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IN THE COUNCIL OF THE CITY OF ROANOKE, VIRGINIA

The 9th day of May 2022.

No. 42355-050922.

AN ORDINANCE to adopt and establish a Pay Plan for officers, employees, Council appointed officers and Constitutional Officers of the City effective July 1, 2022; providing for certain salary adjustments; authorizing specific annual pay supplements; providing for an effective date; and dispensing with the second reading of this Ordinance by title.

BE IT ORDAINED by the Council of the City of Roanoke as follows:

1. Pursuant to §2-69, Code of the City of Roanoke (1979), as amended, there is hereby adopted by the Council and made applicable to all classified officers and employees of the City on July 1, 2022, the Pay Plan hereinafter set out in its entirety, which shall read and provide as follows:

	Minimum Salary	Maximum Salary
4	31,200.00	34,233.26
5	31,200.00	35,945.52
6	31,200.00	38,640.10
7	31,200.00	41,624.37
8	31,200.00	45,988.31
9	31,760.40	50,816.75
10	35,097.52	56,156.08
11	37,569.84	60,111.47
12	41,890.07	67,023.95
13	46,708.12	74,733.00
14	52,078.36	83,326.02
15	58,068.22	92,909.10
16	65,592.05	104,947.70
17	73,135.06	117,016.15
18	81,545.00	130,472.54
19	92,052.30	147,283.09
20	104,037.34	169,375.67
21	125,885.54	208,074.94

As adopted by Council the minimum wage for all non-public safety City employees was increased to fifteen dollars per hour effective, January 1, 2022, regardless of the pay ranges set

forth in the City's Pay Plan.

2. In supplement to the Pay Plan adopted in paragraph No. 1 of this ordinance pursuant to §2-69, Code of the City of Roanoke (1979), as amended, there is hereby adopted by the Council and made applicable to all eligible full-time sworn law enforcement officers within the City's Police Department who begin their employment with the City prior to June 14, 2022 and are employed by the City on July 1, 2022, the Police Department Salary Step Schedule attached to this Ordinance and made a part hereof as Attachment I.

For this fiscal year, all eligible full-time employees will be compensated at the step that represents the number of years they have served in their current rank with the Police Department ("Time in Rank"), or receive a five percent (5%) increase of the employees' current base salary; whichever is greater.

If the increase provided under this paragraph would cause an officer or employee to exceed the maximum annual pay range applicable for such officer's or employee's position by more than five percent (5%) ("Salary Cap"), such officer or employee shall receive a salary increase only in such amount as will not exceed the Salary Cap, plus a one-time lump sum payment totaling the amount that exceeds the Salary Cap. This salary increase given to all eligible full-time sworn law enforcement officers within the City's Police Department in place and stead of the salary increase given to eligible general employees in paragraph 7 of this ordinance. The adoption of this ordinance represents the full implementation of the Police Department Salary Step Schedule.

3. In supplement to the Pay Plan adopted in paragraph No. 1 of this ordinance pursuant to §2-69, Code of the City of Roanoke (1979), as amended, there is hereby adopted by the Council and made applicable to all sworn sheriff deputies and officers within the Sheriff's Office for the City of Roanoke who begin their employment with the City prior to June 14, 2022

and are employed by the Sheriff on July 1, 2022, the Sheriff's Office Salary Step Schedule attached to this Ordinance and made a part hereof as Attachment II.

For this fiscal year, all eligible full-time employees will be compensated at the midpoint of their current salary and the step that represents the number of years they have served in their current position with the Sheriff's Office, or receive a five percent (5%) increase of the employees' current base salary; whichever is greater.

If the increase provided under this paragraph would cause a deputy or employee to exceed the maximum annual pay range applicable for such officer's or employee's position by more than five percent (5%) ("Salary Cap"), such deputy or employee shall receive a salary increase only in such amount as will not exceed the Salary Cap, plus a one-time lump sum payment totaling the amount that exceeds the Salary Cap. This salary increase given to all eligible full-time sworn sheriff deputies and officers within the Sheriff's Office in place and stead of the salary increase given to eligible general employees in paragraph 7 of this ordinance. The adoption of this ordinance represents a one-half implementation of the Sheriff's Office Salary Step Schedule.

4. In supplement to the Pay Plan adopted in paragraph No. 1 of this ordinance pursuant to §2-69, Code of the City of Roanoke (1979), as amended, there is hereby adopted by the Council and made applicable to all eligible full-time fire suppression personnel, full time paramedics, and all Fire Code Enforcement officials within the City's Fire-EMS Department who begin their employment with the City prior to June 14, 2022 and are employed by the City on July 1, 2022, the Fire-EMS Department Step Schedule attached to this Ordinance and made a part hereof as Attachment III.

For this fiscal year, all eligible full-time employees will be compensated at the midpoint of their current salary and the step that represents the number of years they have served in their

current position with the Fire/EMS Department or receive a five percent (5%) increase of the employees' current base salary; whichever is greater.

If the increase provided under this paragraph would cause an officer or employee to exceed the maximum annual pay range applicable for such firefighter's or employee's position by more than five percent (5%) ("Salary Cap"), such firefighter or employee shall receive a salary increase only in such amount as will not exceed the Salary Cap, plus a one-time lump sum payment totaling the amount that exceeds the Salary Cap. This salary increase given to all eligible full-time fire suppression personnel, full-time paramedics, and Fire Code Enforcement officials within the City's Fire-EMS Department in place and stead of the salary increase given to eligible general employees in paragraph 7 of this ordinance. The adoption of this ordinance represents a one-half implementation of the Fire/Ems Department Step Schedule.

5. Pursuant to §2-68, Code of the City of Roanoke (1979), as amended, effective July 1, 2022, the City Manager shall promulgate and cause to be distributed among the officers and employees of the City a Classification Plan, consisting of a plan of classification assigning a pay grade and pay range in accordance with this Ordinance and class code to each position in the classified service of this City.

6. The City Manager is authorized to establish an Employee Certification Program to provide employees who obtain certain certifications approved by the City Manager to receive an annual salary increase to the employee's base salary for so long as that employee maintains such certification.

7. Salary increases of five percent (5%) of the employees' current base salary may be awarded officers and employees according to their performance. Effective July 1, 2022, for officers and employees who begin their employment with the City prior to June 14, 2022, salary increases shall be paid based on the employee's base salary as of June 13, 2022. If the five percent (5%) increase to an employee's base salary provided in this paragraph would cause an

officer or employee to exceed the maximum annual pay range applicable for such officer's or employee's position by more than five percent (5%) ("Salary Cap"), such officer or employee shall receive a salary increase only in such amount as will not exceed the Salary Cap. For any officer or employee who receives a salary increase under this Ordinance that causes their annual salary to exceed the Salary Cap, that officer or employee will receive a lump sum payment equal to the difference between annual salary increase they receive under this Ordinance with the Salary Cap and the salary increase they would have received but for the Salary Cap. This salary increase shall not apply to any employee covered under the Law Enforcement Salary Police Public Safety Step Schedule, the Sheriff's Public Safety Salary Step Schedule, or the Fire Suppression Salary Fire-EMS Public Safety Step Schedule established in paragraphs 2, 3, and 4 of this ordinance.

8. If, after any applicable salary increases provided for in this Ordinance, any officer's or employee's salary is below the applicable minimum for his or her pay range, such officer's or employee's annual base salary shall be adjusted to the applicable minimum.

9. For the fiscal year beginning July 1, 2022, and ending June 30, 2023, and for succeeding fiscal years unless modified by ordinance duly adopted by this Council, the annual salaries of the following Council appointed officers shall be as set forth below:

<u>POSITION TITLE</u>	<u>ANNUAL SALARY</u>
City Manager	\$226,693
City Attorney	\$175,203
City Clerk	\$101,120
Municipal Auditor	\$135,161

10. In no calendar year shall amounts of deferred compensation contributed by the City on behalf of the Council appointed officers exceed the maximum amount permitted by the Internal Revenue Code and IRS regulations to be deferred on a tax-free basis annually.

11. The Director of Finance shall continue to pay on an installment basis the sum of \$8,000.00 per calendar year to the deferred compensation plan established pursuant to Internal Revenue Code Section 457, on behalf of the City Attorney, City Clerk, and Municipal Auditor. The sum shall be paid in equal quarterly installments on the first payday of each calendar quarter. Each installment is paid to the seated Council-appointed officer as of the first day of that quarter.

12. The Director of Finance shall continue to pay on an installment basis the sum of \$25,000.00 per calendar year to the deferred compensation plan established pursuant to Internal Revenue Code Section 457, on behalf of the City Manager. The sum shall be paid in equal quarterly installments on the first payday of each calendar quarter. The Director of Finance shall also continue to pay the City Manager such other benefits as set forth in his employment contract.

13. The Director of Finance shall be authorized, for and on behalf of the City, to execute any documents required by the City's third party administrator for deferred compensation to implement this Ordinance.

14. Participants of the City's Retirement System will be required to make a five percent (5%) contribution from their base salary to the City's Retirement Plan, and a one (1%) contribution from their base salary to the City's 401(h) Retirement Health Savings account.

15. Annual pay supplements, payable on a bi-weekly basis, are provided for the hereinafter set out job classifications which require the incumbent to privately own or lease a motor vehicle routinely used in the course of conducting City business as follows:

<u>POSITION TITLE</u>	<u>ANNUAL SALARY SUPPLEMENT</u>
Appraiser I	\$ 2,000
Appraiser II	\$ 2,000
Business License Inspector Auditor	\$ 2,000

Deputy City Managers (unless City Manager has assigned a City vehicle to the individual Assistant City Manager)	\$ 4,000
Assistant City Managers (unless City Manager has assigned a City vehicle to the individual Assistant City Manager)	\$ 2,000
Chief Deputy Commissioner of Revenue	\$ 2,000
City Attorney	\$ 2,500
City Clerk	\$ 2,500
Deputy Director of Real Estate Valuation	\$ 2,000
Director of Economic Development	\$ 2,000
Director of Finance	\$ 2,000
Director of Planning, Building and Development	\$ 2,000
Director of Real Estate Valuation	\$ 2,000
Mayor of City Council	\$ 2,500
Municipal Auditor	\$ 2,500
Residential Appraiser Analyst	\$ 2,000
Sr. Tax Compliance Administrator	\$ 2,000
Supervising Appraiser	\$ 2,000
Tax Compliance Auditor	\$ 2,000
Tax Compliance Administrator	\$ 2,000

If the requirement that any of the foregoing officers or employees own or lease a motor vehicle for routine use in the conduct of City business should be eliminated, then the pay supplement established by this Ordinance shall be terminated as of the date of elimination of such requirement. The City Manager is authorized, within the limits of funds appropriated therefore, to provide for similar pay supplements for other officers or employees.

16. In order to equitably compensate sworn police officers assigned duties in a non-uniform capacity and in lieu of provision by the Police Department of uniforms and accessories, each such officer shall be accorded an annual pay supplement of \$600, payable on a bi-weekly basis as a uniform allowance.

17. Each employee of the Fire-EMS Department hired by the City as a Firefighter prior to April 18, 1991, who has received Emergency Medical Technician certification and actively participates in the City's First Responder Program shall be accorded an annual pay supplement of \$1,200, payable on a bi-weekly basis, so long as they maintain such certification and continue to participate in the City's First Responder Program.

18. Each employee of the Fire-EMS Department who has been certified to either the Specialist or Technician level for the handling of hazardous materials and who is a member of the Regional Hazardous Materials Response Team shall be accorded an annual pay supplement of \$1,200, payable on a bi-weekly basis, so long as they are assigned to the Regional Hazardous Materials Response Team.

19. Each employee of the Fire-EMS Department who has been certified and performs Fire Inspector duties as part of the Fire Prevention Program assigned by the Fire-EMS Chief shall be accorded an annual pay supplement of \$1,500, payable on a bi-weekly basis, so long as they are assigned to perform Fire Inspector duties as a part of the Fire Prevention Program.

20. Each employee of the Fire-EMS Department who has been certified and performs inspection and repair duties to the Department's "turn out" gear, Self-Contained Breathing Apparatus ("SCBA") and safety sensitive equipment as part of the Fire Maintenance Safety Program by the Fire-EMS Chief shall be accorded an annual pay supplement of \$1,500, payable on a bi-weekly basis, so long as they are assigned to perform inspection and repair duties as a part of the Fire Maintenance Safety Program.

21. Each employee of the Fire-EMS Department who has been certified and is qualified for the Heavy and Tactical/Swiftwater Team shall be accorded an annual pay supplement of \$1,200, payable on a bi-weekly basis, so long as they remain a member of the Heavy and Tactical/Swiftwater Team.

22. Each employee of the Fire-EMS Department assigned by the Chief to the Training Division for the purpose of training and teaching of personnel within the Fire-EMS Department shall be accorded an annual pay supplement of five percent (5%) of the employee's base salary, payable on a bi-weekly basis, so long as that employee continues to be assigned to the Training Division.

23. The City Manager is authorized to institute a program to pay candidates who are certified paramedics a sign-on bonus of \$7,000 as an incentive to attract experienced paramedics to the City's Fire/EMS Department. An applicant awarded a sign-on bonus will sign a memorandum of understanding with the City that will include a repayment provision should the applicant leave the employment of the City within their first three years of service.

24. Each Lieutenant, First Lieutenant, and Captain within the Fire-EMS Department who has been certified as an EMT-Intermediate or paramedic shall be accorded an annual pay supplement of \$1,500, payable on a bi-weekly basis, so long as they maintain such certification.

25. The City Manager is authorized to continue a police career enhancement program to provide pay incentives to police officers below the supervisory level. Such program may include consideration for training, formal education, experience, and specialized assignments. The annual pay supplement shall range from \$1,095 to \$5,228, payable on a bi-weekly basis.

26. The City Manager is authorized to continue a Community Policing Specialist program to provide pay incentives to police officers. Such program may include consideration for training and community participation. The annual pay supplement is two percent (2%) of the employee's base salary, payable on a bi-weekly basis.

27. The City Manager is authorized to institute a program to pay experienced police officer candidates a sign-on bonus ranging from \$2,500 up to \$7,000 as an incentive to attract experienced police officers to the City's Police Department. An applicant awarded a sign-on bonus will sign a memorandum of understanding with the City that will include a repayment provision should the applicant leave the employment of the City within their first two years of service.

28. Each Communications Officer II - Advanced in the E-911 Division who meets all of the requirements and standards of the 911 Communications Officer II role, has a minimum of two years on-the-job experience, who is a Certified Communications Training Officer ("CTO"), and satisfies all other requirements set forth in the E911 training, career enhancement, and compensation program shall be accorded the following annual pay supplements, payable on a bi-weekly basis, so long as they continue to comply with all requirements set forth in the E911 training, career enhancement, and compensation program:

\$1000 annual pay supplement for being certified on the Fire Board.

\$1000 annual pay supplement for being certified on the Police Board.

\$500 annual pay supplement for being a Department Instructor as such is defined in the E911 training, career enhancement, and compensation program.

29. Each Communications Officer II - Senior in the E-911 Division who meets all of the requirements and standards of the 911 Communications Officer II Advanced Role (Three Boards Required), has a minimum of one year experience as a 911 Communications Officer II Advanced, who is a Certified Communications Center Supervisor ("CCS"), and satisfies all other requirements set forth in the E911 training, career enhancement, and compensation program shall be accorded an annual pay supplement of \$3,300 payable on a bi-weekly basis, so long as they continue to comply with all requirements set forth in the E911 training, career enhancement, and compensation program.

30. Each Communications Supervisor-Advanced in the E-911 Division who meets all of the requirements and standards of the 911 Communications Supervisor role, has a minimum of one year experience as a 911 Communications Supervisor, who is a Certified Registered Public-Safety Leader (“RPL”), and satisfies all other requirements set forth in the E-911 training, career enhancement, and compensation program shall be accorded an annual pay supplement of \$2,000 payable on a bi-weekly basis, so long as they continue to comply with all requirements set forth in the E911 training, career enhancement, and compensation program.

31. The 911 Operations Specialist-Advanced in the E-911 Division who meets all of the requirements and standards of the 911 Operations Specialist role, has a minimum of one year experience as a 911 Operations Specialist, who is a Certified Registered Public-Safety Leader (“RPL”), and satisfies all other requirements set forth in the E-911 training, career enhancement, and compensation program shall be accorded an annual pay supplement of \$2,000 payable on a bi-weekly basis, so long as they continue to comply with all requirements set forth in the E-911 training, career enhancement, and compensation program.

32. The 911 Training Coordinator-Advanced in the E-911 Division who meets all of the requirements and standards of the 911 Training Coordinator role, has a minimum of one year experience as a 911 Training Coordinator, who is a Certified Registered Public-Safety Leader (“RPL”), and satisfies all other requirements set forth in the E-911 training, career enhancement, and compensation program shall be accorded an annual pay supplement of \$2,000 payable on a bi-weekly basis, so long as they continue to comply with all requirements set forth in the E-911 training, career enhancement, and compensation program.

33. The 911 Systems Coordinator-Advanced in the E-911 Division who meets all of the requirements and standards of the 911 Systems Coordinator role, has a minimum of one year experience as a 911 Systems Coordinator, who is a Certified Communications Unit Leader, and satisfies all other requirements set forth in the E-911 training, career enhancement, and

compensation program shall be accorded an annual pay supplement of \$2,000 payable on a bi-weekly basis, so long as they continue to comply with all requirements set forth in the E-911 training, career enhancement, and compensation program.

34. A pay stipend of \$100 per month, or \$1,200 annually, paid monthly, if the member actually attends a regularly scheduled meeting during that month, shall continue to be awarded to members of the City Planning Commission and the Board of Zoning Appeals upon attainment of certification through the Virginia Certified Planning Commissioner Program and the Virginia Certified Board of Zoning Appeals Program, respectively. New appointees will be required to attain certification within one year of the date of appointment.

35. A pay stipend of \$100 per month, or \$1,200 annually, paid monthly, if the member actually attends a regularly scheduled meeting during that month, shall be awarded to members of the Architectural Review Board.

36. Any pay supplement provided in this Ordinance shall be combined with an employee's base salary when computing overtime. However, if a pay supplement provided in this Ordinance should cause an officer or employee to exceed the maximum annual pay range for such officer's or employee's position, such officer or employee shall still receive the full amount of such pay supplement provided in this Ordinance.

37. Regular full-time, permanent, City employees who donate to the 2023 United Way Campaign will earn paid leave as follows:

Donation Per Pay Period	Total Paid Leave Allotted
\$5.00 per pay period/ \$130 per year	4.0 hours of leave
\$10.00 per pay period/ \$260 per year	8.0 hours of leave

Permanent part-time employees who donate to the 2023 United Way Campaign will earn prorated paid leave.

City employees who are engaged in performing emergency services or other necessary and essential services for the City whose normal work schedule is 24 hours, who donate to the 2023 United Way Campaign will earn paid leave as follows:

Donation Per Pay Period	Total Paid Leave Allotted
\$5.00 per pay period/ \$130 per year	6.0 hours of leave
\$10.00 per pay period/ \$260 per year	12.0 hours of leave

All time earned through donations to the 2022 United Way Campaign must be used by June 26, 2023.

38. Each employee of the Sheriff’s office who meets qualifications for Master Deputy Sheriff or Master Deputy Sheriff II and has been appointed such by the Sheriff shall receive an annual pay increase of five percent (5%) of the employee’s base salary, payable on a bi-weekly basis so long as that employee continues to be qualified and assigned as a Master Deputy Sheriff or Master Deputy Sheriff II. This increase shall be capped at no more than five percent (5%) above the pay range maximum for Deputy Sheriff or Deputy Sheriff II.

39. Each employee of the Sheriff’s Office who meets the qualifications for Mental Health Specialist is to be accorded an annual pay supplement of \$1,500, payable on a bi-weekly basis as long as they retain the appropriate qualifications established by the Sheriff and are assigned to the Intake Section of the Jail.

40. The Sheriff is authorized to institute a program to pay experienced deputy sheriff candidates who are certified via the Virginia Certified Correctional Officers a sign-on bonus of \$5,000 as an incentive to attract experienced sheriff deputies to the City of Roanoke’s Sheriff’s Office. An applicant awarded a sign-on bonus will sign a memorandum of understanding with the Sheriff’s Office that will include a repayment provision should the applicant leave the employment of the Sheriff’s Office within their first two years of service.

41. The City Manager is authorized to continue the Special Military Pay Supplement to any City employee who is a military reservist/national guard and who, between July 1, 2022 and June 30, 2023, is called to and serves on active duty related to our country's war on terrorism or natural disasters. The pay supplement is equal to the difference between that employee's regular City salary and military base pay plus any other compensation received for military service.

42. The City Manager is authorized to pay the employees in certain positions incentive pay based upon the incentive plan adopted by the Civic Center, known as the Berglund Center, for each budget year.

43. The City Manager is authorized to pay a \$500 annual stipend, payable on a bi-weekly basis, to those who serve as Chairs or Co-Chairs for each of the formal advisory groups established by the City Manager as long as they serve in such capacity.

44. The City Manager is authorized to award performance pay increases up to five percent (5%) of an employee's base salary to those City employees that exhibit exceptional performance in their duties as permitted by Section 15.2-1508, Code of Virginia (1950), as amended.

45. The provisions of this Ordinance shall be in full force and effect on and after July 1, 2022.

46. Pursuant to §12 of the Roanoke City Charter, the second reading of this Ordinance by title is hereby dispensed with.

ATTEST:

Cecelia J. McCoy

City Clerk.