

City of Chesapeake

Human Resources Classification and Compensation Plan

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THE HUMAN RESOURCES CLASSIFICATION AND COMPENSATION PLAN

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ARTICLE 1 – THE HUMAN RESOURCES CLASSIFICATION AND COMPENSATION PLAN

Section 1.1 GENERAL PRINCIPLES

In order to recruit and retain a high performing workforce, it is the fundamental policy of the City of Chesapeake that a fair and uniform classification and compensation plan is established for its employees.

The City of Chesapeake is committed to establishing pay ranges based upon comparable benchmark job classifications in the six (6) other Hampton Roads municipalities, while retaining internal equity.

The specific objectives of the City's Human Resources Classification and Compensation Plan include the following:

- Establish a competitive pay structure that will attract and retain qualified employees;
- Maintain the pay structure in proper relation to competitive pay practices in the public sector labor markets in which the City competes;
- Establish and maintain pay ranges that assure internal equity of compensation based on a systematic evaluation of the job classifications within each range; and
- Provide a uniform basis for pay adjustments.

Section 1.2 AUTHORITY

The City Manager shall recommend and the City Council shall adopt a classification and compensation plan by ordinance, with or without modifications. When adopted by the City Council, the classification and compensation plan shall remain in effect until amended by the City Council.

The City Manager has been empowered by the City Council through appropriate ordinances for overall administration of the City's Human Resources Classification and Compensation Plan. The City Manager may adopt administrative regulations which supplement the policies expressed herein and establish procedures for their administration. Under the direction of the City Manager, the Director of Human Resources is responsible for the daily administration of the Human Resources Classification and Compensation Plan.

Section 1.3 DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF HUMAN RESOURCES

The Director of Human Resources shall have responsibility for the management and administration of this plan, subject to specific directions relating to his or her duties and responsibilities contained in the City Code and the general supervision of the City Manager.

With regard to this plan, the Director of Human Resources is responsible for the following:

- a. To periodically prepare and recommend to the City Manager a classification and compensation plan;
- b. To recommend adjustments to the classification and compensation plan to the City Manager for consideration in the preparation of his or her recommended budget or any other time deemed necessary for the effective administration of the plan;
- c. To develop and maintain a listing of all job classifications contained in the classified service of the City, as well as descriptions for each job classification; and
- d. To certify all compensation changes.

ARTICLE 2 – CLASSIFICATION

Section 2.1 CLASSIFICATION (CLASS) SYSTEM

There shall be a system of grouping positions into appropriate job classifications including (1) a listing of all job classifications, (2) descriptions for each job classification, and (3) rules for administration.

- a. For classification purposes, a position is a group of currently assigned duties and responsibilities requiring the full-time, part-time, or seasonal/substitute employment of one person. A position may be occupied or vacant.
- b. A job classification is a group of positions (or one position) that (1) has similar duties and responsibilities, (2) requires like qualifications, and (3) can be equitably compensated by the same pay range.
- c. The job classification title is the official designation or name of the job classification as stated in the job classification description. It shall be used on all personnel records and actions. Working titles may be used for the purposes of internal administration.

- d. There shall be unclassified and classified services in the City.

Section 2.2 UNCLASSIFIED SERVICE

The unclassified service shall consist of the following:

- a. The Mayor and Members of Chesapeake City Council;
- b. The members of boards and commissions, the City Manager, the City Clerk, the City Attorney, the City Real Estate Assessor, and the City Auditor;
- c. Licensed physicians and dentists employed by the City in their professional capacities;
- d. Certain temporary workers (inclusive of workers in certain grant-funded positions) whose duties and responsibilities are not aligned with an existing job classification; and
- e. Certain workers in departments/offices not under the direction of the City Manager.

Section 2.3 CLASSIFIED SERVICE

The classified service shall be comprised of employees and positions other than those listed as unclassified in the preceding section. The City's Constitutional Officers shall also be members of the classified service.

Section 2.4 ORIGINAL APPOINTMENTS

All original appointments in the classified service shall be certified by the Department of Human Resources. Prospective employees shall compete to fill vacant positions in the classified service unless specifically excepted by the City Manager or designee.

Section 2.5 PROMOTIONS

Employees shall compete to fill vacant positions in the classified service unless specifically excepted by the City Manager or designee. The City Manager may adopt career path programs wherein employees progress without competition as detailed in administrative and/or departmental regulations.

Section 2.6 CLASSIFICATION REVIEW PROCESS

Specific provisions regarding the classification review process shall be established and maintained in an administrative regulation.

Section 2.7 INTERPRETATION OF JOB CLASSIFICATION DESCRIPTIONS

The job classification descriptions shall be explicative and not restrictive. Job classification descriptions are intended to indicate the kinds of positions which shall be allocated to the job classifications established. The use of a particular job classification description as to duties, qualifications or other factors shall not be held to exclude other duties, qualifications, and factors of similar kind or quality.

ARTICLE 3 – COMPENSATION

Section 3.1 COMPOSITION OF PLAN

The Human Resources Classification and Compensation Plan shall consist of four pay scales for the following groups of employees: public safety sworn non-management employees, public safety sworn management employees, general employees, and executive employees.

The public safety pay scale for sworn non-management employees shall be a step plan. The pay scales for public safety sworn management employees, general employees, and executive employees shall contain a series of pay grades with open pay ranges. Each pay grade shall have a minimum, midpoint, and maximum pay rate.

The job classification list shall specify the pay grade and range assigned to each job classification. The pay range for each job classification shall be established with due regard for the relative difficulty, responsibility and characteristic duties of positions in the job classification; the minimum qualifications required; the prevailing rate paid for similar employment by Hampton Roads municipalities; and any other factors that may properly be considered to have a bearing upon the fairness or adequacy of the pay grade.

Section 3.2 NEW EMPLOYEES

Except as otherwise provided in this section, a new employee shall be paid a pay rate of not less than the minimum amount established for his or her pay grade, taking into account his or her experience and qualifications, as well as internal equity factors. Pay offers above the position's pay grade minimum will require a written request for approval with justification in accordance with established policy.

The minimum pay rate for each job classification is based upon the assumption that a new employee meets the minimum qualifications stated in the job classification description. If it becomes necessary to appoint a new employee of lesser qualifications, he or she should be started at a pay rate below the minimum rate for the job classification, to be determined by the Director of Human Resources or designee. When the employee demonstrates to the department head's satisfaction that he or she meets the minimum qualifications, the employee will be advanced to the minimum of the pay grade. Requests for exception must be justified in writing and

approved by the Director of Human Resources.

All current and future full-time employees shall receive a competitive wage rate which shall be determined by the City Manager. This rate shall be reviewed periodically by the Director of Human Resources who shall recommend to the City Manager any appropriate changes based on the federal poverty guidelines, federal minimum wage, and other relevant information.

Section 3.3 PAY INCREASES

The City Manager shall have the authority to develop administrative regulations establishing eligibility criteria for pay increases. Pay increases will be administered by the Department of Human Resources in accordance with established administrative regulations.

- a. **Periodic Pay Increases:** Upon the recommendation of the City Manager and at the sole discretion of City Council, eligible employees may be granted periodic pay increases. Except as specifically adopted by City Council, granted increases shall not exceed the maximum of the pay grade for an employee's job classification, and the salaries of sworn public safety employees in positions graded within the step plan may fall between steps. Periodic pay increases are defined as general wage increases, merit or performance based increases, competitive wage rate increases, equity based increases, or market adjustments for a group or groups of employees. At the discretion of the City Manager or his or her designee, periodic pay increases may be prorated or eliminated for positions that receive all or a portion of State-funded pay increases.
- b. **Bonus/Incentive/Recognition Plans:** The City Manager may provide for additional compensation for a group or groups of employees outside the parameters of the compensation plan through the establishment of incentive, recognition and/or bonus plans. All programs shall be under the purview of the Department of Human Resources.
- c. **Special Allowances:** The City Council may provide for compensation in the form of special allowances to members of the unclassified and classified service outside of the parameters of this plan.
- d. **Special Pay Adjustments:** At the request of a department head, the City Manager or designee may approve a special pay adjustment for an individual employee based on criteria established by an administrative regulation.

Section 3.4 PROMOTIONS

A promotion is the placement of an employee in a position with a job classification in a higher pay grade as the result of a competitive hiring process. Promotional pay increases will be administered by the Department of Human Resources in accordance with an established administrative regulation.

Section 3.5 DEMOTIONS

A demotion is the placement of an employee in a position with a job classification in a lower pay grade due to a request by the employee, unsatisfactory job performance, or disciplinary action. Demotion pay decreases will be administered by the Department of Human Resources in accordance with an established administrative regulation.

Section 3.6 RECLASSIFICATIONS

Reclassification is the study of actual tasks, duties, and responsibilities of a position which may result in a change to the job classification assigned to the position. Pay changes resulting from a reclassification will be administered by the Department of Human Resources in accordance with an established administrative regulation.

Section 3.7 REORGANIZATIONS

A reorganization is a change to the distribution of budgeted positions within a department due to organizational and staffing needs and may include reclassifications, status changes, additions, and/or deletions of positions. Pay changes resulting from a departmental reorganization will be administered by the Department of Human Resources in accordance with an established administrative regulation.

Section 3.8 OVERTIME

- a. Overtime shall be administered in accordance with the Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq., and applicable state law for the granting of overtime. The City Manager will adopt an administrative regulation for the administration of overtime for City employees.
- b. A workweek is defined as seven (7) consecutive days or one hundred sixty-eight (168) consecutive hours. The beginning and end of workweeks shall be set at the discretion of management, with approval by the Directors of Finance and Human Resources, and may be different for different groups of employees.
- c. For non-exempt general employees (i.e., employees other than sworn police, fire or sheriff's department employees covered by the FLSA's Section 207(k) partial overtime exemption), overtime pay shall be paid at

the rate of one and one-half (1½) times the regular rate of pay for hours worked over forty (40) in a workweek. Overtime leave shall be awarded at one and one half (1½) times the number of hours worked over forty (40) in a workweek.

- d. Overtime pay or leave shall be awarded to sworn police, fire and sheriff's department employees covered by the FLSA's Section 207(k) partial overtime exemption for all hours worked or in a paid status during the work period in excess of the regularly scheduled hours for such personnel. A work period is a regular, recurring work cycle between seven (7) and twenty-eight (28) days. The length of the work period shall be set at the discretion of management, with approval by the Directors of Finance and Human Resources, and may be of different lengths for different groups of employees.
- e. The Director of Human Resources shall designate those positions which are eligible for overtime pay or leave ("non-exempt" or "partially exempt" positions) and those which are not eligible for such pay or leave ("exempt" positions) in accordance with the standards of the FLSA.

ARTICLE 4 – LEAVE PROVISIONS

Section 4.1 ANNUAL LEAVE

- a. Employees are provided an advance of two monthly accruals on their date of hire. Regular accruals will start on the 30th of the month once the employee has been employed for at least 75 days prior to the accrual date.
- b. Except for employees eligible for accelerated leave schedules, annual leave for full-time employees participating in the Virginia Retirement System Plan 1 or Plan 2, as well as eligible grant and special project employees, shall be accrued per month in accordance with the schedule listed below following the commencement of regular monthly accruals:

<u>Length of Service</u>	<u>Accrual Rate</u>
1 - 4 years	8 hours
5 - 9 years	10 hours
10 - 14 years	12 hours
15 - 19 years	14 hours
20 or more years	16 hours

- c. Following the commencement of regular monthly accruals, annual leave for part-time employees hired prior to January 1, 2014 shall be accrued per month as follows:

<u>Scheduled Hours Per Month</u>	<u>Accrual Rate Based on Years of Service</u>				
	<u>0 - 4</u>	<u>5 - 9</u>	<u>10 - 14</u>	<u>15 - 19</u>	<u>20+</u>
40 – 79 hours	2 hours	2.5 hours	3 hours	3.5 hours	4 hours
80 – 119 hours	4 hours	5 hours	6 hours	7 hours	8 hours
120+ hours	6 hours	7.5 hours	9 hours	10.5 hours	12 hours

- d. The City Manager is authorized to adopt administrative regulations establishing criteria for determining length of service for leave accrual purposes for employees who alternate between full-time and part-time status, or who leave City employment and return at a later date.
- e. Accelerated schedules of leave will be developed and administered by the Director of Human Resources to recognize special or unusual work schedules required of certain groups of employees.
- f. Full-time employees may carryover 400 hours of accrued unused annual leave from one calendar year to the next. Part-time employees may carryover 280 hours of accrued unused annual leave. Employees in fire and emergency medical services who accrue leave under an accelerated schedule will be allowed to carryover a maximum annual leave balance of 560 hours.
- g. The annual leave balance of all employees will be reviewed once per year. Annual leave time accumulated by an employee under the standard accrual schedule in excess of the established maximum carryover amounts will be purged in accordance with an established administrative regulation.
- h. Full-time employees shall be paid for accrued annual leave, up to a maximum of 400 hours (560 for certain employees in fire and emergency medical services), at the time of retirement, resignation, termination, or death, with the exception of employees who received advanced accruals pursuant to Section 4.1.a and terminate employment with less than 60 days of service. If an employee leaves City employment with less than 60 days of service, the employee is responsible for repaying the City 100% of the advanced leave if less than 30 days of service is completed, or 50% of the advanced leave if 30 to 59 days of service is completed.
- i. Part-time employees shall be paid for accrued annual leave, up to a maximum of 280 hours, at the time of retirement, resignation, termination or death, with the exception of employees who received advanced accruals pursuant to Section 4.1.a and terminate employment with less than 60 days of service. If an employee leaves City employment with less than 60 days of service, the employee is responsible for repaying the City 100% of the advanced leave if less than 30 days of service is

completed, or 50% of the advanced leave if 30 to 59 days of service is completed.

Section 4.2 SICK LEAVE

- a. Full-time employees participating in the Virginia Retirement System Plan 1 or Plan 2, as well as eligible grant and special project employees, shall accumulate sick leave at the rate of eight hours per month with no maximum limit.
- b. Sick leave for part-time employees hired prior to January 1, 2014 shall be accrued per month as follows:

<u>Scheduled Hours</u> <u>Per Month</u>	<u>Accrual Rate</u>
40 – 79 hours	2 hours
80 – 119 hours	4 hours
120+ hours	6 hours

- c. The City Manager is authorized to adopt administrative regulations establishing criteria for determining length of service for leave accrual purposes for employees who alternate between full-time and part-time status, or who leave City employment and return at a later date.
- d. Accelerated schedules of leave will be developed and administered by the Director of Human Resources to recognize special or unusual work schedules required of certain groups of employees.
- e. The use and payout of sick leave shall be governed by an administrative regulation established by the City Manager.

Section 4.3 PAID TIME OFF

- a. Employees are provided an advance of two monthly accruals on their date of hire. Regular accruals will start on the 30th of the month once the employee has been employed for at least 75 days prior to the accrual date.
- b. Upon commencement of regular monthly accruals, paid time off for full-time employees participating in the Virginia Retirement System Hybrid Plan, as well as grant and special project employees hired on or after January 1, 2014, shall be accrued per month as follows:

<u>Length of Service</u>	<u>Accrual Rate</u>	<u>Maximum Accrual</u>
1 - 4 years	12 hours	400 hours
5 - 9 years	14 hours	400 hours
10+ years	16 hours	400 hours

- c. Upon commencement of regular monthly accruals, part-time employees hired on or after January 1, 2014 who are scheduled to work a minimum of 80 hours per month shall accrue paid time off as follows:

<u>Length of Service</u>	<u>Accrual Rate</u>	<u>Maximum Accrual</u>
1 - 4 years	6 hours	280 hours
5 - 9 years	7 hours	280 hours
10+ years	8 hours	280 hours

- d. The City Manager is authorized to adopt administrative regulations establishing criteria for determining length of service for leave accrual purposes for employees who alternate between full-time and part-time status, or who leave City employment and return at a later date.
- e. Accelerated schedules of leave will be developed and administered by the Director of Human Resources to recognize special or unusual work schedules required of certain groups of employees.
- f. Full-time and part-time employees may carryover from one calendar year to the next the maximum accrual specified.
- g. The paid time off balance of all employees will be reviewed once per year. Paid time off accumulated by an employee in excess of the established maximum carryover amounts will be purged in accordance with an established administrative regulation.
- h. Employees shall be paid for accrued paid time off up to the maximum accrual based on years of service at retirement, resignation, termination or death, with the exception of employees who received advanced accruals pursuant to Section 4.1.a and terminate employment with less than 60 days of service. If an employee leaves City employment within the first 60 days of employment, the employee is responsible for repaying the City 100% of the advanced leave if less than 30 days of employment is completed or 50% of the advanced leave if 30 to 59 days of employment is completed.

Section 4.4 LEAVE INCENTIVE

- a. Full time employees of the City as of August 13, 2019, are required to make an election of their choice of leave incentive/sick leave payout options on the 2019 Leave Incentive Agreement form. The options are based on the employee's City hire date, sick leave balance, and VRS plan enrollment.
- b. Employees may choose to have their leave incentive/payout deposited into their account with ICMA-RC or into their health savings account

(HSA). In order to make this election, employees must update their deferral with ICMA-RC or HSA election to allow funds to be deposited into either of these accounts and the amount elected cannot exceed the Internal Revenue Service (IRS) annual maximum.

- c. Employees in VRS Plan 1 or 2 with a City hire date of December 31, 2000 or earlier and a sick leave balance of 640 hours or more (896 hours or more for sworn Fire employees on 24-hour shifts) have the following options:
 - 1. Option 1 – Leave incentive payment and up to \$7,500 sick leave payout
 - i. Eligible to receive an annual lump sum leave incentive of \$500 that may be paid directly to the employee or deposited into a deferred compensation account or health savings account. For the first payment in the fall of 2019, the employee must have a current sick leave balance of at least 640 hours (896 for sworn Fire employees on 24 hour shifts). Every year thereafter, the employee must have a sick leave balance of at least 480 hours (672 for sworn Fire employees on 24 hour shifts) and not have used more than 64 hours of sick leave (89.6 hours for sworn Fire employees on 24-hour shifts) during the period of October 1 through September 30.
 - ii. Eligible to receive a payout of 25% of the employee’s sick leave balance, up to \$7,500, for service retirement (or up to \$11,000 for work-related disability retirement) following 15 years of continuous City service. In order to be eligible for the sick leave payout, the employee must retire from the City and immediately begin drawing a pension from VRS.
 - 2. Option 2 – Eligible to receive a sick leave payout of 25% of the employee’s sick leave balance, up to \$10,000, for service retirement (up to \$11,000 for disability retirement) following 15 years of continuous City service. In order to be eligible for the sick leave payout, the employee must retire from the City and immediately begin drawing a pension from VRS.
- d. Employees in VRS Plan 1 or 2 with a City hire date of December 31, 2000 or earlier with a sick leave balance less than 640 hours (or less than 896 hours for sworn Fire employees on 24 hour shifts) have the following options:

1. Option 1 - Eligible to receive an annual lump sum leave incentive of \$500 paid directly to the employee or deposited into a deferred compensation account or health savings account. For the first payment in the fall of 2019, the employee must have a sick leave balance of at least 480 hours (672 for sworn Fire employees on 24 hour shifts). Every year thereafter, the employee must have a sick leave balance of at least 480 hours (672 for sworn Fire employees working 24-hour shifts) and not have used more than 64 hours of sick leave (89.6 hours for sworn Fire employees on 24-hour shifts) during the period of October 1 through September 30.
 2. Option 2 - Eligible to receive a sick leave payout of 25% of the employee's sick leave balance, up to \$7,500, for service retirement (up to \$11,000 for work-related disability retirement) following 15 years of continuous City service. In order to be eligible for the sick leave payout, the employee must retire from the City and immediately begin drawing a pension from VRS.
- e. Employees with a City hire date of January 1, 2001 through August 13, 2019 and enrolled in VRS Plan 1 or 2 have the following options:
1. Option 1 - Eligible to receive an annual lump sum leave incentive of \$500 paid directly to the employee or deposited into a deferred compensation account or health savings account. For the first payment in the fall of 2019, the employee must have a current sick leave balance of at least 480 hours (672 for sworn Fire employees on 24 hour shifts). Every year thereafter, the employee must have a sick leave balance of at least 480 hours (672 for sworn Fire employees working 24-hour shifts) and not have used more than 64 hours of sick leave (89.6 hours for sworn Fire employees on 24-hour shifts) during the period of October 1 through September 30.
 2. Option 2 - Eligible to receive a sick leave payout of 25% of the employee's sick leave balance, up to \$7,500, for service retirement (up to \$11,000 for disability retirement) following 15 years of continuous City service. In order to be eligible for the sick leave payout, the employee must retire from the City and immediately begin drawing a pension from VRS.
- f. Employees enrolled in the VRS Hybrid Plan with a City hire date of August 13, 2019 or earlier are eligible to receive an annual lump sum leave incentive of \$500 paid directly to the employee or deposited into a deferred compensation account or health savings account. For the first payout in the fall of 2019, the employee must have a PTO balance

of at least 216 hours. Every year thereafter, the employee must have a PTO balance of at least 216 hours and must have conserved at least 16 hours of PTO accrued during the period of October 1 through September 30.

- g. Employees hired after August 13, 2019, are eligible to receive a lump sum leave incentive of \$500 paid directly to the employee or deposited into a deferred compensation account or health savings account. For the first payment in the fall of 2019, the VRS Plan 1 or 2 employee must have a current sick leave balance of at least 480 hours (672 for sworn Fire employees on 24-hour shifts). The VRS Hybrid employee must have a PTO balance of at least 216 hours. Every year thereafter, the VRS Plan 1 and 2 employee must have a current sick leave balance of at least 480 hours (672 for sworn Fire employees working 24-hour shifts) and must not have used more than two thirds (64 hours) of sick leave (89.6 hours for sworn Fire employees on 24-hour shifts) during the period of October 1 through September 30. The VRS Hybrid employee must have a PTO balance of at least 216 hours and must have conserved at least 16 hours of PTO accrued during the period of October 1 through September 30.
- h. Upon separation of employment, including retirement, or transition from a benefit-eligible to a non-benefit-eligible position (e.g. regular part-time to seasonal/substitute), annual leave and PTO will be paid out at the rate of pay the employee was earning on his/her last day of employment in a benefit-eligible position with the exception of pay earned in a Temporary Acting Assignment (TAA). If an employee is in a TAA when he/she separates from employment, leave will be paid out at his/her rate of pay prior to placement in the TAA.

Section 4.5 BEREAVEMENT LEAVE

An employee will be granted bereavement leave with pay for three (3) work days for the death of an immediate family member. For purposes of this section, “work day” is defined as eight (8) hours for regular employees and 11.2 hours for sworn Fire employees. Specific provisions governing the eligibility and use of bereavement leave shall be established and maintained in an administrative regulation.

Section 4.6 MILITARY LEAVE

The City shall adhere to applicable provisions of state law and the Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. § 4301, et seq., for covered employees in the uniformed services. The City Manager will establish and maintain an administrative regulation governing the use of military leave. An employee on military leave due to a call to active duty may draw against his or her accumulated leave balances, including sick leave, in an amount equal to the difference between the employee’s net military pay and net City pay.

Section 4.7 FAMILY AND MEDICAL LEAVE

The City shall adhere to applicable provisions of the Family and Medical Leave Act, 29 U.S.C. § 2601, et seq. The City Manager will establish and maintain an administrative regulation governing the use of family and medical leave.

Section 4.8 OTHER LEAVE

- a. Public service leave (e.g. jury duty, serving at the polls, compelled witness testimony) shall be reviewed and approved by the department head in accordance with state and federal law. Any fees received by the employee for public service performed under this provision shall be returned to the City.
- b. Special disaster leave can be granted on a case-by-case basis, and at the sole discretion of the City Manager or designee, to employees who wish to be absent from work for a specified period of time in order to carry out relief activities as a volunteer for a recognized relief agency.
- c. Administrative leave at full pay may be authorized for the purpose of providing paid leave prior to termination of employment, emergency work-related reasons, and other situations as determined by the City Manager. Department heads may authorize up to one day of administrative leave. The City Manager or designee may authorize additional days of administrative leave as required for these purposes.
- d. Specific provisions governing the use of public service leave, special disaster leave, and administrative leave shall be established and maintained in an administrative regulation.

Section 4.9 HOLIDAYS

- a. The City shall observe the same legal holidays and additional time off provided to state employees by the Governor of Virginia.
- b. For employees who accrue annual leave at a higher rate because their work schedules include holidays, the holidays outlined in Section 4.8(a) are included in their annual leave accrual rate.
- c. Part-time employees shall receive paid leave equal to the number of hours that the employee would have worked on the holiday.
- d. Specific provisions regarding additional pay or leave shall be established and maintained in an administrative regulation.

Section 4.10 LEAVE OF ABSENCE WITHOUT PAY

A leave of absence without pay may be granted where valid reasons exist and with

the prior approval of the employee's supervisor and department head. Department heads have the authority to approve requests that are for a period of time equal to or less than thirty (30) consecutive calendar days. Requests for a leave of absence of more than thirty (30) consecutive calendar days shall require the approval of the Director of Human Resources or designee.

An employee on leave of absence without pay does not accrue annual or sick leave during the period of absence. Employee benefits may be affected during this period in accordance with applicable law or administrative regulation.

Section 4.11 BENEFIT ELIGIBILITY

Benefit eligibility varies depending on position status and group. Specific provisions governing benefit eligibility shall be established and maintained in administrative regulations.

ARTICLE 5 – PAY SCALES

General Employee Pay Scale

Executive Pay Scale

Sworn Public Safety Management Pay Scale

Sworn Public Safety Non-Management Step Plan

City of Chesapeake

ARTICLE 5

GENERAL EMPLOYEE PAY SCALE

Effective 7/7/2019

Grade	ANNUAL PAY RANGES			HOURLY PAY RANGES		
	Annual Min	Annual Mid	Annual Max	Hourly Min	Hourly Mid	Hourly Max
101	\$20,260	\$26,845	\$33,429	\$9.7404	\$12.9061	\$16.0717
102	\$20,977	\$27,795	\$34,613	\$10.0851	\$13.3630	\$16.6409
103	\$22,285	\$29,528	\$36,771	\$10.7140	\$14.1962	\$17.6784
104	\$23,579	\$31,243	\$38,906	\$11.3361	\$15.0205	\$18.7049
105	\$24,453	\$32,401	\$40,348	\$11.7563	\$15.5772	\$19.3981
106	\$25,169	\$33,349	\$41,529	\$12.1005	\$16.0332	\$19.9659
107	\$26,042	\$34,506	\$42,970	\$12.5202	\$16.5895	\$20.6587
108	\$26,916	\$35,664	\$44,412	\$12.9404	\$17.1462	\$21.3520
109	\$27,789	\$36,821	\$45,852	\$13.3601	\$17.7022	\$22.0443
110	\$29,099	\$38,557	\$48,014	\$13.9900	\$18.5368	\$23.0837
111	\$30,846	\$40,871	\$50,896	\$14.8299	\$19.6496	\$24.4693
112	\$32,156	\$42,607	\$53,058	\$15.4597	\$20.4842	\$25.5087
113	\$33,029	\$43,764	\$54,498	\$15.8794	\$21.0402	\$26.2010
114	\$34,340	\$45,501	\$56,661	\$16.5097	\$21.8753	\$27.2409
115	\$35,651	\$47,238	\$58,825	\$17.1400	\$22.7106	\$28.2813
116	\$36,525	\$48,396	\$60,267	\$17.5601	\$23.2674	\$28.9746
117	\$37,833	\$50,129	\$62,425	\$18.1890	\$24.1005	\$30.0121
118	\$39,581	\$52,445	\$65,309	\$19.0294	\$25.2140	\$31.3986
119	\$41,329	\$54,761	\$68,193	\$19.8698	\$26.3275	\$32.7851
120	\$43,073	\$57,072	\$71,071	\$20.7082	\$27.4385	\$34.1688
121	\$44,821	\$59,388	\$73,955	\$21.5486	\$28.5520	\$35.5553
122	\$46,133	\$61,127	\$76,120	\$22.1794	\$29.3878	\$36.5962
123	\$47,878	\$63,439	\$78,999	\$23.0183	\$30.4993	\$37.9803
124	\$50,062	\$66,333	\$82,603	\$24.0683	\$31.8907	\$39.7130
125	\$51,808	\$68,646	\$85,484	\$24.9077	\$33.0029	\$41.0981
126	\$54,429	\$72,119	\$89,808	\$26.1678	\$34.6724	\$43.1770
127	\$56,962	\$75,475	\$93,988	\$27.3856	\$36.2861	\$45.1866
128	\$58,693	\$77,769	\$96,844	\$28.2178	\$37.3888	\$46.5597
129	\$60,544	\$80,221	\$99,898	\$29.1077	\$38.5678	\$48.0279
130	\$64,885	\$85,973	\$107,061	\$31.1948	\$41.3332	\$51.4717
131	\$67,598	\$89,568	\$111,537	\$32.4991	\$43.0613	\$53.6236

Grade	ANNUAL PAY RANGES			HOURLY PAY RANGES		
	Annual Min	Annual Mid	Annual Max	Hourly Min	Hourly Mid	Hourly Max
132	\$71,219	\$94,366	\$117,512	\$34.2400	\$45.3681	\$56.4962
133	\$74,857	\$99,186	\$123,515	\$35.9890	\$47.6856	\$59.3823
134	\$77,606	\$102,828	\$128,050	\$37.3106	\$49.4366	\$61.5625
135	\$80,081	\$106,108	\$132,134	\$38.5005	\$51.0133	\$63.5260
136	\$83,357	\$110,449	\$137,540	\$40.0755	\$53.1003	\$66.1250
137	\$86,358	\$114,425	\$142,491	\$41.5183	\$55.0118	\$68.5053
138	\$89,435	\$118,502	\$147,568	\$42.9976	\$56.9719	\$70.9462
139	\$93,056	\$123,300	\$153,543	\$44.7385	\$59.2787	\$73.8188
140	\$96,694	\$128,120	\$159,546	\$46.4875	\$61.5962	\$76.7049

EXECUTIVE PAY SCALE
Effective 7/7/2019

Grade	ANNUAL PAY RANGES		
	Min	Mid	Max
EX01	\$100,334	\$140,468	\$180,601
EX02	\$122,590	\$168,561	\$220,662

SWORN PUBLIC SAFETY MANAGEMENT PAY SCALE
Effective 7/7/2019

Grade	ANNUAL PAY RANGES			HOURLY PAY RANGES		
	Min	Mid	Max	Min	Mid	Max
PS08	\$67,896	\$89,963	\$112,029	\$32.6424	\$43.2515	\$53.8601
PS09	\$70,603	\$93,549	\$116,495	\$33.9438	\$44.9755	\$56.0073
PS10	\$75,553	\$100,108	\$124,663	\$36.3236	\$48.1289	\$59.9342
PS11	\$78,572	\$104,108	\$129,644	\$37.7750	\$50.0520	\$62.3289
PS12	\$81,635	\$108,167	\$134,698	\$39.2476	\$52.0034	\$64.7587
PS13	\$88,309	\$117,010	\$145,710	\$42.4563	\$56.2549	\$70.0529
PS14	\$93,893	\$124,409	\$154,924	\$45.1409	\$59.8121	\$74.4827

City of Chesapeake

ARTICLE 5

SWORN PUBLIC SAFETY NON-MANAGEMENT STEP PLAN

Effective 07/07/2019

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16
PS01	\$42,008	\$43,268	\$44,566	\$45,903	\$47,280	\$48,699	\$50,160	\$51,665	\$53,214	\$54,811	\$56,455	\$58,149	\$59,893	\$61,690	\$63,541	\$65,447
PS02	\$44,326	\$45,656	\$47,025	\$48,436	\$49,889	\$51,386	\$52,928	\$54,515	\$56,151	\$57,835	\$59,570	\$61,358	\$63,198	\$65,094	\$67,047	\$69,058
PS03	\$47,058	\$48,470	\$49,924	\$51,422	\$52,964	\$54,553	\$56,190	\$57,875	\$59,612	\$61,400	\$63,242	\$65,139	\$67,093	\$69,106	\$71,179	\$73,315
PS04	\$51,696	\$53,247	\$54,844	\$56,490	\$58,184	\$59,930	\$61,728	\$63,580	\$65,487	\$67,452	\$69,475	\$71,559	\$73,706	\$75,917	\$78,195	\$80,541
PS05	\$54,152	\$55,777	\$57,450	\$59,173	\$60,949	\$62,777	\$64,660	\$66,600	\$68,598	\$70,656	\$72,776	\$74,959	\$77,208	\$79,524	\$81,910	\$84,367
PS06	\$61,020	\$62,851	\$64,736	\$66,678	\$68,679	\$70,739	\$72,861	\$75,047	\$77,298	\$79,617	\$82,006	\$84,466	\$87,000	\$89,610	\$92,298	\$95,067
PS07	\$63,465	\$65,369	\$67,330	\$69,350	\$71,430	\$73,573	\$75,781	\$78,054	\$80,396	\$82,807	\$85,292	\$87,850	\$90,486	\$93,200	\$95,997	\$98,876