

ORDINANCE NO. 13/

AN ORDINANCE OF THE CITY OF UNIVERSITY PARK, TEXAS, REPEALING AND REPLACING ORDINANCE NO. 12/26 BY ADOPTING A REVISED PAY PLAN FOR EMPLOYEES OF THE CITY OF UNIVERSITY PARK FOR FY 2013-2014, AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PARK, TEXAS:

Ordinance No. 12/26 is repealed and the following ordinance is adopted to replace it:

SECTION I

As provided in Chapter 8, Article 8.500, of the Code of Ordinances of the City of University Park, Texas, a pay plan to compensate employees of the City of University Park for FY 2013-2014 is adopted to wit:

1. PAY PLAN BY CATEGORIES:

EXEMPT EMPLOYEES

TITLE	POINTS	MIN.	MARKET	MAX.
CITY MANAGER	E 950			16035
CITY JUDGE	E 930			3865
CITY PROSECUTOR	E 920			2925
DIRECTOR OF PUBLIC WORKS	E 904	10136	11734	14011
DIRECTOR OF FINANCE	E 755	8847	10242	12229
FIRE CHIEF	E 732	8650	10013	11957
ASSISTANT CITY MANAGER*		8510	9851	11763
DIRECTOR OF HUMAN RESOURCES	E 677	8174	9462	11299
DIRECTOR OF PARKS	E 636	7819	9051	10808
DIRECTOR OF COMMUNITY DEVELOPMENT	E 611	7604	8803	10511
CITY ENGINEER	E 611	7604	8803	10511
POLICE CAPTAIN	E 594	7457	8632	10308
ASSISTANT FIRE CHIEF	E 594	7457	8632	10308
DIRECTOR OF INFORMATION SERVICES	E 588	7404	8571	10234
ASST. DIRECTOR OF PUBLIC WORKS	E 588	7404	8571	10234
CONTROLLER	E 551	7084	8201	9792
LIBRARY DIRECTOR	E 511	6717	7776	9285
INFRASTRUCTURE MAINT. SUPT.	E 479	6530	7559	9026
CHIEF PLANNING OFFICIAL	E 466	6263	7250	8657
CHIEF BUILDING OFFICIAL	E 466	6263	7250	8657
SANITATION SUPERINTENDENT	E 421	5962	6902	8241
FLEET MANAGER	E 406	5833	6752	8063
CIP COORDINATOR/CONST. MANAGER	E 393	5729	6632	7919
SR. NETWORK ADMINISTRATOR	E 393	5729	6632	7919
COMMUNITY INFORMATION OFFICER	E 382	5626	6513	7777
CITY SECRETARY	E 382	5626	6513	7777
TRAFFIC SUPERINTENDENT	E 366	5489	6354	7587
ACCOUNTING MANAGER	E 344	5298	6133	7323

NETWORK SUPPORT SPECIALIST	E 344	5298	6133	7323
GIS COORDINATOR	E 344	5298	6133	7323
ASSET MANAGEMENT COORDINATOR	E 344	5298	6133	7323
RIGHT OF WAY MANAGER	E 344	5298	6133	7323
PURCHASING AGENT	E 332	5172	5987	7149
POLICE ACCREDITATION MGR (PT)	E 332	5172	5987	7149
POLICE COMM./RECORDS SUPERVISOR	E 332	5172	5987	7149
ASSISTANT PARK DIRECTOR	E 318	5075	5875	7015
PARKS SUPERINTENDENT	E 318	5075	5875	7015
FACILITIES MAINTENANCE MANAGER	E 318	5075	5875	7015
COURT ADMINISTRATOR	E 308	4986	5772	6892
ASSISTANT TO THE CITY MANAGER	E 298	4957	5738	6852
TECHNICAL SERVICES LIBRARIAN	E 298	4957	5738	6852
CHILDREN'S LIBRARIAN	E 298	4957	5738	6852
UTILITY BILLING MANAGER	E 291	4840	5603	6690
ASSTISTANT CITY SECRETARY (PT)	E 223	4019	4652	5555

*The Assistant City Manager position is filled by City Council appointment and salary set by City Council.

NON-EXEMPT EMPLOYEES

TITLE	GRADE	PTS.	MIN.	MARKET	MAX.
CONSTRUCTION INSPECTOR	N 58	296	4756	5506	6574
BUILDING INSPECTOR III	N 58	296	4756	5506	6574
EQUIP. SHOP SUPERVISOR	N 57	269	4417	5113	6105
SANITATION CREW LEADER	N 57	269	4417	5113	6105
MAINTENANCE SUPERVISOR	N 57	269	4417	5113	6105
BUILDING INSPECTOR II	N 57	269	4417	5113	6105
BUILDING INSPECTOR I	N 56	245	4118	4767	5692
WAREHOUSE SUPERVISOR	N 56	245	4118	4767	5692
CODE ENFORCEMENT OFCR.	N 56	245	4118	4767	5692
ENGINEERING TECH.	N 56	245	4118	4767	5692
TRAFFIC TECHNICIAN II	N 56	245	4118	4767	5692
EQUIP SERVICES TECH-ELECTRONICS	N 56	245	4118	4767	5692
PAYROLL/AP SPECIALIST	N 56	245	4118	4767	5692
FIRE ADMIN. ASSISTANT	N 55	216	3754	4346	5189
POLICE ADMIN. ASSISTANT	N 55	216	3754	4346	5189
HUMAN RESOURCES ASSISTANT	N 55	216	3754	4346	5189
GARDENER III	N 55	216	3754	4346	5189
FORESTRY TECHNICIAN	N 55	216	3754	4346	5189
HORTICULTURIST	N 55	216	3754	4346	5189
IRRIGATION TECHNICIAN	N 55	216	3754	4346	5189
PESTICIDE TECHNICIAN	N 55	216	3754	4346	5189
EQUIP. SERVICE TECHNICIAN	N 55	216	3754	4346	5189
WELDING TECHNICIAN	N 55	216	3754	4346	5189
DISPATCHER/311 CALL TAKER	N 55	216	3754	4346	5189
PURCHASING ASSISTANT	N 54	191	3440	3982	4755
PLANNING TECH	N 54	191	3440	3982	4755
PERMIT TECH	N 54	191	3440	3982	4755
WAREHOUSE/EQUIP SERV ASST	N 54	191	3440	3982	4755
ACCOUNTS PAYABLE SPECIALIST	N 54	191	3440	3982	4755
FACILITIES MAINT. TECH.	N 54	191	3440	3982	4755
ADMIN SECRETARY/311 CALL TAKER	N 54	191	3440	3982	4755
ANIMAL CONTROL OFFICER	N 54	191	3440	3982	4755
SIGNS/MARKINGS TECH II	N 54	191	3440	3982	4775
MAINTENANCE TECH II	N 54	191	3440	3982	4755
SR. UTILITY BILLING SPECIALIST	N 53	160	3053	3534	4220
ADMIN. SECRETARY	N 53	160	3053	3534	4220

PARKING ENFORCEMENT OFFICER	N 53	160	3053	3534	4220
SANITATION DRIVER III	N 53	160	3053	3534	4220
TRAFFIC TECHNICIAN I	N 53	160	3053	3534	4220
POLICE ALARM PERMIT CLERK	N 53	160	3053	3534	4220
RECEPTIONIST/311 CALL TAKER	N 53	160	3053	3534	4220
SIGNS/MARKINGS TECH I	N 52	143	2839	3286	3924
LEAD CUSTODIAN	N 52	143	2839	3286	3924
CID CLERK (PT)	N 52	143	2839	3286	3924
COMMUNITY DEV. CLERK (PT)	N 52	143	2839	3286	3924
UTILITY BILLING SPECIALIST	N 52	143	2839	3286	3924
MAIL/UTILITY BILLING SPECIALIST	N 52	143	2839	3286	3924
DEPUTY COURT CLERK	N 52	143	2839	3286	3924
SANITATION DRIVER II	N 52	143	2839	3286	3924
GARDENER II	N 52	143	2839	3286	3924
MAINTENANCE TECH I	N 52	143	2839	3286	3924
SANITATION DRIVER I	N 51	119	2538	2938	3508
WAREHOUSE PARTS RUNNER	N 51	119	2538	2938	3508
GARDENER I	N 50	99	2289	2650	3164

POLICE DEPARTMENT

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
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POLICE LT.	7221	7581				
POLICE SGT.	6549	6877				
POLICE OFFICER	4805	5045	5298	5562	5841	6133
POLICE RECRUIT	4351	4569				

FIRE DEPARTMENT

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
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BATTALION CHIEF	7628	8009				
FIRE CAPTAIN	6923	7269				
ASST. FIRE MARSHAL	6607					
FIRE LIEUTENANT	6607					
DRIVER/ENGINEER	6280					
FIREFIGHTER	4578	4807	4547	5300	5565	5843
FF RECRUIT	4191					

PART TIME AND TEMPORARY EMPLOYEES

Pay to be determined by the Director of Human Resources.

2. PAY PLAN ADMINISTRATION:

(a) Non-uniformed Pay Plan. The pay plan presented herein for positions except uniformed police and fire defines the range of pay for each position in the city. There will be two steps between minimum and market, with minimum designated as Step 1 and market pay designated as Step 4, that range being designated as the desired hiring and probationary range. Market pay (Step 4) of each range is considered the rate of pay for a fully trained, competent employee. There will be five steps between market pay and maximum, with maximum designated as Step 10, that range being designated for merit pay. Progression from one step to the next higher step shall be based solely on performance as approved by the department head or city manager and will be effective on an employee's evaluation date.

(b) Uniformed Police and Fire Pay Plan. In order to receive a step increase, each employee must meet the time-in-service requirement and have a performance evaluation that is at least "Meets Expectations." If an employee does not meet the performance evaluation requirement, the supervisor may set a time for re-evaluation and reconsideration of the step increase if improved performance is recognized.

3. ASSIGNMENT PAY:

Paramedic and Fire Inspector positions are not specified as rank, but are designated as an assignment and receive assignment pay as follows:

0-4 YRS OF SERVICE	\$175/MO ASSIGNMENT PAY
5-9 YRS OF SERVICE	\$250/MO ASSIGNMENT PAY
10-14 YRS OF SERVICE	\$325/MO ASSIGNMENT PAY
15+ YRS OF SERVICE	\$400/MO ASSIGNMENT PAY
FIRE INSPECTOR	\$100 PER MONTH ASSIGNMENT PAY
EMS SHIFT LT.	\$200 PER MONTH ASSIGNMENT PAY

Paramedic and Fire Inspector assignment pay will be in addition to the pay allocated for the rank at the time of assignment. For example, a Firefighter assigned as paramedic will receive the pay for a Firefighter plus assignment pay appropriate to his/her years of service as a certified paramedic in the University Park Fire Department (designated above) plus \$35 for each shift assigned to the MICU. Fire Department employees will not be eligible for assignment pay while on leave for any reason.

Police officers assigned to CID and the Warrant Officer will receive an assignment pay of 5% of base pay. Field Training Officers will receive assignment pay of 5% of base pay when assigned and working as a Field Training Officer.

911/311 Dispatchers assigned to training duty will receive an assignment pay of 5% of base pay when assigned and working as a trainer.

4. WORK EXPERIENCE PERIOD:

The work experience period is one year under normal circumstances for uniformed police and fire and six months for all other employees. Nothing herein prevents the extension of a work experience period or prevents any department head from delaying or withholding pay increases for just and compelling reasons.

5. SHIFT DIFFERENTIAL PAY:

Dispatchers who work the evening shift will receive an additional pay of \$25 per month. Police Officers, Police Sergeants, Police Lieutenants, and Dispatchers who work deep night shift will receive an additional

pay of \$50 per month. These employees must maintain a performance evaluation that “Meets Expectations” in order to be eligible for the shift differential pay.

6. LONGEVITY:

All police and fire personnel shall receive the State of Texas mandated payment of four dollars (\$4.00) per month for each year of service up to a maximum of 25 years. All other employees of the City shall receive longevity pay at the same rate as police and fire personnel. For the purpose of this section, longevity accrual begins at the start of each month after the anniversary date, unless such anniversary date is on the first of the month.

7. EDUCATION AND CERTIFICATION PAY:

(a) Uniformed personnel in the Fire Department shall receive incentive pay for college credit hours from an accredited university. This plan does not include the rank of Captain or higher except as designated below. Fire Lieutenant is eligible for education pay only for eighteen hours and above.

1.	Twelve (12) hours	\$20.00 per month
2.	Eighteen (18) hours	\$30.00 per month
3.	Thirty-six (36) hours	\$40.00 per month
4.	Assoc. degree or 60 hours	\$50.00 per month
5.	Bachelor’s degree	\$100.00 per month

Fire Captains will be eligible for incentive pay for college credit hours from an accredited university under the following plan:

1.	36 hours	\$40.00 per month
2.	Assoc. degree or 60 hours	\$50.00 per month
3.	Bachelor’s degree	\$100.00 per month

Fire Battalion Chiefs will be eligible for incentive pay for college credit hours from an accredited university under the following plan:

1.	Bachelor’s degree	\$100.00 per month
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The Fire Chief must review and approve the subjects and the plan of study prior to instigation by the employee in order to eligible for the pay described above.

In addition to the above, uniformed Fire Department personnel will be eligible for the following incentive pay for certification beyond basic. This does not pertain to ranks of Captain and above except as designated below:

1.	Intermediate	\$50.00 per month
2.	Advanced	\$100.00 per month
3.	Master’s	\$150.00 per month

Fire Captains will be eligible for incentive pay for the following certifications:

1.	Advanced	\$100.00 per month
2.	Master’s	\$150.00 per month

Fire Battalion Chiefs will be eligible for incentive pay for the following certifications:

1.	Master’s	\$150.00 per month
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(b) Patrol Officers are eligible for educational incentive pay as follows:

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|----|---------------------------|--------------------|
| 1. | Assoc. degree or 60 hours | \$ 50.00 per month |
| 2. | Bachelor's degree | \$100.00 per month |

Police Lieutenants and Sergeants are eligible for educational incentive pay as follows:

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| 1. | Bachelor's degree | \$100.00 per month |
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In addition to the above, Patrol Officers are eligible for certification pay incentive according to the TCLEOSE certification held:

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| 1. | Intermediate | \$50.00 per month |
| 2. | Advanced | \$100.00 per month |

Police Lieutenants and Sergeants are eligible for certification pay incentive according to the following:

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|----|----------|--------------------|
| 1. | Advanced | \$100.00 per month |
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8. MASTER POLICE OFFICER:

The Master Police Officer designation is discontinued as of 10/01/00. Any Police Officer who carries the Master Police Officer designation as of 10/01/00 will continue to hold the designation until such time he/she no longer meets the qualifications set forth below. Any Officer who loses the designation will not be eligible to regain it. The designation will continue to carry a fifty dollar (\$50) per month assignment pay. The qualifications for this designation are as follows:

- a. Must have been with the University Park Police Department for five (5) years or with the UP Police Department for two (2) years and hold an Advanced TCLEOSE Certification;
- b. Must maintain a performance evaluation that "Meets Expectations" for the past two years;
- c. Must not have had any preventable accidents within the last eighteen (18) months;
- d. Must not have had any suspensions within two (2) years, any written reprimands within one (1) year, or any oral reprimands within the past six (6) months;
- e. Must complete Field Training Officer School and must qualify and perform as a Field Training Officer;
- f. Upon obtaining the Master Police Officer designation, the officer must successfully complete both basic supervision and intermediate traffic accident training;
- g. Must demonstrate proficiency with service weapons; and
- h. Must complete one Criminal Investigation school.

9. OVERTIME PAY:

Overtime pay will be applied as described in Administrative Order PRS-4.

10. APPLICATION OF PAY PLAN:

The pay plan, as outlined above, applies only to regular full-time employees (except for overtime provisions).

11. APPROVAL OF CHANGES IN CLASSIFICATION:

The city manager shall have authority to approve all changes in classification; however, the number of classification changes subject to his/her approval shall not exceed 10% of total employees during the fiscal year.

12. INTERPRETATION:

From time to time, it may be necessary to interpret the pay plan for its applicability to certain unforeseen circumstances. The city manager may issue an administrative order interpreting the pay plan for specific circumstances; however, all such interpretation may be appealed to the City Council within fifteen (15) days.

SECTION II

This ordinance shall take effect immediately from and after its passage as the law and charter in such cases provide, provided that the pay plan to be given effect hereby shall take effect on October 1, 2013.

DULY PASSED by the City Council of the City of University Park, Texas, on the 10th day of September, 2013.

APPROVED:

MAYOR

APPROVED AS TO FORM:

ATTEST:

CITY ATTORNEY (RLD/12-02-09/40795)

CITY SECRETARY