

ORDINANCE NO. 2015-39

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, APPROVING THE ATTACHED PERSONNEL POLICIES AND PROCEDURES OF THE CITY OF COPPERAS COVE BY REPEALING THE CURRENT PERSONNEL POLICY, NO. 120, (SALARY PROGRAM ADMINISTRATION) AND REPLACING THE EXISTING POLICY WITH A REVISED PERSONNEL POLICY, NO. 120, (SALARY PROGRAM ADMINISTRATION) AND RATIFYING THE REMAINING SECTIONS OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, The City of Copperas Cove has not updated this policy since November 1, 2011; and

WHEREAS, The City of Copperas Cove desires to remain competitive for recruiting future City employees; and

WHEREAS, The attached Exhibit "A" proposes to adjust the minimum and the maximum salary ranges of specified positions each time the City Council authorizes cost of living adjustments for City employees.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS:

Section 1.

That the Personnel Policies and Procedures Manual dated September 1, 2006, is hereby amended by replacing the existing language in personnel policy, No. 120, (Salary Program Administration) with the language set out in Exhibit "A", attached hereto and incorporated herein for all purposes;

Section 2.

That the remaining sections of the said Personnel Policies and Procedures Manual are hereby ratified, and shall remain in full force and effect;

Section 3.

That any additions, deletions or other amendments to the Personnel Policies and Procedures Manual shall be made in a manner similar to process by which this manual is originally approved and only after compliance with the Texas Open Meetings Act and approved by the City Council of the City of Copperas Cove;

Section 4.

That should any section, clause, or provision of this ordinance be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this ordinance or any other ordinance of the city as a whole or any part thereof, other than the part so declared to be invalid;

Section 5.

That this ordinance shall be effective November 3, 2015.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, this 3rd day of November 2015, such meeting held in compliance with the Open Meeting Act (Texas Government Code, Chapter 551.001 et.seq.), at which a quorum was present and voting.



John Hull, Mayor

ATTEST:



Mariela Altott, City Secretary

APPROVED AS TO FORM:



Denton, Navarro, Rocha
Bernal, Hyde & Zech P.C., City Attorney

SALARY PROGRAM ADMINISTRATION

Policy #120

November 2015

This policy applies to regular, salaried positions, full-time and part-time, exempt and non-exempt personnel.

The City strives to pay salaries competitive with those in our community, recognizing individual effort and contribution to the City's success. Determination of salary policy is the responsibility of the City Manager, Director of Human Resources, Director of Financial Services, and the Budget Director/Assistant to the City Manager, and must be approved by the City Council. The Human Resources Department handles the administration.

SALARY PROGRAM ELEMENTS

- A. **Salary Ranges.** Each position, with the exception of the City Manager and Director level positions, has been assigned a salary range. Within this framework, an employee's salary will be related to demonstrated performance. Employees will receive a salary that is within the range limits of the applicable position.
 1. **Range Minimum.** In most cases, the minimum of the appropriate salary range will be paid to all qualified new employees. No person is to be offered a salary that is below the minimum, or above the midpoint, of the salary range for the job. Salary offers may be made, with City Manager approval, up to midpoint of the salary range. Salary offers are to be based on the required qualifications of the position. In addition they must be consistent in relation to other offers made and to the salaries paid to current employees in that same position.
 2. **Range Maximum.** The maximum of a salary range normally provides an upper limit of what employees may be paid. However, it is not an absolute limit, and the condition described in Section A.3 may allow an employee to be paid above the maximum.
 3. **Red Circle Salary.** If an employee is paid over the maximum of the range for the classification, the salary will not be reduced. Rather, the employee will ordinarily be considered ineligible for an increase in pay (red circled) until an adjustment in the salary structure or a promotion to a higher position brings the rate within the established range for the position.

SALARY PROGRAM ADMINISTRATION

Policy #120

November 2015

B. Salary Review Frequency.

Merit Salary Increases. If approved in the annual City budget, reviews for merit salary increases are conducted once a year, normally during the budget process. They will range in percentages of base salary as determined through the merit budgeting process. Salary increases are not granted automatically, but only as a result of demonstrated performance, documented by a job-related performance appraisal.

Across the Board Raises or Cost of Living Increases (COLA). An "Across the Board" or COLA increase may be recommended by the City Manager and approved by the City Council for employees.

In the event a Cost of Living Increase (COLA) is approved by the City Council, the maximum and minimum of each position assigned a salary range will be increased by the amount approved by the City Council.

C. Promotion Increases: A promotion is a change in status for an employee to a higher paid position. Salary increases generally are granted immediately upon promotion. Employees promoted into a higher paying position will begin at the minimum of the salary range for the new position. If their current salary is above the minimum for the new position, the employee's salary will be evaluated for an increase, at a minimum of 5% of prior base salary. A lesser amount may be justified if the employee has received a substantial increase within the last six months or a significant learning period is involved.

MAINTENANCE OF SALARY STRUCTURE

Positions included in the City pay structure may be reviewed by the Human Resources Department each year to determine if a recommendation needs to be made to the City Manager for change. Adjustments will be made to the structure, as required, after approval from the City Manager and City Council.