



## **CITY OF BELLE ISLE, FL**

### **BUDGET COMMITTEE MEETING**

Held in City Hall Chambers 1600 Nela Avenue

Held the Friday before the 3rd Tuesday of Every Month

Thursday, September 14, 2023 \* 3:00 PM

### **AGENDA**

#### **Budget Committee Members**

Nate Davenport | Jackie Hoevenaar | Kevin Pierre |

Kirk Leff | Nash Shook | OPEN-D1 | OPEN-D3

Welcome to the City of Belle Isle Budget Committee meeting. Agendas and all backup material supporting each agenda item are available at the City Clerk's office or the city's website at [www.belleislefl.gov](http://www.belleislefl.gov)

- 1. Call to Order and Confirmation of Quorum**
- 2. Citizen Comments**
- 3. Agenda Items**
  - a. Review and Recommendation to Council on Police Pay Plan FY2023-2026
  - b. Budget Amendments
- 4. Next Meeting Schedule**
- 5. Adjournment**

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# *Belle Isle Police Department Salary Adjustment and Agreement*

*July 17, 2023*

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## **ARTICLE 1**

### **PENSION PLAN**

1. The City will contribute 20% of the employee's salary to a 401(a) held by the Florida League of Cities.
2. Employees may also opt to contribute to a personal 457(b) account managed by the Florida League of Cities, but the city does not contribute to this plan.

## **ARTICLE 2**

### **WORKING OUT OF CLASSIFICATION**

An employee assigned by the Chief or their designee to accept the responsibilities and duties incident to a position senior to that of their regular grade and who is expected to exercise the authority and responsibility of the position shall be paid at the rate of 10% higher than their current position. This position shall be held for a minimum of five (5) consecutive working days and will be retroactively paid to the first day of assignment after the fifth day.

## **ARTICLE 3**

### **WORKWEEK & WORK SHIFT**

1. The payroll workweek shall begin at 0001 hours Thursday and end at 2400 hours Wednesday. The work cycle shall be a twenty-eight (28) day work period under the FLSA 7(K) exemption. Employees assigned to ten-and-a-half (10.5) hour shifts shall be scheduled to work forty (42) hours per seven (7) day week. Officers assigned to work twelve (12) hour shifts shall be scheduled to work eighty-four (84) hours per a fourteen (14) day pay period.
2. Employees are permitted a 15-minute paid rest break for each four-hour work period. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Employees who voluntarily work through rest breaks will not be paid additional compensation.
3. Employees who work eight or more hours a day may take a paid meal break of 30 minutes. Meal breaks are counted toward hours worked. Employees are only partially relieved from duty during their meal break.

#### **Article 4**

#### **OVERTIME**

1. Employees working more than 86 hours in a pay period shall be paid at the overtime rate of 1.5 times their regular hourly rate. Paid Time Off (PTO) will not be counted in the 86 hours worked.

#### **Article 5**

#### **EXTRA TIME PROVISIONS**

1. Employees will be paid at least three (3) hours of “Call Back” time when asked to return to work outside a regular shift. Time of work begins upon notice to report.
2. Employees required to attend department business outside their regular shift hours will be compensated for their actual time but at least two (2) hours of straight pay. Business immediately appended to the employee’s regular shift shall not be subject to the minimum two (2) hours.
3. Employees ordered to attend meetings outside of regular working hours shall be compensated for actual hours worked.
4. If a paid holiday falls on an employee’s regularly scheduled day off, the employee will be compensated for an additional shift at regular straight-time pay. If an employee must work on a holiday (other than Floating Holidays), the employee will be paid for hours worked plus an additional shift at time-and-a-half. The number of hours for the additional pay shift will be determined by the employee’s usually scheduled shift, i.e., 8-hour, 10.5-hour, and 12-hour shifts.

## **Article 6**

### **COURT TIME**

1. Officers are required to appear in court during their off-duty hours on behalf of the City and, as a result of exercising their lawful authority, will receive the equivalent of no less than three (3) hours of straight pay. The three (3) hour minimum shall not apply when the court appearance is scheduled to begin within one hour of the start or end of the employee’s shift. In such circumstances, the employee’s shift will be extended, and the employee will be paid for the hours worked. If an employee is required to appear in court

two or more times on the same date, an employee may only receive one “three-hour minimum” if the proceedings are conducted within the same three-hour period. If the court appearances begin within the same three-hour period, the employee will be granted pay for those hours, or portions thereof, that exceed the original three-hour allocation. Employees may receive an additional three-hour minimum pay only when the court appearances are scheduled to begin outside the “three-hour minimum” period.

2. Virtual court will receive the equivalent of at least one (1) hour of straight pay or paid for hours worked.

3. Employees shall be permitted to keep any subpoena fees legally due to them.

## **ARTICLE 7**

### **EDUCATIONAL REIMBURSEMENT**

1. Employees are encouraged to attend institutions of higher learning. College employees may be allowed to attend classes in a paid status by using PTO or adjusting work hours, workload permitting, and with a supervisor’s approval.
2. Reimbursement for educational expenses will be per all provisions of the City’s Policy and Procedures. The maximum reimbursement shall be one thousand eight hundred (\$1,800.00) dollars per person annually.
3. Employees seeking educational reimbursement must be enrolled in courses related to law enforcement.
4. Reimbursement will only be granted based on the following scale:
  - 80-100% – 100%

- 70-79% (Pass/Fail Grade is considered 70%)– 75%
- Below 70% (or Incomplete) – 0%

**ARTICLE 8**

**PAY PLAN**

The Belle Isle Police Department shall define “good standing” as no more than two (2) separate Internal Investigations leading to sustained disciplinary findings or any demotion within the past twelve months.

**Officer**

1. From the effective date of this Agreement, Officers in good standing will advance within Officer Grades 1-13 as outlined in the chart below on their hire date. Officers hired with previous experience will start at the following grades: two (2) to five (5) years of experience - Grade 2; six (6) to ten plus (10) years of experience - Grade 3. Experienced Officers starting salary within Grades two (2) or three (3) will advance within Grades as outlined in the chart below on their date of hire.

<b><u>Annual PayScale Effective 10/01/2023</u></b>	
<b><u>Grade</u></b>	<b><u>Salary</u></b>
<b><u>1</u></b>	<b><u>\$ 50,742.93</u></b>
<b><u>2</u></b>	<b><u>\$ 54,294.94</u></b>
<b><u>3</u></b>	<b><u>\$ 57,986.99</u></b>
<b><u>4</u></b>	<b><u>\$ 60,248.49</u></b>
<b><u>5</u></b>	<b><u>\$ 62,658.43</u></b>

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<u>6</u>	<u>\$ 65,164.76</u>
<u>7</u>	<u>\$ 67,771.35</u>
<u>8</u>	<u>\$ 70,482.21</u>
<u>9</u>	<u>\$ 73,301.49</u>
<u>10</u>	<u>\$ 76,233.56</u>
<u>11</u>	<u>\$ 79,282.90</u>
<u>12</u>	<u>\$ 82,454.22</u>
<u>13</u>	<u>\$ 85,752.38</u>

**Corporal**

2. From the effective date of this Agreement, Corporals in good standing will advance within Corporal Grades 1-13 as outlined in the chart below on their hire date.

<b><u>Annual PayScale Effective 10/01/2023</u></b>	
<b><u>Grade</u></b>	<b><u>Salary</u></b>
<u>1</u>	<u>\$ 52,772.65</u>
<u>2</u>	<u>\$ 56,466.74</u>
<u>3</u>	<u>\$ 60,306.47</u>
<u>4</u>	<u>\$ 62,658.43</u>
<u>5</u>	<u>\$ 65,164.76</u>
<u>6</u>	<u>\$ 67,771.35</u>
<u>7</u>	<u>\$ 70,482.21</u>
<u>8</u>	<u>\$ 73,301.49</u>

<u>9</u>	\$ <u>76,233.56</u>
<u>10</u>	\$ <u>79,282.90</u>
<u>11</u>	\$ <u>82,454.22</u>
<u>12</u>	\$ <u>85,752.38</u>
<u>13</u>	\$ <u>89,182.48</u>

\*\* If promoted to Sergeant, the salary will hold until the next step above the current salary is achieved\*\*

**Sergeant**

3. From the effective date of this Agreement, Sergeants in good standing will advance within Sergeant Grades 1-8 as outlined in the chart below on their date of rank.

<b><u>Annual PayScale Effective 10/01/2023</u></b>	
<b><u>Grade</u></b>	<b><u>Salary</u></b>
<u>1</u>	\$ <u>80,078.59</u>
<u>2</u>	\$ <u>83,281.74</u>
<u>3</u>	\$ <u>86,673.00</u>
<u>4</u>	\$ <u>90,077.52</u>
<u>5</u>	\$ <u>93,680.63</u>
<u>6</u>	\$ <u>97,427.86</u>
<u>7</u>	\$ <u>101,324.98</u>
<u>8</u>	\$ <u>105,377.98</u>



\*\* If promoted to Lieutenant, the salary will hold until the next step above the current salary is achieved\*\*

**Lieutenant**

4. From the effective date of this Agreement, a Lieutenant in good standing will advance within Lieutenant Grades 1-5 as outlined in the chart below on their date of rank.

<b><u>Annual PayScale Effective 10/01/2023</u></b>	
<b><u>Grade</u></b>	<b><u>Salary</u></b>
<b><u>1</u></b>	<b><u>\$ 99,410.57</u></b>
<b><u>2</u></b>	<b><u>\$ 103,387.00</u></b>
<b><u>3</u></b>	<b><u>\$ 107,522.48</u></b>
<b><u>4</u></b>	<b><u>\$ 111,823.38</u></b>
<b><u>5</u></b>	<b><u>\$ 116,296.31</u></b>

5. Field Training Officers (FTO) shall be compensated at forty dollars (\$40.00) per day for each day they perform the duties of a Field Training Officer.

6. It is agreed that the Criminal Justice Standards Training Center educational incentive monies shall be paid monthly in one (1) biweekly payment and shall be received on or before the first of each month.

7. Officers permanently assigned to Special Operations (Criminal Investigations, Traffic/Marine, and SRO) will receive \$25.00 bi-weekly, and Sergeants shall receive \$30.00 bi-weekly.

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- 8. Date of rank or date of hire adjustments that fall within the first seven (7) days of the pay period will be effective from the beginning. If the date falls within the 8th to 14th day, the adjustment will become effective at the beginning of the next pay period.
- 9. Employees who meet approved Bi-lingual Certification standards will be compensated at the rate of \$25.00 bi-weekly.
- 10. Employees working the midnight shift (1800 to 0600) are entitled to a \$12.00 (\$1 per hour) supplement per shift worked in a pay period.
- 11. All employees will receive an annual shoe allowance of \$165.00, payable in the second paycheck of October each year.

**ARTICLE 9**

**LONGEVITY**

- 1. Employees with five or more years of service will be paid longevity pay based on years of service. Longevity pay will be distributed annually during the first pay period in October. Effective October 1, 2023, the following longevity schedule will be used.

Years of Service	Amount Per Year
5 to less than 10 years	<u>\$750.00</u>
10 to less than 15 years	<u>\$1,000.00</u>
15 to less than 20 years	<u>\$1,250.00</u>
20 to less than 22 years	<u>\$1,500.00</u>
22 years or more	<u>\$2,000.00</u>

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**ARTICLE 10**

**PERSONAL LEAVE**

<u>Length of Service</u>	<u>Maximum Accrual Hours</u>		<u>Maximum Pay-Out</u>	
	<u>Non-Exempt</u>	<u>Exempt</u>	<u>Non-Exempt</u>	<u>Exempt</u>
<u>Under 5 years</u>	<u>350</u>	<u>400</u>	<u>300</u>	<u>350</u>
<u>5 years and Under 10 years</u>	<u>450</u>	<u>500</u>	<u>400</u>	<u>450</u>
<u>10 years+</u>	<u>550</u>	<u>600</u>	<u>500</u>	<u>550</u>

**ARTICLE 11**

**DURATION**

Upon approval by the Belle Isle City Council, this Agreement shall take effect on October 1, 2023. It shall continue in full force and effect until September 30, 2026. At that time, the City Manager and the Police Department will review the pay plan for the appropriate Cost of Living adjustments.

**ARTICLE 12**

**RULES**

All employees covered by this Agreement shall also be covered by the City of Belle Isle Personnel Policy, as amended occasionally. It is expressly agreed and understood that

this Agreement should supersede all inconsistent provisions of the City of Belle Isle Personnel Policy.