UNREPRESENTED PAY PLAN AND COMPENSATION POLICY FOR FISCAL YEAR 2018

The following is the unrepresented compensation policies for Fiscal Year 2018.

1. **Base Salary Increase** - Effective the first full pay period in October of 2017 (October 8, 2017) all current unrepresented employees, who on their most recent annual Leadership Performance Review (LPR) received a rating of "meets overall expectations" or "exceeds overall expectations", shall receive a 3% base salary increase (within the salary range). Those current unrepresented employees, recently hired and who have yet to receive their annual performance review for their current position as of October 7, 2017, shall also receive the 3% base salary increase. To be eligible, employees must be in an unrepresented position as of the effective date, and be employed by the County as of the date of Board approval of this policy.

2. **Salary Adjustment Payment to Eligible Employees** - Effective the first full pay period in April of 2018 (April 8, 2018), eligible unrepresented employees with five or more years of continuous service experience in their current County job classification as of April 7, 2018, and who are below the 25^{th} percentile of their current pay grades, shall have their salary adjusted upward to the 25^{th} percentile of their respective pay grade. As part of the implementation of the salary adjustment payment, the County will also create a skills inventory for all employees. This inventory will include data on the employee's education, certificates/licenses, and critical/unique skills.

3. **Parental Leave** - Addition of a benefit to provide paid leave to the parent, legal guardian, or certified domestic partner, based on certain qualifying events related to the addition of a child. A separate item is being presented to the Board in January with a resolution to amend the Administrative Code.

4. **Shoe Allowance** - Amend shoe allowance policy to include eligible unrepresented employees in classifications/positions where it is warranted. These employees will receive one pair of safety shoes per year. Management shall determine the type and quality of such shoes. Those unrepresented employees designated to receive shoes will be reimbursed 100% of the cost of the safety shoes up to $100. The approximate annual cost for this item is estimated to be $2,000. This amended policy will be consistent with policies of various Collective Bargaining Agreements.

5. **Greater Fort Lauderdale Convention & Visitors Bureau (GFLCVB) Incentive Program** - Amend the current incentive program to grant the County Administrator the authority to approve incentive payments up to $15,000 annually for GFLCVB sales staff; this is an increase to the current amount of $10,000 annually when the program was initially created in 2005. Also, establish a separate incentive plan for the Executive Vice President of Convention/Group Sales with a maximum annual bonus payout of $25,000.

6. **Retirement Health Savings Account for Commission Direct Reports** - Implement mandatory contribution by County Commission Direct Reports (County Administrator, County Auditor, County Attorney) of 3% of annual salary to a Retirement Health Savings Account. This mandatory contribution will be deducted on a pre-tax basis from the salary of Commission Direct Reports, and not from the County. A Retirement Health Savings

(RHS) account is a medical expense reimbursement program that is designed to benefit an employer and its employees. Specifically, an RHS account allows members of a covered group to accumulate assets on a tax-free basis to pay for medical expenses upon retirement. Tax savings are on both contributions and payments. As the employer, the County realizes tax savings of approximately 7.65% as there is no FICA or Medicare liability on the contributions.

7. **Pay-for-Performance Bonus Program** - Authorize the County Administrator to establish a pay-for-performance bonus program that provides employees with demonstrated superior performance a one-time, lump sum bonus of up to 5% of the employee's base pay.