
808.6 SUBJECT: EXEMPT CLASSIFICATIONS AND BENEFIT PROGRAM

:1 OBJECTIVE:

Identify and define exempt positions and benefits to include (excluding Bargaining): Executive Management, Senior Management, Civil Service Management, Middle Management, Administrative, and Professional positions.

:2 AUTHORITY:

This procedure amended by City Council May 10, 2010, Item A-2.

:3 DIRECTION:

Human Resources Division Manager, as an appointed official, serves at the pleasure of the Mayor, and receives direction through the Chief Administrative Officer or designee.

:4 METHOD OF OPERATION:

A. Definitions

The following words or phrases for the purpose of this procedure are defined as:

Elected Officials - The Mayor and Commissioners elected to office by vote of the citizens of the City of Orlando.

Appointed Officials – Officers of the City appointed by the Mayor

Executive/Senior Management – All appointed officials.

Executive/Senior Managers shall be shown on the attached list, however, individuals in Executive/Senior Management positions as of August 1, 2003 whose positions do not appear on that list shall continue to be so classified for purposes of City Policy 808.51 during their tenure in that position. Thereafter, the individual in that position will be classified as provided in the attached list.

Exempt Positions - Executive Management, Senior Management, Civil Service Management, Middle Management, Administrative and Professional Positions. Exempt positions are paid on a salaried basis, regardless of hours worked.

Civil Service Management - Personnel whose duties consist of managing a recognized entity within the Police or Fire Department in which they customarily direct employees, have authority to make personnel decisions, and customarily and regularly exercise discretion in their jobs.

Middle Management - Personnel whose primary duties consist of responsible office or non-manual work directly related to management policies or general operations. They are responsible for the accomplishment of an assigned body of work, which includes planning, selecting, or devising the methods and procedures to be used by a group of subordinates. They supervise the activities of these subordinates and assure, in some instances, through subordinate supervisors, performance of the required quantity and quality of work with effectiveness and efficiency. They work under general supervision, customarily and regularly exercise discretion and independent judgment in making important decisions. They spend at least eighty percent (80%) of their time performing these functions.

Administrative - Personnel whose primary duties consist of responsible office or non-manual work directly related to management policies or general operations. They perform functionally diverse activities. Work is governed by general instructions consisting primarily of objectives, priorities, and deadlines and requires the analysis of broad problems, the planning of interrelated activities, and involves gaining cooperation of and persuading others outside immediate department. They plan the details of work and methods to attain objectives and make recommendations based on designated standards accepted within occupational category and City philosophy. They work under general supervision, assist an executive employee, and regularly exercise discretion and independent judgment in making important decisions. They spend at least eighty percent (80%) of their time performing these functions.

Professional - Personnel whose primary duties consist of work requiring advanced knowledge in a specific field of science or learning, customarily obtained by prolonged courses, specialized instructions and study or work which is creative and requires invention, imagination, or talent. They spend at least eighty percent (80%) of their time performing these types of functions. Examples of professions which meet the "prolonged courses in specialized instruction and study" include accounting and engineering.

B. Policy

This benefit program was designed to aid in attracting and retaining responsible, highly competent management/professional personnel. This procedure outlines special benefits established for employees in exempt categories described above.

C. Description

Those positions defined as exempt in the job description are provided with the following benefits.

1. Management Leave

Inasmuch as Executive Management, Senior Management, Middle Management, Administrative, and Professional personnel are paid on an annual salary basis and are not eligible for overtime or compensatory time, employees in these categories (excluding Mayor and Commissioners) may be granted Managerial Leave.

Management Leave - a specified number of additional leave hours during each calendar year. Management Leave shall be credited as follows:

- a) Executive Management, Senior Management - 64 hours per year.
- b) Employees in pay grades NB116, NB117 and NB118 as well as Civil Service Management - 40 hours per year.
- c) Middle Management, Administrative, and Professional employees below pay grade NB116- 24 hours per year.
- d) Employees in permanent part-time exempt positions will receive fifty percent (50%) of the appropriate level benefit.

Management Leave does not accrue from year to year. At the end of the last pay period beginning in December, and also upon termination, the employee's

unused management leave will be forfeited. An employee must be employed for ninety (90) days in an exempt category to be eligible to use the allotted Management Leave of that category.

An individual hired into an exempt job category on or after July 1st will not be eligible for Managerial Leave for that year.

During the first pay period beginning in January, each employee in any of these three (3) categories will be awarded the appropriate number of hours. As the employee uses Management Leave, it is reported on the payroll and deducted from the hours available for that individual. Minimum charge for Management Leave is one (1) hour. All unused Management Leave will be forfeited upon separation from the City.

2. Medical Benefits

a) *Paygrades NB114 – NB124, S9-S8 and Attorney classifications.*

Provided that funds are allocated for this purpose within the City's annual budget, employees in these categories have an additional three hundred and fifty dollars (\$350.00) available each fiscal year (October 1-September 30) for non-reimbursable personal medical expenses, (e.g., routine physical examination, eye examination, glasses, dental work). This does not include expenses incurred by individuals other than the employee. This \$350.00 will not accrue; if not used, any remainder at the end of the fiscal year or upon separation will be forfeited. Expenses must be submitted by the Friday preceding the last pay date in the fiscal year.

This \$350.00 is available on a reimbursable basis. The employee must provide receipts containing the employee's name, stipulating what the expenditures were for, and certifying that the medical expenses were not paid by an insurance company. Medical expenses reimbursed under this policy may also be used to satisfy any deductibles (but not premiums) required by the employee's group health insurance coverage.

Medical Reimbursement Form (Form 808.6.1) must be completed and signed by the employee to apply for reimbursement. The Employee Benefits Section will review and approve the request for reimbursement, if proper documentation is provided, and forward to Accounting-Payroll for payment on the next payroll check.

3. Recreational Facilities

See Policy and Procedure 808.45 for outline of the Wellness Program and recreational facility benefits.

4. Administrative Leave

Since Executive Management, Senior Management, Middle Management, Administrative and Professional personnel are paid on an annual salary basis and are not eligible for overtime or compensatory time, employees in these categories (excluding Mayor and Commissioners) may be granted Administrative Leave at the discretion of the Office Head/-Division Manager/Department Director. Such Administrative Leave shall be for a period of eight (8) hours or less in any pay period. Anything in excess of eight

(8) hours must be approved by the Chief Administrative Officer or designee.
(For Civil Service Management see Civil Service Code Section 10.5,
"Administrative Leave.")

Administrative Leave is not chargeable to Sick, Personal Leave, or Managerial
Leave, but is reflected on the payroll reporting form.

5. Educational Benefit Program

Policy and Procedures Section 808.17 outlines the procedure for educational
financial assistance.

6. Longevity Program

Refer to Policy and Procedures Section 808.5 for guidelines and payment
schedule.

7. Personal Leave

Refer to Policy and Procedures Section 808.15, "Personal Leave" for personal
leave provisions.

D. Administration of Plan

The Human Resources Division is responsible for the administration of this
program.

:5 FORMS:

Medical Reimbursement Form.

:6 COMMITTEE RESPONSIBILITIES:

None.

:7 REFERENCE:

This procedure established March 10, 1980, adopted by City Council April 21, 1980,
Item 18; renumbered from 708.6 to 808.6, and amended by City Council June 18, 1984,
Item 13, A-9; Policy and Procedure 708.31 merged with 808.6 and amended June 29,
1987, Item 12, A-39; amended May 16, 1988, Item 19, A-5; amended February 19,
1990, Item 10, A-4; amended June 21, 1993, Item 2-P; amended August 9, 1993, Item
OO; July 24, 1995, Item GG; amended March 11, 1996, Item 3 KK; amended October
21, 1996, Item 8-YY; amended May 22, 2000, Item 8-ZZ; amended July 16, 200;
amended June 03, 2002, Item B24; amended June 18, 2007, Item A-2; amended May
10, 2010, Item A-2.

:8 EFFECTIVE DATE:

This procedure effective May 10, 2010.

ELECTED OFFICIALS

MAYOR
CITY COMMISSIONERS

EXECUTIVE MANAGEMENT

AUDIT SERVICES AND MANAGEMENT SUPPORT DIRECTOR
CHIEF ADMINISTRATIVE OFFICER
CHIEF FINANCIAL OFFICER
CHIEF OF STAFF TO MAYOR
CITY ATTORNEY
CITY CLERK

DEPUTY CHIEF ADMINISTRATIVE OFFICER
DEPUTY CHIEF FINANCIAL OFFICER
ECONOMIC DEVELOPMENT DIRECTOR
FAMILIES, PARKS & RECREATION DIRECTOR
FIRE CHIEF
HOUSING DIRECTOR
ORLANDO VENUES DIRECTOR
POLICE CHIEF
PUBLIC WORKS DIRECTOR
TRANSPORTATION DIRECTOR

SENIOR MANAGEMENT

ASSISTANT CITY ATTORNEY I
ASSISTANT CITY ATTORNEY II
BUDGET DIVISION MANAGER
CHIEF ASSISTANT CITY ATTORNEY I
CHIEF ASSISTANT CITY ATTORNEY II
CHIEF INFORMATION OFFICER
CHIEF NEGOTIATOR
CITY ENGINEER
CITY PLANNING DIVISION MANAGER
CITY PROSECUTOR I

CITY PROSECUTOR II
CIP DIVISION MANAGER
CODE ENFORCEMENT DIVISION MANAGER
COMMUNICATIONS AND NEIGHBORHOOD RELATIONS DIRECTOR
COMMUNITY AFFAIRS DIRECTOR
CONTROLLER
DEPUTY CHIEF OF STAFF
DEPUTY CITY ATTORNEY
DEPUTY DIRECTOR OF ECONOMIC DEVELOPMENT
DIRECTOR OF CONSTITUENT SERVICES

ENVIRONMENTAL SERVICES DIVISION DIRECTOR
EXECUTIVE DIRECTOR DDB/CRA
FACILITIES MANAGEMENT DIVISION MANAGER
FIRE DEPUTY CHIEF
FLEET MANAGEMENT DIVISION MANAGER
HOUSING DIVISION MANAGER

HUMAN RESOURCES DIVISION MANAGER
INTERGOVERNMENTAL RELATIONS DIRECTOR
LEU GARDENS EXECUTIVE DIRECTOR
MINORITY BUSINESS ENTERPRISE OFFICIAL
PARKING DIVISION MANAGER
PARKS DIVISION MANAGER
PERMITTING SERVICES DIVISION MANAGER
POLICE DEPUTY CHIEF
POLICE LEGAL ADVISOR I
POLICE LEGAL ADVISOR II
PRESS SECRETARY
PUBLIC AFFAIRS DIRECTOR
PUBLIC INFORMATION OFFICER
PURCHASING & MATERIALS MANAGEMENT DIRECTOR
REAL ESTATE DIVISION MANAGER
RECREATION DIVISION MANAGER

RISK MANAGEMENT DIVISION MANAGER
SOLID WASTE MANAGEMENT DIVISION MANAGER
SPECIAL ASSISTANT TO MAYOR
STORMWATER UTILITIES DIVISION MANAGER
TRANSPORTATION ENGINEERING DIVISION MANAGER
TRANSPORTATION MANAGER
TRANSPORTATION PLANNING DIVISION MANAGER
TREASURER
VENUES DIVISION MANAGER
WASTEWATER DIVISION MANAGER