



To the Honorable Council  
City of Norfolk, Virginia

March 1, 2011

From: Nancy Olivo, Director of Human Resources

Subject: Fiscal Year 2011  
Compensation Plan Ordinance  
Amendment

Reviewed: Stanley Stein, Assistant City Manager

Ward/Superward: N/A

Approved:

Item Number: R-7

  
\_\_\_\_\_  
Marcus D. Jones, City Manager

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** City of Norfolk

III. **Description:**

This agenda item is an ordinance to amend the Fiscal Year 2011 Compensation Plan, by adding a provision for severance pay for Assistant City Managers, Assistants to the City Manager, Department Directors and Assistant Directors.

IV. **Analysis**

The Compensation Plan Ordinance currently has no provision for severance pay. This amendment would add a provision whereby the City Manager, at his discretion, could grant a qualifying employee severance pay based on the following limitations:

Length of Service	Severance
Less than one year	Cap of one month's salary
More than one year	Up to one month's salary for each year of service with a cap of six month's salary

V. **Financial Impact**

The City Manager will exercise his discretion within the limit of the funds available to him.

VI. **Environmental**

N/A

**VII. Community Outreach/Notification**

Public notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

**VIII. Board/Commission Action**

N/A

**IX. Coordination/Outreach**

This letter has been coordinated with Department of Human Resources and the City Attorney's Office.

Form and Correctness Approval: By Jake E. Clark  
Office of the City Attorney

NORFOLK, VIRGINIA

Contents Approved:

By Attorney [Signature]  
DEPT. HUMAN RESOURCES**ORDINANCE No.**

AN ORDINANCE TO AMEND AND REORDAIN THE FISCAL YEAR 2011 COMPENSATION PLAN ORDINANCE **SO AS TO** ADD ONE NEW SECTION GRANTING THE CITY MANAGER LIMITED DISCRETION TO AWARD SEVERANCE PAY.

---

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That the Fiscal Year 2011 Compensation Plan Ordinance (Ordinance No. 43,895) is hereby amended and reordained in its entirety so as to add one new subsection concerning severance pay, to be numbered and to read as follows:

Section 7A. **Severance Pay.**

The City Manager may, at his reasonable discretion, award severance pay to any employee of the City within the unclassified service in the position of Department Head, Assistant Department Head, Assistant City Manager or Assistant to the City Manager upon the employee's separation from the service of the City. This severance pay shall be in addition to any salary or leave pay to which such employee may be entitled through the actual date of his separation. The City Manager shall exercise this discretion within the following limitations. To employees within the approved group who have served less than one year, the City Manager may award severance pay of up to one (1) month's salary; to those who have served more than one year, the City Manager may award severance pay of up to six (6) month's salary at the rate of one (1) month's salary for each full year of service.

Section 2:- That this ordinance shall be in effect from and after February 17, 2011.