

POLICIES AND PROCEDURES - Policies



D. COMPENSATION

E.

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.

a. Wage & Salary *(this section currently under review)*

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.

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 1½ 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).
 - 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 weeks 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.

5. 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.

- i. The Stand-By pay becomes part of the base wage when calculating overtime.

- ii. 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.

6.

7. Payday

- a. Departments are paid either Bi-weekly or Semi-monthly. Bi-weekly payrolls are distributed every other Friday. Semi-monthly payroll is distributed on the 15th and last day of the month. If any of these payday's fall on a weekend or City holiday, employees will be paid on the preceding, regular work day. Paychecks will be picked up in the Finance Office after 10 A.M. by the Department's authorized representative and distributed by the employee's supervisor.

8.

9. Garnishment of Wages

- a. Wages may be garnished by Court order. The Payroll Office will follow court orders concerning garnishment.

-

Last modified: 01/14/99