

RESOLUTION NO. 016-24

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 2024-25.

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 2024-25 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 2024-25 attached as Exhibit A is hereby approved. The Pay Plan presented in Exhibit A reflects the Fiscal Year 2023-24 Pay plan increased by 3%.

Section 2. All full-time employees will be eligible for the following pay adjustments.

- A. 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 their annual evaluation score. This adjustment will be calculated on the employee’s hourly rate as of September 30, 2024.,
- B. 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 their annual evaluation score. This adjustment will be calculated on the employee’s hourly rate as of September 30, 2024.
- C. 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 September 30, 2024.
- D. Employees hired during the fiscal year will receive a merit adjustment based on their annual evaluation score. Additionally, the merit adjustment awarded will

be prorated based on the number of completed months they worked for the Town during Fiscal Year 2023-24. Employees hired in the last quarter of the FY 2023-24 will not receive an annual evaluation.

Section 3. Part-time and Seasonal Employees.

- A. All part-time employees will be eligible for the adjustments provided for in Sections 2. The adjustment will be based on the score received on their annual evaluation.
- B. Seasonal employees will be eligible for an adjustment to address market conditions at the time of hiring.

Section 4. All pay adjustments presented in this resolution are limited to maximum of each employee's respective pay range for the position they hold.

Section 5. Compensation adjustments will be reflected on the first full payroll in October of 2024, which will consist of the entire work period occurring within the 2024-25 Fiscal Year.

Section 6. 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 3rd day of September, 2024.

APPROVED AS TO FORM:



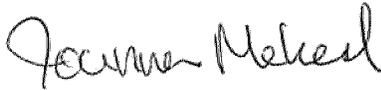
Susan Thomas
Town Attorney

APPROVED:



Will C. Beecher
Mayor

ATTEST:



Joanna Mekeal
Town Secretary

EXHIBIT A

PAY PLAN

For FY 2025, the Proposed Budget provides for an annual merit adjustment for first responders (Public Safety Officers and Dispatchers) up to 6%. All other full-time non-exempt employees and civilian exempt employees will be eligible for up to a 3.5% merit adjustment in FY 2025. This adjustment will be based on the score they receive on their annual performance evaluations to be provided at the end of the current fiscal year.

Any pay adjustment for FY 2025 will be limited by the maximum of the pay range for each employee. Employees may not receive base pay above the Maximum of the Pay Plan.

In FY 2024 a compensation survey was completed. The Pay Plans incorporated in the Town’s FY 2025 Proposed Budget are designed to maintain equity in the Town’s designated public-sector market and reflect an increase over the pay plans approved for FY 2024 of 3%. The market cities the Town benchmarks against include the following:

Addison
Frisco
Richardson
Southlake
University Park

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 continues to see reductions in its cost for health care.

EXHIBIT A (Continued)

**TOWN OF HIGHLAND PARK GRADED PAY PLAN
NON-EXEMPT EMPLOYEES
FISCAL YEAR 2025**

Grade	Position	Hourly Base Pay Range	
		Minimum	Maximum
8	Communications Manager Superintendent Town Secretary Chief Building Official Systems Analyst	\$47.592	\$73.202
7	Civil Engineer Senior Building Inspector	\$41.375	\$63.654
6	Accounting Supervisor Building Inspector Communications Supervisor Court Administrator Customer Service Supervisor Development Services Coordinator Facilities Maintenance Manager Town Services Coordinator	\$35.975	\$55.337
5	Alarm Specialist Construction Inspector Librarian Project Coordinator	\$31.275	\$48.133
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	\$27.201	\$41.842
3	Building Permit Technician Customer Service Specialist II Senior Court Clerk Finance & HR Administrative Assistant Administrative Assistant Library Administrative Assistant Parks Maintenance Worker II Public Works Maintenance Worker II	\$23.658	\$36.389
2	Court Clerk Library Associate/Assistant Public Works Maintenance Worker I	\$20.571	\$31.646
1	Parks Maintenance Worker I	\$17.887	\$27.509

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.

EXHIBIT A (Continued)

**TOWN OF HIGHLAND PARK GRADED PAY PLAN
PUBLIC SAFETY PERSONNEL
FISCAL YEAR 2025**

Grade	Position	Hourly Base Pay Range Shift Duty*			Hourly Base Pay Range Administration**	
		Minimum	Maximum		Minimum	Maximum
G	Captain	\$49.067	\$60.058		\$76.667	\$93.840
F	Lieutenant	\$42.659	\$52.239		\$66.654	\$81.623
E	Sergeant	\$37.089	\$45.417		\$57.952	\$70.964
D	Unassigned	-	-		-	-
C	Public Safety Officer	\$28.793	\$38.458		\$44.989	\$60.090
B	Fire Fighter or Police Officer	\$23.998	\$29.366		\$37.496	\$45.884
A	Public Safety Apprentice	\$22.905	\$25.494		\$35.789	\$39.834

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.**

EXHIBIT A (Continued)

**TOWN OF HIGHLAND PARK GRADED PAY PLAN
EXEMPT POSITION
FISCAL YEAR 2025**

Grade	Position	Minimum	Maximum
E-4	Assistant Town Administrator Director of Public Safety	\$181,977	\$263,775
E-3	Assistant Director of Public Safety Director of Engineering	\$165,433	\$239,793
E-2	Deputy Chief Director of Finance	\$157,180	\$227,834
E-1	Development Services Director Director of Policy and Strategic Initiatives	\$145,272	\$210,156
E-0	Assistant Development Services Director Assistant Director of Engineering IT Manager Town Librarian	\$126,324	\$182,747

Exempt positions are not eligible for incentives or assignment pay.

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 shown 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.

EXHIBIT A (Continued)

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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