

POLICY NUMBER

APM-5-79

City of Miami

REVISIONS

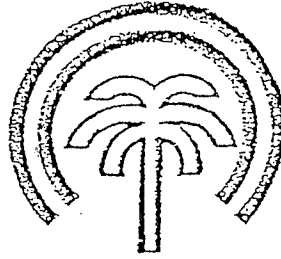
REVISED SECTION

DATE OF REVISION

April 11, 1979

ISSUED BY:

CITY MANAGER



ADMINISTRATIVE POLICY

SUBJECT: ANNIVERSARY DATES FOR EXECUTIVE SERVICE

PURPOSE: To establish anniversary dates for personnel who are compensated under the Executive Pay Plan.

THE POLICY WILL BE AS FOLLOWS: Effective this date, this policy will supersede all previous directives and practices related to anniversary dates for members of the Executive Service.

I. Need for Policy:

For many years, the City of Miami operated without a formal policy for annual performance review or anniversary increases in the Executive Service. In a number of instances, consultants were employed on a periodic basis to establish new pay plans. In at least one case, a new pay plan was established effective December 22, 1963, and this date was used as a new anniversary date for all employees in the classified service. Employees in the Executive Service, however, in most cases did not receive further anniversary increases following that study. Instead, executive personnel received variable salary increases on random dates.

On February 12, 1978, a new Executive Pay Plan was adopted. A number of salary increases were granted at that time to correct inequities, particularly in the case of employees who had not received anniversary increases for a period of several years. It was not intended, however, that the Pay Plan of February 12, 1978 constitute a new anniversary date for all employees in the Executive Service.



IV. Implementation:

The Department of Human Resources has provided to the City Manager a data sheet on each member of the Executive Service. The data sheet establishes a "date of appointment to this position," which generally follows the principles established above. The Director of Human Resources is responsible for maintaining the data sheets on a current basis and will send periodic updates to the City Manager.

The City Manager may make changes in the case of individual anniversary dates, whenever he deems it appropriate in the interest of equity.

As provided in Section 11 of the City of Miami Pay Policy (APM-5-78), the Director of Human Resources is responsible for coordinating anniversary increases for the Executive Service and for informing the City Manager of anniversary dates on an individual basis.