

	<b>CITY OF CORPUS CHRISTI</b>	
	<b>Subject: Classification &amp; Compensation Procedures</b>	
	<b>Administrative Directive: HR 4.0</b>	
	<b>Effective Date: 10/1/2013</b>	<b>Revised: 5/31/2016</b>
	<b>Approved by: _____</b>	
<b>Date _____</b>		

**1. PURPOSE**

- 1.1. The Classification and Compensation Plan is designed to maintain internal equity and market competitiveness of employee compensation so the City of Corpus Christi (City) can attract, retain and reward talented, competent employees. In administering the compensation plan, the City will comply with all local, state, and federal law, including but not limited to, the Fair Labor Standards Act (FLSA), as amended.
- 1.2. Appointments, promotions, demotions and lateral transfers will be made on the basis of knowledge, skills, abilities, and demonstrated performance of employees in an effort to provide maximum opportunities for employees and to make City employment continuously attractive to qualified employees and enable the City to accomplish its goals and objectives.

**2. CLASSIFICATION AND COMPENSATION PLAN**

- 2.1. Part III City of Code Ordinances Chapter 39 Article III is the basis for administering the City’s Classification and Compensation Plan. The plan is to assure that each position is paid at a rate appropriate for the level and type of work performed, in relation to similar City positions and to the City’s competitive labor market. The plan covers all employees of the City of Corpus Christi except firefighters and police officers who are covered by collective bargaining agreements, and other employees specifically excluded by ordinance, or other City authorization.

**2.2. Classification Plan**

- 2.2.1. The Classification Plan provides a foundation for the allocation of positions and compensation of employees. The Classification Plan is the mechanism used to assure essentially equal pay for substantially similar work (internal equity) and as a basis for external market comparisons (external competitiveness).

## **2.3. Classified Service**

2.3.1. The Classified Service includes all positions except those exempted in this subsection. Positions exempt from the Classified Service and therefore, not covered by rules and regulations of the Civil Service Board, include:

2.3.1.1. All positions in the following pay plans: 200 series, FLSA exempt classifications and 300 series Executives;

2.3.1.2. All positions in the Mayor's Office, City Secretary's Office, and City Auditor's Office;

2.3.1.3. Any position that functions as the principal secretary or assistant to the City Manager, Assistant City Manager, Municipal Court Judge, Department Director, Assistant Department Director, City Secretary, City Attorney, and Assistant City Attorney;

2.3.1.4. Temporary employees.

2.3.2. Any employee not serving in the Classified Service, serves at will and at the pleasure of the City Manager (or the City Council if appointed by the City Council), and will continue such at will status notwithstanding any other ordinance, rule, or regulation of the City. No officer or employee of the City may waive or modify the at-will status of any position described in this section.

## **2.4. Position Classifications**

2.4.1. The Human Resources Department will administer, evaluate and classify all positions, in coordination with the respective department. Each position will be evaluated by comparing various work-related factors including levels of knowledge, skills, abilities, and experience required, organizational control, human relations, importance of contacts, budget responsibilities, freedom to act, complexity, and working conditions.

2.4.2. It is the responsibility of the Department Director to assist in maintaining the integrity of the classification and pay plan by updating and forwarding a detailed Job Assessment Questionnaire (JAQ) whenever a significant change occurs to a position's work assignments, including organizational or program changes.

2.4.3. The Human Resources Department will review the position and determine if a change is warranted.

## **2.5. City's Grievance Policy Does Not Apply**

- 2.5.1. The City's Grievance policy does not apply to classification and pay rate assignments. Employees' pay grades cannot be grieved under the City's Grievance Policy.

### **3. MARKET-BASED COMPENSATION PLAN**

- 3.1. To continually align our pay rates with market rates, the Human Resources Department will obtain compensation and benefit information from both public and private sources to establish pay ranges. Factors such as internal equity, future strategic direction and budget limitations will also be taken into consideration. Pay ranges will be assigned to maximize the attraction and retention of quality applicants/employees who take pride in public service and are focused on customer service.
- 3.2. **Classifications are separated into a Market-Based Compensation plan with three (3) levels as listed below and attached as Exhibit A:**
  - 3.2.1. **Series 100** – Includes all FLSA classified nonexempt positions which are eligible for overtime compensation
  - 3.2.2. **Series 200** – Includes all FLSA classified exempt positions
  - 3.2.3. **Series 300** – Executive classifications
- 3.3. **Pay Ranges and Steps** – Series 100 positions - pay ranges are approximately 64% wide and steps are 2.5% apart. Typical progression through the pay range from entry to the maximum will be twenty years. There are 20 steps with Step 1 as the entry rate and Step 21 as the maximum of the range.
- 3.4. **Rules for Pay Advancement**
  - 3.4.1. The City Manager is authorized to develop and implement rules for pay advancement within the ranges of the pay plan as incorporated into City policies and procedures.
  - 3.4.2. Pay plan advancements and pay adjustments for employees shall be considered a cost of doing business to attract and retain talented, competent and customer-focused employees.
  - 3.4.3. Each fiscal year, as part of the budget process and with consideration of the City's economic ability to fund pay adjustments, the City Manager will submit to the City Council recommended pay plan adjustments and salary progression.
    - 3.4.3.1. Across the Board Increases - the City Manager may authorize an across the board increase to all employees. If such increase is granted, then the

increase will be applied to the range. All employees whose performance during the previous evaluation period was “meets expectations” or above shall receive the increase.

3.4.3.1.1. If the employee is near, at, or above the maximum of the range, the employee shall receive only that portion which will take them to the maximum of the range.

3.4.3.2. Step Increases – May be granted based on the employee’s date hired into the position. Step increases will be only granted if the employee has “meets expectations” or above on the annual evaluation preceding the anniversary date and there has been no record of disciplinary action during the year. If granted, the step increase will be effective on the first full pay period following their anniversary date in the position.

3.4.3.2.1. Salary Increase Certification – The Department Director must submit an approved “Salary Increase Certification” form along with a completed Form 12 Employee Change Form to the Human Resources Department prior to the employee’s anniversary date in the positions. This Salary Increase Certification Form can be located in the Y: drive/Forms or on the City intranet website.

3.4.3.2.2. If the employee is near, at or above the maximum of the range, the employee shall receive only that portion which will take them to the maximum of the range.

### **3.5. Compensation of Part-Time Hourly Employees**

3.5.1. Part-time employees shall be paid the same hourly rate as designated in the pay plan for the actual hours worked.

### **3.6. Advancement in Salary for Part-Time Employees**

3.6.1. A part-time employee will be eligible for a step increase within their pay range for each 2080 hours worked provided their performance has been satisfactory during that period and a Salary Increase Certification is submitted along with an Employee Change Form 12. For purposes of implementing this provision, counting of hours will commence on September 1, 2013. Once the employee receives their step increase, the calculation of hours will begin again.

### **3.7. Compensation of Temporary Employees**

3.7.1. A temporary employee shall be hired to perform a specific assignment or task. Temporary employees are not eligible for City benefits, except as required by law. A temporary employee shall be paid an hourly rate within the established pay range for the position and shall not exceed Step 5. If the temporary assignment extends beyond one year, a step increase within the pay grade may be requested by the Department Director, concurrence by the Director of Human Resources and granted upon the approval of the Assistant City Manager or designee. A completed and approved Salary Increase Certification form must be sent to Human Resources along with an approved Employee Change Form 12.

### **3.8. Compensation for Seasonal Employees**

3.8.1. Seasonal employees shall be hired at the entry rate for the position. Seasonal employees are not eligible for City benefits, except as required by law. Seasonal employees, who return seasonal after season, may be granted a step increase, not to exceed Step 5 upon recommendation of the hiring supervisor and Department Director and approved by the Assistant City Manager. A completed and approved Salary Increase Certification form must be sent to Human Resources along with an approved Form 12.

## **4. ADMINISTRATION OF THE COMPENSATION PLAN**

### **4.1. Starting Rate Upon Initial Hire**

4.1.1. Pay grades are market based and new employees are expected to start at the entry rate and progress through the pay grade with annual step increases as they increase their knowledge in the position. Any initial job offers above the entry rate (Step 1) must be reviewed and the Director of Human Resources must concur with the recommended offer. To recommend a rate above step 1, the Department Director must prepare a memorandum indicating what experience, education, skills, certifications, or licensing above the minimum requirements the recommended candidate has or what labor market conditions supports a starting rate above the minimum. The Director of Human Resources will review the justification and determine if it is sufficient to necessitate a starting rate above the entry. The Director of Human Resources will also consider the tenure of other employees in the same job classification or similarly situated within the department in determining whether to recommend a starting rate above the Step 1. The Director of Human Resources will provide their recommendation either concurring with or denying a starting rate above Step 1. If the request is between Step 2 up to Step 5, the appropriate Assistant City Manager must approve the request. Any offer at Step 6 or above must have the concurrence of the Director of Human Resources, and the appropriate Assistant City Manager and must be approved by the City Manager. If the Department Director disagrees with the

Director of Human Resources, the Department Director should take their request to the City Manager.

#### **4.2. Starting Rate on Return to Duty or Rehire**

4.2.1. Employees being rehired in the position after a separation from the City service of not more than one year, and which separation was without prejudice may, at the discretion of the City Manager, or designee, receive the same rate of pay received at the time of separation. The anniversary date in the position will be the date of rehire into the position.

#### **4.3. Starting Rate on Return from Military Service**

4.3.1. Any City employee who is deployed to active duty in the armed forces of the United States, and who at the end of their deployment returns to a similar position held prior to deployment, such employee, shall be entitled to receive a salary at the rate to which the employee would have been entitled had such service with the City not been interrupted by service in the armed forces, assuming the employee's performance to be that evidenced prior to such military service. The City shall comply with all requirements of the Uniformed Services Employment and Reemployment Rights Act. This rule does not apply to an employee who resigns their position to enter military service.

#### **4.4. Reduction in Force**

4.4.1. From time to time, due to economic conditions, budget constraints, reorganization, or other management decisions, the City may need to institute a reduction in force (RIF). The City will attempt to place employees who are negatively impacted by a reduction in force.

4.4.1.1. When an employee accepts a position with the same pay grade the employee shall receive the same base pay.

4.4.1.2. If the employee accepts a job in a lower pay grade, the employee will move to the closest step in the lower pay grade which enables the employee to maintain pay, but not receive an increase. In no circumstance will the employee be able to exceed the maximum of the range. If the employee's current salary exceeds the maximum of the range in the new position, they will be moved to the maximum of the range.

4.4.1.3. The employee's position date for the purpose of salary step increases will be the effective date in the newly assigned position.

4.4.1.4. Rehire from Recall List - When an employee, previously laid off under the reduction in force policy, is rehired from the Recall List to the same job title and pay grade as the position previously held, the employee will be placed in the same pay grade rate immediately prior to the reduction in force. If recalled to a lower level position, the employee will be placed in the lower pay grade which is closest to the pay received prior to the RIF, except that if that rate exceeds the maximum of the pay, in which case, the employee will be placed at maximum of the range. In no case will the pay exceed the amount received prior to the RIF.

#### **4.5. Alternate Job Placement**

4.5.1. When an employee is assigned duties and responsibilities in a different position , and the change is due to an alternate job placement in accordance with the Modified Duty and/or Reasonable Accommodation Policy, the employee shall receive pay within the pay grade and step closest to the position previously held, i.e. if the pay grades are the same, the pay rate will remain the same, if the pay grade is lower, then the employee's pay will be reduced to the step in the lower pay grade which is closest with to their current pay without a pay increase, except if the rate exceeds the maximum pay rate, in such case the employee will be placed at the maximum of the pay grade. Any exception or request to waive a reduction in pay may be submitted to the Director of Human Resources and approved by the City Manager.

#### **4.6. Rate of Pay on Promotion**

4.6.1. Employees are not eligible for promotion until they have completed an initial six month probationary period with the City of Corpus Christi. The pay rate of an employee who is promoted to a classification with a higher pay grade, shall be either; (1) the minimum of the new grade, or (2) the closest step in the new pay grade which allows for a 2.5% to 10 % pay increase at the discretion of the hiring Department Director. Any increase above 10.5% will require approval from the City Manager.

#### **4.7. Demotion**

4.7.1. Voluntary Demotion - When an employee accepts a position in a lower pay grade it is considered a voluntary demotion. Upon a voluntary demotion the employee shall accept a reduction in pay by moving to the same step in the new pay grade as the step currently held; i.e. if the employee is in pay grade 115, step 7 and the demotion is to grade 113, the employee will be placed at grade 113, step 7.

- 4.7.1.1. If after taking the voluntary demotion the employee returns to the prior job within twelve months of the voluntary demotion, the employee will return to the pay grade and step previously held.
  - 4.7.1.2. If the employee has been in their current position less than six (6) months and received a promotion pay increase with the job change, the pay increase received to move to the current position will be rescinded.
  - 4.7.1.3. Effect on Position Date – A voluntary demotion will change the employee’s position date and the new position date shall be the date of the demotion is effective.
  - 4.7.1.4. Exceptions to waive the reduction in salary may be requested through and approved by the City Manager.
- 4.7.2. Involuntary Demotion - When an employee is demoted to a position in a lower pay grade as a result of disciplinary action, the employee’s pay shall be reduced. The employee will be demoted to the same step in the lower pay graded position as held in their previous position or lower, but shall not be placed below the entry rate of the pay grade.

#### **4.8. Lateral Transfer**

- 4.8.1. A lateral transfer shall be defined as an employee moving from a one position to another that is assigned in the same pay grade, whether the classification is located within the same department, or in another department. There shall be no pay change in a lateral transfer. For Classified positions, lateral transfers must meet the requirements of the Civil Service Board Rules and Regulations.
- 4.8.2. Effect on position date – if the employee is assigned to same position or a position in the same pay grade it will not change the position date.

#### **4.9. Rate of Pay on Classification Changes**

- 4.9.1. Reclassification is not to be used as a means to circumvent the competitive promotional process. If it is determined that the department needs a position with broader scope, more complexity duties and responsibilities, the position should be reclassified and then employees can compete for the position as a promotion.
- 4.9.2. If the department is changing a vacant position to a different but existing classification, a Job Assessment Questionnaire (JAQ) will not be required, but the department must submit a memo justifying the change. Human Resources must approve the change in classification and Management and Budget must approve that funding is available.

- 4.9.2.1. Reclassification requests will only be considered if there is a significant change in duties and responsibility resulting from department reorganization or restructuring.
- 4.9.2.2. A reclassification request will be made by the department by submitting a JAQ to the Human Resources Department. The JAQ must be thorough, complete and have approvals from the supervisors and Department Director, if additional funding is needed, Budget must also approve the JAQ.
- 4.9.2.3. Human Resources will review the JAQ and conduct a job analysis to determine if a change in classification is warranted. A reclassification may result in: a) no change in the classification b) creating a new position; c) moving the employee into a different classification; or, d) assigning a new pay grade.
- 4.9.2.4. An employee advanced to a higher pay grade as a result of a classification change due to position reevaluation shall be advanced to the minimum of the new pay grade or to the step closest to the current salary without loss of pay. Subsequent advancement within the range will be on the same basis as that for other incumbents within the pay grade.
- 4.9.2.5. A reclassification of an incumbent will not change the position date or date they will be eligible for their “Step Increase” unless they received a pay increase as a result of the reclassification.
- 4.9.2.6. If the position is downgraded, the salary rate for the employee may be reduced to the same step in the new pay grade; i.e. if the new grade is lower, then the employee’s pay may be reduced to the same step in the lower grade. If such pay results in the employee being over the maximum of the new range, the employee will not be eligible for a pay increase until such time as the maximum of the grade is changed and the employee falls below the maximum.

#### **4.10. Executive Pay Plan: Initial Hire, Promotion, Salary Advancement, Reclassification, Title Revisions, and Other Changes**

- 4.10.1. Pay for initial hire, promotion, performance-based salary advancement, reclassification, title revisions, and other changes within the Executive Pay Plan, with the exception of Council-appointed positions, shall be made at the sole discretion of the City Manager provided such changes are made within the pay ranges that have been authorized by the City Council and within the appropriation of total pay funded for the fiscal year.

#### 4.11. Temporary Acting in Charge (AIC)

4.11.1. An employee assigned supervisory duties over other employees holding positions in the same grade shall be eligible to receive a 5% ( 2-step) pay adjustment over the pay rate received immediately prior to the AIC assignment.

4.11.1.1. Department Director, or designee, may approve an initial request for up to two (2) months. Extension for an additional three (3) month period requires Assistant City Manager approval.

4.11.1.2. Acting in Charge assignments are temporary and should not exceed five (5) months. During the five (5) months the position shall be evaluated and if determined to be a permanent need, a reclassification request shall be submitted, and an appropriate classification assigned.

4.11.1.3. Acting in Charge pay will be effective the date initially assigned.

#### 4.12. Temporary Substitution Pay (TSP)

4.12.1. Temporary substitution pay is when an employee is temporarily assigned as a substitute to perform the duties of (1) another *permanently budgeted vacant* position in a **higher** pay grade or (2) a position in a higher pay grade from which the incumbent in that position is absent due to an approved leave or temporary reassignment to another position.

4.12.1.1. To be eligible for TSP, an employee must meet the minimum qualifications of the assigned position.

4.12.1.2. Approval by the City Manager, or designee, is required. The initial assignment approved can be for up to three (3) months.

4.12.1.3. The assignment may be extended for an additional three (3) month period with City Manager approval.

4.12.1.4. Requests for TSP must be made in advance of the assignment.

4.12.1.5. Effective date will be the date the work assignment begins, and the Employee Action Form is received and approve. No retroactive TSP will be approved.

4.12.1.6. Between 2.5% and 10% (1 – 4 steps) may be granted over the employee's current pay.

4.12.1.7. Employees in the Executive Pay Plan may be paid at any step in a higher salary range, as approved by the City Manager.

#### 4.13. Overtime Pay

4.13.1. The City will comply with the provisions of all applicable wage and hour laws and regulations consistent with the Fair Labor Standards Act. Nonexempt employees shall be compensated at a rate of 1½ times their hourly salary for time worked in excess of forty (40) hours per workweek. Departments may elect to compensate overtime worked by either paid dollars or by granting equivalent hours in compensatory time. If an employee is required to work overtime, the Department Director or designee will designate whether the overtime is compensated as paid time or granted as compensatory time due to budgetary constraints.

4.13.2. A non-exempt employee may accrue up to eighty (80) hours of compensatory time. Compensatory time must be used within forty-five (45) days following the week in which it is earned, unless otherwise authorized by the City Manager. If not used within forty-five (45) days, it will be paid out in the following pay period.

#### 4.13.3. Leave Not Counted As “Actual Time Worked” For Overtime Calculation Purposes

4.13.3.1. The following leaves **are not** counted as time worked for the purpose of overtime computation:

4.13.3.1.1. Vacation Leave

4.13.3.1.2. Personal Leave

4.13.3.1.3. Jury Duty

4.13.3.1.4. Sick Leave

4.13.3.1.5. Holiday Pay

4.13.3.1.6. Compensatory Time (including holiday compensatory time added to vacation or paid at straight hourly rate)

4.13.3.1.7. Military Leave

4.13.3.1.8. Bereavement Leave

#### **4.14. Holiday Pay**

4.14.1. The City grants 10 holidays to employees as follows:

4.14.1.1. First day of January (New Year's Day)

4.14.1.2. Third Monday of January (Martin Luther King Jr. Day)

4.14.1.3. Last Monday of May (Memorial Day)

4.14.1.4. Nineteenth day of June (Juneteenth National Independence Day)

4.14.1.5. Fourth day of July (Independence Day)

4.14.1.6. First Monday of September (Labor Day)

4.14.1.7. Fourth Thursday of November (Thanksgiving Day)

4.14.1.8. Day After Thanksgiving Day (Friday after 4th Thursday of November)

4.14.1.9. Twenty-fifth day of December (Christmas Day)

4.14.1.10. Floating Holiday (May only be used for religious or cultural holidays or a City Closure)

4.14.2. In addition to the ten (10) designated holidays, any day may be designated as a holiday by proclamation of the Mayor upon approval of the City Council.

4.14.3. Temporary employees and part-time employees are not eligible for holiday pay except for time actually worked on a designated holiday.

4.14.4. Employees on leave of absence without pay status on a scheduled workday immediately preceding or following a holiday shall not receive pay for the holiday.

4.14.5. No sick leave the scheduled workday before, the day of, or the day after a City designated holiday will be granted to any person without a certification from a health care provider that verifies the leave is or was necessary for medical reasons. This certification must be provided by the close of the pay period in which the holiday occurred.

#### **4.15. Administrative Leave With Pay For Exempt Employees**

4.15.1. Exempt employees are often expected to work beyond the regular 40-hour work week. However, at times there may be special work projects, or assignments that require an excessive amount of additional time. In such cases:

4.15.1.1. Time off in the form of administrative leave with pay may be provided at the discretion of the Department Director not to exceed the length of the employee's regularly scheduled shift (i.e., *one eight hour day per pay period* for exempt employees who, due to operational needs, must regularly be available for work at times in excess of the normally scheduled work period. Additional leave must be approved by the City Manager or designee.

4.15.1.2. Administrative leave for exempt employees is intended for occasional use by a Department Director at their discretion whenever, due to operational needs, an exempt employee is required to be regularly available to work at times in excess of the normally scheduled work period.

4.15.1.3. The amount of excess time worked by an exempt employee does not require documentation and is not to be construed as justification for administrative leave on an hour-for-hour basis.

4.15.1.4. Consecutive administrative leave in excess of one (1) shift must have the approval of the City Manager or designee.

#### **4.16. Shift Differential**

4.16.1. Nonexempt employees who work between the hours of 7:00 p.m. and 7:00 a.m. will receive a shift differential premium pay of \$1.00 per hour for all actual hours worked between 7:00 p.m. and 7:00 a.m.

#### **4.16.2. Shift Schedule Change**

4.16.2.1. Change in shift times or shift assignment, such as rotating shifts, may occur at the discretion of the Department Director to meet operational needs. If such change results in the loss of Shift Differential Pay received by an employee prior to such change, the loss of such additional pay will not be grievable under the City's Grievance Policy.

#### **4.16.3. Calculation of Overtime Rate**

4.16.3.1. Nonexempt employees who are paid shift differential will have such differential added to their base pay when calculating applicable rate for overtime pay purposes and will be subject to voluntary and government

mandated deductions in the calculation of net pay, (i.e., TMRS; Social Security, Medicare, etc.).

#### **4.17. Weekend Pay**

- 4.17.1. A nonexempt employee who works Saturday and/or Sunday as part of a work schedule will receive an additional \$1.00 per hour for actual hours worked between the hours of 12:00 a.m. (midnight) Friday night to 12:00 a.m. (midnight) on Sunday night.
- 4.17.2. Employees who occasionally work Saturday and/or Sunday for special events will not be eligible for weekend pay; however, the employee will be eligible for overtime if the employee actually works more than forty (40) hours in a workweek.
- 4.17.3. A nonexempt employee who actually works over forty (40) hours in a workweek will be eligible for overtime calculated on the base pay plus applicable shift differential, and, plus weekend premium pay for actual hours worked, when applicable.
- 4.17.4. An employee who regularly works a shift scheduled between the hours of 7:00 a.m. and 7:00 p.m., who is occasionally asked to work all or part of the shift of another worker who is eligible for Shift Differential, will not be eligible for Shift Differential pay. If this employee is nonexempt (overtime eligible), they will be eligible for overtime at one and one-half times the actual hours worked in excess of forty (40) in a workweek. This nonexempt employee will not be eligible for weekend premium pay if their regularly scheduled shift does not include Saturday and/or Sunday.
- 4.17.5. If the employee is totally removed from working their regular shift and is reassigned temporarily to work for an absent employee who is eligible for Shift Differential, this employee will also be eligible for weekend pay while performing work on a Saturday and/or Sunday if the work shift regularly requires weekend work. The temporary assignment must be for a minimum of one (1) pay period.

#### **4.18. Call Back Pay (Nonexempt Employees)**

- 4.18.1. Nonexempt employees who are called back to work shall be paid for actual hours worked, but not less than two (2) hours plus one (1) hour for travel time.
- 4.18.2. Call back hours are to be paid at straight time unless more than forty (40) hours have been actually worked in that 7-day work period. Travel time will not be

included in the calculation of actual hours worked. All hours over forty (40) shall be compensated at time and one-half.

4.18.3. Nonexempt employees who are contacted by a supervisor, or other authorized person, to perform work away from the work site, at home or elsewhere, that does not require the employee to physically return to the workplace for resolution of a problem or performance of work, shall be paid actual time worked to resolve the problem. (Calls requiring less than seven and one half (7 ½) minutes are considered de minimis and will not be considered time worked for the purpose of this procedure.)

#### 4.19. **On-Call Pay** (Nonexempt Employees)

4.19.1. Nonexempt employees who are required to remain on-call on the City's premises, or so close to those premises that the employees cannot use the time effectively for their purposes, is considered to be working while on call.

4.19.2. Employees, who are only required to leave word at home, or with the City as to where they may be reached, are not considered to be working unless they actually respond to a call.

4.19.3. Employees who are required to be on call and (a) must remain in compliance with the applicable City alcohol and drug policy, (b) be able to respond within 30 minutes of the call, and (c) respond to referred calls, and d) who are subject to disciplinary action if they do not respond, shall be compensated two hour for every 24 hours on-call shift that occurs during a normal day off, or one hour for each on-call shift which is in addition to their work day; unless they physically go on a call or return to the worksite, as required by the operational needs of the department. In such cases the employee shall be paid for actual hours worked, or a minimum of two (2) hours.

4.19.4. Employees will not be paid for both on-call pay and time worked when called in to work.

#### 4.20. **Above Grade Pay**

4.20.1. Any employee's whose pay is at or above the maximum will have pay frozen and will not be eligible for increases to base pay. At no time will an employee's pay exceed the maximum of the assigned pay range for the position. If subsequent changes in the pay range occur and the maximum rate is increased, the employee who was above grade pay adjustment may receive subsequent pay adjustments as long as it does not exceed the maximum of the range.

#### 4.21. **Car Allowance**

4.21.1. Effective April 27, 2016, car allowances will not be granted to employees who are placed in positions formerly eligible for an allowance. All current employees in previously eligible positions receiving a monthly car allowance will continue to receive the allowance until the employee vacates the position, with the exception of positions appointed by City Council.

4.21.1.1. The list below are positions appointed by the City Council and are eligible to receive the following flat rate monthly car allowance:

<b>Eligible Positions Appointed by City Council</b>	<b>Monthly Car Allowance</b>
City Manager	\$600.00
City Secretary, Presiding Municipal Court Judge	\$400.00
Municipal Court Judges, Divisions B or C	\$300.00

4.21.1.2. Any employee currently receiving a car allowance prior to April 27, 2016, will continue to receive the allowance listed below:

<b>Previously Eligible Positions (Prior to 4/27/16)</b>	<b>Monthly Car Allowances</b>
Deputy City Manager	\$500.00
Assistant City Manager	\$450.00
Department Directors, Deputy Department Directors	\$400.00
Assistance City Secretary, Assistant Department Directors	\$300.00

4.21.1.3. Termination of Car Allowance: Each authorization for a flat monthly car allowance will be automatically terminated when an employee resigns or vacates the position held. The car allowance will be terminated on the Form 12.

4.21.1.4. Use of Private Vehicle: An employee who receives a monthly car allowance is expected to use his or her private vehicle for City business. Use of a City vehicle is authorized only in emergency situations.

4.21.1.5. Trips Outside City Limits: Any eligible employee who receives a flat monthly car allowance, and who drives a personal vehicle on City business outside of the City limits, will be eligible for reimbursement based on documented mileage at the IRS approved reimbursement rate at the time of the travel. It is the responsibility of individuals who receive a car allowance to keep adequate mileage and auto expense records for personal tax purposes.

4.21.1.6. City Gasoline and Oil: City gasoline and oil will not be dispensed to privately owned vehicles.

4.21.1.7. Requirements for Car Allowance Recipients: Employees who receive a car allowance must maintain a valid driver's license, a vehicle that is legally licensed, registered, and meet the basic insurance requirements for that type of vehicle under state laws.

## **5. CLASSIFICATION AND COMPENSATION PLAN MAINTENANCE**

- 5.1. The Director of Human Resources or designee will be responsible for continuous maintenance and administration of the plan to assure that the purpose of the plan is fulfilled as work requirements change in the various departments and as conditions change in the labor market.
- 5.2. To ensure the pay ranges for the job classification are appropriately assigned, the Human Resources Department will perform periodic reviews.
- 5.3. Biennially, the market rates for all job classes will be reviewed and updated. If during the review there is a 10% or more shift in the market rates, a change in the pay grade may be recommended for that class. Other factors that may be considered for a market rate adjustment include a change in organizational structure, difficulty in recruiting and retaining staff, internal equity and other related issues.
- 5.4. The Human Resources Department will also continually monitor classifications to ensure that they accurately reflect substantial changes in the job duties, responsibilities and consider other compensable factors. Each classification should be reviewed on a five year rotation or more frequently, as necessary.

## **6. QUESTIONS**

- 6.1. Questions regarding this administrative directive should be shared with the employee's direct supervisor or with the Human Resources Department, which can be contacted at (361) 826-3300.

**EXHIBIT A**

**Series 100  
FLSA Overtime Eligible**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
101	\$17,124	\$22,468	\$28,059
102	\$17,981	\$23,591	\$29,463
103	\$18,880	\$24,770	\$30,935
104	\$19,822	\$26,010	\$32,481
105	\$20,814	\$27,310	\$34,105
106	\$21,854	\$28,674	\$35,811
107	\$22,948	\$30,108	\$37,602
108	\$24,094	\$31,613	\$39,482
109	\$25,299	\$33,194	\$41,454
110	\$26,563	\$34,854	\$43,528
111	\$27,892	\$36,597	\$45,705
112	\$29,288	\$38,425	\$47,989
113	\$30,750	\$40,347	\$50,390
114	\$32,289	\$42,365	\$52,908
115	\$33,904	\$44,484	\$55,554
116	\$35,599	\$46,708	\$58,331
117	\$37,377	\$49,044	\$61,247
118	\$39,247	\$51,496	\$64,311
119	\$41,211	\$54,071	\$67,527
120	\$43,270	\$56,773	\$70,903
121	\$45,433	\$59,612	\$74,447
122	\$47,704	\$62,593	\$78,170
123	\$50,090	\$65,723	\$82,078
124	\$52,594	\$69,008	\$86,182
125	\$55,224	\$72,458	\$90,492
130	\$33,251		
140	<b>Municipal Court Judge, Part time</b>	<b>Salary set by Council</b>	

**Series 200  
FLSA Overtime Ineligible**

<b>Grade</b>	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
201	\$32,180	\$42,223	\$52,732
202	\$33,790	\$44,335	\$55,368
203	\$35,479	\$46,551	\$58,137
204	\$37,252	\$48,879	\$61,043
205	\$39,116	\$51,323	\$64,096
206	\$41,071	\$53,889	\$67,301
207	\$43,125	\$56,584	\$70,666
208	\$45,281	\$59,412	\$74,198
209	\$47,545	\$62,383	\$77,908
210	\$49,922	\$65,502	\$81,803
211	\$52,418	\$68,778	\$85,894
212	\$55,039	\$72,217	\$90,189
213	\$57,792	\$75,828	\$94,699
214	\$60,681	\$79,619	\$99,434
215	\$63,715	\$83,600	\$104,405
216	\$66,901	\$87,780	\$109,625
217	\$70,245	\$92,169	\$115,106
218	\$73,758	\$96,777	\$120,861
219	\$77,445	\$101,615	\$126,904
220	\$81,318	\$106,696	\$133,249
221	\$85,384	\$112,031	\$139,912

**Series 300  
Executives  
FLSA Overtime Ineligible**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
307	\$65,973.551	\$87,014.257	\$108,054.963
308	\$69,239.665	\$91,348.458	\$113,457.251
309	\$72,701.598	\$95,915.820	\$119,130.041
310	\$76,336.770	\$100,712.235	\$125,087.700
311	\$80,154.448	\$105,748.416	\$131,342.384
312	\$84,160.727	\$111,033.938	\$137,907.149
313	\$88,369.994	\$116,587.257	\$144,804.520
314	\$92,788.397	\$122,416.479	\$152,044.560
315	\$97,427.804	\$128,537.305	\$159,646.805
316	\$102,299.191	\$134,964.163	\$167,629.134
317	\$107,413.169	\$141,711.080	\$176,008.991
318	\$112,783.840	\$148,797.198	\$184,810.555
319	\$118,423.280	\$156,236.814	\$194,050.347
320	\$124,344.461	\$164,048.662	\$203,752.863
322	<b>City Manager, No Range</b>		
332	<b>City Secretary, per Council</b>		
333	<b>City Auditor, per Council</b>		
334	<b>Presiding Municipal Court Judge, per Council</b>		
335	<b>Municipal Court Judge, per Council</b>		