



APPENDIX R:

STEP PAY PLAN POLICY

I. PURPOSE:

The purpose of this directive is to provide guidance on managing compensation and salary adjustments for City of Beeville employees. It aims to ensure a consistent and fair approach to salary administration that aligns with the City's goals of attracting, retaining, and motivating employees. This step plan does not apply to Civil Service-coded employees.

II. POLICY:

The City of Beeville is committed to offering competitive compensation and benefits to attract, retain, and motivate its workforce. Salaries will be aligned with the duties and responsibilities of each job title, as approved by the City Council.

Step Plan and Salary Adjustments:

1. Step Plan Overview:

- The City of Beeville utilizes a step plan for salary adjustments.
- Under this plan, employees are eligible for a 1% salary increase at their work anniversary each year.

2. Administration and Evaluation:

- Decision-making authority for salary adjustments will be guided by this policy, ensuring fair and consistent application across all employees.
- Evaluations will consider each employee's placement within the step plan and adjust salaries accordingly to maintain alignment with the City's compensation structure.
- Human Resources along with the Department Heads will place employees on the appropriate pay step.

NEW HIRES:

Newly hired full-time employees will be paid according to their grade range based on the hire level as indicated below. For part-time hires, they will be paid within Grade 1 with department head and upper management approval.

- **Level 1 Hiring Range** (Steps 1 to 11):
The level 1 hiring range only requires the department head's authorization. It should be noted that any certification the new hire has prior to their initial start date will be added to the

approved base pay step (the pay department head is starting new hire at). If the certification pay increases the pay step over the approved level 1 range, then it will require level 2 approval.

- **Level 2 Hiring Range** (steps 12 to 20):
If a department head deems the new hire a step above the level 1 range, then the department head may request a pay step exception that would begin a candidate's pay between steps 12 and 20. The department head must submit the request to Human Resources. The Human Resource Manager and the Finance Director will have final approval.
- **Level 3 Hiring Range** (steps 20 and beyond):
If the requested salary exception is above level 2, the Human Resource Manager and Finance Director will provide their review and recommendation to the City Manager for final approval. All level 3 hire requests must comply with the step alignment items listed above.

Promotions:

Employees on the Step Pay Plan who are promoted to a new job title will receive a new date of employment. All promotions must comply with the step levels listed below.

- **Level 1 Promotions** (1 to 5 steps or Minimum of Salary Range):
Department Heads may approve a 1 to 5 pay step increase of the employee's salary grade or if the next grade is higher the employee will receive the minimum of the new pay grade. Department Heads must develop compensation decisions ensuring consideration of appropriate factors such as:
 - Internal equity
 - level of experience
 - Relevant education
 - Professional certifications, etc.
- **Level 2 Promotions** (5 to 10 step increase):
If merited, the department may request a promotion increase of 5 to 10 pay steps of the employee's salary. The request must be submitted to Human Resources for review. The Human Resource Manager and the Finance Director will have final approval.
- **Level 3 Promotion** (greater than 10 step increase):
If the requested salary exception is above level 2, the Human Resource Manager and Finance Director will provide their review and recommendation to the City Manager for final approval. All level 3 promotion requests must comply with the step alignment items listed above.

Lateral Transfers:

Employees transferring to a position within the same salary grade range will not receive a salary increase, except for those moving from part-time to full-time, in which case step alignment procedures will apply. Employees transferred into different job titles will receive a new date of employment, while those transferring within the same title will maintain their current position.

Demotions:

Employees receiving a demotion will have a new date of position and can expect a salary reduction of at least 5 steps. If demoted to a different department, the receiving Department Head will determine the salary reduction, considering factors such as changes in responsibilities and the salaries of similar employees. Employees cannot be paid above the maximum of the new job title's range.

If employees reach the maximum pay for their grade, they will only be eligible for Cost of Living Adjustments (COLA) as approved by the City Council. Department Heads must consider internal equity, experience, education, and certifications when making compensation decisions. Human Resources is available for consultation as needed.

- changes in scope of responsibilities,
- salary prior to the demotion, and
- salaries of similar employees.

Under no circumstances will the employee be paid above the maximum of the new job title's range.

If employees are at the max pay for their grade, they will only be eligible for COLA's as approved by the City Council for as long as they are in that grade.

Department Heads must develop compensation decisions ensuring consideration of appropriate factors such as

- internal equity,
- level of experience,
- Relevant education,
- Professional certifications, etc.

Human Resources Representative is available for consultation as needed.

CIVIL SERVICE STEP PLAN**PURPOSE:**

Notwithstanding any provisions in Texas Local Government Code Chapter 143, the Parties have agreed that the needs of the Police Department for qualified and capable personnel require the adoption and implementation of these provisions to modify the hiring provisions in Texas Local Government Code Chapter 143. The City shall be authorized and entitled to hire Lateral Entry Officers from other law enforcement. To be considered for the position of Lateral Entry Officer, candidates must be:

- Currently employed or have been employed within the last six months as a full-time, paid police officer in good standing.
- They must also have an "Honorable" separation record from a municipal, county, or state law enforcement agency that performs a broad range of police duties.

MODIFIED HIRING PROCESS:

Lateral Entry Officer applicants under the Meet & Confer agreement will undergo a modified hiring process, bypassing the standard entrance exams for new officers. The Chief of Police will set the selection criteria and procedures, which include a required interview with a board of five department members. Successful candidates will be hired directly without needing to be on an eligibility list. Once

hired, Lateral Entry Officers will receive a modified training program, with additional training requirements determined by the Chief as needed.

As for Police Cadets, they will be put through the academy training process. The Academy process will take about 5 ½ months to graduation.

All new hires will undergo an 18-week/4 1/2 months of field training period (for cadets this will be after their graduation), though this may be shortened with approval. They will also serve a one-year probationary period, during which they can be terminated or have their probationary period adjusted due to temporary impairments. Upon successful completion of probation, officers will receive full civil service protection and be placed in the civil service classification of Police Officer. Police Officers will be according to their years of services.

Police Cadet Hiring Range (Grades 100-102):

All Police cadets will start at Grade 100 until graduation. Once they have graduated, they will move to Grade 101 until they meet Civil Service status at which point they will be moved to Grade 102. If the cadet receives any qualifying certifications during this time, it will be added to their pay once they reach grade 102.

- **Lateral Officer (Meet& Confer) Hiring Range** (Grade 102):

Promotions:

Employees on the Step Pay Plan who are promoted to a new job title will receive a new date of employment. All promotions must comply with the step levels listed below.

- **Level 1 Promotions** (1 to 5 steps or Minimum of Salary Range):
The Police Chief may approve a 1 to 5 pay step increase of the employee's salary grade or if the next grade is higher the employee will receive the minimum of the new pay grade. The Police Chief must develop compensation decisions ensuring consideration of appropriate factors such as:
 - Internal equity
 - Level of experience
 - Relevant education
 - Professional certifications, etc.