



EXPLANATION OF PAY TYPES

Trades & Labor Schedule (TLS):

A position is classified under the TLS if its primary duty involves the performance of physical work which requires knowledge or experience of a trade, craft, or of a manual-labor nature.

The TLS table has three separate sub-schedules: TG, which covers positions with worker responsibility, TL, which covers positions with lead responsibility, and TS, which covers positions with supervisory responsibility.

Open Range:

Employees in certain positions designated by the Civil Service Commission will be compensated on open range salary grades, which include minimum and maximum salaries only. Employees may be compensated anywhere within this range, subject to provisions in the Open Range policy.

Standard Range Schedule (SR):

A position is subject to the SR, even if it requires physical work, if its primary duty requires knowledge or experience of an administrative, clerical, scientific, artistic, or technical nature not related to trade, craft, or manual-labor work

Bonus Plans:

Bonuses are a way to grant employees a pay increase without permanently increasing base pay. A lump-sum bonus as authorized by the Civil Service Commission, if applicable, and approved by the Department of Finance may be paid to employees up to a maximum of the equivalent of a two-step increase from the employee's current pay.

Public Safety Schedule (PS):

The PS schedule covers sworn members of the Metro Police Department and Emergency Medical Service, Fire Suppression, and other designated employees of the Fire Department.

Special Pay Types:

Included in the pay plan are special pay types specifically designed for Correctional Officers (CO), Public Defender's Office (PD), Mayor (MM), Vice Mayor (VM), Council Members (CM), Judicial Assistants (JS), Departmental Directors (DP), School Crossing Guards (SP) and School Crossing Guard Supervisors (SS), Board of Education Member (BE), Emergency Telecommunications (ET)

EXPLANATION OF PAY CALCULATIONS

Pay scales under SR, CO and PS charts are based on annual salary. The monthly, semi-monthly, and bi-weekly rates are calculated by dividing the annual rate by 12, 24, and 26, respectively. Hourly Rates are approximate and are calculated assuming that the employee works a 40 hour week. For employees in classifications that work more hours for their salary (e.g., those in the PS and CO scales), the hourly rate shown is not reflective of the actual hourly rate received.

SR/PS/CO

When an employee on the SR or PS schedule is promoted to a higher pay grade, the new salary is generally calculated by first determining the employee's "promotional step", moving forward two steps in the current range. The new pay rate is established by slotting the employee into the step in the new range that is closest to, but not less than, the employee's promotional step.

Pay scales under the TG, TL and TS are based on an hourly rate. The annual figure assumes that an employee works a 40 hour work week. The monthly, semi-monthly and bi-weekly rates are calculated by dividing the annual rate by 12, 24, and 26 respectively

TLS

When an employee on the TLS schedule is promoted to a higher pay grade, the employee's pay will be adjusted to the step in the new pay grade which is closest to a 6% increase, but not less than a 5% increase.

Employees in positions eligible for Open Range pay may be compensated at any salary between the established minimum and maximum for their pay range. Employees' actual pay is based on an annual salary. The monthly, semi-monthly, and bi-weekly rates are calculated by dividing the annual rate by 12, 24 and 26 respectively. Hourly rates are approximate and are calculated assuming that an employee works a 40 hour week.

Open Range

Employees eligible for the Open Range pay plan may receive up to 15% increase over their current salary when promoted to a higher pay grade. Increases of more than 10% require justification from the Appointing Authority.

Reclassifications

Employees on any pay schedule who are reclassified are slotted into the new pay grade at the step which is closest to, but not less than, their current pay.

Living Wage

New full-time employees will be hired at a step in the pay grade that is closest to the living wage rate if the base rate for the classification is below the Living Wage rate. The Human Resources Director will periodically conduct a review of the Living Wage rate and recommend adjustments to the Civil Service Commission.

FISCAL YEAR 2015 STANDARD RANGE OPEN RANGE PAY TABLE/HEALTH

Effective 01/01/2015

	GRADE	Minimum	Control	Maximum
HOURLY		8.23	9.33	10.69
BI-WEEKLY		658.39	746.15	855.84
ANNUAL	SR01	17,118.20	19,399.77	22,251.74
HOURLY		9.06	10.27	11.77
BI-WEEKLY		724.66	821.27	942.03
ANNUAL	SR02	18,841.11	21,352.97	24,492.80
HOURLY		10.18	11.54	13.24
BI-WEEKLY		814.63	923.21	1,058.94
ANNUAL	SR03	21,180.26	24,003.44	27,532.41
HOURLY		11.11	12.59	14.45
BI-WEEKLY		888.97	1,007.56	1,155.80
ANNUAL	SR04	23,113.20	26,196.52	30,050.67
HOURLY		12.47	14.14	16.22
BI-WEEKLY		997.92	1,130.95	1,297.22
ANNUAL	SR05	25,945.97	29,404.58	33,727.85
HOURLY		13.96	15.82	18.15
BI-WEEKLY		1,116.43	1,265.37	1,451.53
ANNUAL	SR06	29,027.16	32,899.44	37,739.79
HOURLY		15.56	17.63	20.22
BI-WEEKLY		1,244.49	1,410.48	1,617.98
ANNUAL	SR07	32,356.77	36,672.57	42,067.32
HOURLY		17.28	19.60	22.47
BI-WEEKLY		1,382.89	1,567.25	1,797.70
ANNUAL	SR08	35,955.04	40,748.48	46,740.28
HOURLY		19.15	21.70	24.88
BI-WEEKLY		1,531.62	1,735.83	1,991.09
ANNUAL	SR09	39,821.99	45,131.45	51,768.27
HOURLY		21.15	23.97	27.49
BI-WEEKLY		1,691.79	1,917.32	2,199.23
ANNUAL	SR10	43,986.40	49,850.26	57,180.08
HOURLY		23.28	26.39	30.27
BI-WEEKLY		1,862.98	2,111.32	2,421.73
ANNUAL	SR11	48,437.60	54,894.24	62,965.04
		Open Range	Open Range	Open Range

FISCAL YEAR 2015 STANDARD RANGE OPEN RANGE PAY TABLE/HEALTH

Effective 01/01/2015

	GRADE	Minimum	Control	Maximum
BI- WEEKLY		2,046.86	2,319.83	2,661.00
ANNUAL	SR12	53,218.24	60,315.64	69,186.06
BI- WEEKLY		2,453.18	2,780.25	3,444.59
ANNUAL	SR13	63,782.78	72,286.44	89,559.24
BI- WEEKLY		2,861.15	3,242.61	4,329.57
ANNUAL	SR14	74,389.85	84,307.86	110,404.23
BI- WEEKLY		3,380.99	3,831.80	5,393.44
ANNUAL	SR15	87,905.96	99,626.68	137,532.65
MONTHLY		3,976.86	4,507.09	6,669.34
ANNUAL	SR16	103,398.35	117,184.24	170,068.14
		Open Range	Open Range	Open Range

Classifications Proposed for Special Market Rate Adjustment

Num	Grade	Classification	Pay Plan(s)		
			General	Public Safety	Health
10171	PD01	Assistant Public Defender	X		
10172	PD02	Associate Public Defender	X		
00480	SR12	Attorney 1	X		
00630	SR14	Attorney 2	X		
04674	SR15	Attorney 3	X		
06567	SR08	Communicable Disease Investigator			X
07731	SR07	Compliance Inspector 1	X		
07732	SR09	Compliance Inspector 2	X		
07733	SR10	Compliance Inspector 3	X		
07736	SR05	Customer Service Field Representative 1	X		
07737	SR06	Customer Service Field Representative 2	X		
07738	SR07	Customer Service Field Representative 3	X		
10109	PS05	Fire Arson Investigator 1		X	
10110	PS06	Fire Arson Investigator 2		X	
02730	SR08	Human Resources Analyst 1	X	X	
07318	SR14	Information Systems Division Manager	X		X
02867	SR08	Law Clerk	X		
02799	TG03	Maintenance & Repair Worker 1	X		
07328	TG04	Maintenance & Repair Worker 2	X		
07329	TG05	Maintenance & Repair Worker 3	X		
07347	SR10	Plans Examiner 1	X		
04702	SR12	Plans Examiner 2	X		
06489	HD06	Public Health Nurse Practitioner			X
10164	TG03	Water Maintenance Technician 1	X		
10165	TG04	Water Maintenance Technician 2	X		
10166	TG06	Water Maintenance Technician 3	X		