



CITY OF NEWPORT NEWS PERSONNEL ADMINISTRATIVE MANUAL

Effective Date: 4/01/08

SECTION **604**
Attachment II

SUBJECT
SALARY ADMINISTRATION POLICIES - FIRE/POLICE SALARY SCHEDULE

Generally, employees in positions in the Fire/Police Salary Schedule are subject to City Salary Administration Policies stated in Section 600 of the Personnel Administrative Manual. In addition, the following specific provisions apply to the administration of salaries in the Fire/Police Salary Schedule.

The Director of Human Resources may approve salary adjustments within the provisions of applicable policy. Exceptions require the approval of the City Manager.

I. PROGRESSION THROUGH THE RANGES

A. Advancement from Grade FP-01 to FP-02

Employees are normally hired at FP-01, Step A. Upon satisfactory completion of six months qualifying service at Step A, employees may advance to Step B, provided all requirements for Step B are met.

Upon satisfactory completion of six months qualifying service at Step B employees may advance to the entry rate for FP-02, provided all requirements for FP-02 are met. Employees who have not met all certification and training requirements for FP-02 at twelve months, but who meet job performance and conduct standards and have demonstrated satisfactory progress in attaining the certification and training requirements for FP-02, may progress to FP-01, Step C, until all requirements for FP-02 are met. Each department will determine the maximum time an employee may remain in FP-01, Step C. (FP-01, Step C1 is an extension of Step C and is used as a transition step when general salary adjustments are granted. It allows the salaries of employees in Step C to remain equivalent to the salaries of employees who have already progressed to FP-02.)

Employees in FP-01 Step C or Step C1 may advance to FP-02 when the employee meets all requirements for FP-02. This advancement will grant the employee a change in title, but does not involve a salary increase or a change in anniversary date.

The salary increases and time intervals stated above apply to employees who are hired at the entry level. Employees who are hired above the entry level and employees whose salaries are subsequently adjusted above the entry rate due to prior certifications, training, or experience will be eligible for salary adjustments and progression to other levels based on the employee's adjusted salary placement and the salary administration policies, performance increase guidelines, and department policies that are in effect at the time.

Each department has policies governing salary placement for employees with prior related experience and qualifications.

AMENDS/SUPERSEDES
604, ATTACHMENT III, 04/30/97

REFERENCES

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B. Performance Increases for FP-02 and All Other F/P Grades

Performance increases for employees whose salaries are at or above the entry salary for FP-02 are subject to the salary increase guidelines established by the City Manager each fiscal year.

II. PROMOTIONAL, TRANSFER, AND DEMOTION SALARY ADJUSTMENTS

A. Promotional Adjustments – The following specific provisions apply to promotions in the Fire/Police Salary Schedule.

1. A promotion, whether administrative or competitive, requires that the employee meet certain qualifications and service requirements as specified in the job description or respective departmental policy for the job to which the employee is being promoted. Department policies specify how service time with other agencies and broken service with the City count toward service time required for promotion.
2. Promotional adjustments are calculated on the employee's base salary. Any separate supplements or payments are not included in the calculation.
3. The above notwithstanding, an employee shall not be granted any increase which places the employee's salary above the level supported by performance. An employee shall not be granted any adjustment that places the employee's base salary above the maximum of the salary range.
4. Promotions from single role Firefighter positions to Firefighter/Medic positions incorporate pay for both EMT-B and EMT-I. There are no provisions for supplements for these medical certifications.
5. Except for the promotions stated below, the standard salary adjustment for promotions in the Fire/Police Salary Schedule is 5%, unless a greater amount is necessary to take the employee's salary to the entry rate for the higher job.

The following are exceptions to the standard 5% promotional adjustment in the Fire/Police Salary Schedule:

Fire Department

- From Firefighter/Medic Recruit to Firefighter/Medic – See I A above
- From Firefighter/Medic to Senior Firefighter/Medic – 2%
- From Senior Firefighter to Senior Firefighter/Medic – 10%

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- From Master Firefighter to Master Firefighter Specialist – 2.5%*
- From Master Firefighter to Master Firefighter/Medic – 7%
- From Master Firefighter, Master Firefighter Specialist or Master Firefighter/Medic to Assistant Fire Marshal I – See II B below
- From Fire Captain to Battalion Chief – 10%
- For employees who have transferred out of a Firefighter/Medic position, see section D below for subsequent promotional salary increase amounts

*Increase incorporates supplement for specialty team into base pay.

Police Department

- From Police Officer Recruit to Police Officer – See I A above
- From Police Officer to Senior Police Officer – 2%
- From Police Sergeant to Police Lieutenant – 10%

6. Fire Staff Positions – Fire Lieutenants, Fire Captains, and Fire Battalion Chiefs may be assigned to Fire Staff Lieutenant, Fire Staff Captain, or Assistant Fire Chief functions, respectively. Upon assignment to one of these functions, the employee will be granted a temporary 5% adjustment to base salary in recognition of the overtime exempt status and/or complex administrative work of these assignments.

At such time as the employee returns to his/her regular job of Fire Lieutenant, Fire Captain, or Fire Battalion Chief, the employee’s base salary will be adjusted to a level that is 5% below the employee’s base salary as Staff Lieutenant, Staff Captain, or Assistant Fire Chief.

- B. Transfers – (For Fire Department employees transferring from Firefighter/ Medic, see section D below.) Employees who transfer to a different job will be placed at a salary in accordance with regular City policies. (See Section 604, Salary Administration Policies.) Any salary supplements or additional payments may be discontinued, depending on whether the employee is eligible for the supplement or payment in the other job.

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- Employees moving from Master Firefighter, Master Firefighter Specialist, Master Firefighter/Medic or Master Police Officer to Assistant Fire Marshal I will generally be handled as a lateral transfer with no salary adjustment. Employees who are moving from Fire Lieutenant or Police Sergeant to Assistant Fire Marshal I will generally not receive a reduction in salary; however, neither will they receive a salary increase when moving from Assistant Fire Marshal I to Assistant Fire Marshal II. This movement will be considered a lateral transfer from Fire Lieutenant or Police Sergeant to Assistant Fire Marshal II.

C. Demotions – When an employee is demoted to a job in a lower salary range, the employee will be subject to a corresponding salary reduction in accordance with regular City policies (See Section 604, Salary Administration Policies.) The usual reduction is at least 5%, but will be reviewed on an individual case basis considering the employee's qualifications for the lower job, length of service in the position, where the employee's salary would likely have been had the employee not been promoted and any other relevant factors. Any salary supplements or additional payments may be discontinued, depending on whether the employee is eligible for the supplement or payment in the other job.

D. Special Provisions for Firefighter/Medics Transferring to Firefighter, Firefighter Specialist or Firefighter/Medic Technician – (See Fire Department policy for full program details.) When a Firefighter/Medic transfers from Firefighter/Medic to Firefighter, Firefighter Specialist or Firefighter/Medic Technician in accordance with Department policy, the employee will have their base salary reduced as follows. (The base salary for Firefighter/Medics incorporates compensation for the EMT-Intermediate certification. The paramedic certification and specialty team supplements are not included in their base pay.)

Note: Employees who are Senior Firefighter/Medics will generally remain at the Senior level for the job to which they transfer. Employees who are Master Firefighter/Medics will generally remain at the Master level for the job to which they transfer.

- From Senior or Master Firefighter/Medic to Senior or Master Firefighter – the employee's salary will be adjusted to a level that is 7% below his/her Firefighter/Medic base salary.
- From Senior or Master Firefighter/Medic to Senior or Master Firefighter Specialist – the employee's salary will be adjusted to a level that is 4% below his/her Firefighter/Medic base salary and the separate specialty team supplemental pay will be discontinued. (The base salary for Firefighter Specialist incorporates the supplemental pay for one specialty team into base pay.)

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- From Firefighter/Medic to Firefighter/Medic Technician – the employee’s salary will be adjusted to a level that is 4% below his/her Firefighter/Medic base salary. (Employees will also be eligible for supplemental pay for the paramedic certification and for one specialty team.)

Employees who later transfer back to Firefighter/Medic will receive a salary increase based on the percentages stated above for the appropriate job title, provided the employee has maintained all qualifications for Firefighter/Medic. Employees who are subsequently promoted or demoted to any other position will have their amount of salary adjustment determined on a case-by-case basis to ensure equity.

- E. The effective date of any salary action will be the beginning of a pay period.
- F. An employee’s anniversary date will change when an employee is promoted from a Senior level position to a Master level position, from a non-ranking officer to a ranking officer, or from one ranking officer position to a higher ranking officer position. Anniversary dates do not change when an employee is promoted from Recruit to Firefighter/Medic or Police Officer, or to a Senior level position. Anniversary dates do not change when an employee is promoted to the Specialist level or when an employee transfers from Firefighter/Medic to Firefighter, Firefighter Specialist, or Firefighter/Medic Technician.

III. COMPENSATION/SUPPLEMENTS FOR SPECIALITY TEAMS/ASSIGNMENTS

Employees in the Fire/Police Salary Schedule who serve on certain specialty teams and assignments, or who have certain certifications may qualify for supplemental pay. The base pay for some jobs in the Fire/Police Salary Schedule incorporates compensation for certain specialty teams and certifications and the employee is not eligible for separate supplemental pay.

The City’s classification and pay plan ordinance approved by City Council each year authorizes jobs eligible for supplemental pay, the amount of supplemental pay and which specific assignments, specialty teams and certifications qualify for supplemental pay.

Specific policies for employees who qualify for supplemental pay are contained in Section 612, Supplemental Pay Policies and Procedures. Departmental policies address eligibility requirements that must be met.

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- A. **Fire Department** -- The following states which specialty teams or certifications are included in base pay and which are eligible for separate supplemental pay:
1. Firefighter – base salary includes compensation for the EMT-B certification.
 2. Firefighter Specialist – base salary includes compensation for one qualifying specialty team assignment.
 3. Firefighter/Medic Technician and Firefighter/Medic – base salary incorporates compensation for the EMT-Intermediate certification. Qualifying employees may also be eligible for supplemental pay for one qualifying specialty team and for the paramedic certification.
 4. Fire Ranking Officers – Qualifying ranking officers may be eligible for supplemental pay for one qualifying specialty team and for the paramedic certification.
- B. **Police Department** – Employees in the Police Department are eligible for supplemental pay, as follows:
1. Police Officers – Qualifying Police Officers may be eligible for supplemental pay for serving as a field training officer or a tactical team member, or both.
 2. Police Ranking Officers – Qualifying ranking officers are eligible for supplemental pay for serving as a tactical team member.
- C. Employees who are appointed to a specialty team or assignment serve a one year probationary period, during which time they must meet all standards of performance, training, and certifications required by the team or assignment. Employees who do not meet all standards, to include attaining required certifications during probation or maintaining required certifications during their appointment to the specialty team or assignment will be subject to removal from the team/assignment with a corresponding reduction in base pay or loss of supplemental pay.

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