

The Compensation Plan consists of the General Services Plan, the Executive Compensation Plan and the Professional/Managerial Plan. (Amended 8/30/88)

The Compensation Plan shall provide pay ranges according to varying levels of responsibilities and duties. It shall establish the value of jobs to the City organization and identify levels of compensation, including the minimums and maximums of the pay structure. Wage survey data shall be used to determine the level at which the City must compete in the labor market. The Personnel Department shall submit any system or formulas used in preparing and administering the Compensation Plan to the Civil Service Commission for its review and approval.

3.1 SALARY SCHEDULE

Appendix "C" (Salary Schedule) is amended in accordance with the salary schedules attached hereto. All classified and unclassified employees covered by the General Services, Part-Time Parks and Recreation Aquatics and Recreation Series, Professional/Managerial and Executive Pay Plans shall receive a 2% increase on May 5, 1996; and the salary schedule of the City-County Health District is also amended to reflect a 2% increase on May 5, 1996. This Ordinance also applies to all Municipal Court Judges, salaried, and unclassified employees. This Ordinance shall become effective on May 5, 1996 (Amended 04/30/96)

A) The salaries or rate of pay prescribed in this section are determined on the basis of full-time employment (40 hours per week). A regular workweek schedule of less than the number of hours of full-time employment shall be considered as part-time employment and the compensation, therefore, shall be for the actual number of hours worked at the hourly rate prescribed for such classification.

B) The salaries or rates of pay prescribed in this section shall be deemed to include pay for full-time service in every form, except pay for the use of personally owned equipment which is required to be furnished by the employee or for reimbursement of necessary expenses authorized and incurred incident to employment.

3.2 PROCEDURES FOR ADVANCEMENT WITHIN PAY GRADE

A) Each pay grade has an entry pay rate and a maximum pay rate. Advancement to the maximum pay rate for the class shall be made on the basis of meritorious service, efficiency, and length of service at each rate as provided in Rule 5, Section 1 of the Civil Service Commission Rules. (Amended 9/15/92 and 2/1/94)

B) An employee shall become eligible for advancement after completion of 12 months service in the same class and grade, including probationary period, if applicable. The amount of such increases will be 2 ½%. Advancement may be made upon recommendation of the department head, approval of the Civil Service Commission and authorization by City Council. (Amended 3/22/88, 9/17/91 and 2/1/94)

3.3 ADMINISTRATION AND MAINTENANCE OF COMPENSATION PLAN

Subject to review by the Civil Service Commission and approval by City Council, the Personnel Director shall be responsible for the administration and maintenance of the Compensation Plan. The Plan will include, but shall not be limited to: the classification and allocation of positions, the processing of salary advances, the determination of starting rates and initiation of necessary revisions of any salary schedules as adopted by City Council on the basis of changes in the relative value of duties and requirements of positions, changes in the cost of living and prevailing salaries, and any other factors that may be properly considered to have a bearing on the fairness and adequacy of the salary schedule.

A) The Personnel Director shall make a salary survey as requested and report to City Council no less frequently than every two years. This survey will include data for different classes of positions with due regard to prevailing salaries and working conditions for comparable positions in other governmental agencies and in business and industrial establishments in and around the City of El Paso.

B) Whenever a change or amendment in the Classification and Compensation Plan has been reviewed and recommended by the Civil Service Commission, the Personnel Director shall submit the necessary reports and recommendations to the City Council. Such recommendations shall take effect when approved by the City Council.

3.4 APPLICABLE SALARY RATE UNDER FOLLOWING CONDITIONS:

The following directions are to be observed in fixing the compensation of incumbents of positions under the following conditions:

A) Reinstatement from Layoff. When an employee is reinstated to duty in the same classification after separation from the City due to layoff, such employee shall be reinstated to the same pay rate received at the time of separation adjusted for any general increases, if applicable. (Passed 1/25/94; Amended 2/1/94)

B) Reinstatement from Resignation. When an employee is reinstated to duty in the same classification after separation from the City due to resignation and subsequent reinstatement, such employee shall be reinstated at the entry-level pay rate of the classification. (Passed 1/25/94; Amended 2/1/94)

C) Promotion. When an employee is promoted from one class to a higher class of positions, such employee shall receive a salary increase as provided in the rules of the Civil Service Commission. (Amended 12/19/89 and 9/15/92)

D) Upgrades and Reclassifications to Higher Classes. If an employee remains in a position which has been upgraded or reclassified to a higher graded class, the employee's rate of pay will be determined in accordance with the rules and provisions governing promotion. (Amended 9/17/91)

E) Downgrades and Reclassifications to Lower Grades. If an employee's rate of pay falls within the new pay range assigned to a position that has been reclassified or downgraded, the employee's salary will be equalized within the new pay range. If the employee's rate of pay is above the highest rate for the new pay range, the employee's salary will be set in accordance with the Civil Service Commission Rules. (Amended 9/17/91)

F) Demotion.

1. Non-disciplinary: If an employee is demoted for non-disciplinary reasons and his/her rate of pay at the time of demotion is within the new pay range, the employee's salary will be equalized within the new pay range. If the employee's rate of pay is above the new pay range, the employee's rate of pay will be reduced to the maximum pay rate for the classification to which demoted. (Passed 1/25/94; Amended 2/1/94)

2. Disciplinary: If an employee is demoted for disciplinary reasons, (s)he shall have his/her salary reduced to a pay rate in the new pay range that is 5% below the rate of pay at the time of demotion provided that the rate of pay is not greater than the maximum pay rate for the classification to which demoted. (Passed 1/25/94; Amended 2/1/94)

G) Lateral Transfer. Whenever an employee receives a lateral transfer from one position to a different position with the same pay range, the employee shall continue to receive the same salary rate as prior to the transfer.

3.5 COMPENSATION FROM DIFFERENT SOURCES

In any case in which part of the compensation for services, exclusive of overtime services, is paid either by another department or an outside agency such as the County, State or the Federal Government, any such payment shall be deducted from the employee concerned, to the end that the actual compensation paid to any employee from all sources combined, for any period, shall not exceed the amount payable at the rate prescribed for the class of positions to which the employee is assigned.

3.6 LONGEVITY PAY - (Amended 12/30/91)

A) Each permanent, full-time employee in the classified service, and each permanent, full-time employee in the unclassified service who is federally grant funded, and each unclassified Department Head not receiving longevity pay under Section 141.032, Local Government Code, Vernon's Texas Codes Annotated, shall receive on the anniversary date of his/her original appointment to a permanent, full-time position in the City service, an additional monthly sum equal

to the amount provided for an employee entitled to receive monthly longevity pay under Section 141.032 cited above. (Amended 10/20/87)

B) Where a break in service occurs, other than for reasons of lay off due to reduction in force, longevity credits accrued prior to the break in service shall not be counted for the purpose of this Ordinance in case of subsequent reinstatement or appointment.

C) Longevity payments made under this Ordinance will be made on a bi-weekly basis.

3.7 PAY FOR AUTHORIZED USE OF PERSONALLY OWNED VEHICLE/TOOLS

A) If an employee is required in writing by the department head and authorized by City Council to use his/her personally owned automobile in the performance of duties of his/her position, payment for such use shall be on the basis of cents per mile. Payment shall be made at least monthly in accordance with reports and certifications required by the Comptroller. A fixed amount may be paid monthly in lieu of the above mileage reimbursement with the approval of City Council. The rate of mileage reimbursement will be established by a resolution approved by the City Council once every year.

B) If an employee is required, in writing, by a Department Head and authorized by City Council to use his/her personally owned tools in the performance of the duties of his/her position, payment for the supplying of such tools shall be on the basis of quarterly tool allowances to be paid to the employee. Such allowance is to be used for the replacement of broken and damaged tools and for purchasing new tools to facilitate the performance of the employee's job. The Department Head may request receipts as proof that the employee actually purchased the tools. The rate of the tool allowance to be paid quarterly will be established by a resolution approved by City Council once every year. (Passed 06/07/88)

3.8 PAYMENT OF MONIES DUE IN CASE OF DEATH

A) Any employee may, by written notice filed with the Personnel Director, designate a person or persons to whom, in case of one's death, payment shall be made of any amounts due for services (including unused vacation credits). The employee may withdraw or change this designation without the consent of the person designated.

B) If no such designation is filed, and if no application has yet been made for the probate of a Will or for administration of the estate, such payment shall be made to the employee's spouse. If there be no spouse, the amount shall be paid to such of the children as are of lawful age. If there be no such children, the amount shall be paid to the executor or administrator of his estate upon application.

C) Any person receiving payment under Paragraph B of this section, shall sign an agreement to indemnify the City against all claims asserted by others by the making of such payments.

3.9 EXECUTIVE COMPENSATION PLAN

A) The Executive Compensation Plan shall include directors of all departments, assistant directors of all departments and all other positions set forth in Exhibit A attached hereto and incorporated herein.

B) The salary schedules of the Plan shall consist of salary levels, with a minimum and maximum range for each level in accordance with Exhibit B attached hereto and incorporated herein. Assignment of classes within the salary schedule shall be approved by the Civil Service Commission.

C) The entry salary for any person covered under the plan shall be determined by City Council but normally shall be no greater than the midpoint of the range for that position; however, an applicant or employee for a department head level position may be hired or promoted up to the third quartile of the range in accordance with Rule 5, Section 4, Paragraph c. of the Civil Service Commission Rules and Regulations. (Passed 1/25/94; Amended 2/1/94)

D) At any time that any position in the Executive Compensation Plan needs to be reevaluated, such reevaluation will be done in accordance with Rule 5, Section 4 (d) of the Civil Service Commission Rules.

E) Any increase in salary for those employees covered in the Executive Compensation Plan shall be at least two and a half percent (2 ½%) within the same level and shall be based on meritorious service, efficiency, and length of service as provided in Rule 5, Section 1, of the Civil Service Commission Rules. (Amended 9/15/92 and 2/1/94)

F) Employees in the Executive Compensation Plan shall be evaluated annually on the employee's class entry anniversary date, as set forth in Rule 14 of the Civil Service Commission Rules. (Amended 2/1/94)

G) All department heads and assistant departments heads covered in the Executive Compensation Plan shall not at any time receive a base salary less than the base salary received by any subordinate supervised or directed. Salaries for such department heads and assistant department heads shall be set at a minimum of 5% over the annual base salary of the subordinates supervised or directed.

H) Any other provisions of Ordinance 8064 relating to compensation which conflicts with these provisions shall not apply to those persons covered in the Executive Compensation Plan. (Passed 12/18/84)

3.10 PROFESSIONAL/MANAGERIAL PLAN

A) The Professional/Managerial Plan shall include classes within professional and managerial functions as set forth in Exhibit A attached hereto and incorporated herein.

B) The salary schedules of the plan shall consist of salary levels, with minimum and maximum pay rates for each level, in accordance with Exhibit B attached hereto and incorporated herein. Assignment of classes within the salary schedule shall be approved by the Civil Service Commission.

C) The entry salary of any person covered under the plan shall normally be at the entry rate; however, an applicant or employee may be hired or promoted at a higher rate in accordance with Rule 5, Section 5, of the Civil Service Rules. (Amended 11/1/94)

D) At any time that any position in the Professional/Managerial Compensation Plan needs to be re-evaluated, such re-evaluation will be done in accordance with Rule 5, Section 5 of the Civil Service Commission Rules.

E) Any merit and competency increases in salary for those employees covered in the Professional/Managerial Plan shall be 2 ½% and shall be based on meritorious service, efficiency, and length of service as provided in Rule 5, Section 5 of the Civil Service Commission Rules. (Amended 9/15/92 and 2/1/94)

F) Employees in the Professional/Managerial Compensation Plan shall be evaluated annually on the employee's class entry anniversary date in accordance with the standards approved by the Civil Service Commission, and the standards set forth in Rule 14 of the Civil Service Commission Rules. (Amended 2/1/94)

G) Any other provisions of Ordinance 8064 relating to compensation which conflicts with these provisions shall not apply to those persons covered in the Professional/Managerial Compensation Plan. (Passed 08/30/88)

3.11 SHIFT DIFFERENTIAL

A) If an employee is required to work hours at other than the normal daytime hours, he/she shall be entitled to a shift differential in addition to the regular rate of pay. (Amended 4/10/90)

B) Such differential shall be a flat cents per hour amount added to the employee's regular rate:

⇒ 15¢ per hour for all regular hours worked if the employee is scheduled to work at least four hours between the hours of 4 p.m. and 12 midnight.

⇒ 30¢ per hour for all regular hours worked if the employee is scheduled to work at least four hours between the hours of 12 midnight and 8 a.m.

⇒ If the employee works from 8 p.m. to 4 a.m., shift differential for four hours will be paid at 15¢ per hour and four hours at 30¢ per hour.

- C) Shift differential pay will not be paid for hours not worked.
- D) Shift differential will not be paid to exempt employees or to seasonal temporary employees.
- E) Shift differential payments made under this section will be made on a bi-weekly basis.
- F) The effective date of this ordinance is January 21, 1990 at 12:01 a.m.