

**The Jacksonville  
Police  
And  
Fire Pension Fund**

**SALARY  
AND  
EMPLOYMENT PLAN**

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**JP&FP OFFICIALS AND EMPLOYEES  
SALARY AND EMPLOYMENT PLAN**

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# **JP&FPF OFFICIAL AND EMPLOYEES SALARY AND EMPLOYMENT PLAN**

## **Section 1: OVERVIEW**

- 1.1** The purpose of this Plan is to formalize a uniform salary and employment program for JPF&PF Officials Employees.
- 1.2** It is the Fund's policy to pay a fair and equitable salary that is competitive with the market and based on the duties and responsibilities of each appointed position.
- 1.3** The Jacksonville Police & Fire Pension Fund provides equal opportunity in employment for all qualified persons; and prohibits discrimination in employment because of race, color, religion, gender, national origin, ancestry, age, marital status or disability.
- 1.4** This Plan has been approved by the Board of Directors of the Jacksonville Police & Fire Fund Board of Directors.
- 1.5** The Board of Directors has full authority to make exceptions to this Plan.
- 1.6** This Plan applies to Officers and employees of the JP&FPF. Officers and employees serve at the pleasure of the appointing authority. The plan is applicable to all personnel in the classifications listed in Exhibit A, Organization chart.

## **Section 2: ADMINISTRATION OF THE PAY PLAN**

### **2.1 Employment Rates:**

An individual who is appointed to serve as an official or employee of the JP&FPF shall be paid at the minimum rate established for the position to which appointed unless the individual possesses training and/or experience substantially above the minimum training and experience requirements for the position and it has been determined by that the individual is exceptionally well qualified for the position. In such cases, the Executive Director, with authorization from the Board, may pay the employee at any rate within the established pay range which would be commensurate with the individual's qualifications.

### **2.2 Salary Administration:**

- (1) **JP&FPF** salary ranges shall be adjusted from time to time based on recommendation to the Board and final action taken by the Board.

Pay grades, salary ranges and salaries for the Executive Director will be established and maintained in accordance with Pension Reform Ordinance 304E.

JPF&PF Employees' salaries shall be reviewed as necessary and appropriate adjustments upward or downward made pursuant to procedures established by the Board.

### **2.3 Service (Longevity) Raises:**

For each five (5) years of continuous service with the JP&FPF (computed from the date of initial employment), an employee shall receive an annual increase in salary of three hundred dollars (\$300). Continuous service shall be defined as employment which is creditable and without a break in service.

For the purpose of this section, continuous service is defined as employment in a position authorized by the JP&FPF.

"Creditable Service" is defined as service for which an employee was on the payroll in a position authorized by the JP&FP and paid from salary funds.

Service raises shall be in addition to any general or special raises which may be granted from time to time. Any service raise which may increase the employee's salary beyond the maximum pay range to which the position occupied by the employee is assigned.

### **Section 3: OVERTIME**

- 3.1** When possible, and with appropriate authorization, JP&FPF officer and employees should rearrange their work schedules within a work week to avoid working overtime. When an employee in an appointed position must work overtime hours, one of the following provisions will apply. For purposes of this section, "appropriate authority" shall mean the Executive Director or his/her designee.
- 3.2 Appointed Officials and Employees Exempt from the Overtime Provisions of, or Not Covered by, the Fair Labor Standards Act:**
- (1) Appointed Officials and Employees who are exempt from the overtime provisions of, or not covered by, the Fair Labor Standards Act are expected to work the hours necessary to carry out the duties and responsibilities of their positions, which may include attendance at meetings after normal hours. Overtime is defined as the number of hours of work performed by an employee that is in excess of the standard forty (40) hours of compensation established for the regular work week (Saturday through Friday).
  - (2) From time to time it may be necessary for such employees to work hours beyond those referred to in 3.2(1) above. It is the intent of this section to prevent such employees from being unduly burdened with uncompensated overtime.
  - (3) When authorized by appropriate authority, employees who work beyond what is normally required may be compensated for such hours with compensatory time at the rate of one hour for each hour worked. Compensatory time may be accumulated to a maximum of eighty (80) hours for employees at the JP&FPF.
  - (4) Exempt employees shall forfeit all accrued but unused compensatory time when they terminate. There shall be no payment for accrued but unused compensatory time.
- 3.3 Appointed Employees Not Exempt from the Overtime Provisions of the Fair Labor Standards Act:**
- (1) When authorized by the Executive Director, Appointed Employees who are non-exempt from the overtime provisions of the Fair Labor Standards Act shall be entitled to earn compensation for overtime at the rate of one and one-half (1-1/2) hours for each hour worked in excess of forty (40) hours per workweek.
  - (2) Compensation for such employees shall be in the form of a cash payment unless compensatory time is mutually agreed upon between the employee and the Executive Director or his/her designee.
  - (3) When a "non-exempt" employee is required to return to the work site for scheduled (i.e. for special events, projects, etc.) or unscheduled (i.e. respond to fire alarms, emergency building issues, etc.) job requirements, overtime will be guaranteed at a minimum level of two (2) hours at one and one-half (1 1.2) hours times the employee's regular rate of compensation.
  - (3) Such employees may accrue up to eighty (80) hours of compensatory leave credits; once this maximum has been reached, compensation for additional overtime hours worked shall be in the form of cash payments.
  - (4) A written record of all overtime worked shall be maintained and an authorized supervisor shall approve the written record of overtime worked during the established work week.

## Section 4: HOLIDAYS

**4.1** The following twelve (12) paid holidays shall be observed as indicated each year:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Police Memorial Day	2 <sup>nd</sup> Friday in May
Independence Day	July 4
Labor Day	First Monday in September
Fallen Firefighters Day	2 <sup>nd</sup> Friday in October
Veterans' Day	November 11
Thanksgiving Day	4th Thursday in November
Day after Thanksgiving	Friday after 4th Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
Personal Leave Day	By mutual agreement

**4.2** When a holiday falls on Sunday, the following Monday shall be observed as the holiday. When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday.

**4.5** The following shall apply when employees covered by this Plan are required to work on a holiday:

- (1) In addition to straight time pay for all hours worked, exempt employees shall receive compensatory leave credits at the rate of one and-one-half (1-1/2) times the employee's straight time rate.
- (2) In addition to straight time pay for all hours worked, non-exempt employees shall receive compensatory leave credits or cash payments at the rate of one and-one-half (1-1/2) times the employee's straight time rate.

**4.6** The Personal Leave Day may be taken on any date during the fiscal year as mutually agreed upon by the employee and the Executive Director. If not taken during the fiscal year, the personal leave day will be forfeited.

**4.7** An employee covered by this Plan shall receive payment for a paid holiday unless:

- (1) he/she has an unexcused absence on the last work day preceding such holiday or on the next work day following such holiday; or
- (2) he/she is absent without pay on the last work day preceding such holiday and on the next work day following such holiday.
- (3) he/she is receiving a wage benefit from workers' compensation.

## Section 5: PERSONAL LEAVE PLAN

### 5.1 Method of Earning and Accruing Personal Leave:

- (1) Employees shall accrue personal leave for straight time hours worked in accordance with the following schedule:

Years of Continuous Service	Hours Accrued per Year
0 thru 4th year	160
5th thru 9th year	184
10th thru 14th year	208
15th thru 19th year	232
20th thru 24th year	256
25 and above	280

- (2) Employees shall accrue personal leave based on time actually worked and time on approved leave with pay.
- (3) Personal leave will be credited to the employee at the rate stated above on a bi-weekly basis. The leave shall be credited on the last day of the pay period.
- (4) The accrual rate shall change to the higher rate on the first day of the pay period in which the anniversary date occurs.
- (5) Personal leave shall accrue to a maximum of 480 hours. Accrued and unused personal leave over 480 hours will be forfeited, except if applied in accordance with Section 7.2 below.

### 5.2 Critical Emergency Leave Bank

- (1) There shall be established a Critical Emergency Leave Bank (CELB). Any accrual over the maximum 480 hours allowed in the regular personal leave account may be credited to the CELB account up to a maximum of 720 hours. To transfer excess time to the CELB, those employees with accrual over 480 hours in the Personal Leave Account on September 30 each fiscal year, shall execute a transfer option immediately after the close of the fiscal year, but no later than October 31. The CELB account shall be used as follows:
- (a) The CELB shall only be used for critical emergency illness. A critical emergency illness is defined as any incapacitating emergency illness requiring hospitalization and/or a recuperation period documented by a certified physician and/or hospital.
- (b) The CELB shall only be used for a critical illness of more than ten (10) consecutive days of the employee or member of his/her immediate family. Immediate family is defined as: spouse, child<sup>1</sup>, parent<sup>2</sup> and any blood

relative who permanently resides with the employee.

- (2) Upon resignation, termination, retirement, or an employee's death, there shall be no compensation for the accrued leave in the CELB.

### **5.3 Use of Personal Leave**

- (1) Employees, when eligible and authorized as provided above, may take personal leave for any reason they deem necessary. Personal leave may be taken only from accrued personal leave days earned.
- (2) Use of personal leave shall be so arranged as to be mutually convenient to both the employee and the Executive Director.
- (3) The minimum amount of personal leave to be taken and charged shall be one-half (1/2) hour.
- (4) An employee must notify the Executive Director as early as possible, and no later than thirty (30) minutes before starting time, the first day the employee is unable to report for work because of illness. The employee will notify the Executive Director of the nature of the employee's illness and the approximate amount of time the employee will be absent. . An employee will be counseled whenever a pattern clearly develops where an employee is abusing personal leave taken for illness. (Example: when leave for illness is combined with regular days off more than three (3) times annually or when leave is used on an unscheduled basis more than six (6) times annually.)
- (5) Upon retirement (including vesting under the pension law), attainment of five (5) years of continuous service, or death of an employee, the employee shall be paid for all unused, accrued personal leave on an hour-for-hour basis.
- (6) Upon termination of an employee for other than retirement (including vesting under the pension law), if the employee has less than five (5) years of continuous service, the employee shall be paid for seventy-five percent (75%) of all unused personal leave on an hour-for-hour basis.
- (7) An employee will not be charged annual leave for a holiday that occurs while he/she is on an approved leave.

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The term "child" means biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis.

□ The term "parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.



## **Section 6: LEAVE DONATIONS**

An employee may voluntarily donate leave to another employee in accordance with City of Jacksonville Employee Services Directive 0302 Leave Donations.

## **Section 7: DEATH BENEFITS PAYMENT**

In the event of an employee's death, payment shall be made for:

- 7.1** all accrued regular and overtime hours;
- 7.2** all unused leave credits on an hour-for-hour basis, as though the employee had retired;
- 7.3** If death occurs on the job, one (1) month's salary, in addition to all other benefits;
- 7.4** one (1) month's salary if the employee is not entitled to any benefits as indicated in 10.2 or 10.3 above,
- 7.5** any other benefits to which the employee is entitled by law.

## **Section 8: JURY/WITNESS SERVICE**

### **8.1 Jury Duty**

- (1)** An employee who is summoned to jury duty shall be granted leave with pay for all hours required for such duty not to exceed the number of hours in the employee's normal workday; however, if jury duty does not require absence for the entire workday, the employee shall return to work immediately upon release by the court.
- (2)** If necessary, the employee's work schedule shall be rearranged to accommodate the days and times required for court attendance.
- (3)** Jury fees, if any, shall be retained by the employee. The department or agency shall not reimburse the employee for meals, lodging, and/or travel expenses incurred while serving as a juror.

### **8.2 Witness Service**

- (1)** An employee who is absent from work in order to serve as a witness in a criminal case in a court of law to which he/she is not a party, either directly or as a member of a class, where such absence is in response to a legally valid subpoena, shall be granted leave with pay for those hours for which he/she is absent from work during his/her regularly scheduled working hours, provided he/she submits evidence of such service as a witness.
- (2)** When an employee is called to testify as a result of Fund duties, such appearance shall be considered a part of the employee's job assignment. All time spent in such legal proceedings shall be compensated at either the straight time or overtime rate as applicable given the employee's total work time during that week.-Per Diem and travel expenses shall be paid. The employee is required to return any fees received. The employee must provide evidence of subpoena and witness service.
- (3)** When an employee is engaged in personal litigation or service as a paid expert witness, the employee may be granted annual leave with the approval of Executive Director.

## **Section 9: BEREAVEMENT AND FUNERAL LEAVE**

- 9.1 Upon the death of a member of an employee's immediate family, or the immediate family of the employee's spouse, an employee may be granted up to five (5) days (not to exceed 40 working hours) paid bereavement leave, not otherwise chargeable. If additional time is required, annual leave may be approved

The Executive Director may require the employee to supply documentation of the death as well as the employee's relationship to the deceased prior to approval of the bereavement leave request.

### **Definition of Immediate Family**

<b>"Immediate Family" Defined</b>	
spouse	husband / wife
children	including step-children and children's spouses
parents	including step parents and parents-in-law
brothers and sisters	including half- and step- siblings, and brothers- and sisters- in law
aunts and uncles	
nieces, nephews	
first cousins	
grandparents	
great-grandparents	
grandchildren	
other relatives who permanently reside with the employee	
Also applies to the same relatives of the spouse of the employee	

- 9.2 Employees may be granted four (4) hours without loss of pay as funeral leave to attend the funeral of a coworker (active or retired).

**Section 10: MILITARY LEAVE FOR TRAINING AND ACTIVE DUTY**

An employee may utilize military leave for training and/or active duty in accordance with the City of Jacksonville's Employee Services Directive 0800 Instructions for Military Leave and 0801 Veterans Preference Policy and Procedures.

## **Section 11: WORKERS' COMPENSATION**

- 11.1** Employees who have served six (6) months of continuous creditable and satisfactory service and who sustain a temporary disability as a result of accidental injury in the course of and arising out of employment shall, in addition to compensation payable pursuant to the Workers' Compensation law of the State of Florida, be granted the following benefits:
- (a)** For up to twenty (20) working days following such disability, the employee shall receive supplemental pay in an amount equal to the difference between his/her net take-home pay and the workers' compensation wage benefit payable. (For purposes of this section, net take-home pay is defined as the amount of the employee's regular straight-time wages reduced by the amount deducted from the employee's pay for taxes and social security.) Provided, however, that in no event shall any employee realize more than his/her net after-tax take-home pay as a result of receiving both workers' compensation and supplemental pay.
  - (b)** Thereafter, the Director of Finance may, at his/her sole discretion, grant continued supplemental pay, in increments of up to twenty (20) working days.
- 11.2** An employee who is absent from duties due to an on-the-job injury and who is not receiving supplemental pay, may request use of sick or vacation/annual/personal leave for the purpose of maintaining regular pay status. The amount of leave to be charged in such cases is the minimum amount in hourly increments that will equal the difference between Workers' Compensation payments and the employee's regular pay.
- 11.3** Any employee serving in the first six (6) months of original employment, who is temporarily totally disabled as a result of injury received in the performance of duty with the City shall receive the benefits to which he/she is entitled under the Workers' Compensation Laws of the State of Florida.
- 11.4** An employee who is temporarily partially disabled from performing the duties of his/her position due to an on-the-job injury may be temporarily reassigned without reduction of pay to other suitable and available duties commensurate with the employee's medical fitness.
- 11.5** Appointed officials and employees who are sworn law enforcement officers, certified corrections officers or certified firefighters may be entitled to additional benefits under applicable state or local law.

## Section 12: EMPLOYEE BENEFITS

- 12.1** Employees will have access to comprehensive medical coverage offered by the City of Jacksonville at no expense to the employee. The Fund will also pay fifty percent (50%) of the cost of comprehensive medical coverage for eligible dependents.
- 12.2** **The Fund shall provide, at no expense to the employee, term life insurance coverage equal to twice the employee's gross annual salary rounded up to the nearest thousand.**
- 12.3** Employees may exercise the option to pay the cost to obtain group term life insurance coverage under the same policy for an additional amount equal to one or two times the employee's annual salary, rounded up to the nearest thousand (subject to conditions and limitations of provider). Benefits may be reduced at age 70 to 65% of benefits under the Policy and in compliance with the Age Discrimination in Employment Act (ADEA).
- 12.4** The Fund shall contribute to the employee's pension program to the extent required by applicable laws.
- 12.5** JP&FPF may authorize the payment of job-related association dues, fees, subscriptions and certifications for employees, if deemed to be in the public interest.

### **Section 13: DRUG AND ALCOHOL ABUSE POLICY AND TESTING PROCEDURES**

\_\_\_\_ JPF&PF is committed to a Drug-Free Workplace for the health and safety of employees, members and retirees of the Fund. JP&FPF has adopted a Zero-Tolerance policy for using or being under the influence of alcohol or illegal drugs or having within one's system the metabolites of illegal drugs in accordance with City of Jacksonville Employee Services Directive 0402 Drug Free Workplace Policy.



## **Section 14: SEPARATION**

- 14.1** JP&FPF Employees serve at the pleasure of the Board of Trustees. Except as provided in Section 19.2 below, or in accordance with Section 17 of the City Charter, any Executive or Employee may be separated from employment at any time, with or without cause, and may, at the discretion of the Board of Trustees, be granted severance pay upon separation with approval of the Board and subject to budgetary constraints.
- 14.2** Appointed Employees who have been granted protection from dismissal without cause may only be separated from employment for cause as provided in the Civil Service and Personnel Rules and Regulations. Any form of discipline other than dismissal shall be at the discretion of the Board of Trustees.