

**INSTRUCTIONS FOR IMPLEMENTATION OF THE OCTOBER 1, 2008  
SALARY INCREASE FOR LAW ENFORCEMENT EMPLOYEES OF THE  
FLORIDA HIGHWAY PATROL**

These instructions shall be used for implementing the October 1, 2008, salary increases provided in the 2008-2009 General Appropriations Act for Department of Highway Safety and Motor Vehicles (HSMV) Florida Highway Patrol law enforcement employees.

References to "eligible" employees refer to employees who are, at a minimum, achieving their required performance expectations.

**CLASSES TO RECEIVE THE SALARY INCREASE**

Effective October 1, 2008, eligible employees in the classes listed below shall be granted a competitive pay adjustment equal to five (5) percent of their September 30, 2008, base rate of pay.

<u>Class Code</u>	<u>Class Title</u>	<u>Pay Grade</u>	<u>Pay Band</u>
8515	Law Enforcement Officer	052	008
8519	Law Enforcement Sergeant	054	010
8532	Law Enforcement Airplane Pilot I	053	009
8534	Law Enforcement Airplane Pilot II	054	010
8540	Law Enforcement Investigator I	053	009
8541	Law Enforcement Investigator II	054	010
8522	Law Enforcement Lieutenant	055	012
8525	Law Enforcement Captain	056	013
8626	Law Enforcement Major-FHP	540	021
7650	Law Enforcement Troop Commander-HSMV	540	021
7955	Chief of Investigations-FHP	540	021
7980	Chief of Emergency Operations/Domestic Security-FHP	540	021
8945	Law Enforcement Inspection Administrator-FHP	540	021
7932	Deputy Director of South and East Command	550	022
9762	Director of Florida Highway Patrol-HSMV	940	023

**GENERAL INSTRUCTIONS**

- The base rate of pay increase for employees in the above classes is determined on the individual's September 30, 2008, base rate of pay exclusive of any pay additives as described in section 110.2035(6)(c), Florida Statutes.
- The minimums for each pay grade and pay band shall not be adjusted during the 2008-2009 fiscal year. Effective October 1, 2008, the maximum of each pay grade

and pay band of the law enforcement classes listed above shall be increased by five (5) percent.

- Base rate of pay increases for part-time employees shall be prorated based on the full-time equivalency of the employee's position.
- An eligible employee who is on leave without pay on October 1, 2008, shall receive the base rate of pay increase effective the date the employee returns to pay status.
- An employee with documented performance deficiencies on October 1, 2008, may receive the applicable base rate of pay increase effective the date the employee becomes eligible by achieving their performance expectations. In no case shall the increase be retroactive.
- If an employee did not receive a performance evaluation during the agency's most recent evaluation period and has no documented performance deficiencies, the employee will be considered to have an overall performance rating of "satisfactory" and shall receive the base rate of pay increase.
- When an employee's base rate of pay is less than the adjusted maximum of the employee's pay band and the increase to the base rate of pay will be greater than the adjusted maximum, the employee's base rate of pay will be increased to the adjusted maximum and the portion of the increase that exceeds the adjusted maximum shall be granted instead in a one-time lump-sum payment.
- If for any reason an employee's base rate of pay cannot be adjusted in accordance with these instructions, the Workforce Design and Compensation Manager, Division of Human Resource Management, must be notified in writing no later than October 10, 2008, with a full explanation of the circumstances. The agency will be notified by the Workforce Design and Compensation Manager as to how these cases are to be handled.
- Base rate of pay increases provided for in the 2008-2009 General Appropriations Act shall be implemented prior to processing any other personnel actions such as promotions, demotions, or reassignments that occur on the same date.

#### **PROCESSING THE SALARY INCREASES**

- The Department of Highway Safety and Motor Vehicles (HSMV) will provide their legislatively mandated base rate of pay increase mass load file for affected employees to the Workforce Design and Compensation Manager, Division of Human Resource Management (HRM) by October 10, 2008.
- Other base rate of pay transactions for employees in any the above classes should not be processed until after October 10, 2008, when the mass load has been completed. This will ensure that the records of employees receiving such increases do not drop

during the mass load process. Dropped records will require HSMV to manually process a Personnel Action Request (PAR) to correct the action.

- Base rate of pay transactions for employees which are effective prior to October 1, 2008, and processed retroactively after the mass load has been completed will also require HSMV to manually process a PAR to correct the employees September 30, 2008, base rate of pay. Since the October 1, 2008, base rate of pay increase is based on the employee's September 30, 2008, base rate of pay, this will ensure the increase received on October 1, 2008, is correct.