

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF UNIVERSITY PARK, TEXAS,  
REPEALING AND REPLACING ORDINANCE NO. 17/032 BY ADOPTING A  
REVISED PAY PLAN FOR EMPLOYEES OF THE CITY OF UNIVERSITY PARK  
FOR FY 2018/2019, AND PROVIDING AN EFFECTIVE DATE.**

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

**SECTION 1.** Ordinance No. 17/032 is repealed and the following ordinance is adopted to replace it;

**SECTION 2.** 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 2018-2019 is adopted to wit:

**1. PAY PLAN BY CATEGORIES:**

<b>EXEMPT EMPLOYEES</b>				
<b>TITLE</b>	<b>POINTS</b>	<b>MINIMUM</b>	<b>MARKET</b>	<b>MAXIMUM</b>
CITY MANAGER	E 950			\$16,472
CITY JUDGE	E 930			\$4,224
CITY PROSECUTOR	E 920			\$3,259
ASSISTANT CITY MANAGER	E 892	\$10,980	\$12,625	\$14,999
DIRECTOR OF PUBLIC WORKS	E 864	\$10,588	\$12,257	\$14,636
DIRECTOR OF FINANCE	E 755	\$9,670	\$11,194	\$13,366
POLICE CHIEF	E 732	\$9,454	\$10,944	\$13,068
FIRE CHIEF	E 732	\$9,454	\$10,944	\$13,068
DIRECTOR OF HUMAN RESOURCES	E 677	\$8,933	\$10,341	\$12,348
DIRECTOR OF PARKS	E 636	\$8,545	\$9,892	\$11,811
DIR. OF COMMUNITY DEVELOP.	E 611	\$8,311	\$9,621	\$11,488
POLICE CAPTAIN	E 594	\$8,150	\$9,434	\$11,265
ASSISTANT FIRE CHIEF	E 594	\$8,150	\$9,434	\$11,265
DIRECTOR OF INFO SERVICES	E 588	\$8,092	\$9,368	\$11,186
CITY ENGINEER	E 588	\$8,092	\$9,368	\$11,186
COMMUNICATIONS DIRECTOR	E 588	\$8,092	\$9,368	\$11,186
CONTROLLER	E 551	\$7,743	\$8,963	\$10,703
LIBRARY DIRECTOR	E 511	\$7,342	\$8,499	\$10,148
INFRASTRUCTURE MAINT SUPT	E 479	\$7,137	\$8,263	\$9,866
SR. SYSTEMS ADMINISTRATOR	E 479	\$7,137	\$8,263	\$9,866
CHIEF BUILDING OFFICIAL	E 466	\$6,845	\$7,924	\$9,462

SANITATION SUPERINTENDENT	E 421	\$6,515	\$7,542	\$9,006
FLEET MANAGER	E 406	\$6,375	\$7,380	\$8,812
CIVIL ENGINEER II	E 406	\$6,375	\$7,380	\$8,812
CITY SECRETARY	E 382	\$6,149	\$7,118	\$8,500
TRAFFIC SUPERINTENDENT	E 366	\$5,999	\$6,945	\$8,293
PUBLIC SAFETY TECH. SUPPORT ADMIN.	E 366	\$5,999	\$6,945	\$8,293
NETWORK SUPPORT SPECIALIST	E 344	\$5,790	\$6,703	\$8,004
GIS COORDINATOR	E 344	\$5,790	\$6,703	\$8,004
APPLICATIONS SUPPORT ANALYST	E 344	\$5,790	\$6,703	\$8,004
RIGHT OF WAY MANAGER	E 344	\$5,790	\$6,703	\$8,004
CIVIL ENGINEER I	E 332	\$5,652	\$6,543	\$7,812
PURCHASING MANAGER	E 332	\$5,652	\$6,543	\$7,812
POLICE ACCREDITATION MGR (PT)	E 332	\$5,652	\$6,543	\$7,812
POLICE COMM./RECORDS SUPV.	E 332	\$5,652	\$6,543	\$7,812
FACILITY MAINTENANCE MANAGER	E 318	\$5,547	\$6,421	\$7,667
ASSISTANT PARK DIRECTOR	E 318	\$5,547	\$6,421	\$7,667
PARKS SUPERINTENDENT	E 318	\$5,547	\$6,421	\$7,667
COURT ADMINISTRATOR	E 308	\$5,450	\$6,309	\$7,534
CITY PLANNER	E 308	\$5,450	\$6,309	\$7,534
TECHNICAL SERVICES LIBRARIAN	E 298	\$5,418	\$6,272	\$7,489
SPECIAL PROJECTS COORDINATOR	E 298	\$5,418	\$6,272	\$7,489
YOUTH SERVICES LIBRARIAN	E 298	\$5,418	\$6,272	\$7,489
UTILITY BILLING MANAGER	E 291	\$5,290	\$6,124	\$7,312
AQUATICS SUPERVISOR	E 245	\$4,455	\$5,157	\$6,157
GENERAL ACCOUNTANT	E 245	\$4,455	\$5,157	\$6,157
ASSISTANT CITY SECRETARY (PT)	E 223	\$4,392	\$5,084	\$6,071

NON-EXEMPT EMPLOYEES				
TITLE	POINTS	MINIMUM	MARKET	MAXIMUM
CONSTRUCTION INSPECTOR	N 58	\$5,198	\$6,018	\$7,186
BUILDING INSPECTOR III	N 58	\$5,198	\$6,018	\$7,186
EQUIPMENT SHOP SUPERVISOR	N 57	\$4,827	\$5,588	\$6,672
MAINTENANCE SUPERVISOR	N 57	\$4,827	\$5,588	\$6,672
BUILDING INSPECTOR II	N 57	\$4,827	\$5,588	\$6,672
SANITATION CREW LEADER	N 57	\$4,827	\$5,588	\$6,672
WAREHOUSE SUPERVISOR	N 56	\$4,500	\$5,210	\$6,221
BUILDING INSPECTOR I	N 56	\$4,500	\$5,210	\$6,221
CODE ENFORCEMENT OFFICER	N 56	\$4,500	\$5,210	\$6,221
EQUIP SERV TECH/ELECTRONICS	N 56	\$4,500	\$5,210	\$6,221
ENGINEERING TECHNICIAN	N 56	\$4,500	\$5,210	\$6,221

TRAFFIC SIGNAL TECHNICIAN II	N 56	\$4,500	\$5,210	\$6,221
PAYROLL/AP SPECIALIST	N 56	\$4,500	\$5,210	\$6,221
TRAFFIC SIGNAL TECHNICIAN I	N 55	\$4,103	\$4,750	\$5,671
FIRE ADMIN. ASST.	N 55	\$4,103	\$4,750	\$5,671
POLICE ADMIN. ASST.	N 55	\$4,103	\$4,750	\$5,671
OPERATIONS COORDINATOR	N 55	\$4,103	\$4,750	\$5,671
HUMAN RESOURCES ASSISTANT	N 55	\$4,103	\$4,750	\$5,671
RIGHT OF WAY INSPECTOR	N 55	\$4,103	\$4,750	\$5,671
GARDENER III	N 55	\$4,103	\$4,750	\$5,671
FORESTRY TECHNICIAN	N 55	\$4,103	\$4,750	\$5,671
HORTICULTURIST	N 55	\$4,103	\$4,750	\$5,671
IRRIGATION TECHNICIAN	N 55	\$4,103	\$4,750	\$5,671
PESTICIDE TECHNICIAN	N 55	\$4,103	\$4,750	\$5,671
EQUIPMENT SERVICE TECHNICIAN	N 55	\$4,103	\$4,750	\$5,671
911/311 DISPATCHER	N 55	\$4,103	\$4,750	\$5,671
PLANNING TECH	N 54	\$3,760	\$4,352	\$5,197
BUILDING PERMIT TECH	N 54	\$3,760	\$4,352	\$5,197
POLICE RECORDS CLERK	N 54	\$3,760	\$4,352	\$5,197
ADMIN. SECRETARY/311 CALL AGT	N 54	\$3,760	\$4,352	\$5,197
ANIMAL CONTROL OFFICER	N 54	\$3,760	\$4,352	\$5,197
SIGNS/MARKINGS TECH II	N 54	\$3,760	\$4,352	\$5,197
BARRICADES/TRAFFIC TECH II	N 54	\$3,760	\$4,352	\$5,197
MAINTENANCE TECHNICIAN II	N 54	\$3,760	\$4,352	\$5,197
COMMUNICATIONS ASSISTANT	N 54	\$3,760	\$4,352	\$5,197
SR. UTILITY BILLING SPECIALIST	N 53	\$3,336	\$3,862	\$4,612
SANITATION DRIVER III	N 53	\$3,336	\$3,862	\$4,612
PARKING ENFORCEMENT OFCR	N 53	\$3,336	\$3,862	\$4,612
POLICE ALARM PERMIT CLERK	N 53	\$3,336	\$3,862	\$4,612
DEPUTY COURT CLERK	N 53	\$3,336	\$3,862	\$4,612
UTILITY BILLING/MAIL SPECIALIST	N 52	\$3,103	\$3,592	\$4,289
LIBRARY CIRCULATION CLERK	N 52	\$3,103	\$3,592	\$4,289
SANITATION DRIVER II	N 52	\$3,103	\$3,592	\$4,289
GARDENER II	N 52	\$3,103	\$3,592	\$4,289
MAINTENANCE TECHNICIAN I	N 52	\$3,103	\$3,592	\$4,289
SIGNS/MARKINGS TECH I	N 52	\$3,103	\$3,592	\$4,289
CID CLERK (PT)	N 52	\$3,103	\$3,592	\$4,289
WAREHOUSE PARTS RUNNER	N 51	\$2,776	\$3,213	\$3,837
SANITATION DRIVER I	N 51	\$2,776	\$3,213	\$3,837
GARDENER I	N 50	\$2,502	\$2,896	\$3,458

<b>POLICE DEPARTMENT</b>						
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
POLICE LIEUTENANT	\$8,452	\$8,875				
POLICE SERGEANT	\$7,038	\$7,533	\$7,909			
POLICE OFFICER	\$5,251	\$5,514	\$5,790	\$6,079	\$6,383	\$6,702
POLICE RECRUIT	\$4,755	\$4,993				

<b>FIRE DEPARTMENT</b>						
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
FIRE BATTALION CHIEF	\$9,170	\$9,445	\$9,728			
FIRE CAPTAIN	\$8,077	\$8,319	\$8,569			
ASST. FIRE MARSHAL	\$7,611	\$7,839				
FIRE LIEUTENANT	\$7,611	\$7,839				
FIRE DRIVER/ENGINEER	\$6,905	\$7,112				
FIREFIGHTER	\$4,954	\$5,202	\$5,462	\$5,735	\$6,022	\$6,323
FIREFIGHTER RECRUIT	\$4,535					

### **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 TCOLE certification held:

- |    |              |                    |
|----|--------------|--------------------|
| 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:

- |    |          |                    |
|----|----------|--------------------|
| 1. | Advanced | \$100.00 per month |
|----|----------|--------------------|

Infrastructure Maintenance Technician I and II employees are eligible for certification pay incentive according to the highest Texas Commission on Environmental Quality (TCEQ) License maintained according to the following:

- |  |                    |
|--|--------------------|
| 1. Class "C" Water Distribution Operator | \$25.00 per month  |
| 2. Class "II" Waste Water Collection     | \$25.00 per month  |
| 3. Class "B" Water Distribution Operator | \$50.00 per month  |
| 4. Class "III" Waste Water Collection    | \$50.00 per month  |
| 5. Class "A" Water System Operator       | \$100.00 per month |

Infrastructure Maintenance Supervisors are eligible for certification pay incentive according to the highest TCEQ License maintained according to the following:

- |  |                   |
|--|-------------------|
| 1. Class "B" Water Distribution Operator | \$50.00 per month |
| 2. Class "III" Waste Water Collection    | \$50.00 per month |
| 3. Class "A" Water System Operator       | \$100.00 per mon  |

#### **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 TCOLE 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 our policies and procedures.

#### **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 3.** 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, 2018.

**DULY PASSED** by the City Council of the City of University Park, Texas, on the 18th day of September, 2018.

**APPROVED:**

\_\_\_\_\_  
**OLIN B. LANE, MAYOR**

**APPROVED AS TO FORM:**

**ATTEST:**

\_\_\_\_\_  
**CITY ATTORNEY**

\_\_\_\_\_  
**CHRISTINE GREEN, CITY SECRETARY**