

ORDINANCE NO. 25-

AN ORDINANCE OF THE CITY OF UNIVERSITY PARK, TEXAS, AMENDING THE PAY PLAN FOR EMPLOYEES OF THE CITY OF UNIVERSITY PARK FOR FY 2024/2025 ADOPTED BY ORDINANCE 24-026; REPEALING ALL ORDINANCES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. That Ordinance 24-026 amended Chapter 9, Article 9.03, of the Code of Ordinances of the City of University Park, Texas, to adopt a pay plan to compensate employees of the City of University Park for FY 2024-2025.

SECTION 2. That the Pay Plan for FY 2024-2025 is amended to create a new position of Emergency Communications Supervisor, to provide Certification pay for the position, and to provide Shift Differential pay for the position, as follows, to wit:

1. PAY PLAN BY CATEGORIES:

GENERAL GOVERNMENT PERSONNEL

See Appendix A

SWORN PERSONNEL- POLICE DEPARTMENT AND FIRE DEPARTMENT

See Appendix B

PART TIME AND TEMPORARY EMPLOYEES

Pay to be determined by the Director of Human Resources.

2. ASSIGNMENT/DESIGNATION PAY:

Fire Department Assignment/Designation Pay is paid in addition to the pay allocated for the individual’s position at the time of assignment. Fire personnel certified, licensed, or registered as a paramedic will receive their base pay plus assignment pay as a paramedic in accordance with years of service in the University Park Fire Department. Specific requirements set forth by department policies must be satisfied in order to be eligible for pay outlined below.

Assignment/Designation Pay	Payment
Paramedic Pay (based on years of service)	0-4 Years = \$175/Month 5-9 Years = \$250/Month 10-14 Years = \$325/Month 15+ Years = \$400/Month
M.I.C.U Assignment Pay	\$35/Shift
EMS Shift Lieutenant	\$200/Month
Fire Inspector Pay <i>(Paid when functioning as a shift inspector and performing assigned commercial fire code inspections)</i>	\$150/month
Field Training Officer Pay	\$50/shift <i>(not to exceed 40 shifts for fire suppression or 15 shifts for EMS, per trainee)</i>

Police Department Assignment/Designation Pay is paid in addition to the pay allocated for the individual’s position at the time of assignment. Specific requirements set forth by department policies must be satisfied in order to be eligible for pay outlined below.

Assignment/Designation Pay	Payment	Positions Eligible
CID & Professional Standards Officer Pay	5% of base pay	Police Officers assigned to CID or Professional Standards
Field Training Officers	5% of base pay	Police Officers and 911/311 Dispatchers (Communication Specialists) assigned to training duty
Evening Shift Differential Pay	\$25/Month	911/311 Dispatchers (Communication Specialists), Emergency Communications Supervisor assigned to evening shift
Deep Nights Shift Differential Pay	\$50/Month	Police Officers, Sergeants, Lieutenants, Emergency Communications Supervisor 911/311 Dispatchers (Communication Specialists) assigned to deep nights shift
Police Officer Expert Pay	\$150/Month	Sworn personnel below the rank of Sergeant

3. EDUCATION AND CERTIFICATION PAY:

Fire Department:

Uniformed personnel in the Fire Department shall receive education pay for college credit hours earned from an accredited university for areas of study which are approved in advance by the Fire Chief as outlined below.

Education Pay	Payment	Positions Eligible
Twelve (12) Credit Hours	\$20/Month	Firefighter, Driver/Engineer, Fire Marshal, Assistant Fire Marshal
Eighteen (18) Credit Hours	\$30/Month	Firefighter, Driver/Engineer, Fire Lieutenant, Fire Marshal, Assistant Fire Marshal
Thirty-Six (36) Credit Hours	\$40/Month	Firefighter, Driver/Engineer, Fire Lieutenant, Fire Captain, Fire Marshal, Assistant Fire Marshal
Associate's degree or Sixty (60) Credit Hours	\$50/Month	Firefighter, Driver/Engineer, Fire Lieutenant, Fire Captain, Fire Marshal, Assistant Fire Marshal
Bachelor's Degree	\$100/Month	Firefighter, Driver/Engineer, Fire Lieutenant, Fire Captain, Battalion Chief, Fire Marshal, Assistant Fire Marshal

In addition to the above, uniformed Fire Department personnel will be eligible for the following pay for an active Texas Commission on Fire Protection Firefighter Certification beyond the basic certification.

Firefighter Certification Pay	Payment	Positions Eligible
Intermediate	\$50/Month	Firefighter, Driver/Engineer, Fire Lieutenant, Fire Marshal, Assistant Fire Marshal
Advanced	\$100/Month	Firefighter, Driver/Engineer, Fire Lieutenant, Fire Captain, Fire Marshal, Assistant Fire Marshal
Master's	\$150/Month	Firefighter, Driver/Engineer, Fire Lieutenant, Fire Captain, Battalion Chief, Fire Marshal, Assistant Fire Marshal

Police Department:

Sworn personnel in the Police Department shall receive education pay for college credit hours earned from an accredited university for areas of study which are approved in advance by the Police Chief as outlined below.

Education Pay	Payment	Positions Eligible
Associate's degree or Sixty (60) Credit Hours	\$50/Month	Police Officer
Bachelor's Degree	\$100/Month	Police Officer, Sergeant, Lieutenant

In addition to the above, Police Department Personnel are eligible for certification pay according to the Texas Commission on Law Enforcement certification held as outlined below.

TCOLE Certification Pay	Payment	Positions Eligible
Intermediate	\$50/Month	911/311 Dispatcher (Communications Specialist), Emergency Communications Supervisor, Police Officer,
Advanced	\$100/Month	911/311 Dispatcher (Communications Specialist), Emergency Communications Supervisor, Police Officer, Sergeant, Lieutenant
Master's	\$150/Month	911/311 Dispatcher (Communications Specialist), Emergency Communications Supervisor, Police Officer, Sergeant, Lieutenant

General Employees

The following certification pay is available in accordance with certifications issued through the Texas Commission on Environmental Quality (TCEQ) and the Texas Department of Transportation (TxDOT) outlined below:

Certification Pay	Payment	Positions Eligible
TCEQ Class "C" Water Distribution Operator	\$25/Month	Infrastructure Maintenance Technician I and II
TCEQ Class "II" Wastewater Collection	\$25/Month	Infrastructure Maintenance Technician I and II
TCEQ Class "B" Water Distribution Operator	\$50/Month	Infrastructure Maintenance Technician I and II, Infrastructure Maintenance Supervisor
TCEQ Class "III" Wastewater Collection	\$50/Month	Infrastructure Maintenance Technician I and II, Infrastructure Maintenance Supervisor
Certification Pay	Payment	Positions Eligible
TCEQ Class "A" Water System Operator	\$100/Month	Infrastructure Maintenance Technician I and II, Infrastructure Maintenance Supervisor
State of Texas Class "A" or "B" Commercial Driver License	\$160 Per Pay Period	Employees who may be called to operate a commercial vehicle and work in Engineering, Public Works, Parks, or Equipment Services.

4. WORK EXPERIENCE PERIOD:

The work experience period is one year under normal circumstances for uniformed fire employees, 12 months from the day the field training program begins for uniformed police employees 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. 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.

6. OVERTIME PAY:

Overtime pay will be applied as described in City of University Park policies and procedures.

7. APPLICATION OF PAY PLAN:

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

8. 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.

9. 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 3. All ordinances in conflict herewith are hereby repealed.

SECTION 4. This ordinance shall take effect immediately from and after its passage as the law and charter in such cases provide.

DULY PASSED by the City Council of the City of University Park, Texas, on the 21st day of January 2025.

APPROVED:

TOMMY STEWART, MAYOR

ATTEST:

CHRISTINE GREEN, CITY SECRETARY

APPROVED AS TO FORM:

CITY ATTORNEY