

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

DEPARTMENT: Human Resources

AGENDA DATE: March 31, 2020

PUBLIC HEARING DATE: April 14, 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 (Unified Services Plan) to replace with the terms "General Services" and "Professional Managerial".

BACKGROUND / DISCUSSION:

The introductory paragraph of Section 3 (Compensation Plan); Section 3.2 (Procedures for Advancement within Pay Grade) (A) (2) & (3); Section 3.10 (Unified Services Plan) (A), (D), & (E)

PRIOR COUNCIL ACTION:

Ordinance 8064 was last amended on February 18, 2020 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 add term "Unified Services."

AMOUNT AND SOURCE OF FUNDING: N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Maria Valdez For Linda Ball Thomas

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

ORDINANCE NO. _____

AN ORDINANCE REPEALING ORDINANCE NO. 019028 WHICH AMENDED ORDINANCE 8064 (CLASSIFICATION AND COMPENSATION PLAN) FOR THE PURPOSE OF RESTORING "GENERAL SERVICES" AND "PROFESSIONAL MANAGERIAL" REFERENCES THAT WERE REPLACED BY THE TERM "UNIFIED SERVICES" IN THE INTRODUCTORY PARAGRAPH OF SECTION 3 (COMPENSATION PLAN), SECTION 3.2 (PROCEDURES FOR ADVANCEMENT WITHIN PAY GRADE) AND SECTION 3.10 (PROFESSIONAL/MANAGERIAL PLAN).

WHEREAS, on February 18, 2020, the City Council of the City of El Paso adopted Ordinance No. 019028 which amended Ordinance 8064 to implement the City's most recent Classification & Compensation study which recommended a Unified Pay Plan; and

WHEREAS, the City of El Paso no longer seeks to implement a Unified Pay Plan; and

WHEREAS, the City Council of the City of El Paso desires to revise Ordinance 8064 to restore the City's previous Class & Compensation structure.

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

1. That Ordinance No. 019028, passed on February 18, 2020, which amended Ordinance 8064 by replacing references to "General Services" and "Professional Managerial" with the term "Unified Services" is hereby repealed.

2. That Ordinance 8064 as it existed on February 17, 2020, be reenacted and reordained in all aspects.

3. Except as amended herein, Ordinance 8064 shall remain in full force and effect.

4. This ordinance shall take effect upon its adoption.

PASSED AND APPROVED this _____ day of _____, 2020.

THE CITY OF EL PASO

Dee Margo
Mayor

ORDINANCE NO. _____

20-1043-584/980787.2/AS/Ordinance amending Ordinance No. 019028

ATTEST:

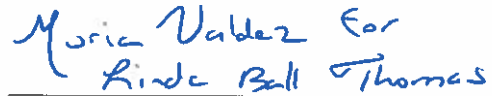
Laura D. Prine
City Clerk

APPROVED AS TO FORM:



Ana Schumacher
Assistant City Attorney

APPROVED AS TO CONTENT:



Linda Ball Thomas
Human Resources Director

ORDINANCE NO. _____

20-1043-584/980787.2/AS/Ordinance amending Ordinance No. 019028

Section 3. COMPENSATION PLAN

The Compensation Plan consists of the Salary Schedules for General/Unified Services, Professional/Managerial, Executive and other positions in the classified service not covered by a collective bargaining agreement. (Amended 08/30/88, 11/15/05, 9/17/13, 3/1/20, 4/14/20)

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, 02/24/09, 9/17/13)

3.1 SALARY SCHEDULE

The Human Resources Director or his designee shall create and maintain a document titled Ordinance 8064 Appendix "B" (Salary Schedule) containing the listing of salary range minimums, midpoints and maximums as adopted or established. The Human Resources Director shall maintain an updated Appendix "B" following any pay range adjustments. (Amended 04/30/96, 11/15/05, 08/28/07, 02/24/09, 9/17/13)

A) The base salaries or rate of pay prescribed in this section are determined on the basis of full-time employment (40 hours per week). A regular workweek schedule of less than the number of hours of full-time employment shall be considered as part-time employment and the compensation, therefore, shall be for the actual number of hours worked at the hourly rate prescribed for the job class. (Amended 11/15/05)

B) The salaries or rates of pay prescribed in this section shall be deemed to include pay for regular full-time service in every form, except pay for the use of personally owned equipment which is required to be furnished by the employee or for reimbursement of necessary expenses authorized and incurred incident to employment. (Amended 11/15/05)

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, 2/1/94)

(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, 3/1/20, 4/14/20)

(3) Persons hired to GeneralUnified 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, 3/1/20, 4/14/20)

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)

3.3 ADMINISTRATION AND MAINTENANCE OF COMPENSATION PLAN

The Human Resources Director shall be responsible for the administration and maintenance of the Compensation Plan. The Plan will include, but shall not be limited to: the classification and allocation of positions, the processing of salary advances, the determination of starting rates and initiation of necessary revisions of any salary schedules as adopted by City Council on the basis of changes in the relative value of duties and requirements of classes, changes in the prevailing salaries and cost of living, and any other factors that may be properly considered to have a bearing on the fairness and adequacy of the salary schedules. (Amended 11/15/05, 02/24/09)

A) The Human Resources Director shall make a salary survey as requested by the City Manager. (Amended 11/15/05)

D) Any increase in salary for those employees covered in the Executive Compensation Plan shall be in the percentage set in the budget resolution adopted by City Council 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 Executive Compensation Plan shall be evaluated annually on the employee's class entry anniversary date. (Amended 02/01/94, 02/24/09)

F) All Department Heads, Assistant Department Heads, and Deputy Department Heads covered in the Executive Compensation Plan, shall not at any time receive a base salary less than the base salary received by any subordinate supervised or directed by such person. Salaries for such Department Heads, Assistant Department Heads, and Deputy Department Heads shall be set at a minimum of 5% over the annual base salary of the subordinates supervised or directed by such person. (Amended 3/6/12)

3.10 PROFESSIONAL/MANAGERIAL UNIFIED SERVICES PLAN

A) The Professional/Managerial Unified Services Plan shall include classes as set forth in Appendix "A". (Amended 11/15/05, 3/1/20, 4/14/20)

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, 3/1/20, 4/14/20)

E) Employees in the Professional/Managerial Unified Services Compensation Plan shall be evaluated annually on the employee's class entry anniversary date. (Amended 02/01/94, 08/28/07, 02/24/09, 3/1/20, 4/14/20)

3.11 SHIFT DIFFERENTIAL

A) If an employee is required to work hours at other than the normal daytime hours, he shall be entitled to a shift differential in addition to the regular rate of pay. (Amended 04/10/90 and 02/24/09)