

MEMORANDUM

TO: State Personnel System Human Resource Officers

FROM: Jennifer Boswell, Chief of State Workforce Design and Compensation Programs
Division of State Human Resource Management 

DATE: June 25, 2021

SUBJECT: Summary of Employee Compensation and Benefits for Fiscal Year 2021-2022

Section 8 of the General Appropriations Act (GAA) provides instructions for implementing the fiscal year 2021-2022 salary and benefit adjustments; the following is a summary of this information as it pertains to the State Personnel System (SPS). For additional detail, please review Section 8 of the GAA.

General Provisions

It is the intent of the Legislature that the minimum and maximums for each pay grade and pay band be adjusted upward commensurate with the increases provided in subsection (1)(b). In addition, the Legislature intends that all eligible employees receive the increases specified in the section, even if the implementation of such increase results in an employee's salary exceeding the adjusted pay grade maximum.

Minimum Wage Increase

Below is the information as provided in Section 8 of the GAA. Additional instructions will be provided by the Governor's Office of Policy and Budget (OPB).

1. For the purpose of this subsection, the term "eligible employee" includes:
 - a. A full time equivalent position (FTE) in the Career Service, the Selected Exempt Service, the Senior Management Service, non-career service employee of the Florida School for the Deaf and Blind; and
 - b. Other personal services (OPS) positions.
2. Effective July 1, 2021, funds are provided to increase Florida's minimum wage to \$13.00 per hour for eligible employees.
3. Each state agency shall develop a plan that addresses compression of pay plans as a result of implementing the minimum wage increase. The plan shall include an approach for identifying and

addressing compression issues within the agency, the positions with class codes and organization titles, and the amount and fund source to be utilized. Salary increases necessary to address pay plan compression as a result of raising wages to \$13.00 per hour shall be implemented no later than December 1, 2021 and funded from existing agency resources. Each agency must submit its plan by October 1, 2021, to the Governor, President of the Senate, and Speaker of the House of Representatives. An agency must submit budget amendments to implement salary increases and salary rate adjustments necessary to address pay plan compression, such amendments are subject to the notice, review, and objection procedures of section 216.177, Florida Statutes, (F.S.).

4. Each state agency shall develop a plan that includes the estimated costs to implement a \$14.00 minimum and a \$15.00 minimum wage for eligible employees. The plan must also address compression of pay plans, and potential reduction of FTE and OPS positions, as a result of implementing each minimum wage increase threshold. The plan shall identify FTE and OPS position costs by position class codes, organization titles, and amount by fund source. Each state agency must submit its plan by November 1, 2021, to the Governor, President of the Senate, and Speaker of the House of Representatives.

Special Pay Issues

1. Department of Business and Professional Regulation

Effective July 1, 2021, funds are provided for the Department of Business and Professional Regulation to increase the base salary of Attorneys (class code 7736) to \$48,000.

2. Agency Head Pay Adjustments

Effective July 1, 2021, funds are provided to grant pay adjustments to agency heads as approved by the Executive Office of the Governor. Consideration shall be given to current workload, agency mission, the number of agency positions, total agency budget, and the complexity of the agency assignment.

Other Benefits

The following items shall be implemented in accordance with the provisions of the GAA and with the applicable negotiated collective bargaining agreement:

- The state shall provide up to six (6) credit hours of tuition-free courses per term at a state university, state college or community college to full-time employees on a space available basis as authorized by law.
- The state shall continue to reimburse, at current levels, for replacement of personal property.
- Each agency, at the discretion of the agency head, may expend funds for bar dues and for legal education courses for employees who are required to be a member of the Florida Bar as a condition of employment.

- The state shall continue to provide, at current levels, clothing allowances and uniform maintenance and shoe allowances.
- All state branches, departments, and agencies which have established or approved policies for the payment of accumulated and unused annual leave, shall not provide payment which exceeds a maximum of 480 hours of actual payment to each employee for accumulated and unused annual leave.
- Upon termination of employees in the Senior Management Service, Selected Exempt Service, or in positions with comparable benefits, payments for unused annual leave credits accrued on the member's last anniversary date shall be prorated at 1/12th of the last annual amount credited for each month, or portion thereof, worked subsequent to the member's last anniversary date.

Note: Information related to health, life and disability insurance is provided on the Division of State Group Insurance web site.

Pay Additives and Other Incentive Programs

The following pay additives and other incentive programs are authorized for the 2021-2022 fiscal year from existing agency resources consistent with provisions of sections 110.2035 and 216.251, F.S., the applicable Department of Management Services administrative rules, and negotiated collective bargaining agreements:

- Each agency is authorized to continue to pay, at the levels in effect on June 30, 2007, on-call fees and shift differentials as necessary to perform normal operations of the agency.
- Each agency that had a training program in existence on June 30, 2006, which included granting pay additives to participating employees, is authorized to continue such training program for fiscal year 2021-2022. Such additives shall be granted under the provisions of law, administrative rules, and collective bargaining agreements.
- Each agency is authorized to continue to grant temporary special duties pay additives to employees assigned additional duties as a result of another employee being absent from work pursuant to the Family and Medical Leave Act or authorized military leave. The notification process described in Section 110.2035 (7)(b), F.S., does not apply to these additives.
- Each agency is authorized to continue to grant merit pay increases based on the employee's exemplary performance as evidenced by a performance evaluation conducted pursuant to Chapter 60L-35, Florida Administrative Code, or a similar performance evaluation applicable to other pay plans.
- Contingent upon the availability of funds and at the agency head's discretion, each agency is authorized to grant a temporary special duties pay additive, of up to 15 percent (15%) of the employee's base rate of pay, to each employee temporarily deployed to a facility or area closed due to emergency conditions from another area of the state that is not closed.

- The Fish and Wildlife Conservation Commission may continue to grant temporary special duties pay additives to law enforcement officers who perform additional duties as K-9 handlers, regional recruiters/media coordinators, and breath test operators/inspectors, offshore patrol vessel crew members, special operations group members, and long-term covert investigators.
- The Fish and Wildlife Conservation Commission is authorized to grant critical market pay additives to employees residing in and assigned to Broward County, Collier County, Lee County, Miami-Dade County, or Monroe County at the levels that the employing agency granted salary increases for similar purposes prior to July 1, 2006. These pay additives shall be granted only during the time in which the employee resides in, and is assigned to duties within, those counties. In no instance may the employee receive an adjustment to the employee's base rate of pay and a critical market pay additive based on the employee residing in and being assigned in the specified counties.
- The Department of Highway Safety and Motor Vehicles is authorized to grant critical market pay additives to sworn law enforcement officers residing in and assigned to:
 1. Collier County, Lee County, or Monroe County, at the levels that the employing agency granted salary increases for similar purposes prior to July 1, 2006;
 2. Duval, Escambia, Hillsborough, Marion, Orange, and Pinellas Counties at \$5,000 or, in lieu thereof, an equivalent salary adjustment that was made during Fiscal Year 2015-2016;
 3. Alachua, Baker, Brevard, Clay, Charlotte, Flagler, Manatee, Nassau, Osceola, Pasco, Santa Rosa, Sarasota, St. Johns, and Volusia Counties at \$5,000.

These critical market pay additives and equivalent salary adjustments may be granted only during the time in which the employee resides in, and is assigned to duties within, those counties. In no instance may the employee receive an adjustment to the employee's base rate of pay and a critical market pay additive based on the employee residing in and being assigned in the specified counties.

- The Department of Highway Safety and Motor Vehicles may grant special duty pay additives of \$2,000 for law enforcement officers who perform additional duties as K-9 handlers; felony officers; criminal interdiction officers; criminal investigation and intelligence officers; new recruit background checks and training, and technical support officers; drug recognition experts; hazardous material squad members; compliance investigation squad members; motorcycle squad members; Quick Response Force Team; Honor Guard; or Florida Advanced Investigation and Reconstruction Teams.
- The Department of Highway Safety and Motor Vehicles may provide a Critical Market Pay Additive of \$1,300 to non-sworn Florida Highway Patrol personnel working and residing in Broward and Miami-Dade counties. These critical market pay additives shall be granted during the time in which the employee resides in, and is assigned to duties within, those counties.
- The Department of Highway Safety and Motor Vehicles is authorized to continue to grant a pay additive of \$162.50 per pay period for law enforcement officers assigned to the Office of Motor Carrier Compliance who maintain certification by the Commercial Vehicle Safety Alliance.

- The Department of Transportation is authorized to continue its training program for employees in the areas of transportation engineering, right-of-way acquisition, relocation benefits administration, right-of-way property management, real estate appraisal, and business valuation under the same guidelines established for the training program prior to June 30, 2006.
- The Department of Corrections may continue to grant hazardous duty pay additives, as necessary, to those employees assigned to their institutions' Rapid Response Teams (including the baton, shotgun, and chemical agent teams) and the Correctional Emergency Response Teams.
- The Department of Corrections may continue to grant a temporary special duties pay additive of up to ten percent (10%) of the employee's base rate of pay for each certified Correctional Officer (class code 8003); certified Correctional Officer Sergeant (class code 8005); certified Correctional Officer Lieutenant (class code 8011); and certified Correctional Officer Captain (class code 8013). For purposes of determining eligibility for this special pay additive, the term "certified" means the employee has obtained a correctional mental health certification as provided through the department. To be certified, a correctional officer must: (a) initially complete 5 courses consisting of a total of 54 hours of instruction taught by a department instructor with a correctional officer behavioral mental health certification through the American Correctional Association; (b) upon completing that instruction, satisfactorily pass a department examination; and (c) twice each year satisfactorily complete 16 additional hours of training and an examination, including in the year the correctional officer satisfies (a) and (b). The courses and training must educate correctional officers in identifying symptoms of mental illness in prisoners while helping to foster a safer environment for inmates with mental illness. Such additive may be awarded only during the time the certified officer is employed full time in an assigned mental health unit post.
- The Department of Corrections may continue to grant a one-time \$1,000 hiring bonus to newly hired Correctional Officers (class code 8003) who are hired to fill positions at a correctional institution that had a vacancy rate for such positions of more than ten percent (10%) for the preceding calendar quarter. The bonus may not be awarded before the officer obtains his or her correctional officer certification. Current employees and former employees who have had a break in service with the Department of Corrections of 31 days or less, are not eligible for this bonus.
- The Department of Corrections may continue to grant a one-time \$1,000 hiring bonus to newly hired teachers and instructors (class codes 1313, 1315, 4133, 8085, 8093, 9095) at a correctional institution. Current employees and former employees who have had a break in service with the Department of Corrections of 31 days or less, are not eligible for this bonus.
- The Department of Children and Families may continue to grant a temporary special duties pay additive of five percent (5%) of the employee's base rate of pay to:
 1. All employees in the Human Services Worker I, Human Services Worker II, and Unit Treatment and Rehabilitation Specialist classes who work within the 13-1E, 13-1W, 32N, or 32S living areas at the Northeast Florida State Hospital. Such additive may be awarded only during the time the employees work within those living areas at the Northeast Florida State Hospital.
 2. All employees in the Human Services Worker I, Human Services Worker II, and Unit Treatment and Rehabilitation Specialist classes who work within the Specialty Care Unit or Medical

Services Unit at the Florida State Hospital. Such additive may be awarded only during the time those employees work within the Specialty Care Unit or Medical Services Unit at the Florida State Hospital.

3. All employees in Child Protective Investigator and Senior Child Protective Investigator classes who work in a weekend unit. Such additive may be awarded only during the time such employees work in a weekend unit.
 4. All Adult Registry Counselors who work in a weekend unit at the Abuse Hotline. Such additive may be awarded only during the time such employees work in a weekend unit.
- The Department of Financial Services may continue to grant special duty pay additives of \$2,000 for law enforcement officers who perform additional duties as K-9 handlers.

Collective Bargaining

All collective bargaining issues at impasse between the State of Florida and AFSCME Council 79, the Federation of Public Employees, the Federation of Physicians and Dentists, the Florida State Fire Service Association, the Police Benevolent Association, the Florida Nurses Association, and the Florida State Lodge Fraternal Order of Police related to wages, insurance benefits, and other economic issues shall be resolved pursuant to the instructions provided in the GAA and other legislation enacted to implement the GAA.

Additional Information

Any payments to Pandemic First Responders shall be distributed in accordance with Section 152 of the GAA.

If you have any questions, please contact me at (850) 488-2445.