

Bandera County, Texas



Pay Plan For Regular Employees

This Pay Plan or any portion of it may be revised or abolished at any time by the Commissioners Court.

This Pay Plan approved by Commissioners Court on July 1, 1998, with an effective date of October 1, 1998.

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1: Pay

Regular employees of Bandera County will be paid in accordance with the rates listed in Table 1-3 for their grade and step. There is a 5% difference between grades and a 2.5% difference between steps in any particular grade in these tables.

New regular employees may start at the pay rate of step one in the grade assigned to their job description. At the discretion of Elected Officials or Department Heads, new employees may start up to 3 grades (15%) below their assigned job description. At the end of a 90 day maximum satisfactory work period, the employee shall be moved to their assigned grade on their job description.

New employees with special qualifications that exceed the minimum qualifications for obtaining or holding a position with Bandera County (e.g. a Deputy Sheriff with an Intermediate Peace Officer Certificate, etc) may receive Special Qualifications Pay (See Section 8).

The grade assigned to all new and revised job descriptions must be approved by the Commissioners Court.

The Federal minimum wage may be used for non-regular employees if the Commissioners Court so directs. The Federal minimum wage is not addressed in this Pay Plan.

2: Within-Grade Increases

Within-grade increases will be limited to one step commencing on employment anniversary dates linked to a schedule that follows. Eligibility for these increases may be affected by job performance standards set forth in the Bandera County Personnel Manual.

Within-grade increases compensate for the increased learning and productivity that occurs when an employee remains in a job over a period of time. These learning and productivity increases follow a curve that is steeper in the early years and flattens over time. The waiting periods for within grade increases, starting at one year between steps, then increasing to two years then three years, are calculated to track that curve. The curve is flat at Step 20 and there are no further within grade increases beyond that point.

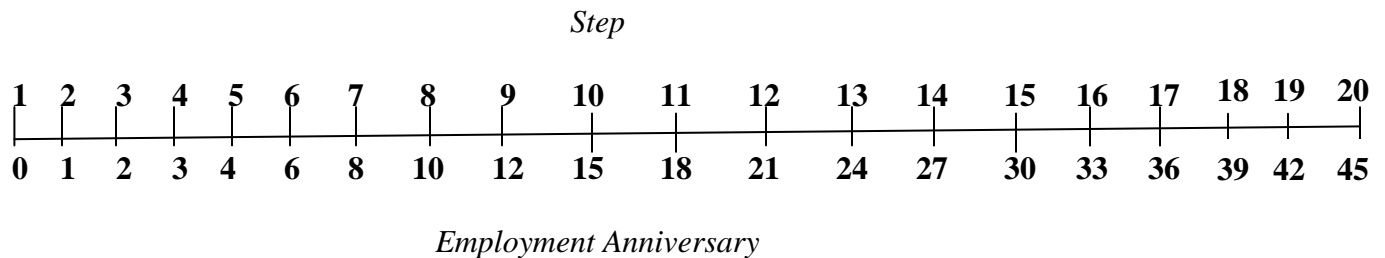
Waiting periods for within-grade increases for all grades are as follows:

One year to be advanced to Steps 2, 3, 4, and 5;

Two years to be advanced to Steps 6, 7, 8, and 9;

Three years to be advanced to Steps 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, & 20

Illustration



This illustration is intended to show the anniversaries on which employees would normally be eligible for consideration for a within-grade (Step) increase. The relationship between within-grade increases and employment anniversaries will be altered for those employees who receive merit pay increases. However, they still must serve the required time between steps for subsequent within-grade increases.

If budget considerations dictate, the Bandera County Commissioners Court may vote to withhold all within-grade increases for one or more entire budget years. Employees will not accumulate time towards advancement to the next pay step during periods when within-grade increases are withheld. Accumulation of time towards advancement to the next pay step will resume on the first day of the budget year in which within-grade increases resume. Time lost during periods when within-grade increases are withheld is not recoverable.

3: Cost of Living Adjustments (COLA)

Each year during budget deliberations the Bandera County Commissioners Court will consider granting COLA to regular employees. When a COLA is granted the pay rates in Table 1-3 will be adjusted by the Consumer Price Index percentage increase for the previous year, or a lesser percentage as determined by the Court.

Under normal circumstances the COLA will become effective on the first day of the Bandera County budget year following approval. However, if budget considerations dictate, the Bandera County Commissioners Court may vote to delay the starting date of a COLA for one or more months, or withhold it for one or more entire budget years. Delay or withholding will not affect the starting date for a COLA in succeeding years. Pay lost due to delay or withholding of a COLA is not recoverable.

Consumer Price Index refers to the National Consumer Price Index for Urban Wage Earners and Clerical Workers, published by the Bureau of Labor Statistics, U.S. Department of Labor.

4: Longevity Pay

This is based on the number of years of unbroken service to the county. Any longevity pay is approved by Commissioners Court. Longevity pay is in addition to normal step in grade, COLA, merit raises, and other compensation. Longevity pay will apply to all full-time and part-time employees, including elected officials.

Longevity pay shall be paid 24 times a year as follows:

- \$2.50 per pay period for every year beginning on the employee's first year anniversary.

Eligibility:

- Longevity is eligible to be paid on the employee's fifth year employment anniversary.

Exceptions:

- If an employee leaves employment with Bandera County and returns at a later date, their previous years of service will not count towards their longevity pay.

5: Merit Pay Increases

Merit pay increases in the form of advanced one-step within-grade increases may be granted in conjunction with an employment anniversary date when all of the following conditions are met:

- a. The supervisor must provide specific written justification for the increase.
- b. The Bandera County Commissioners Court considers the merit pay increase request.

Consistent performance of work that clearly exceeds the scope of an employee's job description does not qualify an employee for a merit pay increase. It may indicate that the job description requires revision.

Merit pay increases will become effective on the first employment anniversary date following approval. Merit pay increases received in conjunction with a regularly scheduled within-grade step increase to Step-19 or below will result in a simultaneous 2-step within-grade increase. Subsequent within-grade increases will be in accordance with waiting periods established in Section 2.

Merit pay increase requests will not be submitted during any period in which COLA or within-grade increase are delayed or withheld.

6: Promotion

A promotion is a change to a higher grade and should not be confused with periodic within-grade increases or merit pay increases. Special Qualifications Pay or COLA. Promotion opportunities arise when:

- a. New positions are established.
- b. An employee vacates a position.
- c. The level of difficulty, responsibility, and qualifications for an existing position are upgraded and the job description is revised and assigned a higher pay grade.

Current employees may apply for promotion when opportunities are announced, in accordance with procedures in the Bandera County Personnel manual.

Employees receiving a promotion will be placed in the same pay step in their new grade that they were serving in at the time of promotion; the move on the pay table will be vertical.

Promotions will become effective on the first day of the first full pay period following approval.

Promotions will not disrupt the schedule for within-grade increases, they will continue in accordance with the waiting periods established in Section 2, as if the promotion had not occurred. The waiting period will not start over in the new grade.

Promotions that do not affect current budgets do not require Commissioners Court approval.

Promotions may be granted during periods in which COLA or within-grade increases are delayed or withheld.

6A: Pay Upon Transfer To Another Position

The Grade and Step of a Bandera County employee transferring to another position for any reason, the Grade of which is the same as or lower than the Grade of their pre-transfer position will be determined as follows:

- a. Employee possesses all qualifications and meets all requirements for the new position as set forth in the job description, has been performing similar duties for Bandera County in the position from which they are transferring (examples: administrative or clerical or law enforcement duties, etc.), and will require no more than familiarization with procedures in the new position: Grade will be the Grade of the new position and Step will be the Step that the employee was serving in before the transfer. With-in grade increases will continue in accordance with the waiting periods established in Section 2, as if the transfer had not occurred. Work experience with employers other than Bandera County will not be considered.
- b. Employee possesses all qualifications and meets all requirements for the new position as set forth in the job description but has been performing duties for Bandera County in the position from which they are transferring that are entirely different than the duties of the new position (examples: road and bridge equipment operator transferring to a clerical position or a law enforcement officer transferring to a road and bridge truck driver position, etc.): Grade will be the Grade of the new position; Step will be Step 1. In terms of the learning and productivity concept upon which this pay plan is based, an employee transferring under these circumstances is a new employee for pay purposes. Advancement to Step 2 will occur on the first employment anniversary after the effective date of the transfer and thereafter within-grade increases will occur in accordance with the waiting periods established in Section 2.

This Section addresses pay upon transfer only. Longevity as it relates to retirement and vacation accrual and all other purposes will continue as if a transfer had not occurred.

Promotions or transfers to a higher grade and require that the transferring employee possess all of the qualifications and meets all requirements for the new position. Promotions are excluded from this Section; they are addressed in Section 5.

7: Pay Tables

With the exception of the budget year in which this pay plan becomes effective, each time the Commissioners Court grants a cost of living allowance (COLA) Table 1-3 will be revised to reflect the new rates. The Table 1-3 will be then placed in the pay plan.

8: Special Qualifications Pay (SQP)

Employees with special qualifications may receive SQP in addition to their regular pay. Special Qualifications are defined as qualifications that exceed the minimum qualifications required to enter or hold a position (job) with Bandera County (qualifications in the job description are the minimum); they must be directly related to the County position held by the employee; and they must be evidenced by a Degree, License, or Certificate granted by a recognized institution of higher learning or other recognized body attesting that an individual has met certain specified experience, training and/or educational requirements. Minimum qualifications required to enter or hold a position or Certificates and/or continuing education credits from seminars, training courses, and conferences, and similar experiences, whether attendance is required or voluntary, do not qualify an employee for SQP. SQP is payable in all grades and pay steps, including step 15, in addition to regular pay. It is payable at time of employment if the employee holds the Special Qualifications at that time, or at such other time as they may attain them. Employees who do not meet minimum qualifications at time of employment or placement in a position, and who are given a time period in which to attain them, do not qualify for SQP upon attaining them.

SQP is payable semi-monthly, in a basic amount determined by Commissioners Court and set forth in Table 1-1. The basic SQP amount may be adjusted periodically at the discretion of the Commissioners Court. The basic SQP amount is payable in multiples of 1, 2, 3, etc. depending on the level of Special Qualifications held by an employee. Level of Special Qualifications refers to the way the institution or body attesting to them places them in order of succession; Associates' Degree, Bachelors' Degree, Masters' Degree, etc. For purposes of SQP, level always starts (multiple of 1) with the first level above minimum qualifications, with the exception of Intermediate Peace Officer, Advanced Peace Officer, and Master Peace Officer. See Table 1-2 for Special Qualifications Pay eligible Degrees, Licenses, and Certificates.

Examples:

-An employee in the Tax Assessor's Office with a Registered Tax Assessors' Certificate or a Road & Bridge employee with an Associates' Degree in Civil Engineering; multiply Basic SQP Amount by 1.

-An employee in the Tax Assessors' Office with a Certified Tax Assessors' Certificate or an employee in the Treasurers Office with a Bachelors' Degree in Accounting; multiply Basic SQP Amount by 2.

-An employee with a Masters' Degree in a job related discipline; multiply Basic SQP Amount by 3.

SQP may be granted during periods in which COLA or within-grade increases are delayed or withheld.

9: Implementation Plan

- A. The Commissioners Court will select the effective date for this Pay Plan; it will be implemented on the effective date. On the effective date all regular employees will be placed in the grade assigned to their job description, and to a step within that grade in accordance with the criteria in Section 2. Employees who hold a Certificate, License, or Degree that satisfies the requirements of Section 8 will also receive Special Qualifications Pay.
- B. Employees whose pre-implementation pay rate is less than the pay rate for their assigned grade and step will receive a pay increase to bring them to the correct pay rate, or to a rate equal to their pre-implementation rate plus the COLA granted to SAFE PAY provision employees, whichever is greater. See Section 9 for those employees whose pre-implementation pay rate exceeds the pay rate for their assigned grade and step. Within Grade increases will then track with the criteria in Section 2, except for exclusions set forth in Section 9.
- C. Employees placed in Step 9 or below will receive credit from the date of the anniversary used to determine their entry step into the Pay Plan when calculating the anniversary on which they will be eligible for consideration for their next within-grade increase.

10: Safe Pay Provision

This pay plan provides for pay for new employees, within-grade increases, cost of living adjustments, merit pay increases, pay upon transfer to another position, and pay upon promotion. Nothing in this plan, however, provides for paying employees at a rate higher than Step-9 for their grade with one exception. Employees whose pay exceeds Step 9 for their grade when this plan is implemented will be placed in Step 9 and will continue to receive their pre-implementation pay rate.

Employees placed in Step-9 or below when this plan is implemented whose pay exceeds the rate for their grade and step will continue to receive their pre-implementation pay rate. They will progress through the pay steps in accordance with the criteria in Section 2. However, progressing through the pay steps will not lead to a within-grade increase unless the employee progresses to a step for which the pay rate is higher than the rate they are receiving. At that point pay will be increased to the step rate and the employee will continue to track with the criteria in Section 2.

This Section does not address or limit payment of Special Qualifications Pay. It is payable in addition to regular pay that is paid under the provisions of this Pay Plan.

Table 1-1: Special Qualifications Pay Basic Amount

The Bandera County Commissioners Court has set the Special Qualifications Pay Basic Amount at \$50.00 per month. See Section 8 for payment criteria and procedures.

Table 1-2: Special Qualifications Pay Eligible Degrees, Licenses and Certificates

Employees that hold one or more of the following Degrees, Licenses, and/or Certificates, if it is directly related to employment with Bandera County, may be entitled to Special Qualifications Pay. The Bandera County Commissioners Court must approve Special Qualifications Pay for those regular employees with college degrees prior to any Special Qualifications Pay being paid. See Section 8 for procedures. The Bandera County Commissioners Court may add or delete Degrees, Licenses or Certificates from this Table at any time.

DEGREE, LICENSE, & CERTIFICATE PAY AMOUNT MULTIPLIER

All Departments

Associates' Degree, x 1

Bachelors' Degree, x 2

Masters' Degree, x 3

Law Enforcement

Intermediate Peace Officers' Certificate, \$1,000/Certificate

Advanced Peace Officers' Certificate, \$2,000/Certificate

Master Peace Officers' Certificate, \$3,000/Certificate

Investigator, x 1

Intoxilyzer Operator, x .5

Field Training Officer, x .5

Instructor, x .5

Fingerprint Expert, x 1

Property/Evidence Tech, x 1.5

Site Safety Officer, x 1

Clan Lab, x .5

Crime Prevention, x .5

Spanish Fluency, x .5

DARE Officer, x 1

Crime Scene Technician, x 1

Mental Health Officer, x .5

Animal Control Officer, x 1

Jail

Intermediate Jailers' Certificate, x 1

Advanced Jailers' Certificate, x 2

Jail Training Officer, x 1

Spanish Fluency, x .5

Dispatch

Telecommunications Operator Module Intermediate Certificate, x 1

Telecommunications Operator Module Advanced Certificate, x 2

Telecommunications Operator Module Masters Certificate, x 3

Emergency Medical Dispatcher, x 1.5

Emergency Medical Dispatch Manager, x 2

Communications Training Officer, x 1

Spanish Fluency, x .5

Tax Office

Professional County Collector (PCC) Certificate, x 1

County Tax Office Professional (CTOP) Certificate, x 2

Road & Bridge, Mansfield Park, & Custodial

Pesticide Applicator License, x .5

Ambulance

Field Training Officer, x 1

Auditor

Professional in Human Resources, x 1

Justice of the Peace

Justice of the Peace Clerk Certification, x2

Justice of the Peace Master Clerk Certification, x3