

Consent Agenda Item E.1.c.(11)
April 15, 2015 Commission Meeting

ITEM:

Consideration of approving revisions to policy POL-2014-008-HRO-3, Rev. 1, Pay Policy, regarding Shift Differential and Call Back Pay per the ratified Collective Bargaining Agreement between Canaveral Port Authority and the Transport Workers Union of America, Local 525.

EXPLANATION:

The Collective Bargaining Agreement was ratified by the Union membership on January 13, 2015 and approved by the Commission on January 21, 2015. The collective bargaining unit is comprised of employees from the landscaping, maintenance and parking departments.

Policy POL-2014-008-HRO-3, Rev 1 will encompass changes including:

- Establishment of three shifts with standard hours for CPA
- Call Back Pay minimum change – 2 hour minimum for call-in, except between 11:00 p.m. – 6:00 a.m. when a 3 hour minimum call-in will be earned.

Funding Review by Finance (Pat Poston): These items are operating expenses. They are included in the approved FY15 Operating Budget. The total overall effect of the new item(s) is estimated to be minimal and no change is required. This will be confirmed during the midyear budget review.

STAFF RECOMMENDS APPROVAL

Prepared by Cindy Kane

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<p align="center">POLICY</p> <p>Number: POL-2014-008-HRO-3</p>		<p align="center">Effective: April 15, 2015</p>
<p align="center">Section: How We Work</p>	<p align="center">Pay Policy</p>	<p align="center">Revision 1, supersedes all previous documents</p>

I. PURPOSE

To describe the Canaveral Port Authority's policies related to employee pay including the delivery of pay, determination of rates of pay, pay for time worked and pay for time not worked.

II. POLICY

A. It is the policy of the Canaveral Port Authority to compensate its employees at a level sufficient to attract, retain and motivate employees toward excellence of performance and to maintain the labor market competitiveness necessary to recruit and retain a competent work force.

1. **Pay Period:** The Canaveral Port Authority's pay period consists of fourteen (14) calendar days. Each pay period starts at 12:00 midnight on Friday and ends at 11:59 p.m. on Thursday.

2. **Pay Delivery**

a. **Pay Period:** The Canaveral Port Authority delivers pay to employees bi-weekly twenty six (26) times per year. Pay statements and or paychecks are available to employees on the Friday of payroll week.

b. **Direct Deposit:** It is highly recommended that employees choose direct deposit as the delivery method for their paycheck.

c. **Direct Deposit Process:**

1. Is available for any bank for up to a maximum of four (4) accounts.
2. Employees interested in direct deposit must submit a signed Direct Deposit Agreement to Human Resources to initiate, change or cancel the direct deposit service.

3. **Time Sheets**

a. All non-exempt employees are required to complete a timesheet on a daily basis after the completion of their work shift.

b. Time sheets must be completed and signed by the employee and approved by appropriate management. It is very important that timesheets be complete and accurately reflect all time worked.

c. Employee will be notified of any changes or corrections to time sheets in a timely manner.

- d. Time sheets may only be completed in advance, if approved by cognizant management. Examples include: vacation, holidays, bereavement, etc.
4. Pay Garnishments: The Canaveral Port Authority complies with all applicable laws and court orders. Questions should be directed to Human Resources immediately.
5. Pay Structure and Compensation Plan
- a. The Human Resources Department has responsibility to establish recommended pay structures and pay ranges for each job and job family consistent with the applicable competitive labor market, and any written agreement applicable to the employee.
 - b. Pay structures and rate ranges will be published for review by all current and potential employees.
 - c. Pay structures and pay ranges will be reviewed annually and recommendations for changes will be made by the Deputy Executive Director, Human Resources and must be approved by the Port Director and Chief Executive Officer.
6. Pay Increases and Adjustments
- a. Human Resources and Finance have the responsibility to recommend an annual pay increase budget based upon internal and external market conditions, and the overall economic performance of the Canaveral Port Authority in comparison to its annual goals and objectives. This budget is to be approved by the Port Director and Chief Executive Officer, and the Canaveral Port Authority's Commission.
 - b. Human Resources will provide guidance for any annual pay increases to include merit increases, adjustments due to internal and/or equity, and promotional increases.
 - c. The pay for all employees will be evaluated annually in consideration for pay adjustments at a focal point time as recommended by the Deputy Executive Director, Human Resources and approved by the Port Director and Chief Executive Officer.
 - d. Recommendations for pay adjustments outside of the annual pay cycle to recognize promotions, performance, increased or diminished levels of responsibility, significant project assignments and accomplishments, degree or training completion or internal or external equity will be given consideration. These recommendations must be presented to Human Resources for evaluation and must be approved by the Deputy Executive Director, Human Resources and the Port Director and Chief Executive Officer or their designee.
7. Annual Merit Increases
- a. Merit and adjustment increases will be determined based upon key factors to include overall economic performance of the Canaveral Port Authority, individual achievement of annual performance objectives, internal equity, external equity and the approved merit increase budget.

- b. Each year the Commission may approve a merit pay budget. Human Resources will recommend an equitable distribution to the senior leadership team who will make the final distribution decision.
 - c. Annual merit pay may be delivered as increases to base pay or as a lump sum payment.
 - d. Department Heads and their leadership teams are responsible for fairly assessing and distributing the allocated merit pay pool.
 - e. Employees who are meeting performance standards and expectations may be eligible to receive an annual merit increase.
 - f. Employees who have less than one year of service with Canaveral Port Authority will have their merit payment pro-rated based upon their length of service.
 - g. Supervisors of employees that have been promoted within 90 days of the proposed, pay adjustment, should factor in the recent promotion increase as well as the employees overall performance when determining that employee payment.
8. Certification Pay
- a. Employees who possess licenses and/or certifications that are current, job related and of value to the Canaveral Port Authority will be compensated as approved by the Chief Executive Officer or his/her designee.
 - b. Employees approved for certification pay will receive this pay on all hours worked as long as the certification remains active.
9. Promotion Pay
- a. Employees who are promoted to a higher level position may receive a pay increase as recommended by their supervisor and Human Resources.
 - b. Promotional increases must be approved by the Department Head, the Deputy Executive Director, Human Resources and the Port Director and Chief Executive Officer or their designee.
10. Lead Pay
- a. A "Lead" employee is defined as an employee who is selected to expedite the work of a small work unit while performing basically the same duties of the other workers in the unit, normally has the same job title as the workers being led.
 - b. Employees assigned to lead duties will assist supervisors in training employees, scheduling work, keeping records, etc. They do not have the authority to hire, authorize overtime, administer disciplinary actions or terminate employment.
 - c. Employees assigned to a lead role will receive an eight percent (8%) premium on base rate of pay for all hours worked in a lead role.

- d. Lead assignments may be made on long or short term basis based upon business requirements.
 - 1. Temporary/Short Term Lead pay may be assigned by individual shift on a daily basis at the direction of the supervisor. To receive lead pay, employees will record hours worked in a lead assignment on their time sheet.
 - 2. Long Term Assignment Lead Pay may be assigned for employees who are assigned a more permanent lead role as described above. A long term lead assignment typically lasts one (1) month or more. An Employee Action Notification (EAN) must be completed and signed in order to activate and de-activate Long Term Assignment Lead Pay.

11. Temporary Acting Pay

- a. Temporary Acting pay may be awarded to employees on a temporary basis for assuming significant responsibilities for a higher level job. This does not apply to Lead assignments as described above.
- b. Exempt and non-exempt employees are eligible to receive acting pay.
- c. Temporary Acting pay must have a specified begin and end date, and ceases at the end of the temporary assignment.
- d. Temporary Acting pay may be awarded for assignments longer than one week or more beginning with the date a staff member is placed on acting status.
- e. Temporary Acting pay will not exceed twelve months.
- f. Temporary Acting pay for represented employees will equal 10% of base pay or a raise to the minimum rate for the new grade, whichever is greater.
- g. Temporary Acting pay for non-represented employees will be determined based upon the following factors. The department head and Human Resources will work together to determine the appropriate acting pay.
 - 1. Nature, scope, significance and impact of responsibilities to be performed
 - 2. Length of temporary acting assignment
 - 3. Job classification (role, level and salary range) of the higher level job
 - 4. Impact on the staff member's primary responsibilities in the current job
 - 5. Impact on the number of hours required to complete all work
- h. Temporary Acting Pay will be paid as follows:
 - 1. Employee's base pay will be adjusted to the new higher rate for the duration of the assignment.
 - 2. Upon completion of the acting assignment, the employee's base pay rate will be readjusted to the rate of pay in effect prior to the acting pay, plus any pay increase that may have been effective during the acting period.
 - 3. Exempt: All hours worked and paid time off for birthday, holiday, and vacation will be paid at the acting rate of pay.
 - 4. Nonexempt: All hours worked, including overtime hours and paid time off for birthday, holiday and vacation will be paid at the acting rate of pay.

- i. Process: An Employee Action Notification (EAN) must be completed and signed in order to activate and de-activate temporary acting pay.

12. Line Handling Pay

- a. Non-exempt employees performing the line handling duties during assigned work hours will be compensated an additional one dollar (\$1.00) per hour for time actually spent on the dock while performing these duties.
- b. Non-exempt employees called in before or after assigned working hours to perform line handling duties will be compensated with a two (2) hour call in premium.

13. Shift Differential

- a. Non-exempt employees assigned to second or third shift will receive shift differential for all hours worked during a work week at their base rate of pay.
- b. Shift differential will be paid on non-work hours including sick leave, vacation, holiday, birthday, bereavement, jury duty, military leave, medical leave including short term and long term disability and administrative leave.
- c. Shift Differential rates are defined as follows:

Shift	Shift Hours	% of hourly rate for time worked
1	7:00 a.m. - 3:00 p.m.	0%
2	3:00 p.m. - 11:00 p.m.	3%
3	11:00 p.m. - 7:00 a.m.	5%
Administrative Staff	8:00 a.m. - 5:00 p.m.	0%

- d. Employees will be paid the shift differential for all hours corresponding to the shift definitions described above. If the employee's work shift crosses over time zones between shifts, the employee will receive shift pay for the hours corresponding to the shift definitions described above. Employees who work in Administrative functions are not eligible for shift premium. The shift differential schedule above will become effective with the implementation of the electronic timekeeping system.

Examples:

For a shift beginning at 9:00 a.m. and ending at 6:00 p.m.

Work Hours	Shift	Hours Paid	Shift Premium
9:00 a.m. - 5:00 p.m.	1st shift	7 hours (1 hour lunch)	0%
5:00 p.m. - 6:00 p.m.	2nd shift	1 hour	3%
Total Hours		8	

For a shift beginning at 11:00 a.m. and ending at 9:00 p.m.

Work Hours	Shift	Hours Paid	Shift Premium
11:00 a.m. - 5:00 p.m.	1st shift	5 hours (1 hour lunch)	0%
5:00 p.m. - 9:00 p.m.	2nd shift	4 hours	3%
Total Hours		8	

14. Call Back Pay

- a. Call-back is defined as an unscheduled request made by an authorized management official for an employee to return to work due to unforeseen or emergency work after leaving the building or work location at the end of his/her regular shift and before the beginning of the next regularly scheduled shift.
- b. When called back between the hours of 6:01 a.m. – 11:00 p.m., non-exempt employees represented by the TWU Collective Bargaining Agreement will be paid for actual hours worked or a minimum of two (2) hours at one and one-half times the straight time base pay, whichever is greater. When called back between the hours of 11:01 p.m. – 6:00 a.m., non-exempt employees represented by the TWU Collective Bargaining Agreement will be paid for actual hours worked or a minimum of three (3) hours at one and one-half times the straight time base pay, whichever is greater
- c. Exempt employees represented by the TWU Collective Bargaining Agreement are not eligible for Call Back Pay.

15. Overtime

- a. Non-exempt Employees
 1. Employees will be paid one and one-half times their regular rate of pay for all hours worked in excess of forty (40) in a work-week.
 2. For purposes of meeting the forty (40) hour weekly overtime threshold reference the chart below.

Included	Not Included
Birthday	Administrative Leave
Holiday	Bereavement
Vacation	Jury Duty
	Medical Leave to include short term and long term disability
	Military Leave
	Sick Leave

3. All overtime work (*i.e.* work that requires an overtime pay premium) must be pre-approved by management. All overtime must be properly coded and recorded on the employee's time sheet.

4. Supervisors are responsible to ensure that overtime worked by their employees does not irresponsibly add to fatigue and the health and safety of the employee.

b. Exempt Employees

1. Exempt employees are generally not eligible for overtime pay.
2. Exceptions to this policy require the approval of an authorized department head and the Deputy Executive Director, Human Resources.
3. If paid, overtime for exempt employees will be paid at straight base pay.

III. **APPLICABILITY:** This policy applies to all Canaveral Port Authority employees, except as maybe otherwise specifically established by a written agreement signed by the Canaveral Port Authority Chief Executive Officer applicable to the employee.

IV. **EXCEPTIONS:** Exceptions to this policy require the prior approval of the Deputy Executive Director, Human Resources and the Port Director and Chief Executive Officer or his/her designee.

V. **RESPONSIBILITY:** Human Resources has the responsibility for maintaining and updating this policy.

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