



COUNTY OF ALBEMARLE

**Department of Human Resources
STANDARD OPERATING GUIDELINE**

Subject:	Public Safety Pay Plan
Effective Date:	1/1/2019
Last Revision Date:	
Signature of Approval:	Lorna Gerome, HR Director

Purpose:

To provide for fairness, equity and market competitiveness.

Background:

Establish the general guidelines regarding the administration of the public safety step scale.

Scope:

To ensure fair, equitable, and market competitive salaries, for all positions falling under the Public Safety Pay Plan.

Guidelines:

Movement through Scale

- Salary steps are tied to years of service or years of experience. Employees are placed on the step scale of their position based on their applicable years of experience. Each department has developed a department-specific SOP for what type of experience is credited and at what rate.
- New Recruits without creditable experience are placed at the Recruit/Training Level for a period of 12 months.
- Employees increase one-step for each year of service. If an employee is on a Plan of Assistance or a Performance Improvement Plan, the employee will be ineligible to move to the next step in the scale. The employee will be frozen at their current step until they have completed their plan and are eligible for progression to the next step on the scale. The incrementing of years (employees' move to the next step) will occur in July of each year. If an employee's original hire date is after January 1st of a given year, they will not increment in step that July.
- The number of steps for each department's pay scale is determined by VRS eligibility. Police, Fire-Rescue, and Sheriff have 25 total steps and Emergency Communications Center has 30 total steps.
- Promotions are based on promotional percentage procedures for each department and their individual position. If an employee is promoted to a new position, the employee will receive the promotional percentage that pertains to the new position. These promotional percentages may be found on the step scales.

Years of Service Criteria for Placement on Scale

- Each department included in the Public Safety Pay Plan has developed approved criteria for placement of employees onto the step scales.
- Dependent upon the type of experience than an employee has, they may receive 100%, 50%, or no credit for those experiences.
- Please see the Public Safety Pay Plan Years of Experience Credit document for details on the criteria.

Performance

- When pay for performance is approved by the Board of Supervisors, employees in the Public Safety Pay Plan will receive a lump sum payment based on their performance evaluation score. The lump sum will be calculated on the base annual salary of the employee, using the applicable performance differential percentage from the pay for performance matrix for “at/above midpoint” as the Public Safety Pay Scale lacks a midpoint and therefore there is no acceleration to midpoint. The lump sum will be paid to the employee in December as per procedure for all other employees in the County who receive a lump sum payments for salary increases.
- If an employee is rated as “Does not meet expectations” and is on a Plan of Assistance or a Performance Improvement Plan, the employee will be ineligible to move to the next step in the scale. The employee will be frozen at their current step until they have completed their plan and are eligible for progression to the next step on the scale.

Market Review

- Market review of the positions included in the Public Safety Pay Plan will be conducted at a minimum of every three years to ensure market competitiveness.

Additional Pay

- Additional Pays for education, certifications, shift differentials, etc. are not included in the steps of the pay scale, but are included in the employee’s overall compensation.

Public Safety Pay Plan
Years of Experience Credit for Placement on Step Scales

Credit	Police	Fire/Rescue	Emergency Communications Center	Sheriff's Office
100%	<p>*Prior years of service credit or experience will be counted year for year (100%) from law enforcement departments that are comparable in size (25 officers or more) and duties to the Albemarle County Police Department, minus one year for training.</p> <p>*A Lateral Police Officer is eligible for a starting salary based on his or her whole years of police officer experience. Service time, for determining the starting salary, can include multiple agencies if breaks in service are less than thirty (30) days.</p> <p>*All lateral transfers will be based on state, county, or city law enforcement. "Law enforcement experience" is defined as: employment with a local, county, state or federal agency that has "primary" responsibility for law enforcement and arrest powers. Prior military and corrections experience will not be eligible</p>	<p>Prior years of service credit or experience as a full time firefighter AND medic with an agency providing 911 based transport and fire suppression services will be counted year for year (100%), minus one year for training.</p>	<p>*Employees hired with previous experience will be given a 1:1 credit for experience, if they come from a Communications Center that is considered a medium or large center by VITA standards and if they have previous experience dispatching both Police and Fire/EMS.</p> <p>*Employees hired with previous part-time experience will fall under the same guideline above, except their years of service will be prorated by the number of hours they worked in relation to a full-time employee. It is their responsibility to provide proof of the number of hours to receive credit.</p>	<p>*Prior years of service credit or experience will be counted year for year (100 %) for certified officers/deputies through the Virginia Department of Criminal Justice Services (DCJS).</p> <p>*Part-time employees of the Albemarle County Sheriff's Office that work a minimum of at least 32 hours per week will be counted as year for year service.</p>
50%	<p>*Officers applying from agencies with less than 25 officers will receive 50% credit for years of service at that agency, minus one year for training.</p> <p>*Years of service with Albemarle County in a non-law enforcement role/position may be credited up to 50% at the discretion of the department head.</p>	<p>*Prior years of service credit or experience as a full time firefighter/EMT with an agency providing 911 based fire suppression and EMS first response services will be counted 2:1 (50%), each 2 years of prior service counting as 1 year with ACFR, minus one year for training.</p> <p>*Prior years of service credit or experience as a full time medic with an agency providing 911 based EMS transport services or fire suppression and EMS transport services will be counted 2:1 (50%), each 2 years of prior service counting as 1 year with ACFR, minus one year for training.</p>	<p>*Employees hired with previous experience will be given a 1:2 credit for experience, minus one year for training, if they come from a Communications Center that is considered a medium or large Center by VITA standards and if they only have previous experience dispatching either Police or Fire/EMS.</p> <p>*Employees hired with previous experience will be given a 1:2 credit for experience, minus one year for training, if they come from a Communications Center that is considered a small center by VITA standards. The ability to dispatch Police and/or Fire/EMS is not considered.</p> <p>*Employees hired with previous part-time experience will fall under the same guideline above, except their years of service will be prorated by the number of hours they worked in relation to a full-time employee. It is their responsibility to provide proof of the number of hours to receive credit.</p>	<p>*Out of state law enforcement, certification with the completion of Virginia DCJS law enforcement certification will count as (50 %).</p> <p>*Basic Jail Officer Certification with DCJS will be counted as (50 %) for years of service.</p> <p>*Part-time employees of the Albemarle County Sheriff's Office that work a minimum of at least 32 hours per week will be counted as year for year service. All other Albemarle County Sheriff's Office part time experience will count as (50 %). Part-time employees from any other law enforcement agency with DCJS certification will be credited at 50 % for years of service.</p>
No Credit	<p>The following types of experience are NOT regarded as "law enforcement" experience for the purpose of lateral transfer to the Albemarle County Police Department:</p> <ul style="list-style-type: none"> • Deputy/Officer employed in a jail/prison/court setting; • A volunteer reserve police officer; • A military police officer; • A District Attorney investigator; • Employment on a part-time basis • Time spent in a training academy. 	<p>The following types of experience are NOT regarded as prior experience for the purpose of lateral transfer to the Albemarle County Fire Rescue Department:</p> <ul style="list-style-type: none"> • Volunteer fire/EMS experience • A military firefighter (unless service provided is primary 911 based beyond the military base); • Employment on a part-time basis • <i>Time spent in a training academy and on probation - therefore, the first year of service does not count for the purposes of lateral transfers</i> 	<p>Entry-level salary for employees without any experience is the same for all new hires.</p>	<p>The following experience will not be counted for years of service:</p> <ul style="list-style-type: none"> • A volunteer reserve deputy sheriff or police officer; • Military Experience

Public Safety Pay Plan
Years of Experience Credit for Placement on Step Scales

Credit	Police	Fire/Rescue	Emergency Communications Center	Sheriff's Office
Notes	<p>*Applicants employed by "Full Service" university police departments will be considered on a case-by-case basis. *Full Service is defined as an agency that respond to calls for service, make arrests, and file criminal cases without the services of another law enforcement agency.</p> <p>*Voluntary separation from full time law enforcement employment due to lay off or retirement must apply within one year of separation, possess a current Virginia DCJS certification or certified as law enforcement/police officer from respective state of jurisdiction, and be in good standing at the time of separation.</p> <p>*Lateral transfers will enter the scale at police officer level in the step commensurate to their experience as outlined above</p>	<p>Definitions: <u>Medic:</u> Advanced life support certification to include: nationally or state certified Paramedic; state certified Cardiac Care Technician; nationally or state certified EMT Intermediate. <u>Firefighter:</u> NFPA 1001 certified firefighter <u>Year of service:</u> is 12 months. Any one full day of service in a month counts the month (i.e. someone starting service on 10/25/2000 and ending service on 9/3/2001 counts as 1 year of service). A year of service can include multiple agencies if breaks in service are less than thirty (30) days. <u>911 based service:</u> Direct responsibility at the federal, state, county, or city level for providing emergency response to customers who dial 911. This service is dispatched automatically to provide service to customers dialing 911. This service may be contract service as long as the contract is for primary service (not automatic aid, mutual aid, or backup service). *Voluntary separation from full time fire/EMS employment due to lay off or retirement must apply within one year of separation, possess current applicable fire/EMS certification(s), and be in good standing at the time of separation. *Lateral transfers will enter the scale at the firefighter level in the step commensurate to their experience as outlined above.</p>		<p>A lateral police officer/deputy sheriff is eligible for a starting salary based on his or her whole years of law enforcement experience. Service time for determining the starting salary can include multiple agencies if breaks in service are less than thirty (30) days. Lapse in service more than 30 days will be handled on a case-by-case basis.</p>