

2018 Pay Plan



Loveland Fire and Rescue Authority

2018 Pay Plan

Compensation Philosophy

The LFRA's total compensation system is designed to support the organization's mission, goals and objectives. We strive to offer competitive and performance-driven compensation through a comprehensive pay and benefits package to help attract, retain and motivate competent employees.

As a public employer, the LFRA aims to provide a competitive, market-based, and fiscally responsible compensation program.

The compensation system for LFRA employees is a market based pay plan that strictly adheres to operational and budgetary constraints. This market based compensation system compares an employee's actual salary to other comparable positions found at similar employers in the region. Employers Council salary survey is utilized for this process. Our goal is to annually review and when necessary, adjust the pay plan according to market fluctuations.

The LFRA's pay plan is broken out into three sections; exempt; non-exempt and part time. Positions in all three sections are placed within a pay grade level based upon the individual position's market salary or internal equity. Examining actual pay ensures that the salaries paid to employees are competitive with salaries paid in the market.

When market salary information is not available, the LFRA uses internal equity by analyzing factors such as the degree of knowledge, skills, job family progression, span of control, reporting relationships, scope of decision-making authority, types of decisions made, and impact on the organization of such decisions, and autonomy. Positions are placed together into salary grades according to like skills, responsibilities, and qualifications as well as relative market rates.

Employee salaries are not automatically adjusted or raised to reflect range movement unless the position falls outside of the range. Employees may receive a merit increase at the end of each year based on their evaluated work performance. Supervisors have the ability to reward work performance through the performance management system within the following guidelines: actual employee performance plus the department budget must not exceed total dollars allowed for salaries and an employee must be paid a dollar amount within the range of their pay level classification. The performance management system is intended to ensure the LFRA is paying and rewarding employees based on performance.

2018 Pay Plan

Salary and Merit Increases

New Hires

New employees are typically hired within the minimum to the midpoint of the pay level for their position. The hiring salary depends upon:

- ✓ Experience and education
- ✓ Market demand
- ✓ Internal equity with others in the same position or pay level
- ✓ Department budget

End of Year Evaluations

All employees shall receive a year-end evaluation using the LFRA's performance management system (unless within their probationary period) and may be eligible for a salary increase based upon:

- ✓ How well the employee met the performance expectations of the position
- ✓ Internal equity with others in the same position
- ✓ Department budget
- ✓ Range movement within the respective position pay level

If an employee is at the maximum of their pay range they are not eligible for a base pay increase with merit; however, they may be eligible for a lump sum payment based on performance. All year-end increases must coincide with a completed evaluation signed by the employee and supervisor.

2018 Holiday Schedule

| | |
|------------------------------|--------------------------------|
| Monday, January 1 | New Year's Day |
| Monday, May 28 | Memorial Day |
| Wednesday, July 4 | Independence Day |
| Monday, September 3 | Labor Day |
| Monday, November 12 | Day after Veteran's Day |
| Thursday, November 22 | Thanksgiving Day |
| Friday, November 23 | Day after Thanksgiving |
| Tuesday, December 25 | Christmas Day |

Regular (non-shift) Employees will also receive 3 floating holidays (24 hours) in 2018.

Shift Employees will receive 124 floating holiday hours in 2018.

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2018 Exempt Pay Plan

| Exempt Pay Plan | | | |
|-----------------|---------------|----------------|---------------|
| Job Title | Range Minimum | Range Midpoint | Range Maximum |

| | | | |
|---|-----------------|------------------|------------------|
| Salary Grade F-E03 (Vac Level B) | \$78,100 | \$101,500 | \$124,900 |
| Hourly Rate | \$37.55 | \$48.80 | \$60.05 |
| Fire Hourly Rate | \$26.83 | \$34.86 | \$42.89 |

Deputy Fire Marshal
 Emergency Manager
 Fire Captain
 Human Resources Manager

| | | | |
|---|-----------------|------------------|------------------|
| Salary Grade F-E04 (Vac Level B) | \$88,500 | \$115,000 | \$141,500 |
| Regular Hourly Rate | \$42.55 | \$55.29 | \$68.03 |
| Fire Hourly Rate | \$30.40 | \$39.49 | \$48.59 |

Battalion Chief

| | | | |
|---|-----------------|------------------|------------------|
| Salary Grade F-E05 (Vac Level A) | \$96,900 | \$126,000 | \$155,100 |
| Hourly Rate | \$46.59 | \$60.58 | \$74.57 |
| Fire Hourly Rate | \$33.28 | \$43.27 | \$53.26 |

Fire Division Chief

| | | | |
|---|------------------|------------------|------------------|
| Salary Grade F-E06 (Vac Level A) | \$106,900 | \$139,000 | \$171,100 |
| Hourly Rate | \$51.40 | \$66.83 | \$82.26 |

Fire Chief

LFRA

2018 Non-Exempt Pay Plan

| Non-Exempt Pay Plan | | | |
|----------------------------|------------------|-------------------|------------------|
| Job Title | Range Minimum | Range Midpoint | Range Maximum |

| | | | |
|---------------------------|-----------------|-----------------|-----------------|
| Salary Grade F-N01 | \$37,800 | \$46,350 | \$54,900 |
| Hourly Rate | \$18.18 | \$22.28 | \$26.39 |

Administrative Technician

| | | | |
|---------------------------|-----------------|-----------------|-----------------|
| Salary Grade F-N02 | \$42,400 | \$52,000 | \$61,600 |
| Hourly Rate | \$20.39 | \$25.00 | \$29.62 |

Business Services Coordinator

| | | | |
|---------------------------|-----------------|-----------------|-----------------|
| Salary Grade F-N03 | \$45,400 | \$56,800 | \$68,200 |
| Hourly Rate | \$21.83 | \$27.31 | \$32.79 |
| Fire Hourly Rate | \$15.60 | \$19.51 | \$23.42 |

Firefighter I

| | | | |
|---------------------------|-----------------|-----------------|-----------------|
| Salary Grade F-N04 | \$49,800 | \$62,300 | \$74,800 |
| Hourly Rate | \$23.95 | \$29.95 | \$35.96 |
| Fire Hourly Rate | \$17.11 | \$21.39 | \$25.69 |

Administrative Analyst

Firefighter II

| | | | |
|---------------------------|-----------------|-----------------|-----------------|
| Salary Grade F-N05 | \$55,300 | \$70,500 | \$85,700 |
| Hourly Rate | \$26.59 | \$33.89 | \$41.20 |

Fire Inspector

| | | | |
|---------------------------|-----------------|-----------------|-----------------|
| Salary Grade F-N06 | \$59,300 | \$75,600 | \$91,900 |
| Hourly Rate | \$28.51 | \$36.35 | \$44.18 |
| Fire Hourly Rate | \$20.37 | \$25.96 | \$31.56 |

Fire Engineer

Fire Inspection Technician

Plans Reviewer

Public Affairs Officer

| | | | |
|---------------------------|-----------------|-----------------|------------------|
| Salary Grade F-N07 | \$69,000 | \$88,000 | \$107,000 |
| Hourly Rate | \$33.18 | \$42.31 | \$51.44 |
| Fire Hourly Rate | \$23.70 | \$30.22 | \$36.74 |

Fire Lieutenant

Special Projects - LFRA

LFRA

2018 Part Time Pay Plan

| Part Time Pay Plan | | |
|---|--------------------------|--------------------------|
| Job Title | Range Minimum | Range Maximum |
| Salary Grade F-PT3 Office Support Specialist | \$11.50 | \$19.10 |
| Salary Grade F-PT4 Emergency Management Planner | \$17.80 | \$35.00 |

| Position Title | Page Number | Pay Level |
|--------------------------------------|--------------------|------------------|
| Administrative Analyst | 2 | F-N04 |
| Administrative Technician | 2 | F-N01 |
| Battalion Chief | 1 | F-E04 |
| Business Services Coordinator | 2 | F-N02 |
| Deputy Fire Marshal | 1 | F-E03 |
| Emergency Manager | 1 | F-E03 |
| Emergency Management Planner | 3 | F-PT4 |
| Fire Captain | 1 | F-E03 |
| Fire Chief | 1 | F-E06 |
| Fire Division Chief | 1 | F-E05 |
| Fire Engineer | 2 | F-N06 |
| Fire Inspection Technician | 2 | F-N06 |
| Fire Inspector | 2 | F-N05 |
| Fire Lieutenant | 2 | F-N07 |
| Fire Records Clerk | 3 | F-PT1 |
| Firefighter I | 2 | F-N03 |
| Firefighter II | 2 | F-N04 |
| Human Resources Manager | 1 | F-E03 |
| Office Support Specialist | 3 | F-PT3 |
| Plans Reviewer | 2 | F-N06 |
| Public Affairs Officer | 2 | F-N06 |
| Special Projects - LFRA | 2 | F-N07 |