accordance with Section 26B. Any classified employee who declines an offer of transfer, reassignment, or demotion to another position made by the City in lieu of dismissal shall not receive severance pay. If a classified employee is reinstated within ten calendar days after the date of the employee's separation, the employee shall not receive severance pay.

**Section ~~26B~~ 25B. (Severance)**

The appointing authority of an employee to be separated may award severance pay for the employee in accordance with this section. Classified employees may be awarded severance pay under this section only if and to the extent provided under Section 26A. The maximum amount of severance pay that an appointing authority may award to an employee shall be computed in accordance with this section, provided that an appointing authority, in the appointing authority's sole discretion, may award severance pay in an amount less than the amount computed in accordance with this section. Severance pay may not be awarded unless the separated employee signs a separation agreement in accordance with Section 26C. The City will pay severance pay only in prorated increments each equivalent to the separated employee's last regular rate of pay in accordance with the City's regular payroll cycle ceasing when the City has paid the full amount of the awarded severance pay. Notwithstanding any other provision of this section to the contrary, if a separated employee awarded severance pay is rehired by the City in any full-time, part-time, or temporary position, the City shall cease all severance payments to that employee as of the date on which the rehired employee starts in the new position.

B. Computation. Severance pay may be awarded based only on the employee's continuous years of service as of the date of separation computed as follows: 1. If the employee has two years of service or less, the appointing authority may award the employee severance pay in an amount equal to up to four weeks' regular salary. 5 2. If the employee has more than two but less than ten years of service, the appointing authority may award the employee severance pay in an amount equal to up to four weeks' regular salary plus one additional week of salary for every full year of service over two full years of service. 3. If the employee has at least ten but less than 15 years of service, the appointing authority may award the employee severance pay in an amount equal to up to 12 weeks' regular salary plus two additional weeks of salary for every full year of service over nine full years of service. 4. If the employee has 15 years of service or more, the appointing authority may award the employee severance pay in an amount equal to up to two weeks' regular

**ATTACHMENT C**  
**ORDINANCE 93-117-159 (PAY ORDINANCE)**  
**ARTICLE III**

salary for each full year of service, provided that no employee may be awarded severance pay in an amount equal to more than 36 weeks' regular salary.

C. Health Benefits. An unclassified employee who is terminated may elect to continue health benefits coverage with the City for up to one year after the date on which the employee is terminated, provided the employee signs a separation agreement in accordance with Section 26C. A classified employee who is terminated may elect to continue health benefits coverage with the City for up to one year only under the circumstances set forth in Section 26A. Any employee that elects to continue health benefits coverage must continue with the same coverage as the employee had as of the time of termination, except as required by applicable law, and shall pay the employee's share of the cost of the health benefits coverage throughout the period during which coverage is continued.

**Section ~~26C~~ 25C. (Separation Agreements)**

The Chief Administrative Officer or the designee thereof may negotiate separation agreements with employees in the Office of the Mayor and in agencies whose heads are appointed by the Chief Administrative Officer when the Chief Administrative Officer or the designee thereof determines that doing so would be in the best interests of the City. A separation agreement shall be in writing, shall require that the employee not pursue litigation against the City concerning the employee's separation, may include such other provisions as the Chief Administrative officer or the designee thereof determines to be appropriate, and may include a negotiated amount of severance pay, provided that the amount of such severance pay shall not exceed the maximum amount that correlates with the employee's years of services computed pursuant to Section 26B. All separation agreements must be approved as to form by the City Attorney, approved as to terms by the Director of Human Resources, and prior to execution, reviewed and approved by the Chief Administrative Officer. For employees other than employees of the Office of the Mayor and of agencies the heads of which are appointed by the Chief Administrative Officer, the appointing authority shall perform the functions of the Chief Administrative Officer and the Director of Human Resources under this section.

**Section ~~27.~~ (Employee Suggestion Program)**

~~Any officer or employee, qualifying under the Employee Suggestion Program, may be granted a cash bonus not to exceed \$10,000.00 based upon specific criteria established in the Employee Suggestion Program.~~

**Section ~~28-26.~~ (Range Adjustments)**

Any officer or employee holding a position in classes which have range adjustments resulting in a higher range shall be limited to the minimum of the new range, or that step which equates to a maximum increase of five percent (5%), whichever is greater. Employees who have a Needs Further Development or similar rating on their last performance appraisal shall not receive an increase in pay.

**Section ~~29~~ 27. (Two Differentials)**

Any officer or employee who in addition to the pay to which he is assigned is entitled to receive one or more increments in pay pursuant to the adoption of this ordinance, shall nevertheless, be entitled to receive only one such increment, which shall be the larger or largest of any such increment; provided, however, that any increment in pay for an educational level attained by a

ATTACHMENT C  
ORDINANCE 93-117-159 (PAY ORDINANCE)  
ARTICLE III

police officer or uniformed member to the Department of Fire and Emergency Services (section 25) , or for Acting in a Higher Class (section 22), shall be excluded from and not subject to this limitation.

**Section 30 28. (Full Time Employment Qualifier)**

The compensation of officers and employees fixed in Article II and Article III of this ordinance is for full time employment and for services rendered on the days and during the hours prescribed in the rules adopted by the City Council, except only when otherwise provided in this ordinance or by law.

**Section 32 29. (Retention of Key Employees)**

An Appointing Authority may grant an increase to retain a key employee. Before an increase is given the employee must ~~(1) produce a valid job offer from another internal or external employer,~~ (2) (1) have achieved exceeds performance on his last performance evaluation unless there is an extreme business need to keep the position filled, ~~and (3) and (2)~~ have the approval of the Director of Human Resources.

Unless approved by the Chief Administrative Officer, the amount of increase may not be higher than ~~40%~~ 15% of the employee's current salary or higher than the maximum of the pay range whichever is less. An employee shall be eligible for only one retention increase every twenty-four months.

**Section 33 30. (Extraordinary Performance Bonus)**

The ~~Chief Administrative Officer, upon recommendation by the~~ Appointing Authority may grant a classified an employee a one-time bonus for extraordinary performance. Unless approved by the Chief Administrative Officer, the bonus may be no more than \$1,000 and may not be given to an employee more than once in a Fiscal Year.

2

**Section 34 31. (Market Driven Increases)**

When the Chief Administrative Officer determines that market conditions are such that recruitment and retention is severely hampered in a job classification or series of classifications, he may authorize salary increases to employees in those classifications. These payments may be either lump sum payments or increases to base salary. However, an employee's base salary shall not exceed his pay range.

**Section 35 32. (Temporary Job Classifications)**

The Chief Administrative Officer may establish new classifications on a temporary basis. However, such new classifications must be approved by the City Council within six months ~~sixty (60) days~~ of being established by the Chief Administrative Officer. Such new classifications may contain either temporary or permanent positions.

**Section 36 33. (Living Wage)**

Any officer or employee in a ~~permanent~~ position (other than Summer Youth Program, Special Event Worker, Intern, or other special employment program participants as determined by the Director of Human Resources) working either full-time or part-time shall have an hourly rate of pay at least ~~\$11.66~~ \$12.07.

**ATTACHMENT C**  
**ORDINANCE 93-117-159 (PAY ORDINANCE)**  
**ARTICLE III**

**Section ~~37~~ 34. (Application)**

Except as otherwise specifically provided, all provisions of this ordinance shall apply to employees in the classified and unclassified service. If a conflict occurs between this ordinance and the Personnel Rules, this ordinance shall prevail.

**Section ~~38~~ 35. (Active-Duty Military Supplemental Pay)**

City employees who are members of the military and are ordered to full-time, active duty status shall receive supplemental pay after fifteen (15) consecutive working days if the employee's gross military pay is less than his gross City salary. Such supplement shall be treated as salary for compensation and tax purposes. The amount of the supplement shall be the difference between the employee's current gross City salary, minus any special pays, overtime or allowances, and his gross military pay, which shall include his base pay, any qualification pays or allowances but without subsistence. The City employee's salary shall be recomputed from a 26 annual pay period rate to a 24 annual pay period rate. The City employee shall provide a copy of his military Leave and Earnings Statement to the City on a monthly basis before the supplement shall be granted. There may be a delay of up to four weeks for processing supplemental pay. Payments shall be made directly to the employee and shall end on the date of deactivation. City employees who volunteer(ed) for active duty service through their military unit shall not be eligible for supplemental pay. City employees who are ordered to full-time, active duty status, but are ineligible for military-provided health care coverage, shall have the option to continue coverage under the City's health care plan in accordance with contribution terms and conditions.

**Section ~~39~~ (Passport to Wellness Program)**

~~Any officer or employee, qualifying under the Passport to Wellness Program, may redeem a designated number of sick leave hours for payment in accordance with the provisions of and based upon specific criteria established in the Passport to Wellness Program.~~

**Section ~~40~~ 36. (Broad Band Programs)**

The Chief Administrative Officer may establish broad band programs either on a Citywide basis or specifically designed for an agency or unit of an agency. Citywide programs shall be modeled on positions with duties and responsibilities found throughout the City service. These programs may be established to encourage employees to assume additional duties and responsibilities. Agency programs may be based on specific criteria designed to enhance agency performance. Such programs may be, but are not limited to, competency-, skill-, performance-, or career development-based. In all such programs, the Chief Administrative Officer may establish pay zones within the broad band for specific classifications. A copy of the approved agency program and all amendments thereto shall be the official plans and shall be filed with the Director of Human Resources.

Employees placed in a new band as a result of the implementation of a broad band program or moved from one broad band program to another broad band program shall receive the greater of his/her current salary or the minimum amount of the assigned band. In addition, in agency programs, the Chief Administrative Officer or his designee is authorized to place employees in the aforesaid pay bands consistent with their current qualifications, skills, and assignments.

**ATTACHMENT C**  
**ORDINANCE 93-117-159 (PAY ORDINANCE)**  
**ARTICLE III**

~~In lieu of the City's performance pay program as set forth in Section 1 of Article I of the pay plan, agencies that adopt broad band programs may implement a different performance pay program that emphasizes Citywide and departmental performance, either or both, as well as individual performance, skill, competencies, certification, and project results.~~

For the purposes of this Section, the following terms shall have the following definitions:

- A. "Promotion" shall mean the movement of an employee from a position in one band to a position in another band with a higher maximum salary range.
- B. "Reallocation" shall mean the determination by the department director that an employee should be allocated to a different classification or zone level with the same band. ~~Placement within the salary band will be based on the competency ratings of the employee and shall be negotiable.~~
- C. "Band adjustment" shall mean the determination by the department director, with the approval of the Director of Human Resources, that (i) an employee has assumed new duties and responsibilities at a substantially higher level and on a permanent basis or (ii) an employee has met the criteria of an approved competency or career development program. Band adjustments of more than 5% shall require the approval of the Chief Administrative Officer or a designee thereof or of City Council, depending on the reporting relationship, and shall be made no more than once in a fiscal year.

**Section 41 ~~37~~. (Mayor's Salary)**

Effective January 1, 2005, the Mayor elected by the voters at-large shall receive a salary of \$125,000 per annum. The City shall also pay its proportional share of the cost of health and dental insurance for the Mayor and shall provide technology and communication equipment for the Mayor ancillary to the position.

The salary of the Mayor shall be supplemented in the maximum amount per annum allowed by the applicable Internal Revenue Code provisions and regulations by a payment or payments made to a deferred compensation plan of the City of Richmond pursuant to the execution by the Mayor of a participation agreement that conforms to the applicable Internal Revenue Code provisions and regulations and to Division 3, Article VI Chapter Two, Deferred Compensation Plan, of the Richmond City Code of 2004, as amended. In addition, the Mayor may receive a City vehicle for official City use.

Notwithstanding any other provision of the Code of the City of Richmond to the contrary, the City shall contribute on behalf of the Mayor an amount determined by the Retirement System's Actuary and approved by the Retirement Board sufficient to receive the additional creditable service provided by section 78-371 of the Code of the City of Richmond (2004), as amended.

**Section 42. (Employee Tutoring and Mentoring Program)**

~~The City of Richmond supports and encourages its employees to volunteer as tutors and mentors in programs designed to improve the academic achievement and social behavior of Richmond~~

ATTACHMENT C  
ORDINANCE 93-117-159 (PAY ORDINANCE)  
ARTICLE III

~~Public School students. The City hereby establishes a goal of ten percent (10%) participation of its employees in such tutoring and mentoring programs.~~

~~Each City Employee may utilize one hour of unpaid volunteer leave per week during the school year for the purposes of tutoring or mentoring a child in an approved program, provided the tutoring or mentoring is performed during the employee's normally scheduled working hours. Such tutoring or mentoring program must be approved by the Superintendent of Richmond Public Schools as a program designed to increase a student's academic achievement and social behavior. In order to participate in the program, the Employee must first complete appropriate training as required by Richmond Public Schools.~~

~~In addition to the one hour of unpaid leave time for such activities, each employee may also utilize up to one half hour of paid time to travel to and from the tutoring and mentoring site, provided such travel is performed during the employee's normally scheduled work hours.~~

~~Each employee desiring to participate in an approved tutoring and mentoring program must obtain approval from the employee's Appointing Authority and the City's Director of Human Resources on a form provided by the Director of Human Resources.~~

**Section 43 38. (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
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



**ATTACHMENT C**  
**ORDINANCE 93-117-159 (PAY ORDINANCE)**  
**ARTICLE III**

(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 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). 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

ATTACHMENT C  
ORDINANCE 93-117-159 (PAY ORDINANCE)  
ARTICLE III

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 or the Chief of Police may place sworn personnel 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 transfers shall be placed in the step plan based upon prorating their external sworn

ATTACHMENT C  
ORDINANCE 93-117-159 (PAY ORDINANCE)  
ARTICLE III

service to sworn service in the Department of Fire and Emergency Services. The 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)~~ 12) All salary increases and step advancements for which this section provides are subject to annual appropriations of sufficient funds therefore by the City Council.

**~~Section 44. (Richmond Police Cadet Training Program)~~**

~~Employees participating in the Richmond Police Cadet Training Program are non-sworn, civilian, classified employees who shall not be eligible for tenured status during the duration of their time in the classification of Police Cadet.~~

**~~Section 45. (Enterprise System Projects)~~**

~~Employees in the classifications of Enterprise Project Staff 1, Enterprise Project Staff 2, Enterprise Project Staff 3, Enterprise Project Staff 4, Enterprise Project Staff 5, Enterprise Project Staff 6, Enterprise Project Staff 7, Enterprise Project Staff 8, Enterprise Project Staff 9, are classified employees who shall not be eligible for tenured status during the duration of their time in the aforementioned classifications. These classifications are intended for use for~~

ATTACHMENT C  
ORDINANCE 93-117-159 (PAY ORDINANCE)  
ARTICLE III

~~employees temporarily assigned to Citywide projects, and the Chief Administrative Officer shall approve projects qualifying for the use of these classifications.~~

**Section 39. (Performance Adjustment for Classified Employees)**

The Appointing Authority, upon review and concurrence with the Director of Human Resources, may grant an employee an increase up to five percent (5%). The increase is available to employees in a classified position that is not part of a step system, broadband, or career development program. The employee shall have a performance evaluation higher than meets standards on their evaluation the prior Fiscal Year and shall not be eligible for more than one increase per Fiscal Year. Increases of more than 5% shall also be approved by the Chief Administrative Officer.