

## ORDINANCE NO. 20-014

**AN ORDINANCE OF THE CITY OF UNIVERSITY PARK, TEXAS, REPEALING AND REPLACING ORDINANCE NO. 19-025 BY ADOPTING A REVISED PAY PLAN FOR EMPLOYEES OF THE CITY OF UNIVERSITY PARK FOR FY 2020/2021, AND PROVIDING AN EFFECTIVE DATE. BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PARK, TEXAS:**

**SECTION 1.** Ordinance No. 19-025 is repealed and the following ordinance is adopted to replace it;

**SECTION 2.** This Ordinance No. 20-014 establishes a pay philosophy designed to compensate staff at or above the market average compensation of its comparator cities subject to the ability to fund.

**SECTION 3.** 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 2020-2021 is adopted to wit:

### **1. PAY PLAN BY CATEGORIES:**

#### **GENERAL GOVERNMENT PERSONNEL**

<u><b>Grade</b></u>	<u><b>Description</b></u>	<u><b>MIN</b></u>	<u><b>MID</b></u>	<u><b>MAX</b></u>
40	City Manager	\$		\$ 108.02 <sup>1</sup>
35	Assistant City Manager	\$ 62.04	\$ 78.59	\$ 91.11
34	Director of Finance Director of Public Works Fire Chief Police Chief	\$ 59.09	\$ 74.85	\$ 86.77
32	Director of Communications Director of Community Development Director of Human Resources Director of Information Services Director of Parks	\$ 53.59	\$ 67.89	\$ 78.70
30	Assistant Fire Chief Assistant Police Chief Assistant Human Resources Director City Engineer Controller	\$ 48.61	\$ 61.58	\$ 71.39
29	Library Director	\$ 46.30	\$ 58.65	\$ 67.99
28	City Secretary	\$ 44.09	\$ 55.85	\$ 64.75

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<sup>1</sup> City Manager position compensation is determined by the City of University Park City Council annually.

26	Chief Building Official Civil Engineer II Senior Systems Administrator	\$ 39.99	\$ 50.66	\$ 58.73
25	Infrastructure Maintenance Superintendent Operations Manager Traffic Superintendent Utility Construction Superintendent	\$ 38.09	\$ 48.25	\$ 55.93
24	Court Administrator Fleet Manager Sanitation Superintendent	\$ 36.28	\$ 45.95	\$ 53.27
23	Civil Engineer I Purchasing Manager	\$ 34.55	\$ 43.76	\$ 50.73
22	Applications Support Analyst Assistant Parks Director City Planner Facility Maintenance Manager GIS Coordinator Network Support Specialist Parks Superintendent Public Safety Technical Support Administrator Utility Billing Manager	\$ 32.90	\$ 41.68	\$ 48.32
21	Construction Supervisor Police Accreditation Manager Police Comm./Records Supervisor Special Projects Coordinator	\$ 31.34	\$ 39.70	\$ 46.02
20	Technical Services Librarian Right Of Way Coordinator Youth Services Librarian	\$ 29.85	\$ 37.81	\$ 43.83
19	Asset Management Coordinator Building Inspector III Construction Inspector Equipment Shop Supervisor	\$ 28.42	\$ 36.01	\$ 41.74
18	General Accountant Maintenance Supervisor Payroll/Accounts Payable Specialist Sanitation Crew Leader Traffic Signal Technician II Utility Construction Crew Leader	\$ 27.07	\$ 34.29	\$ 39.75
17	Aquatics Supervisor Building Inspector II	\$ 25.78	\$ 32.66	\$ 37.86
16	Engineering Technician Equipment Services Technician/Electronics Human Resources Generalist Warehouse Supervisor	\$ 24.55	\$ 31.10	\$ 36.06

15	911/311 Dispatcher Building Inspector I Code Enforcement Officer Operations Coordinator Traffic Signal Technician I	\$ 23.39	\$ 29.62	\$ 34.34
14	Crime Analyst Communications Assistant Equipment Service Technician Fire Administrative Assistant Horticulturist Police Administrative Assistant Public Safety Officer Signs/Markings Technician II	\$ 22.27	\$ 28.21	\$ 32.71
13	Admin. Assistant/311 Call Agent Maintenance Technician II Utility Construction Operator/Technician	\$ 21.21	\$ 26.87	\$ 31.15
12	Building Permit Technician Forestry Technician Gardener III Irrigation Technician (Cert Backflow)	\$ 20.20	\$ 25.59	\$ 29.67
	Pesticide Technician Planning Technician Sanitation Driver III			
11	Deputy Court Clerk Senior Utility Billing Specialist Signs/Markings Technician I	\$ 19.24	\$ 24.37	\$ 28.25
10	Animal Control Officer Library Circulation Clerk Police Records Clerk Sanitation Driver II	\$ 18.32	\$ 23.21	\$ 26.91
9	Gardener II Maintenance Technician I Parking Enforcement Officer Police Alarm Permit Clerk Utility Billing/Mail Specialist	\$ 17.45	\$ 22.11	\$ 25.63
8	Sanitation Driver I	\$ 16.62	\$ 21.05	\$ 24.41
6	Gardener I Warehouse Parts Runner	\$ 15.08	\$ 19.10	\$ 22.14

#### SWORN PERSONNEL

<u>Grade</u>	<u>Description</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
FBC	Fire Battalion Chief	\$ 39.56	\$ 40.74	\$ 41.97			
FC	Fire Captain	\$ 34.84	\$ 35.89	\$ 36.97			
FL	Fire Lieutenant	\$ 32.83	\$ 33.82				
FDE	Fire Driver/Engineer	\$ 29.79	\$ 30.68				

FF	Firefighter	\$ 21.59	\$ 22.67	\$ 23.80	\$ 24.99	\$ 26.24	\$ 27.55
FFR	Firefighter Recruit	\$ 19.76					
FM	Fire Marshal	\$ 55.57	\$ 57.23	\$ 58.95			
FMA	Assistant Fire Marshal	\$ 46.12	\$ 47.51				
PL	Police Lieutenant	\$ 51.21	\$ 53.77	\$ 56.46			
PS	Police Sergeant	\$ 42.65	\$ 45.64	\$ 47.92	\$ 50.32		
PO	Police Officer	\$ 31.83	\$ 33.42	\$ 35.09	\$ 36.85	\$ 38.69	\$ 40.62
PR	Police Recruit	\$ 28.82	\$ 30.26				

## **PART TIME AND TEMPORARY EMPLOYEES**

Pay to be determined by the Director of Human Resources.

### **2. 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 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 his/her years of service in the University Park Fire Department. Paramedics will also receive \$35 for each shift assigned to the M.I.C.U. Fire personnel will receive Fire Inspector pay when functioning as a shift inspector and performing assigned commercial fire code inspections.

**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.

### **3. 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.

### **4. 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.

## **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. 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
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

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 month

## **7. 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
- b. Police Department for two (2) years and hold an Advanced TCOLE Certification;
- c. Must maintain a performance evaluation that "Meets Expectations" for the past two years;
- d. Must not have had any preventable accidents within the last eighteen (18) months;
- e. 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;

- f. Must complete Field Training Officer School and must qualify and perform as a Field Training Officer;
- g. Upon obtaining the Master Police Officer designation, the officer must successfully complete both basic supervision and intermediate traffic accident training;
- h. Must demonstrate proficiency with service weapons; and
- i. Must complete one Criminal Investigation school.

**8. OVERTIME PAY:**

Overtime pay will be applied as described in our policies and procedures.

**9. APPLICATION OF PAY PLAN:**

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

**10. 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.

**11. 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, 2020.

**DULY PASSED** by the City Council of the City of University Park, Texas, on the 15th day of September, 2020.

APPROVED:

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TOMMY STEWART, MAYOR

APPROVED AS TO FORM:

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CITY ATTORNEY

ATTEST:

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CHRISTINE GREEN, CITY SECRETARY