

## POLICIES AND PROCEDURES - Policies

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### D. COMPENSATION

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#### 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**

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#### 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.

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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 paydays 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**.

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9. Garnishment of Wages

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

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*Last modified: 01/14/99*