



Huntsville, Alabama

308 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 11/10/2022

File ID: TMP-2235

Department: Human Resources

Subject:

Type of Action: Introduction

Introduction of an ordinance amending Ordinance No. 89-79, as previously amended by Ordinance No. 19-419 and Ordinance No. 20-952, to raise the minimum hiring rate for the Police Officer/Cadet and Firefighter/Cadet positions, and to amend Sections 8.2 (Appointment Rate) and 8.6 (Salary Rate Upon Special Assignment And Incentives) of Ordinance No. 04-315, Personnel Policies and Procedures Manual.

Ordinance No.

Finance Information:N/A

Account Number: N/A

City Cost Amount: \$N/A

Total Cost: \$N/A

Special Circumstances:N/A

Grant Funded: \$N/A

Grant Title - CFDA or granting Agency: N/A

Resolution #: N/A

Location: N/A

Address: N/A

District: District 1 ☐ District 2 ☐ District 3 ☐ District 4 ☐ District 5 ☐

Additional Comments:

Pending the approval of City Council on the following City Council on November 17th, for the Ordinance and the related Resolution, the effective date of the adjustments would be the beginning of the pay period on

November 28th.

ORDINANCE NO. 22-_____

BE IT ORDAINED by the City Council of the City of Huntsville, Alabama that Ordinance No. 89-79, as amended, entitled the City of Huntsville Classification and Salary Plan, be and the same is hereby further amended as follows, effective **11/28/2022**:

Section 1. The position of regular, full-time Firefighter/Firefighter Cadet, classified at a salary grade 13, step 3, as established by Ordinance No. 20-952, is hereby reclassified to a salary grade 13, step 8, as the minimum rate.

Section 2. Fire & Rescue suppression personnel, upon satisfying the requirements for certification as a Firefighter, as established by the Alabama Fire College, and Emergency Medical Technician (EMT) requirements, as established and approved by the Fire & Rescue Chief or his/her designee(s), shall be eligible for a four (4) step progression above the reclassified salary grade 13, step 8, as established in Section 1.

Section 3. The position of regular, full-time Police Officer/Police Officer Cadet, classified at a salary grade 14, step 6, as established by Ordinance No. 19-419, is hereby reclassified to a salary grade 14, step 8, as the minimum rate.

Section 4. Police personnel, upon satisfying the requirements for the Police Officer, as established by APOSTC, and the Field Training Officer (FTO) program, as established and approved by the Police Chief or his/her designee(s), shall be eligible for a four (4) step progression above the reclassified salary grade 14, step 8, as established in Section 3.

Section 5. In all other respects, Ordinance No. 89-79, as amended shall remain in full force and effect.

BE IT FURTHER ORDAINED by the City Council of the City of Huntsville, Alabama, that Sections 8.2 and 8.6 of Ordinance No. 04-315 (Personnel Policies and Procedures Manual), as adopted and approved on December 16, 2004, as amended, is hereby further amended as follows:

8.2 APPOINTMENT RATE (ORD. 06-593) (ORD. 08-776) (ORD. 15-530) (ORD. 21-1180)

(A) Upon initial appointment, the entrance rate of new hires shall normally be the minimum rate of the salary grade for the position classification involved. However, the Mayor or his/her designee may authorize an initial entrance rate above the minimum rate in the following instances:

(1) When an applicant for a position may have qualifications distinctly above and beyond the minimum qualifications required for the position classification; or

(2) When recruiting efforts have failed to fill a position at the minimum rate. In cases of inability to recruit new hires at the minimum rate, any current employees

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in positions of the same class and grade, within the same department, and with the same or substantially similar qualifications and experience as the new hire, whose rates are below the rate established as the entrance rate for the new hire shall have their rates adjusted to the rate at which the position is finally filled.

(B) Individuals hired for the position of Police Officer who have three (3) or more years of continuous full time Alabama Peace Officers' Standards and Training Commission (APOSTC) certified law enforcement experience shall be hired at above the minimum rate.

Those individuals hired for the position of Police Officer who are not APOSTC certified police officers shall be eligible for hire at above the minimum rate provided they meet the following conditions:

(1) Currently employed police officers must have three or more years of continuous, sworn full time civilian law enforcement experience and must possess a current and valid Peace Officers Standards and Training certificate from the state the applicant received training and that certificate must be in good standing; or,

(2) Previously employed police officers who were continuously employed as a sworn full time civilian law enforcement officer with three (3) or more years of certified law enforcement experience must have less than two (2) years break in service at time of new hire and their law enforcement certification must have been in good standing with the certifying agency at the time of separation.

(3) All non APOSTC certified lateral applicants must further comply with APOSTC rule 650- X- 4-.03.

These individuals with three (3) years but less than five (5) years APOSTC certified law enforcement experience or other state certified law enforcement experience (as previously described) shall be hired at one (1) step above the minimum rate. Such individuals with five (5) to seven (7) years APOSTC certified law enforcement experience or other state certified law enforcement experience (as previously described) shall be hired at two (2) steps above the minimum rate. Such individuals with more than seven (7) years APOSTC certified law enforcement experience or other state certified law enforcement experience (as previously described) shall be hired at three (3) steps above the minimum rate. The Police Officer, upon satisfying the requirements as established by APOSTC, and the Field Training Officer (FTO) program, as established and approved by the Police Chief or his/her designee(s), shall be eligible for a four (4) step progression above the initial hiring rate based upon the applicable law enforcement experience.

(C) Individuals hired for the position classification of Firefighter who have three (3) or more years of paid professional Firefighter experience and who are currently certified or certifiable as a professional Firefighter, level one, by the Alabama State Personnel and Standards Commission shall be hired at above the minimum rate.

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These individuals with three (3) years but less than five (5) years paid professional Firefighter experience and currently certified or certifiable (as previously described) shall be hired at one (1) step above the minimum rate. Such individuals with five (5) to seven (7) years paid professional Firefighter experience and currently certified or certifiable (as previously described) shall be hired at two (2) steps above the minimum rate. Such individuals with more than seven (7) years paid professional Firefighter experience and currently certified or certifiable (as previously described) shall be hired at three (3) steps above the minimum rate. Fire & Rescue suppression personnel, upon satisfying the requirements for certification as a Firefighter, as established by the Alabama Fire College, and Emergency Medical Technician (EMT) requirements, as established and approved by the Fire & Rescue Chief or his/her designee, shall be eligible for a four (4) step progression above the initial hiring rate.

8.6 SALARY RATE UPON SPECIAL ASSIGNMENT AND INCENTIVES (ORD. 05-455) (19-624)

(A) Special Assignment

(1) Sworn Police personnel and Police personnel assigned to the 911 Center, while serving at the direction of the Police Chief in a special assignment capacity as determined by the Police Chief, shall receive a five percent (5%) higher rate of pay than the established rate of pay for the employee(s) concerned.

(2) Fire & Rescue fire suppression personnel, while serving at the direction of the Fire & Rescue Chief as a member of the Hazardous Material Team or in a special assignment capacity to the Fire & Rescue Training Division, or other comparable assignment as determined by the Fire & Rescue Chief, shall receive a five percent (5%) higher rate of pay than the established rate of pay for the employee(s) concerned.

Fire & Rescue personnel assigned to the 911 Center, while serving at the direction of the Fire & Rescue Chief in a special assignment capacity as determined by the Fire & Rescue Chief, shall receive a five percent (5%) higher rate of pay than the established rate of pay for the employee(s) concerned.

(B) Incentives for Police

(1) Sworn Police personnel who currently (a) are certified through Alabama Peace Officers' Standards and Training Commission (APOSTC); (b) are working under the assignment and authority of the Police Chief as a full-time law enforcement officer; (c) have successfully completed the FTO Program; shall be considered eligible and shall receive a five percent (5%) higher rate of pay than the established rate of pay (base salary grade and step) for the employee(s) concerned by passing the APOSTC Physical Agility/Ability Examination* during a bi-annual re-certification process.

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(2) Any sworn Police personnel who meet the established eligibility criteria set forth in Section 8.6 (B)(1) shall receive the five percent (5%) higher rate of pay than the established rate of pay (base salary grade and step) no sooner than the second pay period following their re-certification. The incentive shall remain in effect until the next re-certification opportunity test is offered.

(3) Any sworn Police personnel who received the five percent (5%) incentive, who subsequently fail to pass the re-certification test or fail to take the re-certification test during the next established bi-annual re-certification testing opportunity, shall have the five percent (5%) incentive removed from his/her established rate of pay (base salary grade and step).

(4) Eligible sworn Police personnel shall be given one (1) opportunity to take the APOSTC Physical Agility/Ability test during a scheduled recertification period in the Spring and Fall of each year following their initial certification from their Police Academy or swearing-in.

***ALABAMA PEACE OFFICERS STANDARDS AND TRAINING COMMISSION
ADMINISTRATIVE CODE, CHAPTER 650-X-4(D) PHYSICAL AGILITY/ABILITY
EXAMINATION**

(C) Incentives for Fire & Rescue

(1) Certified Fire & Rescue personnel, regardless of rank, who currently (a) are certified through the Alabama Firefighters' Personnel Standards and Education Commission as a Career Fire Fighter; and (b) are working under the assignment and authority of the Fire & Rescue Chief as a full-time employee; shall be considered eligible and shall receive a five percent (5%) higher rate of pay than the established rate of pay (base salary grade and step) for the employee(s) concerned by passing the Physical Capabilities Drill during a bi-annual re-certification process.

(2) Any certified Fire & Rescue personnel who received the five percent (5%) incentive, who subsequently fail to pass the re-certification test or fail to take the re-certification test during the next established bi-annual re-certification testing opportunity, shall have the five percent (5%) incentive removed from his/her established rate of pay (base salary grade and step).

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ADOPTED this the _____ day of _____, 2022.

President of the City Council of the
City of Huntsville, Alabama

APPROVED this the _____ day of _____, 2022.

Mayor of the City of Huntsville, Alabama