

**City of College Station**



**Policies  
and  
Procedures**

## D. COMPENSATION

### 1. Policy

It is the policy of the City of College Station to provide sufficient compensation for its employees in order for the City to attract and retain qualified individuals for all positions. Salary surveys will be completed by the Human Resources Office periodically to ensure that each job is paid at a rate appropriate for the level and type of work performed, both in relation to other positions in the City and to the City's state & local competitive labor markets. The Human Resources Director shall be responsible for the continuous maintenance and administration of this plan.

### 2. Wage & Salary

- a. The Pay Plan is designed to provide increases to employees as rewards for performance. The performance appraisal will establish a performance level (average total weighted score) for the employee. Each level of performance will have a specific percentage pay increase associated with it based on budgetary requirements. The better the performance level at or above expectations (3.0 on scale of 1 to 5), the greater the percentage. This percentage will then be applied to the midpoint of the grade to calculate a dollar amount.
- b. When a new position is created or an existing position is changed by adding, modifying, or eliminating duties and responsibilities, the Department Head will notify the Human Resources Office so a reclassification study may be conducted if deemed necessary.

• See Pay Plan Document (2-36)

### 3. Overtime and Compensatory Time

- a. Departmental administrators shall be responsible for constantly reviewing staffing levels, work loads, and vacation schedules so as to minimize the need for overtime work. Overtime work shall be avoided whenever possible. However, when overtime work is necessary, it shall be approved by the Department and paid in accordance with the Fair Labor Standards Act (FLSA). Overtime work shall be allocated as evenly as possible among all employees qualified to do the work.
- b. Overtime and Compensatory time shall be based on hours worked in excess of forty (40) hours per work week. Those employees subject to compensatory time (non-exempt) will be given a maximum accumulation of sixty (60) hours to use, after which the employee will be paid overtime. With approval of the department, overtime may be paid prior to the 60 hours. Non-exempt employees will be compensated for any comp time accumulated at the time of departure from employment. The accrual of overtime or compensatory time will be accumulated at 1 1/2 times the hourly rate or number of hours, respectively. Holiday, sick or vacation time used may be counted as part of the forty (40) hour work week in calculation of overtime. (An exception is made for Fire Department "mandatory" overtime where usage of vacation, sick or holiday time negates the automatic 9 hour overtime provision of the FLSA). 40 HRS  
BY CHIEF
- c. Exempt employees will be allowed to accumulate compensatory time on a "time for time" basis. Accrual will be unlimited but exempt employees will not be paid for unused compensatory time at the time of departure from employment.
- d. The work week will start on Monday and end on Sunday for all regular employees other than Law Enforcement Officers and Firefighters. Other Department's work

week's may vary depending on flexible schedules according to the needs of the Department. These schedules will be posted in the Department.

- e. The Law Enforcement Officers will fall under the FLSA 7(k) partial exemption from overtime by using a 28 day work cycle. Departmental policies will outline more explicit procedures to be followed.
- f. Firefighters will also claim the 7(k) partial exemption from overtime and establish a 21 day work cycle. Nine (9) hours overtime will automatically be paid in each work cycle when vacation, holiday or sick time is not used. Departmental policies will outline more explicit procedures to be followed.
- g. Those in exempt positions (administrative, supervisory or professional levels), as classified by the Department Head or City Manager, will be allowed compensatory time only for approved circumstances. (Work necessary above the normal requirements of the job will be compensated by the accrual of compensatory time to a maximum of forty (40) hours.)
- h. Compensatory time accumulation and use must be recorded on time sheets submitted to payroll.

#### 4. Stand-By Pay

- a. Some departments require employees to be available for emergency situations on an "on-call" basis. Employees will be compensated for stand-by duty at a rate of \$10.00 per day plus time and one-half for actual hours worked during an emergency situation.
  - 1. The Stand-By pay becomes part of the base wage when calculating overtime.
  - 2. Employees classified as "Exempt" will not receive stand-by pay.
- b. Any employee whether on standby or not when called out will be compensated a minimum of one hour if called before midnight.
- c. Those employees who are first to respond for emergency duty between the hours of 12 midnight and 6 A.M. will be paid a minimum of 2 hours at time and one half for their response. Scheduled overtime during these hours is not effected by this policy. Any additional hours worked in excess of minimum call outs will be paid at the standard overtime rate for hours actually worked to the nearest half hour.

#### 5. Acting Pay

From time to time, a position may be vacated by termination, resignation or leave of absence warranting the official designation of an interim or acting replacement. The official designation of an interim or acting replacement signifies that the supervisor and the next level of authority has approved of such a replacement either due to the critical nature of the position or the duration of the vacancy. When a position is vacated by termination, resignation, leave of absence, or illness, an individual who serves as an interim or acting replacement may be given acting pay. In the event the individual serves in that position for a period of thirty (30) calendar days or more, that individual shall be an interim or acting replacement and pay shall be adjusted back to the first day of such service. This will also trigger a change of personnel status which will carry the title change for the record and an increase in pay for this time period equal to the greater of five percent (5%) of current pay or up to the entry level of the vacated position.

h. Reporting

Employees must forward a "Travel Expense Report Form" and supporting documents to Accounting no later than five (5) days after returning from travel. A separate "Travel Expense Report Form" must be filled out for each employee who traveled overnight. All City Credit Card charges along with any other reimbursable expenses must have receipts turned in with the Travel Expense Report. The Travel Expense Report should be filled out in detail, itemizing all city expenses related to the trip and any personal expenses on the City Credit Card.

i. City Credit Card Use

All credit cards are the property of the City of College Station and are issued to departments for authorized purposes only. It is the responsibility of each Department Head to monitor and control credit card use. Credit card use is subject to all normal purchasing regulations; in addition, purchases are limited to approved travel expenditures and may not be used for local purchases, with the exception of approved local meals in connection with business or training. All expenditures on credit cards must be reported to Accounting within five (5) days after an employee has returned from travel.

Note: It is recommended that all room service, in-room movies and personal phone calls be paid for by the employee at check-out time instead of charging them on the City Credit Card. -Under no circumstances are souvenirs and similar items to be charged to the City Credit Card.

LOST/STOLEN/MISPLACED - In the event that a credit card is lost, stolen or misplaced, it is the individual's responsibility to immediately report the card number to the credit card company at 1-800-442-4757. Also, Accounting should be notified as soon as possible. If you do not know the card number, contact someone in your department or Accounting.

5. City-Owned Vehicle Use Procedure

- a. The use of a City-owned motor vehicle by an employee is neither a right nor a privilege but a trust conferred to facilitate necessary performance of job duties. City-owned vehicles shall be assigned and used only in the performance of official duty and not for personal use except as stated below. Any exception to this must be submitted in writing and must be documented for tax purposes.
- b. Operators of City-owned motor vehicles must meet certain standards and follow the requirements as outlined in this regulation. Any employee who will operate a City-owned motor vehicle must possess a valid driver's license and must have a clear driving record with limited moving violations. Employees who fail to do so will not be allowed to operate City vehicles (see City Driving Record Requirements, Section 2-C2).
- c. It shall be the duty and responsibility of all operators of motor equipment to report to their supervisor any defect in the mechanical equipment and to use every precaution to prevent additional property loss, expense, or recurrence of such conditions.
- d. Drivers of City-owned vehicles shall not transport unauthorized individuals. Authorized individuals may be transported with specific authorization. All drivers will be required to obey all traffic rules and regulations prescribed by law (i.e. seat belt regulation) and to use every safety measure possible to prevent accidents.
- e. Operators of motor vehicles used in the service of the City who violate this regulation or become involved in any accident will be subject to disciplinary action if, upon investigation, it is determined that the employee was responsible for such action or, through carelessness or recklessness, he contributed to the cause of such accident.