

ORDINANCE NO. 846

AN ORDINANCE OF THE CITY OF SATELLITE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE SATELLITE BEACH PERSONNEL POLICY; AMENDING 12.01 (JOB CLASSIFICATION LEVELS); AMENDING SECTION 8 (HOLIDAYS); AMENDING SECTION 9, ANNUAL LEAVE; AMENDING SECTION 10, SICK LEAVE; AMENDING SECTION 14, MISCELLANEOUS RULES AND BENEFITS; ESTABLISHING A PAY RANGE FOR THE POSITION OF CITY MANAGER; PROVIDING AN EFFECTIVE DATE

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

SECTION 1. Said Policy was adopted by Ordinance No. 435 and amended by Ordinance Nos. 464, 477, 479, 488, 495, 505, 526, 546, 575, 612, 633, 640, 644, 653, 665, 697, 710, 711, 737, 770, 798, and 821;

SECTION 2. 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	15,165 – 23,505
8	Mechanic Helper	15,923 – 24,680
9	Vacant	16,719 – 25,914
10	Vacant	17,555 – 27,210
11	Vacant	18,433 – 28,571
12	Staff Assistant	19,355 – 29,999
13	Vacant	20,322 – 31,500
14	Facilities Maintenance Specialist Grounds Maintenance Specialist Street Maintenance Specialist	21,338 – 33,074

<u>Pay Grade</u>	<u>Job Class</u>	<u>Salary Range</u>
15	Senior Staff Assistant	22,405 – 34,727
16	Crew Leader - Facilities Crew Leader - Grounds Crew Leader - Road/Drainage	23,525 – 36,464
17	Administrative Assistant Administrative Assistant/Environmental Program Coordinator Administrative Assistant/Recreation Program Specialist Payroll/Benefits Clerk	24,701 – 38,297
18	Code Enforcement Officer	25,937 – 40,201
19	Firefighter/EMT	27,233 – 42,212
20	Secretary to City Manager	28,595 – 44,323
21	Code Enforcement Officer/Deputy Building Official Facilities Supervisor	30,025 – 46,538
22	Fire Captain/EMT	31,527 – 48,865
23	Fire Fighter/Paramedic	33,103 – 51,308
24	Assistant Finance Director	34,757 – 53,874
25	Vacant	36,495 – 56,567
26	Fire Captain/Paramedic Fire Marshal	38,320 – 59,395
27	City Clerk Police Commander Emergency Service Coordinator	40,236 – 62,366
28	Public Works Director Recreation Director Building Official/Planning Director	42,248 – 65,485
29	Vacant	44,360 – 68,758

<u>Pay Grade</u>	<u>Job Class</u>	<u>Salary Range</u>
30	Finance Director Fire Chief	46,578 – 72,196
31	Police Chief	48,907 – 75,806
32	Vacant	51,352 – 79,596

SECTION 3 Section 8.01 C. of the Satellite Beach Personnel Policy is hereby amended to read as follows:

C. Full-time employees will be permitted three (3) floating holidays each fiscal year. Part-time - permanent employees will receive the appropriate pro rata share of floating holidays each fiscal year.

SECTION 4 Section 9 of the Satellite Beach Personnel Policy is hereby amended by adding a new subsection numbered 9.06A3 which reads as follows:

- 3 Starting October 1, 2003, an employee who has completed ten (10) years of service may sell back vacation leave as follows:
 - a. Employees scheduled to work forty (40) hours per week who have used at least eighty (80) hours of vacation time in a calendar year and have reached maximum vacation accrual may sell back to the City up to forty (40) hours of vacation leave.
 - b. Employees scheduled to work fifty-six (56) hours per week who have used at least one hundred twelve (112) hours of vacation time in a calendar year and have reached maximum vacation accrual may sell back to the City up to fifty-six (56) hours of vacation leave.

Payment will be made in December.

SECTION 5 Section 10.07 of the Satellite Beach Personnel Policy is hereby amended to read as follows:

10.07 Any employee who works a forty (40) hour schedule and has 1,080 hours of sick leave may request to "sell back" to the City eighty (80) hours of sick leave. Employees who are scheduled for fifty-six (56) hours per week may request to "sell back" to the City one hundred twelve (112) hours of sick leave upon accruing 1,620 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 hours sick leave from the employee's total will be made at the time of the request.

SECTION 6 Section 14.01 B of the Satellite Beach Personnel Policy shall be amended to read as follows:

B. Off-Duty Schooling

Conditions. Maximum reimbursement will be \$1,500.00 per employee per year with a pool of \$1,000 for year 2002-2003 and the limit will be \$2,500 per employee per year with a pool of \$1,500.00 for year 2003-2004. The City shall pay 100% for the grade of "A" and 75% for the grade of "B" and 50% for the grade of "C." Employees must agree to remain in the City's employment for two (2) years from the date of course completion. If the employee voluntarily resigns within two (2) years of the date of course completion, the employee must reimburse the City.

SECTION 7 The salary range for the position of City Manager shall be \$68,148 – 89,117.

SECTION 8 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 9 REPEAL OF INCONSISTENT PROVISIONS. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 10 EFFECTIVE DATE. This Ordinance shall become effective immediately upon its adoption.

SECTION 11 This Ordinance was duly passed on first reading at a regular meeting of the City Council on the 6th day of November, 2002, and adopted on the second and final reading at a regular meeting of the City Council on the 20th day November, 2002.



Bob Bolin, Mayor

ATTEST:



Barbara Boyens, CMC, City Clerk

