

ORDINANCE NO. 770

AN ORDINANCE OF THE CITY OF SATELLITE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE, SATELLITE BEACH PERSONNEL POLICY; SAID POLICY ADOPTED BY ORDINANCE NO. 435 AND AMENDED BY ORDINANCE NOS. 464, 477, 479, 488, 505, 526, 546, 575, 633, 640, 653, 665, 697, 711 AND 737; ADDING SUBSECTIONS 10.07 AND 10.08 (SICK LEAVE); AMENDING 12.01 (JOB CLASSIFICATION LEVELS); AMENDING SECTION 14.01(B) (OFF-DUTY SCHOOLING) AND 14.03(B)(2) (VISION CARE SERVICES); ESTABLISHING A PAY RANGE FOR THE POSITION OF CITY MANAGER; PROVIDING EFFECTIVE DATE

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF SATELLITE BEACH, BREVARD COUNTY, FLORIDA as follows:

SECTION 1. Section 12.01 of the Satellite Beach Personnel Policy is hereby amended to read as follows:

SECTION 12
POSITION CLASSIFICATION PLAN

12.01 Job Classification

<u>Pay Grade</u>	<u>Job Class</u>	<u>Salary Range</u>
7	Vacant	14,030 - 21,881
8	Vacant	14,677 - 22,939
9	Vacant	15,352 - 24,022
10	Vacant	16,052 - 25,130
11	Facilities Maintenance Specialist Grounds Maintenance Specialist Staff Assistant Street Maintenance Specialist	16,808 - 26,360

<u>Pay Grade</u>	<u>Job Class</u>	<u>Salary Range</u>
12	Vacant	17,590 - 27,740
13	Vacant	18,427 - 29,117
14	Crew Leader - Facilities Crew Leader - Grounds Crew Leader - Road/Drainage Senior Staff Assistant	19,345 - 30,395
15	Vacant	20,235 - 31,848
16	Administrative Assistant	20,455 - 32,071
17	Vacant	21,180 - 33,324
18	Firefighter/EMT	22,176 - 34,925
19	Code Enforcement Officer Secretary to City Manager	23,257 - 36,672
20	Vacant	24,361 - 38,395
21	Vacant	25,522 - 40,315
22	Fire Lieutenant/EMT	26,757 - 42,308
23	Assistant Finance Director Fire Fighter/Paramedic	28,056 - 44,448
24	Vacant	30,444 - 46,493
25	City Clerk Fire Marshal Police Lieutenant Emergency Service Coordinator Fire Lieutenant/Paramedic	30,827 - 49,002
26	Building Official Public Works Director Recreation Director	32,301 - 51,415

<u>Pay Grade</u>	<u>Job Class</u>	<u>Salary Range</u>
27	Vacant	32,488 - 54,024
28	Fire Chief	35,550 - 56,731
29	Finance Director	37,354 - 59,562
30	Police Chief	39,190 - 62,515
31	Vacant	41,181 - 65,690
32	Vacant	43,209 - 68,937

SECTION 2. Section 10 of the Satellite Beach Personnel Policy is hereby amended by adding two new subsections numbered 10.07 and 10.08 which read as follows:

10.07. Any employee who has 1,080 hours of sick leave may request to "sell back" to the City 40 hours of sick leave. Payment will be made in December. Only one request and one payment shall be made per calendar year. The deduction of 40 hours of sick leave from the employee's total will be made at the time of the request. Employees who are scheduled for fifty-six (56) hours per week may request to "sell back" to the City 56 hours of sick leave.

10.08 Employees may donate a maximum of fifteen (15) hours per calendar year of their sick leave to another employee or employees that have no sick leave accumulation. Each donation shall be subject to the approval of the receiving employee's department head.

SECTION 3. Section 14.01(B), Off-Duty Schooling of Satellite Beach Personnel Policy is hereby amended to read as follows:

B. Off-Duty Schooling

Eligibility. Full-time employees are eligible to apply for a refund for tuition and books required for courses in any accredited educational institution that, in the judgment of the City Manager, are directly related to employee's current or related higher positions, and which meet the City's program objectives.

Conditions. Tuition refund may not exceed (\$500.00) for any employee in any one fiscal year, with a reserve pool of seven hundred fifty dollars (\$750.00) for

additional educational assistance upon authorization of the City Manager. Prior to refunds, employees must provide documentation from the school attended

indicating courses taken, cost of courses, and that they were satisfactorily completed with a grade of "C" or better, and paid for. Course work must be accomplished on off-duty time. If financial aid is received from any other source for the same courses or books, copies of all documentation and reimbursement records must be provided prior to any City contribution being made. The total combined contributions must not exceed the actual cost of tuition or books.

Termination. Employees who have received tuition refunds and voluntarily terminate their employment with the City within one (1) year from the last refund must reimburse the City for all tuition and book costs made to them in the previous twelve (12) months.

Advance Payments. The City Manager may approve requests for advance payment for tuition and books when requested. In such cases, if the course is not completed in the prescribed time and certification of satisfactory completion with a grade of "C" or better from the school is not received by the City, the requesting employee shall reimburse the City for the advance payments. Requests for advance payments must be accompanied by the course curriculum and fee schedule from the school.

SECTION 4. Section 14.03(B)(2), Vision Care Services of the Satellite Beach Personnel Policy is hereby amended to read as follows:

The City will reimburse each full-time employee for the purchase, repair, or replacement of vision correcting appliances and their fitting up to, but not exceeding one hundred fifty dollars (\$150.00) every two (2) years.

SECTION 5. The salary range for the position of City Manager shall be \$57,110 - \$73,251.

SECTION 6. SEVERABILITY CLAUSE. In the event a court of competent jurisdiction shall hold or determine that any part of this Ordinance is invalid or unconstitutional, the remainder of the Ordinance shall not be affected thereby, and it will be presumed that the City Council for the City of Satellite Beach did not intend to enact such invalid or unconstitutional provision. It shall further be assumed that the City Council would have enacted the remainder of this Ordinance without said invalid and unconstitutional provision, thereby causing said remainder to remain in full force and effect.

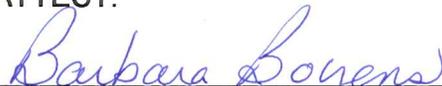
SECTION 7. REPEAL OF INCONSISTENT PROVISIONS. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 8. EFFECTIVE DATE. This Ordinance shall become effective immediately upon its adoption.

SECTION 9. This Ordinance was duly passed on first reading at a regular meeting of the City Council on the 20th day of October, 1999, and adopted on the second and final reading at a regular meeting of the City Council on the 3RD day November, 1999.


David R. Schechter, Mayor

ATTEST:


Barbara Boyens, CMC, Deputy City Clerk