

# Personnel Rules and Regulations



**City of Fort Walton Beach, Florida  
October 1, 2017**



## SECTION 22

### PAY AND CLASSIFICATION PLAN

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#### 22.01 PURPOSE

- A. The purpose of this policy is to communicate to employees the terms of the City's Pay and Classification plan.

#### 22.02 GENERAL

- A. The City adopts a Pay and Classification Plan by separate order. Said plan and any amendments thereto are automatically a part of this policy manual. On a periodic basis, the City Manager may recommend changes to the structure, salary rates, and compensation policies of the Plan.
- B. A "Red Circle" pay rate is a pay rate in excess of the established maximum rate for an assigned pay grade. Employees earning a Red Circle pay rate will not be eligible for future salary increases until the pay range for their classification is adjusted to allow for payment of a rate within the established range.

**CITY OF FORT WALTON BEACH**  
**CLASSIFICATION SCHEDULE - ALPHA**  
**10/01/2017**

2017/2018 Classification	Pay Grade	Hourly Salary Range		Annual Salary Range	
		Min	Max	Min	Max
Accounting Coordinator - E	113	21.0649	34.7570	43,815	72,295
Accounting Specialist	108	15.3745	25.3681	31,979	52,766
Accounting Technician	104	12.0645	19.9063	25,094	41,405
Accreditation Specialist	113	21.0649	34.7570	43,815	72,295
Administrative Coordinator	107	14.4365	23.8204	30,028	49,546
Adult Services Librarian - E	110	17.4383	28.7730	36,272	59,848
Athletic Coordinator - E	111	18.5718	30.6434	38,629	63,738
Battalion Chief - E (Base) SEE STEP PLAN	F-09	29.1896	37.7747	60,714	78,571
Budget & Grants Analyst	115	23.8923	39.4226	49,696	81,999
Building Code Official - E	115	23.8923	39.4226	49,696	81,999
Building Inspector	109	16.3742	27.0178	34,058	56,197
Carpenter	108	15.3745	25.3681	31,979	52,766
Cemetery Supervisor - E	110	17.4383	28.7730	36,272	59,848
Chemical Specialist	108	15.3745	25.3681	31,979	52,766
Children's Services Librarian - E	110	17.4383	28.7730	36,272	59,848
City Clerk - E	120	33.0425	54.5201	68,728	113,402
City Council	E02	Determined by Council			
City Engineer - E	117	27.0997	44.714	56,367	93,005
City Manager - E	124	44.1274	72.8099	91,785	151,445
Code Enforcement Inspector	108	15.3745	25.3681	31,979	52,766
Code Inspector	108	15.3745	25.3681	31,979	52,766
Collections System Supervisor - E	115	23.8923	39.4226	49,696	81,999
Collections System Technician	107	14.4365	23.8204	30,028	49,546
Combination Plans Examiner	110	17.4383	28.7730	36,272	59,848
Communications Officer	108	15.3745	25.3681	31,979	52,766
Communications Supervisor - E	115	23.8923	39.4226	49,696	81,999
Communications Trainee	106	13.5554	22.3663	28,195	46,522
Comptroller - E	117	27.0997	44.714	56,367	93,005
Crime Analyst	107	14.4365	23.8204	30,028	49,546
Crime Scene Investigator	109	16.3742	27.0178	34,058	56,197
Crime Scene Technician (PT)	107	14.4365	23.8204	30,028	49,546
Custodian	101	10.2741	16.9523	21,370	35,261

**CITY OF FORT WALTON BEACH**  
**CLASSIFICATION SCHEDULE - ALPHA**  
**10/01/2017**

2017/2018 Classification	Pay Grade	Hourly Salary Range		Annual Salary Range	
		Min	Max	Min	Max
Development Services Manager - E	117	27.0997	44.714	56,367	93,005
Driver Engineer (Base) SEE STEP PLAN	F-03	15.4533	22.3214	32,143	46,429
Electrician	110	17.4383	28.7730	36,272	59,848
Engineer 1	115	23.8923	39.4226	49,696	81,999
Equipment Mechanic	107	14.4365	23.8204	30,028	49,546
Evidence Technician	109	16.3742	27.0178	34,058	56,197
Executive Assistant - E	111	18.5718	30.6434	38,629	63,738
Finance Director - E	120	33.0425	54.5201	68,728	113,402
Fire Capt. (Prevention - 40 Hour) (Base) SEE STEP PLAN	F-08	21.6346	31.2500	45,000	65,000
Fire Captain (Shift - 2912) (Base) SEE STEP PLAN	F-05	18.8874	25.7555	55,000	75,000
Fire Chief - E	121	35.5206	58.6092	73,883	121,907
Fire Marshal - E	115	23.8923	39.4226	49,696	81,999
Firefighter (Base) SEE STEP PLAN	F-01	12.7060	19.5742	37,000	57,000
Fleet Shop Foreman	110	17.4383	28.7730	36,272	59,848
Fleet Supervisor - E	115	23.8923	39.4226	49,696	81,999
Foreman	110	17.4383	28.7730	36,272	59,848
GIS/CAD Analyst	110	17.4383	28.7730	36,272	59,848
GIS/CAD Supervisor - E	115	23.8923	39.4226	49,696	81,999
Golf Course Attendant	101	10.2741	16.9523	21,370	35,261
Golf Course Maintenance Manager - E	115	23.8923	39.4226	49,696	81,999
Golf Course Operations Manager - E	115	23.8923	39.4226	49,696	81,999
Golf Course Operations Supervisor	108	15.3745	25.3681	31,979	52,766
Grounds Maintenance Supervisor - E	115	23.8923	39.4226	49,696	81,999
Heavy Equipment Mechanic	108	15.3745	25.3681	31,979	52,766
Heavy Equipment Operator	108	15.3745	25.3681	31,979	52,766
Human Resources Director - E	120	33.0425	54.5201	68,728	113,402
Human Resources Generalist - E	108	15.3745	25.3681	31,979	52,766
Human Resources Supervisor - E	115	23.8923	39.4226	49,696	81,999
Information Technology Analyst - E	113	21.0649	34.7570	43,815	72,295
Information Technology Manager - E	117	27.0997	44.714	56,367	93,005
Laboratory Supervisor	112	19.7792	32.6359	41,141	67,883
Lead Equipment Mechanic	109	16.3742	27.0178	34,058	56,197

**CITY OF FORT WALTON BEACH**  
**CLASSIFICATION SCHEDULE - ALPHA**  
**10/01/2017**

2017/2018 Classification	Pay Grade	Hourly Salary Range		Annual Salary Range	
		Min	Max	Min	Max
Lead Purchasing Agent	113	21.0649	34.7570	43,815	72,295
Lead Water Treatment Operator	110	17.4383	28.7730	36,272	59,848
Library Assistant	104	12.0645	19.9063	25,094	41,405
Library Manager - E	115	23.8923	39.4226	49,696	81,999
Lift Station Mechanic	108	15.3745	25.3681	31,979	52,766
Lube Technician	105	12.7280	21.0011	26,474	43,682
Maintenance Supervisor - E	115	23.8923	39.4226	49,696	81,999
Maintenance Technician	108	15.3745	25.3681	31,979	52,766
Mayor	E01	Determined by Council			
Meter Reader	103	11.4357	18.8689	23,786	39,247
Museum Assistant	104	12.0645	19.9063	25,094	41,405
Museum Manager - E	115	23.8923	39.4226	49,696	81,999
Museum Operations Coordinator	108	15.3745	25.3681	31,979	52,766
Museum Programming Coordinator	108	15.3745	25.3681	31,979	52,766
Network Administrator - E	113	21.0649	34.7570	43,815	72,295
Permit Specialist	106	13.5554	22.3663	28,195	46,522
Planner I	110	17.4383	28.7730	36,272	59,848
Planner II	111	18.5718	30.6434	38,629	63,738
Planning Specialist	106	13.5554	22.3663	28,195	46,522
Plumbing and HVAC Technician	108	15.3745	25.3681	31,979	52,766
Police Captain - E	P26	29.6894	48.9870	61,754	101,893
Police Chief - E	P27	35.5206	58.6092	73,883	121,907
Police Corporal	P23	19.5097	32.1910	40,580	66,957
Police Lieutenant	P25	25.8170	42.5973	53,699	88,602
Police Officer	P22	17.7359	29.2636	36,891	60,868
Police Sergeant	P24	22.4492	37.0416	46,694	77,047
Property Administrator	108	15.3745	25.3681	31,979	52,766
Public Information Officer - E	115	23.8923	39.4226	49,696	81,999
Public Works Director	120	33.0425	54.5201	68,728	113,402
Purchasing Agent	111	18.5718	30.6434	38,629	63,738
Purchasing Coordinator	107	14.4365	23.8204	30,028	49,546
Quartermaster (Proposed Position)	110	17.4383	28.7730	36,272	59,848

**CITY OF FORT WALTON BEACH**  
**CLASSIFICATION SCHEDULE - ALPHA**  
**10/01/2017**

2017/2018 Classification	Pay Grade	Hourly Salary Range		Annual Salary Range	
		Min	Max	Min	Max
Records Clerk	103	11.4357	18.8689	23,786	39,247
Records Clerk II	107	14.4365	23.8204	30,028	49,546
Records Supervisor	111	18.5718	30.6434	38,629	63,738
Recreation Attendant	101	10.2741	16.9523	21,370	35,261
Recreation Coordinator - E	115	23.8923	39.4226	49,696	81,999
Recreation Director - E	120	33.0425	54.5201	68,728	113,402
Recreation Program Supervisor - E	110	17.4383	28.7730	36,272	59,848
Recreation Specialist	104	12.0645	19.9063	25,094	41,405
Recreation Supervisor	108	15.3745	25.3681	31,979	52,766
Reserve Police Officer	P21	15.7761	26.0306	32,814	54,144
Sanitation Foreman	110	17.4383	28.7730	36,272	59,848
Sanitation Operator	107	14.4365	23.8204	30,028	49,546
Sanitation Supervisor - E	115	23.8923	39.4226	49,696	81,999
School Crossing Guard	101	10.2741	16.9523	21,370	35,261
Senior Accounting Technician	105	12.7280	21.0011	26,474	43,682
Senior Code Inspector	109	16.3742	27.0178	34,058	56,197
Senior Sanitation Operator	108	15.3745	25.3681	31,979	52,766
Senior Traffic Technician	108	15.3745	25.3681	31,979	52,766
Service Worker I	104	12.0645	19.9063	25,094	41,405
Service Worker II	105	12.7280	21.0011	26,474	43,682
Sewer Collections Supervisor	115	23.8923	39.4226	49,696	81,999
Sewer Collections System Technician	107	14.4365	23.8204	30,028	49,546
Sewer Equipment Operator	107	14.4365	23.8204	30,028	49,546
Small Engine Mechanic	106	13.5554	22.3663	28,195	46,522
Staff Assistant	103	11.4357	18.8689	23,786	39,247
Staff Assistant II	105	12.7280	21.0011	26,474	43,682
Stormwater & Streets Supervisor - E	115	23.8923	39.4226	49,696	81,999
Street Sweeper	105	12.7280	21.0011	26,474	43,682
Survey Chief	110	17.4383	28.7730	36,272	59,848
Survey Specialist	106	13.5554	22.3663	28,195	46,522
Traffic Technician	106	13.5554	22.3663	28,195	46,522
Utilities Director - E	120	33.0425	54.5201	68,728	113,402

**CITY OF FORT WALTON BEACH  
CLASSIFICATION SCHEDULE - ALPHA  
10/01/2017**

2017/2018 Classification	Pay	Hourly Salary Range		Annual Salary Range	
	Grade	Min	Max	Min	Max
Utilities Inspector	108	15.3745	25.3681	31,979	52,766
Utilities Supervisor - E	115	23.8923	39.4226	49,696	81,999
Utility Billing Specialist	105	12.7280	21.0011	26,474	43,682
Utility Billing Supervisor - E	115	23.8923	39.4226	49,696	81,999
Wastewater Pre-Treatment Coordinator	109	16.3742	27.0178	34,058	56,197
Water Operations Supervisor - E	115	23.8923	39.4226	49,696	81,999
Water Treatment Operator (B)	108	15.3745	25.3681	31,979	52,766
Water Treatment Operator (C)	107	14.4365	23.8204	30,028	49,546
Water Treatment Operator Assistant	106	13.5554	22.3663	28,195	46,522
Welder	107	14.4365	23.8204	30,028	49,546

## Benefits Offered at the City of Fort Walton Beach

Medical	Employee (Per Pay Check)	Employer ( Per Pay Check)
• Employee Only	\$ 65.78	\$ 197.33
• Employee & Spouse	\$ 204.10	\$ 335.65
• Employee & Child(ren)	\$ 180.13	\$ 311.68
• Employee & Family	\$ 346.78	\$ 478.33
<b>Dental</b>		
• Employee Only	\$ 3.33	\$ 9.99
• Employee + 1	\$ 6.99	\$ 20.97
• Employee + 2 or More	\$ 11.65	\$ 34.95
<b>Vision</b>		
• Employee Only	\$ 2.62	\$ 0
• Employee + 1	\$ 4.92	\$ 0
• Employee + 2 or More	\$ 8.10	\$ 0

In addition, the City also offers the following benefits to all Full Time employees;

- \$20,000 Life Insurance (City provided)
- 401A Retirement Plan (with up to a 7.5% match)
- 80 Hours Vacation Time (annually)
- 80 Hours Sick Time (annually)
- 11 Paid Holidays
- Sick Leave Sharing Program
- Employee Recreation Center Memberships
- Employee Golf Privileges

## SECTION 34

### INSURANCE

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#### 34.01 PURPOSE

- A. The City is proud to offer benefits for the health and welfare of the employees. This section provides details regarding the insurance options provided to employees.

#### 34.02 COVERAGE

- A. The City currently offers full-time employees a combination of insurance coverages:
  - 1. Medical insurance
  - 2. Life insurance (including accidental death and dismemberment)
  - 3. Dental insurance
- B. The City reserves the rights to alter, amend, delete, or add to existing policy coverages and to modify the percentage paid by the employer for employees and/or dependents. The City Council shall establish the percentage, rate or amount of employee contribution of the premiums at the time the coverage is awarded by said governing body.

#### C. Premiums for insurance coverage are currently paid as follows:

1. Medical/Dental:	City:	75%	Employee:	25%
2. Life:	City:	100%	Employee:	0%

- D. Employees hired after October 1, 2008, who elect family or dependent coverage, shall pay 50% of the dependent's portion for family medical premium.
- E. Supplemental life insurance products offered by the City's provider are optional and 100% of the premiums are the responsibility of the employee.
- F. Employees, except as noted, are provided elected coverage on the first of the month following thirty (30) days of employment. Directors shall have coverage from the first day of their employment.

#### 34.03 CONTINUATION OF BENEFITS

- A. The provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), allow eligible employees and qualified beneficiaries the opportunity to maintain their medical and dental insurance benefits (If applicable) under certain conditions, in accordance with Federal or State guidelines.
- B. COBRA coverage shall be at the former employee's, spouse, or dependent's expense.
- C. Upon separation from employment or change to part-time status all full-time employees who have basic life insurance may continue this benefit provided the current carrier

provides for such portability or extension of coverage. Total premium costs for such benefits shall be paid by the employee.

#### **34.04 FLEXIBLE BENEFIT PLAN**

- A. The City offers an employee benefit program (under Section 125 of the Internal Revenue Service Code) which allows employees to pay their portion of medical, supplemental life, vision, and dental premiums with pre-tax dollars. Employees who choose this option shall complete the required form. Coverage under the Section 125 program shall not be changed during the benefit year unless a qualifying event occurs as identified in Section 125 of the Internal Revenue Service Code.
- B. The City also provides the opportunity to participate in both medical and dependent care flexible spending accounts. These accounts allow employees to pre-tax monies for future medical or dependent care expenses.

#### **34.05 RETIREE'S INSURANCE CONTINUATION**

- A. Employees who qualify and receive a retirement benefit from the City's pension program, may elect to continue life, medical, and dental coverages upon retiring, provided they are enrolled in the programs at the time of retirement. The spouse of a retiree who retired under normal or early provisions may continue the same level of medical and dental coverage after the retiree's death, until such time as they decease or remarry or receive any other insurance coverage including Medicare. The entire cost of the premium(s) shall be paid by the retiree, or in the event of the retiree's death, by the spouse.
- B. Employees, who qualify to receive a retirement benefit from the City's pension program, but elect to defer their retirement benefit, shall be eligible to enroll in the City's medical, dental, and life insurance programs at such time as they begin receiving their retirement benefit.
- C. Full time employees, who are not members of the pension program, who have fifteen (15) years of service, and are 52 years of age, shall be eligible to continue medical, dental, and basic life insurance coverage at the time of separation from employment, provided they are enrolled in the programs at the time of separation. The entire cost of the premium(s) shall be paid by the employee. Employees who are eligible to continue life, medical, and dental coverage under Section C of this provision shall be required to make an election regarding continuation/discontinuation of these benefits at the time of separation from employment.

#### **34.06 HIPPA**

- A. The City complies with the Health Insurance Portability and Accountability Act of 1996 (HIPPA), which requires employers to give employees and their covered dependents a certificate of creditable coverage on three different occasions.
  - 1. When active coverage under the plan ceases
  - 2. When COBRA coverage ceases, and
  - 3. Upon request within two years after the date of cessation of coverage



















