

CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM

CITY CLERK DEPT  
JAN 28 AM 10:02

DEPARTMENT: Human Resources

AGENDA DATE: February 4, 2020

PUBLIC HEARING DATE: February 18, 2020

CONTACT PERSON NAME AND PHONE NUMBER: Linda Ball Thomas, (915) 212-0045

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: Goal 6: Set the Standard for Sound Governance and Fiscal Management

SUBGOAL:

SUBJECT:

An Ordinance amending Ordinance 8064 (Classification and Compensation Plan) to amend the introductory paragraph of Section 3 (Compensation Plan), Section 3.2 (Procedures for Advancement within Pay Grade) and Section 3.10 (Professional/Managerial Plan) to replace references to "General Services" and "Professional Managerial" with the term "Unified Services."

BACKGROUND / DISCUSSION:

Section 3 (Compensation Plan); Section 3.2 (Procedures for Advancement within Pay Grade) (A) (2) (3); Section 3.10 (Professional/Managerial Plan) (A) (D) (E)

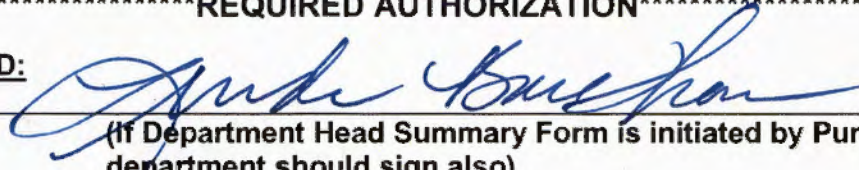
PRIOR COUNCIL ACTION:

Ordinance 8064 was last amended on October 2, 2018 to amend Section 4.5 (Observed Holidays) to add Veteran's Day.

AMOUNT AND SOURCE OF FUNDING: N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

DEPARTMENT HEAD:



(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

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

**AN ORDINANCE AMENDING ORDINANCE 8064 (CLASSIFICATION AND COMPENSATION PLAN) TO AMEND THE INTRODUCTORY PARAGRAPH OF SECTION 3 (COMPENSATION PLAN), SECTION 3.2 (PROCEDURES FOR ADVANCEMENT WITHIN PAY GRADE) AND SECTION 3.10 (PROFESSIONAL/MANAGERIAL PLAN) TO REPLACE REFERENCES TO “GENERAL SERVICES” AND “PROFESSIONAL MANAGERIAL” WITH THE TERM “UNIFIED SERVICES.”**

**WHEREAS**, the City’s most recent Classification & Compensation study recommended the replacement of the General Services and Professional/Managerial elements of the City’s Compensation Plan with a Unified Pay Plan; and

**WHEREAS**, in order to implement the recommendation, the City Council of the City of El Paso desires to eliminate reference to General Services and Professional/Managerial Classes in order to create a Unified Services Compensation Plan.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

- 1. That the Introductory Paragraph of Section 3 (Compensation Plan) of Ordinance 8064 (Classification and Compensation Plan), be amended to read as follows:**

**Section 3. COMPENSATION PLAN**

The Compensation Plan consists of the Salary Schedules for Unified Services, Executive and other positions in the classified service not covered by a collective bargaining agreement. (Amended 08/30/88 and 11/15/05, 9/17/13)

The Compensation Plan shall provide pay ranges according to varying levels of responsibilities and duties that enable the City to recruit and retain an effective workforce. It shall establish the value of jobs to the City organization and identify levels of compensation, including the minimums and maximums of the pay structure. Analyses of available wage and survey data shall be used to determine the competitiveness of the City’s Compensation Plan in the labor market. Based on these analyses the Human Resources Department will recommend pay schedule adjustments to the City Manager for review and recommendation to City Council. (Amended 11/15/05 and 02/24/09, 9/17/13)

- 2. That Section 3.2 (Procedures for Advancement within Pay Grade) of Section 3 (Compensation Plan) of Ordinance 8064 (Classification and Compensation Plan), be amended to read as follows:**

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

### 3.2 PROCEDURES FOR ADVANCEMENT WITHIN PAY GRADE

A) Each pay grade has a minimum and maximum pay rate. Employees normally start at the minimum pay rate of the pay grade, except as follows:(Amended 09/15/92, 02/01/94, 11/15/05, 02/24/09, 3/6/12, 9/17/13)

(1) Persons already in the service of the City shall have their salary set as follows:

(Amended 8/25/09, 9/17/13)

The salary of a person already in a regular position in the classified service of the City will not be reduced upon entry or promotion to another position in a higher graded class. If the minimum salary for the new classification is less than the employee's current rate of pay, salary advancement shall be five percent (5%) higher than the pay rate prior to entry or promotion. (Amended 3/22/88, 12/19/89, 9/17/91, 2/1/94, 11/1/94, 7/31/07)

A transfer from one position to another position in the same class will not deprive the person transferred of his credit for length of service in the former position.

Advancement in salary through a pay range will be made on the basis of meritorious service, efficiency, and length of service. (Amended 3/22/88, 9/15/92, and 2/1/94))

(2) Persons hired under the Executive Compensation Plan, when the skills needed for the position are in short supply, or when recruiting efforts have failed to fill the position at the minimum rate or when candidates have exceptional qualification the employee may be started at a higher rate, not to exceed the top of the third quartile of the range unless approved by the Human Resources Director or City Manager.) (Amended 12/18/84, 2/1/94, 11/1/94, 9/13/05, 8/25/09, 3/6/12)

(3) Persons hired to Unified Services positions with certificates, licenses or exceptional qualifications that the Human Resources Director has determined are hard to recruit for, may be hired at other than the entry rate upon authorization of the Human Resources Director, City Manager or designee. (Added 7/31/07) (Amended 8/25/09)

B) The wages and salaries of all persons in the Civil Service will be reduced by the same percentage whenever the budget set by the Council for all wages and salaries is less than that normally required by the classification and compensation plans. Reductions in wages and salaries, that are required due to economic conditions, will be

made as determined by the City Manager, in accordance with Section 6.4-1 of the Charter. Except for reclassification or similar study, or merit increases, general increase in wages and salaries will be applied uniformly to all persons in the Civil Service. (Amended 3/22/88, 09/17/91, 02/01/94, 11/15/05, 3/6/12, 9/17/13)

3. **That Section 3.10 (Professional/Managerial Plan) of Section 3 (Compensation Plan) Ordinance 8064 (Classification and Compensation Plan), be amended to read as follows:**

3.10 UNIFIED SERVICES PLAN

A) The Unified Services Plan shall include classes as set forth in Appendix "A". (Amended 11/15/05)

B) The salary schedules of the plan shall consist of salary levels, with minimum and maximum pay rates for each level, in accordance with Appendix "B" attached hereto and incorporated herein. Assignment of classes within the salary schedule shall be approved by City Council. (Amended 11/15/05, 9/17/13)

C) The entry salary of any person covered under the plan shall normally be at the minimum of the salary range; however, an applicant or employee may be hired or promoted at a higher salary in accordance with this Ordinance or Human Resources Policies. (Amended 11/01/94, 02/24/09, 3/6/12, 9/17/13)

D) Any increases in salary for those employees covered in the Unified Services Plan shall be in the percentage set in the budget resolution adopted for the fiscal year in which the increase is awarded. (Amended 09/15/92, 02/01/94, 11/15/05, 3/6/12, 9/17/13)

E) Employees in the Unified Services Compensation Plan shall be evaluated annually on the employee's class entry anniversary date. (Amended 02/01/94, 08/28/07 and 02/24/09)

4. Ordinance 8064 (Classification and Compensation Plan) amendments shall take effect on March 1, 2020.
5. Except as herein provided, Ordinance 8064 shall otherwise remain in full force and effect.

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

*[Signatures on the following page]*

**THE CITY OF EL PASO**

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Dee Margo  
Mayor

**ATTEST:**

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Laura D. Prine  
City Clerk

**APPROVED AS TO FORM:**



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Ana Schumacher  
Assistant City Attorney

**APPROVED AS TO CONTENT:**

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Linda Ball Thomas  
Human Resources Director

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

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WHEREAS, the City’s most recent Classification & Compensation study recommended the replacement of the General Services and Professional/Managerial elements of the City’s Compensation Plan with a Unified Pay Plan; and

WHEREAS, in order to implement the recommendation, the City Council of the City of El Paso desires to eliminate reference to General Services and Professional/Managerial Classes in order to create a Unified Services Compensation Plan.

**INOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

- 1. That the Introductory Paragraph of Section 3 (Compensation Plan) of Ordinance 8064 (Classification and Compensation Plan), be amended to read as follows:**

Section 3. COMPENSATION PLAN

The Compensation Plan consists of the Salary Schedules for ~~Professional/Managerial~~ UnifiedGeneral Services, ~~Professional/Managerial~~, Executive and other positions in the classified service not covered by a collective bargaining agreement. (Amended 08/30/88 and 11/15/05, 9/17/13)

The Compensation Plan shall provide pay ranges according to varying levels of responsibilities and duties that enable the City to recruit and retain an effective workforce. It shall establish the value of jobs to the City organization and identify levels of compensation, including the minimums and maximums of the pay structure. Analyses of available wage and survey data shall be used to determine the competitiveness of the City’s Compensation Plan in the labor market. Based on these analyses the Human Resources Department will recommend pay schedule adjustments to the City Manager for review and recommendation to City Council. (Amended 11/15/05 and 02/24/09, 9/17/13)

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

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(Amended 8/25/09, 9/17/13)

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(2) Persons hired under the ~~Professional Managerial or~~ Executive Compensation Plan, when the skills needed for the position are in short supply, or when recruiting efforts have failed to fill the position at the minimum rate or when candidates have exceptional qualification the employee may be started at a higher rate, not to exceed the top of the third quartile of the range unless approved by the Human Resources Director or City Manager.) (Amended 12/18/84, 2/1/94, 11/1/94, 9/13/05, 8/25/09, 3/6/12)

(3) Persons hired to ~~Unified general S~~services positions with certificates, licenses or exceptional qualifications that the Human Resources Director has determined are hard to recruit for, may be hired at other than the entry rate upon authorization of the Human Resources Director, City Manager or designee. (Added 7/31/07) (Amended 8/25/09)

B) The wages and salaries of all persons in the Civil Service will be reduced by the same percentage whenever the budget set by the Council for all wages and salaries is less than that normally required by the classification and compensation plans. Reductions in wages and salaries, that are required due to economic conditions, will be made as determined by the City Manager, in accordance with Section 6.4-1 of the Charter. Except for reclassification or similar study, or merit increases, general increase in wages and salaries will be applied uniformly to all persons in the Civil Service. (Amended 3/22/88, 09/17/91, 02/01/94, 11/15/05, 3/6/12, 9/17/13)

**3. That Section 3.10 (Professional/Managerial Plan) of Section 3 (Compensation Plan) Ordinance 8064 (Classification and Compensation Plan), be amended to read as follows:**

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A) The ~~Professional/Managerial~~Unified Services Plan shall include classes as set forth in Appendix "A". (Amended 11/15/05)

B) The salary schedules of the plan shall consist of salary levels, with minimum and maximum pay rates for each level, in accordance with Appendix "B" attached hereto and incorporated herein. Assignment of classes within the salary schedule shall be approved by City Council. (Amended 11/15/05, 9/17/13)

C) The entry salary of any person covered under the plan shall normally be at the minimum of the salary range; however, an applicant or employee may be hired or promoted at a higher salary in accordance with this Ordinance or Human Resources Policies. (Amended 11/01/94, 02/24/09, 3/6/12, 9/17/13)

D) Any increases in salary for those employees covered in the ~~Professional/Managerial~~Unified Services Plan shall be in the percentage set in the budget resolution adopted for the fiscal year in which the increase is awarded. (Amended 09/15/92, 02/01/94, 11/15/05, 3/6/12, 9/17/13)

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~~4.~~ Ordinance 8064 (Classification and Compensation Plan) amendments shall take effect on March 1, 2020.

**5. Except as herein provided, Ordinance 8064 shall otherwise remain in full force and effect.**

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

*[Signatures on the following page]*

**THE CITY OF EL PASO**

\_\_\_\_\_  
Dee Margo  
Mayor

**ATTEST:**

\_\_\_\_\_  
Laura D. Prine  
City Clerk

**APPROVED AS TO FORM:**

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Ana Schumacher  
Assistant City Attorney

\_\_\_\_\_  
Linda Ball Thomas  
Human Resources Director