CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: **City Manager**

AGENDA DATE: **March 1, 2005**

CONTACT PERSON/PHONE: **Joyce A. Wilson, City Manager, X4844**

DISTRICT(S) AFFECTED: **N/A**

SUBJECT:

An Ordinance amending Ordinance 8064 (the Classification and Compensation Plan) to revise the procedures for amending certain portions of the job specifications; to revise the procedures for advancement within pay grade; to revise the procedures determining entry salary under the executive compensation plan; to revise the process for authorizing the use of personally owned tools or vehicles; and to revise the procedures relating to special sick leave.

BACKGROUND / DISCUSSION:

This amendment of Ordinance 8064 (The Classification and Compensation Plan) provides that the City Manager may revise certain portions of the Job Specifications; make the determinations regarding advancement within pay grade; authorize the use of personally owned tools or vehicles; determine the entry salary for persons under the executive compensation plan and approve extensions of special sick leave. The provisions in this amendment to Ordinance 8064, which transfer the authority to make certain personnel-related decisions to the City Manager, are in accordance with Charter requirements.

PRIOR COUNCIL ACTION:

Ordinance 8064 was originally adopted in May 1984.

AMOUNT AND SOURCE OF FUNDING:

N/A

BOARD / COMMISSION ACTION:

N/A

**********REQUIRED AUTHORIZATION**********

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD:

_____

(Example: if RCA is initiated by Purchasing, client department should sign also)
Information copy to appropriate Deputy City Manager

05 FEB 21 PM 1:10
CITY CLERK DEPT

APPROVED FOR AGENDA:

CITY MANAGER: Joyce A. Wilson **DATE:** 2/28/05

#9301

AN ORDINANCE AMENDING ORDINANCE 8064 (THE CLASSIFICATION AND COMPENSATION PLAN) TO REVISE THE PROCEDURES FOR AMENDING CERTAIN PORTIONS OF THE JOB SPECIFICATIONS; TO REVISE THE PROCEDURES FOR ADVANCEMENT WITHIN PAY GRADE; TO REVISE THE PROCEDURES DETERMINING ENTRY SALARY UNDER THE EXECUTIVE COMPENSATION PLAN; TO REVISE TO PROCESS FOR AUTHORIZING THE USE OF PERSONALLY OWNED TOOLS OR VEHICLES; AND TO REVISE THE PROCEDURES RELATING TO SPECIAL SICK LEAVE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

1. That Section 2, subsection 2.2 of Ordinance No. 8064, the Classification and Compensation Plan, shall be amended to read as follows:

Section 2. CLASSIFICATION PLAN

2.2 ADOPTION OF CLASS SPECIFICATIONS

The job specifications describing the typical duties and defining the minimum requirements for all positions in the classified service currently adopted and in use by the City are hereby adopted.

A) The title of each class specification shall be the official designation of the class of positions to which it is assigned.

B) Each of the job specifications will include a general purpose statement that has a definition of the distinguishing characteristics of each class of positions in the Plan. It shall indicate and be construed as setting forth in general terms only the scope of responsibility or responsibilities delegated and the inherent kind or kinds of work to be performed by employees in the job class, as well as the type of supervision received from above, if any, and the extent of authority exercised over others, if any.

C) The job class specifications shall describe typical duties that may be assigned. The duties listed are to be construed as setting forth examples representative of specific operations and services usually and customarily performed by employees in the class of positions that involve the competent application of the normally required knowledge, abilities and skills. It is not to be assumed that each example listed will be performed by all employees within the job class nor that any one employee therein will perform only the examples listed. The example of duties are illustrative only with respect to the class of positions as a whole and do not prescribe the duties of any employee holding a position therein. Department heads shall have the right to assign employees to duties

not included in the list of duties performed, provided such duties are similar in nature to those described, and utilize knowledge, abilities and skills of comparable scope or level to those required. In addition, department heads shall also have the right to assign employees to common miscellaneous duties not explicitly described when necessary for such organizational effectiveness and efficiency purposes as sustaining and balancing work flow, and developing employee capabilities. These general incidental assignments do not exceed the bounds of the job class to which the incumbent's position has been allocated.

They include, but are not limited to the following examples:

- Temporarily substitute on designated aspects of work of absent employees as qualified.
- Impart functional knowledge to less experienced employees.
- Participate in special projects or represent the organization on ad hoc committees.
- Engage in selected responsibilities of other positions under closer than normal supervision for training purposes.
- Record and report status and results of activities.
- Maintain workplace, tools, equipment and materials in clean, orderly, safe and operable conditions.

D) The minimum qualifications in the job specifications shall be the basis for the admission or rejection of applicants to examinations for the respective job classes in the Plan.

E) Additions, deletions and revisions of the job specifications that do not affect the arrangement or rearrangement of a position or office into a class, subdivision or grade shall be made upon the authorization of the City Manager or his/her designee. Additions, deletions or revisions that affect the arrangement or rearrangement of a position or office into a class, subdivision or grade, shall be made upon the recommendation of the City Manager or the Human Resources Director by amendments made through resolution, upon approval of the Civil Service Commission and City Council.

2. That Section 3, subsections 3.2. 3.7 and 3.9 of Ordinance No. 8064, the Classification and Compensation Plan, shall be amended to read as follows:

Section 3. COMPENSATION PLAN

3.2 PROCEDURES FOR ADVANCEMENT WITHIN PAY GRADE

A) Each pay grade has an entry pay rate and a maximum pay rate. Advancement to the maximum pay rate for the class shall be made on the basis of meritorious service, efficiency, and length of service at each rate as provided in Rule 5, Section 1 of the Civil Service Commission Rules.

B) An employee shall become eligible for advancement after completion of 12 months of service in the same class and grade, including

probationary period, if applicable. The amount of such increases will be 2 ½%. Advancement may be made upon recommendation of the department head, approval of the Civil Service Commission and authorization by the City Manager or his or her designee.

3.7 PAY FOR AUTHORIZED USE OF PERSONALLY OWNED VEHICLE/TOOLS

A) If an employee is required in writing by the department head to use his/her personally owned automobile in the performance of duties of his/her position, payment for such use shall be on the basis of cents per mile. Payment shall be made at least monthly in accordance with reports and certifications required by the Comptroller. A fixed amount may be paid monthly in lieu of the above mileage reimbursement with the approval of the City Manager or his/her designee. The rate of mileage reimbursement will be established by a resolution approved by the City Council once every year.

B) If an employee is required, in writing, by a Department Head to use his/her personally owned tools in the performance of the duties of his/her position, payment for the supplying of such tools shall be on the basis of quarterly tool allowances to be paid to the employee. Such allowance is to be used for the replacement of broken and damaged tools and for purchasing new tools to facilitate the performance of the employee's job. The Department Head may request receipts as proof that the employee actually purchased the tools. The rate of the tool allowance to be paid quarterly will be established by a resolution approved by the City Council once every year.

3.9 EXECUTIVE COMPENSATION PLAN

A) The Executive Compensation Plan shall include directors of all departments, assistant directors of all departments and all other positions set forth in Exhibit A attached hereto and incorporated herein.

B) The salary schedules of the Plan shall consist of salary levels, with a minimum and maximum range for each level in accordance with Exhibit B attached hereto and incorporated herein. Assignment of classes within the salary schedule shall be approved by the Civil Service Commission.

C) The entry salary for any person covered under the plan shall be determined by the City Manager but normally shall be no greater than the midpoint of the range for that position; however, an applicant or employee for a department head level position may be hired or promoted up to the third quartile of the range in accordance with Rule 5, Section 4, Paragraph c. of the Civil Service Commission Rules and Regulations.

D) At any time that any position in the Executive Compensation Plan needs to be reevaluated, such reevaluation will be done in accordance with Rule 5, Section 4 (d) of the Civil Service Commission Rules.

E) Any increase in salary for those employees covered in the Executive Compensation Plan shall be at least two and a half percent (2 ½%) within the same level and shall be based on meritorious service, efficiency, and length of service as provided in Rule 5, Section 1, of the Civil Service Commission Rules.

F) Employees in the Executive Compensation Plan shall be evaluated annually on the employee's class entry anniversary date, as set forth in Rule 14 of the Civil Service Commission Rules.

G) All department heads and assistant departments heads covered in the Executive Compensation Plan shall not at any time receive a base salary less than the base salary received by any subordinate supervised or directed. Salaries for such department heads and assistant department heads shall be set at a minimum of 5% over the annual base salary of the subordinates supervised or directed.

H) Any other provisions of Ordinance 8064 relating to compensation which conflicts with these provisions shall not apply to those persons covered in the Executive Compensation Plan.

3. That Section 4, subsection 4.4 of Ordinance No. 8064, the Classification and Compensation Plan, shall be amended to read as follows:

Section 4. FRINGE BENEFITS

4.4 SPECIAL SICK LEAVE ALLOWANCE

Any unused sick leave accumulated by an employee in excess of the maximum accumulations shall be placed in a "special sick leave" bank. This special sick leave may be used under the following circumstances:

A) The Personnel Director may, upon written recommendation by the department head and approval by the City Manager or his or her designee, authorize extension of sick leave under exceptional circumstances, provided the absence is necessitated by illness, injury or disability that is established to the satisfaction of the Personnel Director, such as by means of medical examination.

B) Such extension of leave with pay shall not exceed six calendar months at any one time and the period of service used as a basis for such extended leave shall not again be used as a basis for sick leave at any other time.

C) This provision for special sick leave with pay shall be subject to verification by the department head and by the Personnel Director, as by requirement of a certificate of a physician describing the illness, injury, or disability, and stating that the employee was unable by reason of such illness, injury or disability to be on duty during the period covered by the application.

D) An employee receiving leave with pay under this Special Sick Leave provision shall not accrue vacation or sick leave benefits.

E) The provisions of this section apply to the employee only. (Passed effective 8/4/93 for employees not covered by Collective Bargaining Agreements and effective 2/4/94 for employees covered by Collective Bargaining Agreements).

4. Any other provisions of Ordinance 8064 relating to job classification or job specifications which conflict with these provisions are hereby rescinded.

5. All ordinances or parts of ordinances pertaining to the Classification and Compensation Plan which are in conflict with this ordinance heretofore issued are hereby repealed.

ADOPTED this 15th day of March 2005.

THE CITY OF EL PASO

Joe Wardy, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Elaine S. Hengen
Assistant City Attorney

APPROVED AS TO CONTENT:

Joyce Wilson
City Manager