

RESOLUTION NO. 007-23

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS, SETTING OUT THE EMPLOYEE COMPENSATION PROGRAM RELATED TO BASE PAY AND INCENTIVES AND APPROVING ADJUSTMENTS TO THE PAY PLAN FOR FISCAL YEAR 2023-24.

WHEREAS, the Town of Highland Park, Texas (“Town”) maintains a competitive compensation program with the objective of retaining and recruiting quality employees; and

WHEREAS, the Town’s Pay Plan consists of three pay structures that include pay grades with a pay range associated with each pay grade; and

WHEREAS, the Town has a variety of employment positions that are classified into the various pay grades within the Town’s Pay Plan, and

WHEREAS, the Pay Plan also consists of various pay incentives and assignment pay granted to employees that meet the criteria to receive said incentives or assignment pay; and

WHEREAS, the Fiscal Year 2023-24 Proposed Budget includes funding to provide for the compensation program and pay plan changes presented herein.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

Section 1. The Town’s Pay Plan for Fiscal Year 2023-24 attached as Exhibit A is hereby approved. The Pay Plan presented in Exhibit A reflects the Fiscal Year 2022-23 Pay plan increased by 3%. The maximum of the pay ranges presented for all non-exempt employees is inclusive of the 6% Pay for Performance program provided by the Town in prior years.

Section 2. A “Catch-up” calculation will be made related to the discontinuance of the Town’s annual Pay for Performance program approved by Town Council with the adoption of the Fiscal Year 2019-20 annual budget. This calculation will be made in accordance with the following parameters:

- A. All employees that were employed on October 1, 2019, and remain employed on October 1, 2023, will have their hourly rate adjusted to reflect the hourly rate they would be receiving if the Town’s annual adjustment for Pay for Performance had not been discontinued.
- B. The rate used to calculate the annual Pay for Performance that an employee should have received for each year starting with Fiscal Year 2019-20 is up to seven (7%) percent.
- C. The “Catch-up” will be based on the difference between the percentage increase an employee would have received on a 7% scale based on their average quarterly evaluation scores and the percentage they actually received for each year.
- D. The difference calculated for each year will be limited to the maximum of the employee’s respective pay range for that year.

- E. In the event that the aforementioned calculation results in a reduction in hourly pay, the employee's pay will remain at the higher amount to the extent that it does not exceed the maximum of their respective pay grade.
- F. This adjustment does not apply to salaried positions or part-time/seasonal positions.

Section 3. Separate and apart from the "Catch-up" provision, the quarterly Pay for Performance program is discontinued. In support of the discontinuance of this recurring performance stipend, employees have previously been eligible for this program will receive the following:

- A. Employees that have received a quarterly stipend associated with the Pay for Performance program for the four quarters of September 2022, December 2022, March 2023 and June 2023, will have their hourly rate adjusted to reflect the amount of money they received for those four quarters.
- B. Employees that were present for the four quarters but did not receive a quarterly evaluation for all four quarters, will have the amount they did receive used in calculating an annual average (annualized). This estimated amount will be used to adjust the employee's hourly rate.
- C. Employees hired during Fiscal Year 2023 will have their hourly rate adjusted by the greater of the annual average of the amounts that they did receive or what they would have received using the overall average of employee evaluations throughout organization.
- D. This adjustment does not apply to salaried positions or part-time/seasonal positions.

Section 4. All full-time employees will be eligible for the following pay adjustments.

- A. Across-the-Board Adjustment - All employees will receive an increase in their hourly rate of three (3%) percent. This adjustment will be calculated on the employee's hourly rate as of October 1, 2023, as adjusted for Sections 2 and 3 as applicable.
- B. First Responder Merit Adjustment – First responders that are non-exempt employees and are sworn officers or dispatchers will be eligible for up to a six (6%) percent increase in pay based on the average score of the four quarterly evaluations received for September 2022, December 2022, March 2023 and June 2023. This adjustment will be calculated on the employee's hourly rate as of October 1, 2023, as adjusted for Sections 2 and 3 as applicable.
- C. Non-Exempt Civilian employees – Non-Exempt Civilian Employees will be eligible for up to a three and one-half (3.5%) percent increase in pay based on the average score of the four quarterly evaluations received for September 2022, December 2022, March 2023 and June 2023. This adjustment will be calculated on the employee's hourly rate as of October 1, 2023, adjusted for Sections 2 and 3 as applicable.
- D. Exempt Employees – All Exempt Employees will be eligible for up to a three and one-half (3.5%) percent increase in pay based on their annual evaluation score.

The adjustment will be calculated on the employee's annual pay as of October 1, 2023.

- E. Employees must have received at least one evaluation during the prior fiscal year to be eligible for merit adjustments in Sections 4(B), 4(C) or 4(D).
- F. Employees hired during the fiscal year will receive a merit adjustment based on the average score of the evaluations that they did receive. Additionally, the merit adjustment will be prorated based on the number of completed months they worked for the Town during Fiscal Year 2022-23.

Section 5. Part-time and Seasonal Employees.

- A. All part-time employees will be eligible for the adjustments provided for in Sections 4(A) and 4(C). The adjustment provided in Section 4(C) will be based on the score received on their annual evaluation.
- B. Seasonal employees will be eligible for the adjustment provided in Section 4(A). However, adjustments may be made to address market conditions at the time of hiring.

Section 6. All pay adjustments presented in this resolution are limited to the maximum of each employee's respective pay range for the position they hold.

Section 7. The Town Administrator is authorized to make adjustments to this program to the extent that there are unusual or unexpected circumstances not contemplated by this resolution.

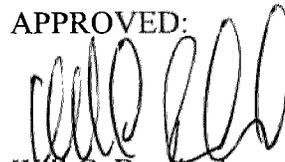
PASSED AND APPROVED by the Town Council of the Town of Highland Park, Texas this 12th day of September, 2023.

APPROVED AS TO FORM:



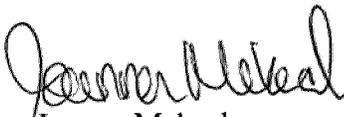
Matthew C.G. Boyle
Town Attorney

APPROVED:



Will C. Beecher
Mayor

ATTEST:



Joanna Mekeal
Town Secretary

PAY PLAN

Beginning in FY 2020, annual salary adjustments were modified to eliminate merit adjustments for non-exempt employees (exempt employees are not eligible for this program). The Pay for Performance program had formerly provided base pay adjustments up to 7% of their annual pay and was based on the average of their prior four quarterly evaluations. Additionally, quarterly Pay for Performance (one-time payments made quarterly) was reduced from a maximum of 7% of an employee's quarterly salary to a maximum of 6%. These payments were based on the score an employee received on their quarterly evaluation.

The Town's newly formed Compensation Committee ("Committee") made several recommendations to the pay structure which are incorporated into the Proposed Budget. These changes have in turn resulted in changes to the Pay Plan. The Committee recommended a 'catch up' for employees present on October 1, 2019 to incorporate the adjustments that were lost by the discontinuance of the annual adjustment described above. This 'catch up' amount will be added to base pay effective October 1, 2023. Additionally, beginning in FY 2024, the Committee recommended the discontinuance of the quarterly Pay for Performance plan in terms of compensation. The employee evaluation aspect of the plan will be reviewed for continuation going forward. To ensure employees are not penalized financially for discontinuing the quarterly Pay for Performance program, each non-exempt employee's base pay will be increased by the amount of Pay for Performance earned over the last four quarters (September 2022, December 2022, March 2023 and June 2023).

For FY 2024, the Proposed Budget reinstates the annual merit adjustment (formerly known as Pay for Performance) for First Responders (Public Safety Officers and Dispatchers) up to 6%. All other full time non-exempt employees will be eligible for up to a 3.5% merit adjustment in FY 2024. This adjustment will be based on the average of their score on performance evaluations throughout the year. Exempt employees are eligible for an annual adjustment up to 3.5% based on their annual evaluation. All employees will receive a 3% across the board adjustment. Any pay adjustment for FY 2024 will be limited by the maximum of the pay range for each employee.

Because the base Pay Plan Maximum did not formerly include quarterly earnings from the Pay for Performance plan, the new Maximum is higher by 6% to reflect the inclusion of the quarterly Pay for Performance within base pay. Additionally, the Pay Plan for both non-exempt and exempt employees has been increased by 3% to reflect the current year across the board adjustment. Employees may not receive base pay above the Maximum of the Pay Plan.

In FY 2023 a compensation survey was completed. The Pay Plans incorporated in the Town's FY 2024 Proposed Budget are designed to maintain equity in the Town's designated public-sector market.

The pay grades for Public Safety positions (all non-exempt) are structured based on market data for relative duties and responsibilities of the blended police and fire functions. The Public Safety Officer ("PSO") position is the anchor of the pay plan on which all other public safety positions and grades are determined. The target midpoint of the pay range for the PSO position is set at 20% above the average of the police officer position in our target market. The differential of 20% is to recognize the dual discipline duties of police and fire required by the PSO position and public safety supervisors.

Full-time employees (exempt and non-exempt) may earn up to \$2,100 per year for participation in the Town's Wellness Program, designed to promote a healthy lifestyle. This program appears to be effective in that the Town received health insurance rate pass in FY 2023 and a 2% reduction in FY 2024.

**TOWN OF HIGHLAND PARK GRADED PAY PLAN
NON-EXEMPT EMPLOYEES
FISCAL YEAR 2024**

Grade	Position	Hourly Base Pay Range	
		Minimum	Maximum
8	Communications Manager Superintendent Town Secretary	\$46.21	\$71.07
7	-	\$40.17	\$61.80
6	Accounting Supervisor Accreditation Manager Building Inspector Communications Supervisor Court Administrator Customer Service Supervisor Development Services Coordinator Facilities Maintenance Manager Town Services Coordinator	\$34.93	\$53.73
5	Alarm Specialist Construction Inspector Librarian Management Assistant Project Coordinator	\$30.36	\$46.73
4	Communications Specialist DPS Administrative Secretary Human Resources Coordinator Irrigation/Mosquito Inspector Parks Maintenance Worker III Plans Examiner Public Works Maintenance Worker III Secretary to the Director Senior Accounting Technician	\$26.41	\$40.62
3	Building Permit Technician Customer Service Specialist II Senior Court Clerk Finance & HR Administrative Assistant Library Administrative Assistant Parks Maintenance Worker II Public Works Maintenance Worker II	\$22.97	\$35.33
2	Court Clerk Library Associate/Assistant Public Works Maintenance Worker I	\$19.97	\$30.72
1	Parks Maintenance Worker I	\$17.37	\$26.71

Court Security Guards start at \$50.00/hour with 4 hours per week.

Base Minimum and Base Maximum reflect the range within each grade. These amounts do not reflect pay related to incentives or assignment pay.

**TOWN OF HIGHLAND PARK GRADED PAY PLAN
PUBLIC SAFETY PERSONNEL
FISCAL YEAR 2024**

Grade	Position	Hourly Base Pay Range Shift Duty*			Hourly Base Pay Range Administration**	
		Minimum	Maximum		Minimum	Maximum
G	Captain	\$47.64	\$58.31		\$74.43	\$91.11
F	Lieutenant	\$41.42	\$50.72		\$64.71	\$79.25
E	Sergeant	\$36.01	\$44.09		\$56.26	\$68.90
D	Unassigned	-	-		-	-
C	Public Safety Officer	\$27.95	\$37.34		\$43.68	\$58.34
B	Fire Fighter or Police Officer	\$23.30	\$28.51		\$36.40	\$44.55
A	Public Safety Apprentice	\$22.24	\$24.75		\$34.75	\$38.67

Base Minimum and Base Maximum reflect the range within each grade. These amounts do not reflect pay related to incentives or assignment pay.

***Shift Duty is based on 3,250 hours in one year.**

****Administration is based on 2,080 hours in one year.**

**TOWN OF HIGHLAND PARK GRADED PAY PLAN
EXEMPT POSITION
FISCAL YEAR 2024**

Grade	Position	Minimum	Maximum
E-4	Assistant Town Administrator Director of Public Safety	\$176,677	\$256,092
E-3	Director of Engineering	\$160,615	\$232,809
E-2	Assistant Director of Public Safety Director of Finance	\$152,602	\$221,198
E-1	Development Services Director	\$141,041	\$204,035
E-0	Assistant Development Services Director Assistant Director of Engineering IT Manager Town Librarian	\$122,645	\$177,424

Exempt positions are not eligible for incentives.

INCENTIVE & ASSIGNMENT PAY

Additional training and responsibilities are required of numerous Town job positions. The Pay Plan includes the following incentives and assignments that the Town recognizes through additional pay. These pay types are not included in the pay ranges show above, but rather are additions to base pay.

Incentive pay is provided in connection with a particular certification attained by the employee in connection with their specific job function. Assignment pay is provided in connection with a specific duty required by the Town.

Incentives are not cumulative. The Town will pay the incentive in connection with the highest certification attained. Multiple incentives will only be paid to an employee at the expressed approval of the Town Administrator.

Incentive and/or assignment pay must be approved by the department director and must be job appropriate for the position receiving the pay type.

Incentive Pay

Emergency Medical Technician	+2%
Paramedic	+8%
Crew Chief/Section Supervisor/Utility System Certification	+5%
Licensed Irrigator	+5%
Court Certification Level I	+2%
Court Certification Level II	+5%

Assignment Pay

Public Safety Investigator Assignment	+7.5%
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