

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF UNIVERSITY PARK, TEXAS, REPEALING AND REPLACING ORDINANCE NO. 15/021 BY ADOPTING A REVISED PAY PLAN FOR EMPLOYEES OF THE CITY OF UNIVERSITY PARK FOR FY 2016-2017, AND PROVIDING AN EFFECTIVE DATE.

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

Ordinance No. 15/021 is repealed and the following ordinance is adopted to replace it:

SECTION I

As provided in Chapter 9, Article 9.03, 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 2016-2017 is adopted to wit:

1. PAY PLAN BY CATEGORIES:

EXEMPT EMPLOYEES

TITLE	POINTS	MIN.	MARKET	MAX.
CITY MANAGER	E 950			15059
CITY JUDGE	E 930			4060
CITY PROSECUTOR	E 920			3133
DIRECTOR OF PUBLIC WORKS	E 864	10178	11782	14069
DIRECTOR OF FINANCE	E 755	9295	10760	12848
FIRE CHIEF	E 732	9088	10520	12562
POLICE CHIEF	E 732	9088	10520	12562
DIRECTOR OF HUMAN RESOURCES	E 677	8587	9941	11870
DIRECTOR OF PARKS	E 636	8214	9509	11354
DIRECTOR OF COMMUNITY DEVELOPMENT	E 611	7989	9248	11043
POLICE CAPTAIN	E 594	7834	9069	10829
ASSISTANT FIRE CHIEF	E 594	7834	9069	10829
DIRECTOR OF INFORMATION SERVICES	E 588	7779	9005	10829
CITY ENGINEER	E 588	7779	9005	10829
DIRECTOR OF ORG. DEVELOPMENT	E 588	7779	9005	10753
CONTROLLER	E 551	7443	8616	10288
LIBRARY DIRECTOR	E 511	7057	8169	9755
INFRASTRUCTURE MAINT. SUPT.	E 479	6861	7942	9484
SR. SYSTEMS ADMINISTRATOR	E 479	6861	7942	9484
CHIEF BUILDING OFFICIAL	E 466	6580	7617	9095
SANITATION SUPERINTENDENT	E 421	6263	7250	8657
FLEET MANAGER	E 406	6128	7094	8471
CIVIL ENGINEER II	E 406	6128	7094	8471
COMMUNITY INFORMATION OFFICER	E 382	5911	6843	8171
CITY SECRETARY	E 382	5911	6843	8171
TRAFFIC SUPERINTENDENT	E 366	5767	6676	7972
NETWORK SUPPORT SPECIALIST	E 344	5566	6443	7694
GIS COORDINATOR	E 344	5404	6256	7470
APPLICATIONS SUPPORT ANALYST	E 344	5566	6443	7694

RIGHT-OF-WAY MANAGER	E 344	5566	6443	7694
CIVIL ENGINEER I	E 332	5433	6289	7510
PURCHASING MANAGER	E 332	5433	6289	7510
POLICE ACCREDITATION MGR (PT)	E 332	5433	6289	7510
POLICE COMM./RECORDS SUPERVISOR	E 332	5433	6289	7510
ASSISTANT PARK DIRECTOR	E 318	5332	6172	7370
PARKS SUPERINTENDENT	E 318	5332	6172	7370
FACILITIES MAINTENANCE MANAGER	E 318	5332	6172	7370
COURT ADMINISTRATOR	E 308	5239	6065	7242
TECHNICAL SERVICES LIBRARIAN	E 298	5208	6029	7199
CHILDREN'S LIBRARIAN	E 298	5208	6029	7199
UTILITY BILLING MANAGER	E 291	5085	5887	7029
AQUATICS SUPERVISOR	E 245	4282	4957	5919
GENERAL ACCOUNTANT	E 245	4282	4957	5919
CITY PLANNER	E 245	4282	4957	5919
COMMUNICATIONS SPECIALIST	E 245	4282	4957	5919
ASSISTANT CITY SECRETARY (PT)	E 223	4222	4887	5836

NON-EXEMPT EMPLOYEES

TITLE	GRADE	PTS.	MIN.	MARKET	MAX.
CONSTRUCTION INSPECTOR	N 58	296	4997	5785	6907
BUILDING INSPECTOR III	N 58	296	4997	5785	6907
EQUIP. SHOP SUPERVISOR	N 57	269	4640	5371	6414
SANITATION CREW LEADER	N 57	269	4640	5371	6414
MAINTENANCE SUPERVISOR	N 57	269	4640	5371	6414
BUILDING INSPECTOR II	N 57	269	4640	5371	6414
BUILDING INSPECTOR I	N 56	245	4326	5008	5980
WAREHOUSE SUPERVISOR	N 56	245	4326	5008	5980
CODE ENFORCEMENT OFCR.	N 56	245	4326	5008	5980
ENGINEERING TECH.	N 56	245	4326	5008	5980
TRAFFIC SIGNAL TECH II	N 56	245	4326	5008	5980
EQUIP SERVICES TECH-ELECTRONICS	N 56	245	4326	5008	5980
PAYROLL/AP SPECIALIST	N 56	245	4326	5008	5980
TRAFFIC SIGNAL TECH I	N 55	216	3944	4566	5452
FIRE ADMIN. ASSISTANT	N 55	216	3944	4566	5452
POLICE ADMIN. ASSISTANT	N 55	216	3944	4566	5452
HUMAN RESOURCES ASSISTANT	N 55	216	3944	4566	5452
ASST TO DIR OF PUBLIC WORKS	N 55	216	3944	4566	5452
RIGHT OF WAY INSPECTOR	N 55	216	3944	4566	5452
GARDENER III	N 55	216	3944	4566	5452
FORESTRY TECHNICIAN	N 55	216	3944	4566	5452
HORTICULTURIST	N 55	216	3944	4566	5452
IRRIGATION TECHNICIAN	N 55	216	3944	4566	5452
PESTICIDE TECHNICIAN	N 55	216	3944	4566	5452
EQUIP. SERVICE TECHNICIAN	N 55	216	3944	4566	5452
DISPATCHER/311 CALL TAKER	N 55	216	3944	4566	5452
PLANNING TECH	N 54	191	3614	4184	4996
PERMIT TECH	N 54	191	3614	4184	4996
WAREHOUSE/EQUIP SERV ASST	N 54	191	3614	4184	4996
POLICE RECORDS CLERK	N 54	191	3614	4184	4996
ADMIN SECRETARY/311 CALL TAKER	N 54	191	3614	4184	4996
ANIMAL CONTROL OFFICER	N 54	191	3614	4184	4996
SIGNS/MARKINGS TECH II	N 54	191	3614	4184	4996
MAINTENANCE TECH II	N 54	191	3614	4184	4996
BARRICADES/TRAFFIC TECH II	N 54	191	3614	4184	4996
SR. UTILITY BILLING SPECIALIST	N 53	160	3207	3713	4433
PARKING ENFORCEMENT OFFICER	N 53	160	3207	3713	4433
SANITATION DRIVER III	N 53	160	3207	3713	4433

DEPUTY COURT CLERK	N 53	160	3207	3713	4433
POLICE ALARM PERMIT CLERK	N 53	160	3207	3713	4433
RECEPTIONIST/311 CALL TAKER	N 53	160	3207	3713	4433
SIGNS/MARKINGS TECH I	N 52	143	2983	3453	4123
CID CLERK (PT)	N 52	143	2983	3453	4123
MAIL/UTILITY BILLING SPECIALIST	N 52	143	2983	3453	4123
LIBRARY CIRCULATION CLERK	N 52	143	2983	3453	4123
SANITATION DRIVER II	N 52	143	2983	3453	4123
GARDENER II	N 52	143	2983	3453	4123
MAINTENANCE TECH I	N 52	143	2983	3453	4123
SANITATION DRIVER I	N 51	119	2668	3089	3688
WAREHOUSE PARTS RUNNER	N 51	119	2668	3089	3688
GARDENER I	N 50	99	2405	2784	3324

POLICE DEPARTMENT

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
POLICE LT.	7965	8364				
POLICE SGT.	6765	7241	7603			
POLICE OFFICER	5048	5300	5565	5844	6136	6443
POLICE RECRUIT	4571	4800				

FIRE DEPARTMENT

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
BATTALION CHIEF	8399	8651	8910			
FIRE CAPTAIN	7540	7766	7999			
ASST. FIRE MARSHAL	7540	7766	7999			
FIRE LIEUTENANT	6971	7180				
DRIVER/ENGINEER	6446	6639				
FIREFIGHTER	4810	5051	5303	5568	5847	6139
FF RECRUIT	4275					

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 (when functioning as shift inspector)
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 approved to practice by medical control 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 if duration of leave extends beyond 60 calendar days.

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
----	-------------------	--------------------

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
----	----------	--------------------

(b) Patrol Officers are eligible for educational incentive pay as follows:

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:

1.	Bachelor's degree	\$100.00 per month
----	-------------------	--------------------

In addition to the above, Patrol Officers are eligible for certification pay incentive according to the TCLEOSE certification held:

- | | | |
|----|--------------|--------------------|
| 1. | Intermediate | \$50.00 per month |
| 2. | Advanced | \$100.00 per month |
| 3. | Master's | \$150.00 per month |

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

- | | | |
|----|----------|--------------------|
| 1. | Advanced | \$100.00 per month |
| 2. | Master's | \$150.00 per month |

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, 2016.

DULY PASSED by the City Council of the City of University Park, Texas, on the 20th day of September, 2016.

APPROVED:

MAYOR

APPROVED AS TO FORM:

ATTEST:

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

CITY SECRETARY