

EXPLANATION OF PAY TYPES

Trades & Labor Schedule (TLS):	A position is classified under the TLS if its primary duty involves the performance of physical work which requires knowledge or experience of a trade, craft, or of a manual-labor nature. The TLS table has three separate sub-schedules: TG, which covers positions with worker responsibility, TL, which covers positions with lead responsibility, and TS, which covers positions with supervisory responsibility.	Open Range (OR): Employees in certain positions designated by the Civil Service Commission will be compensated on open range salary grades, which include minimum and maximum salaries only. Employees may be compensated anywhere within this range, subject to provisions in the Open Range policy.
Standard Range Schedule (ST):	A position is subject to the ST, even if it requires physical work, if its primary duty requires knowledge or experience of an administrative, clerical, scientific, artistic, or technical nature not related to trade, craft, or manual-labor work.	Bonus Plans: Bonuses are a way to grant employees a pay increase without permanently increasing base pay. A lump-sum bonus as authorized by the Civil Service Commission, if applicable, and approved by the Department of Finance, may be paid to employees up to a maximum of the equivalent of a two-step increase from the employee's current pay.
Police and Fire Schedules (PS and FD):	The PS schedule covers sworn members of the Metro Police Department and the FD schedule covers Emergency Medical Service, Fire Suppression, and other designated employees of the Fire Department.	
Special Pay Types:	Included in the pay plan are special pay types specifically designed for Correctional Officers (CO), Public Defender (PD), Mayor (MM), Vice Mayor (VM), Council Members (CM), Judicial Assistants (JS), Departmental Directors (DP), School Crossing Guards (SP) and School Crossing Guard Supervisors (SS), Board of Education Member (BE), Emergency Telecommunications (ET), and Park Police (PK)	

EXPLANATION OF PAY CALCULATIONS

Except as specifically noted in this pay plan, the pay for all full-time employees is based on an annual salary.

ST/FD/PS/CO/ET/PK When an employee on these schedules is promoted to a higher pay grade, the new salary is generally calculated by first determining the employee's "promotional step", moving forward two steps in the current range. The new pay rate is established by slotting the employee into the step in the new range that is closest to, but not less than, the employee's promotional step.

TLS When an employee on the TLS schedule is promoted to a higher pay grade, the employee's pay will be adjusted to the step in the new pay grade which is closest to a 6% increase, but not less than a 5% increase.

Open Range Employees eligible for the Open Range pay plan may receive promotions in accordance with Civil Service Policy.

Reclassifications Employees on any pay schedule who are reclassified are slotted into the new pay grade at the step which is closest to, but not less than, their current pay.

Living Wage New full-time employees will be hired at a step in the pay grade that is closest to the living wage rate if the base rate for the classification is below the Living Wage rate. The Human Resources Director will periodically conduct a review of the Living Wage rate and recommend adjustments to the Civil Service Commission.