


FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT COMPENSATION	POLICY NUMBER 5.06
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5.06.01 PURPOSE

To provide information to members regarding the established salary plan.

5.06.02 AUTHORITY

- Policy #5.11, DHSMV Policy Manual
- Rule 60L-31, Florida Administrative Code
- Rule 60L-32, Florida Administrative Code

5.06.03 POLICY

This policy is established to provide members with a written salary program describing salary levels, differentiation between ranks, overtime policy and salary augmentation.

5.06.04 RESPONSIBILITIES

- A. The Criminal Justice Standards and Training Commission
 - 1. The Commission actively provides statewide leadership in the establishment, implementation, and evaluation of criminal justice standards and training for all law enforcement officers and provides information to the Legislature for use in establishing a minimum foundation program for law enforcement officers to include a statewide minimum salary.
 - 2. The Commission shall establish rules as necessary to provide effectively for the proper administration of a salary augmentation incentive program as authorized by Section 943.22, Florida Statutes.

- B. The Executive Director or Deputy Executive Director
 - 1. The approval of the Executive Director or Deputy Executive Director is required for salaries greater than 15% above the minimum of the pay range for new hires.

2. The approval of the Executive Director or Deputy Executive Director is required for promotions which include an increase in salary greater than 10% or greater than 15% for promotion to a supervisory position over the current salary or at the minimum salary for the class, whichever is greater.
- C. Department of Management Services
1. Salaries for certified law enforcement classes are determined in accordance with instructions issued by the Department of Management Services. The law enforcement bargaining unit meets with the Department of Management Services, Office of Labor Relations, for the purpose of collective bargaining regarding salaries for those classifications and positions of career service employees listed in the agreement between the State of Florida and the bargaining unit.
 2. Members appointed with trainee status must be paid during the training period in accordance with a Department of Management Services approved training schedule.
- D. The Chief Administrative Officer shall review the Division salary program annually at a time consistent with preparation of the budget.

5.06.05 PROCEDURES

The salary plan is based on the Division's position classification plan and provides for differentiation between ranks, uniform percentage increases between classes and ranks, and the overtime policy.

- A. The Certified Law Enforcement Salary Ranges by Pay Grade is an official schedule issued by the Department of Management Services, and depicts the pay grades and the pay grade assignments for each law enforcement class, the pay steps within each pay grade, and the competitive area differential pay regions.
1. Movement to the next step within a pay grade is determined by the legislature during formation of the annual state budget.
 2. Members may also be eligible for a salary incentive payment based on their level of educational achievement. The total amount of incentive payments that can be received is \$130 per month, and is earned according to the following schedule:
 - a. Basic Certification Money - \$25 per month for completion of basic law enforcement certification before July 1, 1980.
 - b. Career Development/Training Money - \$20 per month for each 80 hour block of career development courses. The maximum payment allowed under this portion of the program is \$120 per month. Courses qualifying for this program are designated by the Criminal Justice Standards and Training Commission.

- c. Education Money - \$30 per month for a community college degree or equivalent, \$80 per month for a bachelor or post bachelor degree. The community college equivalent is 90 quarter hours or 60 semester hours. The maximum payment allowed under this portion of the program is \$80 per month.
- B. A career service salary schedule is also issued by the Department of Management Services for all non-sworn career services job classes and depicts the biweekly, monthly, and annual minimum and maximum of the pay ranges to which each career service class is assigned.
- C. Compensatory time policy and overtime policy shall be in accordance with FHP Policy 5.04.07(E), overtime and extra hours.