



POLICY AND PROCEDURES

SUBJECT: PAY ADDITIVE PROGRAM POLICY

Effective Date: November 1, 2023	Policy Number: HR-23-08
Department Sponsor: Human Resources	Supersedes: Policy Number: HR-23-07 Dated April 26, 2023

1.0 PURPOSE

The purpose of the Pay Additive Program Policy (Policy) is to establish guidelines for compensating City of Riviera Beach (City), Utility Special District (USD) and Community Redevelopment Agency (CRA) full-time employees as a result of a promotion or temporary assignment to a higher graded position.

2.0 SCOPE AND APPLICABILITY

This Policy applies only to full-time non-affiliated employees of the City, USD and the CRA. Represented employees shall refer to their respective Collective Bargaining Agreement.

2.1 Definitions:

- a. "Grade" is a classification of employees based on job duties, responsibilities, and qualifications.
- b. "Non-affiliated Employees" are employees who are not represented by a bargaining unit or subject to the terms and conditions of a Collective Bargaining Agreement.
- c. "Higher Grade Assignment" is an assignment wherein the temporary position is compensated at a higher rate than the current position held by the incumbent employee.
- d. "Temporary Assignment" is an assignment wherein an employee performs the duties of a higher graded, budgeted and vacant position in excess of ten business days, but not more than six months.
- e. "Tier 1 (T1) Employees" are employees who are serving in the job classifications defined as Deputy City Manager, Assistant City Manager, Department Directors, Assistant Department Directors, and City Engineer.
- f. "Tier 2 (T2) Employees" are employees who are serving in the job classifications defined as Police Major, Police Captain, Building Official, Assistant to the City Manager, Internal Auditor, Senior Economic Development Manager, Special Events Manager, and Multimedia Producer.



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2.2 Promotions:

Non-affiliated employees who are promoted to a higher graded position will receive a salary increase of 5% per grade, not to exceed 15% or the bottom of the respective higher salary grade, whichever is greater.

2.3 Temporary Assignments:

A temporary assignment is one in which an employee performs the duties of a **higher graded, budgeted and vacant position** in excess of ten business days, but not more than six months.

- a. Temporary assignments shall be open to qualified and eligible employees. All employees shall be provided with the opportunity to apply for a vacant position.
- b. Employees, excluding T1 and T2 classifications, who are assigned to a higher graded position on a temporary or interim basis in excess of ten business days shall receive a maximum salary increase of 5% during the term of the temporary assignment.

3.0 IMPLEMENTATION

- i. Supervisors and management shall not engage in discussions concerning salary additives prior to approval of the additive salary by City Administration.
- ii. Pay additives must be approved by the employee's Department Director, the Human Resources Department, Finance Department and City Administration through a Personnel Action Request.
- iii. Salary increases must be documented and maintained in the employee's electronic personnel file.
- iv. Salary increases will be effective on the first day that the employee assumes the higher-graded assignment.
- v. Employees will be notified in writing of any salary adjustment(s).
- vi. Pay additives will be terminated once a permanent employee assumes the duties and responsibilities of the respective higher graded position.



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4.0 APPLICATION WITH OTHER LAWS AND CITY AND CRA POLICIES

The City is committed to complying with all applicable federal, state and local laws, regulations, and standards related to employee compensation matters. This policy shall be applied consistently with the Americans with Disabilities Act (ADA), Fair Labor Standards Act (FLSA), and Florida Statutes.

4.1 Review:

This Policy will be reviewed on an annual basis to ensure its effectiveness and compliance with City policies, applicable laws, regulations and standards.

5.0 AUTHORITY OF THE CITY MANAGER

The City Manager or designee shall have the authority to amend this policy as necessary to assure the continued operations of municipal services and benefit the best interests of the City.

Department Sponsor: Human Resources

Policy Review Date: November 1, 2024

References: None

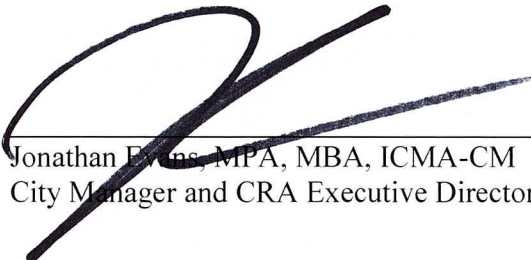
Departments affected: All departments and employees of the City of Riviera Beach, the Utility Special District, and the Community Redevelopment Agency.

POLICY APPROVAL

Signature: 

Jacqueline Bartley
Human Resources Director

Date: 10/26/23

Signature: 

Jonathan Evans, MPA, MBA, ICMA-CM
City Manager and CRA Executive Director

Date: 10/26/2023

Policy Number: HR-23-08