



**Administrative Regulations  
Office of the Mayor**

**Title: BENEFITS & COMPENSATION PROGRAM FOR SENIOR EXECUTIVE AND  
UNCLASSIFIED CITY EMPLOYEES**

**A.R. Number: 4.9 Effective Date: 2/1/2012 Page: 1 of 3**

**Supersedes: Benefits & Compensation Program for Executive and Unclassified City Employees  
A.R.: 4.9 Dated: 6/1/2007**

**I. PURPOSE**

The City of Richmond recognizes that the employment relationship for Senior Executive and Unclassified employees is different from that of classified employees with traditional civil service protection. This Administrative Regulation sets forth the benefits and compensation program to members of the Senior Executive and Unclassified employee groups. It sets forth clarification of various benefits available to these employees. This Administrative Regulation excludes temporary employees.

**II. PROCEDURE**

**A. Leave Policy**

**1. Sick**

Sick leave will be accrued bi-weekly. The accrual rate is 12 days per year with no maximum accumulation from year to year. There is no pay out of the unused portion of sick leave at the time of separation.

**2. Vacation**

Employees will accrue vacation leave annually on July 1. The change in the vacation leave accrual rate on year 5 and year 10 will occur on the month following the employees' employment anniversary date (i.e. employee receives 120 hours vacation on July 1. The employee reaches 5 years of service on October 10. The employee is entitled to additional accruals based on the 5 year rate of 160 hours effective November 1). The accrual rate for both Senior Executive and Unclassified employees are the following:

0 to less than 5 years of service	120 hours
5 up to 10 years of service	160 hours
10 or more years of service	200 hours

There is no limit to the maximum accumulation of vacation leave accruals. . However, if an employee should depart during the year, he/she may only be paid for a pro rata share of the vacation accrual amount for the respective year of separation. At the time of separation, Senior Executive and Unclassified employees will be paid only for the unused portion of vacation time up to twice the number of vacation hours given in one year. The Chief Administrative Officer may grant exception to the pay-out of vacation leave.

**B. Overtime and Compensatory Time, and Pay Deductions for Exempt Employees**

Senior Executives and Unclassified personnel who are exempt employees under either the executive, professional or administrative tests of the Fair Labor Standards Act and federal regulations may not be paid overtime or accrue compensatory time.

It is the policy of the City of Richmond to comply with all applicable wage and hour laws and regulations. Accordingly, the City of Richmond intends that payment of wages and deductions from pay occur only in circumstances permitted by all applicable laws and regulations governing the pay of exempt and non-exempt employees.



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If an exempt employee believes an improper pay deduction has been made, that employee should immediately notify his/her supervisor or the Department of Human Resources (DHR). Reports of improper deductions will be investigated in a reasonable time given all the facts and circumstances. If an investigation determines that an employee was subjected to an improper deduction, the employee will be reimbursed for the amount of the improper deduction and the City of Richmond will take any steps it deems appropriate to ensure proper compliance in the future.

**C. Life Insurance**

Group Life Insurance with a face value twice the members' annual salary will be provided at no cost to the member. Life insurance for family members will be paid by the employee.

**D. Wellness Program**

The Police Academy gymnasium facility is available for fitness use purposes to the Senior Executive and Unclassified employees. However, attendance should not conflict with the needs of the Police Department.

**E. Severance**

Members are provided with severance pay as outlined in the respective Ordinance..

**F. Interview Reimbursement**

This item shall be handled administratively and negotiated on a case-by-case basis.

**G. Relocation Time and Expenses**

This item shall be handled administratively and negotiated on a case-by case basis.

**H. Automobile Privileges**

Automobile privileges shall be determined by the Appointing Authority and negotiated on a case-by-case basis.

**I. Retirement**

Chapter 78 of the City Code addresses the retirement plan for City employees. Additional retirement allowances for senior executives are listed in section 78-341.



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J. Other Benefits

Any other benefits not specified in the employment agreement or as amended to the agreement shall be the same as those provided for employees in the classified service.

III. DEFINITIONS

Term	Definition
Senior Executive	Those classes of positions specifically defined by City Ordinance.
Unclassified Positions	Those classes of positions designated as unclassified and defined by City Ordinance.

IV. REGULATION UPDATE

The Office of the Chief Administrative Officer and the Department of Human Resources shall be responsible for modifications to this Policy.

RECOMMEND APPROVAL:

  
CHIEF ADMINISTRATIVE OFFICER

APPROVED:

  
MAYOR