

without cause, as may be determined to be in the best interests of the City. Mayoral termination of department heads and certain Charter positions will require the consent of the City Council.

B. COMPENSATION

1. Funding for employee compensation must be budgeted and appropriated annually by the City Council. Every year, Council adopts a Pay Plan, which establishes the job classification structure for the City including the minimum and maximum compensation levels for each job classification. Employees may be employed full-time, with the full range of benefits offered by the City including pension benefits, paid leave, paid holidays, a voluntary deferred compensation program, and health and life insurance benefits. Part-time employees are those hired to work less than 40 hours per week; they receive no benefits other than participation in the Florida Retirement System, where required by law. Information concerning the details of the Pay Plan and the employment benefits may be obtained from the Human Resources Division and the Finance Department, or on the City's website.
2. Employees who are promoted to a higher job classification will generally receive a 10% increase in base compensation, provided that the compensation does not exceed the pay range of the higher classification.
3. When employees are temporarily assigned to work in a higher job classification for more than 31 calendar days during a fiscal year due to a vacancy or to fill in a temporary vacancy on account of an incumbent's extended absence for illness or injury, the employee will receive out-of-classification pay differential in an amount equal to the difference in pay between the employee's normal assigned rate and the rate associated with the higher job classification. This pay differential begins after the 31 calendar days of work at the higher classification has begun.
4. The City fully complies with the *Fair Labor Standards Act* and its provisions pertaining to overtime pay. Scheduled overtime must be approved by a supervisor. Non-exempt employees shall be paid an overtime rate of one and one-half (1½) of their regular hourly rate for all overtime hours worked in each pay period. "Time worked" means all compensable time spent on the job, including all Personal Time Off (PTO) due to illness. It does not include Personal Time Off taken as vacation, personal holidays or other approved type of leave. No employee shall be authorized to work more than 300 hours of overtime in any one fiscal year unless approved by the Mayor or designee.

C. PROBATION

Although the City is an "at-will" employer, the City does seek to provide career opportunities and advancement potential for its workforce. Accordingly, employees who are hired or newly promoted to a higher position are required to serve a six (6) month probationary term, during which they are trained and evaluated for suitability in the new position that they occupy.

D. NEPOTISM AND CONFLICTING RELATIONSHIPS

In order to prevent the appearance of conflicts of interest or favoritism in the workplace, the City prevents employees from making employment decisions with respect to relatives or from working in an environment or circumstance that may foster adverse employee morale. The employment of family members cannot create or result in a direct or indirect supervisor/subordinate relationship. Nepotism and conflicting relationships will be considered in the hiring, promotion, assignment, transfer and supervision of all City employees. Family relationships include spouses, parents, siblings and in-laws.

Employees who form personal relationships such as dating, sharing a household or marriage may continue their employment with the City but reasonable steps will be taken to ensure that conflicts of interest or favoritism, or the appearance of any impropriety, will not exist. When such situations arise, the City will attempt to resolve the situation through reasonable accommodations of assignment, supervision or transfer. The input of the involved employees will be considered.

E. REEMPLOYMENT

Employees who voluntarily leave City employment in good standing may be considered for reemployment; however, such former employees will be regarded as new employees upon reemployment. Employees formerly participating in the City's police or fire pension plans, who have retired under such plans and commenced receiving benefits, may not be reemployed.

F. WORKERS' COMPENSATION BENEFITS

The City of Pensacola fully complies with its workers' compensation obligations under Florida law and extends all statutory benefits to the employees who are injured on the job or qualify for such benefits. The City prohibits any retaliation or adverse employment treatment toward any individual who seeks benefits under the applicable law or otherwise participates in a workers' compensation proceeding.

Each incident involving injury sustained on the job by a City employee must be reported to the employee's supervisor during the course of the shift in which the injury occurred. The employee will be referred to the City Clinic where a preliminary examination will be made and the *Accident Investigation Form (PF352)* is initiated. The Human Relations Division and the City's Risk Management Office are responsible for all workers' compensation compliance issues and employees requiring more detailed information are to be directed to those offices for more information.

G. RETIREMENT BENEFITS

All new City employees will become participants in the Florida Retirement System and Fire Department employees will participate in the Firefighters' Relief and Pension Fund, a pension plan created by a special act of the legislature. Many existing employees participate in the General Pension and Retirement Fund or the Police Officer's Retirement Fund, however those plans are closed to new participants. Detailed information pertaining to these retirement plans may be obtained from the Payroll and Retirement Manager in the Financial Services Department and the City's web site.

H. GROUP INSURANCE

The City offers full-time employees individual and family group health insurance, no-cost \$10,000 life insurance coverage with additional coverage available (includes accidental death and dismemberment) and dental and vision insurance. The City pays a portion of the cost of insurance for individual and dependent coverage. The amount of coverage, co-pays and premium contributions can vary from year to year depending upon market availability and employee selection. Deductions for employee premiums are made from the bi-weekly payroll. The City also offers a "Flexible Benefit Plan" (Cafeteria Plan), under Section 125 of the Internal Revenue Service Code, where employees can exclude income from federal income tax in order to pay for certain health plan premiums, child care and other medical expenses that qualify under the IRS Code. The City's health and insurance coverage is coordinated and managed by the Human Resources Division.

IV. RESPONSIBILITY

1. All department directors/division administrators are responsible for providing the employees under their supervision with the employment elements and benefits described in this policy, in order to assist employees in accessing them and in obtaining more detailed information pertaining to them
2. The Chief Human Resources Officer is responsible for providing more detailed information concerning the employment compensation and benefits offered by the City, and for advising the City Administrator of any revisions to the benefit program that may be necessitated.
3. The Chief Financial Officer or designee is responsible for maintaining City compliance with the requirements of law pertaining to the City's pension and compensation plans, and for providing employees with appropriate information pertaining to those plans.

V. REVIEW

This policy shall be reviewed annually by the Chief Human Resources Officer. That review shall be reported to the City Administrator for review and approval by March 31 of each year.