



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

STAFFING AND COMPENSATION

APPLICATION/SELECTION PROCEDURES

This policy is designed to select the best possible candidate for each available position. This policy will guide and regulate the Department Director's or designee's selections to employ or promote individuals. The City's classification and compensation system is designed to assist in recruiting and obtaining the best qualified employees for the City. Department Directors will give proper consideration to education and experience, skills, advancement potential and character when hiring or promoting. Additionally, the City of New Braunfels shall follow the City's Equal Employment Opportunity Policy.

A. Official Job Titles

1. All positions will be designated by an official job title. These official job titles shall be used on all official records, payroll and communication. Every City employee, except the City Manager, City Attorney and Municipal Judge, shall be placed within the classification and compensation plan in accordance with their official job title. All employees shall review and acknowledge receipt of his/her job description.
2. It shall be the responsibility of the Human Resources Department and Department Heads to maintain job descriptions for the official job titles. All revisions must be approved by HR. The Human Resources Department shall recommend, and the City Manager or designee shall approve, the pay levels for the various official job titles within the City. If a Department Director believes that an official job title within his/her department is improperly described and/or is improperly placed within the City's classification and compensation system, he/she may request that the Human Resources Department review the job and make a recommendation for reclassification to the City Manager or designee. The determination on a reclassification request is final.

B. Minimum Qualifications



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

1. Applicants must be fifteen [15] years of age upon hire to be eligible for a position with the City of New Braunfels, with various age requirements established for certain positions.
2. A high school diploma or G.E.D. is required for certain positions. Any employee who has not attained a high school diploma or G.E.D. will be highly encouraged to do so.
3. Department Directors may be required to submit justification on a candidate that does not meet all minimum qualifications.

C. Job Vacancies

1. The City encourages promotional opportunities whenever possible.
2. Department Directors shall notify the Human Resources Department when vacancies occur or are imminent. When there is a sufficient internal applicant pool, the Department Director may choose to publish notice within the City (internal) for a period of no less than five [3] working days so that employees may apply for the open position, or they may choose to advertise externally.
3. If the position is offered to an employee of another department, the two [2] Department Directors or Designee(s) will confer and agree on a suitable transfer date. If the Department Directors cannot agree on a transfer date, the date will be set by the Human Resources Director.
4. If no qualified employee is selected for the vacancy after the five [3] day job posting, the Department Director may, at his or her discretion, authorize the Human Resources Department to advertise the vacancy to the general public. There is no requirement to post internally first.
5. The job vacancy announcement must contain the job title, nature of job, required qualifications, and the deadline for submitting applications or statement "until filled," method of application and requirement for completion of City's application for employment.

D. Applications

1. Employment Applications will be submitted through the online application system. Paper applications will not be accepted. No application will be considered for an advertised vacancy after the employment announcement deadline has passed unless the deadline has been



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

extended.

2. In order to be considered for a posted position, a candidate must submit and complete an employment application for each vacancy notice. A cover letter and resume may be attached but will not be considered in lieu of a completed employment application.
3. All employment applications and materials submitted for consideration will be the property of the City of New Braunfels and will not be returned. The City will protect the confidentiality of all personal information in all applications to the extent allowed by law.

E. Screening

1. The Department Director or his/her designee will screen applications to evaluate the applicants against the job requirements/qualifications and identify the candidates who best match the posted position.
2. Candidates that do not meet the minimum requirements/qualifications will be notified through the online application system.

F. Verification

1. Candidates may be required to provide information or submit proof of statements or claims made in the application, or to demonstrate compliance with the prescribed requirements/qualifications for the vacancy.

G. Testing

1. Depending on the nature of the position, applicants may be required to undergo a computer, written, oral or physical ability testing as deemed necessary for the proper evaluation of the candidates. In all cases, these tests shall be related to the job requirements.

H. Fire/Police Department Applications



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

1. Unless specified by a meet and confer agreement with the City of New Braunfels, the hiring and/or promotion of Firefighters and Police Officers shall be conducted in compliance with Chapter 143, of the Texas Local Government Code, as amended, and the City of New Braunfels Firefighters and Police Officers Civil Service Commission Local Rules and Regulations, as amended.

I. Interviews

1. After screening the applications, the Department Director or designee shall select the top applicants for interviews. The interviews may be conducted by a panel of interviewers selected by the Department Director. The panel should consist of diverse employees. Non-employees may be asked to serve on an interview panel, with approval from the Department Director.

J. Selection Process

1. After the interview process, the Department Director may select one of the applicants for the job or decide to decline all applicants and re-post the job vacancy.
2. The Department Director shall consult with Human Resources prior to a conditional offer being made. Once a selection is made, the Department Director and the Human Resources Department will confer to determine an appropriate starting salary and first day of employment in accordance with the City's classification and compensation system. The Human Resources Department shall convey a conditional offer to the candidate. Applicants hired above the first quartile of the pay grade must seek the Human Resources Director's approval. [First quartile/department discretion; second quartile/HR discretion; above mid-point requires City Manager's, or designee's, approval.]

K. Physical

The City may require any prospective appointee to submit to a physical examination and/or psychological evaluation after a conditional offer of employment has been made. Such examinations



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

or evaluations will be conducted at the City's expense.

L. Employment Verification/References

1. All requests for employment verification or employment references shall be referred to the Human Resources Department for response. If employees want the City to verify employment information requested by outside sources for credit or other purposes, a release form signed by the employee must accompany the request. Human Resources will provide the following information in response to such requests:
 - a. Employee name.
 - b. Position held with the City.
 - c. Salary or rate of pay.
 - d. Length of service with the City.
2. Employment references on current and former employees shall be given under the following conditions:
 - a. Release in writing from the employee or former employee, the information given will be limited to date of hire and date of separation, job titles or positions held, and salary history.
 - b. Upon the written authorization of the employee or former employee and provided the Department Director or City Manager, or designee, is willing to provide a reference, the information contained above, and a job reference will be provided.
3. Copies of all information released by the City pursuant to an employment verification/reference will be maintained in the employee's Human Resources File.

M. Pre-employment Background Investigation & Drug Screening

1. After or at the same time that a conditional offer of employment is conveyed to a candidate, the Human Resources Department will contact the candidate to conduct a criminal background check and/or driver's license verification. A pre-employment drug screen will be required for "safety and/or security sensitive positions" only. The employment



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

offer is contingent upon the applicant successfully passing the pre-employment drug screen and other pre-employment background checks. The Human Resources Department will contact the Department Director or designee upon receiving the results of the drug screen to determine a start date for the applicant.

N. Applicant Disqualification

An applicant may be disqualified from employment consideration for a variety of reasons including but not limited to the following:

1. Does not meet the minimum qualifications necessary for performance of the duties of the position.
2. Has knowingly made a false statement or omission on the application and/or any materials submitted for consideration of employment.
3. Has committed or attempted to commit a fraudulent act at any stage of the selection process.
4. Is not legally qualified to hold the position.
5. Is in violation of the City's Nepotism Policy.
6. Is delinquent in the payment of any amounts of money legally due to the City.
7. Tests non-negative on the pre-employment drug screening test.
8. Has a detrimental background check including criminal history. A previous conviction does not automatically disqualify an applicant from consideration for employment with the City. However, failing to fully disclose a prior conviction, arrest, and/or pending charges will disqualify an applicant. The applicant may still be eligible for employment, depending upon several factors to include but not limited to: the nature of the position, the nature of the conviction, age of the candidate when the illegal activity occurred and the length of time since the incident. Each applicant will be reviewed on a case by case basis.
9. Other grounds considered reasonable in relation to not being able to perform the job qualifications/requirements.



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

O. Employment Processing

1. All necessary paperwork shall be completed through the applicant tracking system, and on or around the employee's first day of work. On-boarding sessions will be held in accordance with the annual on-boarding calendar. Additional policies will be reviewed during the regularly scheduled new hire session.
2. The Human Resources Department shall ensure that as part of the processing procedure, the following will be reviewed and discussed before any employee begins work:
 - a. Policies and procedures of the City.
 - b. Employee policy acknowledgement statement signed by the new employee.
 - c. Employee benefits, summaries and/or City policies distributed, and completion of enrollment forms.
 - d. Organizational structure of the City [provided at New Hire Orientation].

P. Employee Identification

1. All City employees shall have identification badges issued by the Human Resources Department at the time of employment and will comply with the City's Visitors Policy.
2. The badges are City property which must be returned by the employee upon separation from City employment.
3. All employees shall wear or carry the ID badge on their person while carrying out job duties unless an employee is identified by wearing a City uniform.
4. Any employee who changes departments must obtain a new ID badge from the Human Resources Department.
5. The Human Resources Department must be notified immediately in the event an employee damages or loses their badge.

PAY/JOB CLASSIFICATIONS

A. Pay Structures



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

1. **Civil Service Employees – Step Plan**

The Fire & Police Departments Step Plans adhere to Chapter 143, Municipal Civil Service, of the Local Government Code. Steps are based on years in rank and are not tied to performance. Step change based on anniversary date in rank may or may not be subject to an increase [based on funding adopted by the Council].

2. **Non-Civil Service Employees – Full-Time Regular**

A full-time employee is defined as those working 40 hours per week. For purposes of medical insurance, see section entitled Benefits.

3. **Non-Civil Service Employees - Part-Time Regular, Part-Time, Seasonal and Temporary**

- a. Part-Time Regular employees are defined as those working 29.5 hours or less per week on a regular basis.
- b. Part-time employees are defined as those working 19 hours or less per week on a regular basis.
- c. Seasonal employees are defined as those working for a set period of time, usually tied to annually recurring periods of work for the City.
- d. Temporary employees are defined as those working a predetermined number of days, weeks, months, life of a project, or period of a permanent employee's absence.

B. Types of Pay and Miscellaneous

1. **Interim Pay**

A Non-Civil Service employee may be requested to perform the duties and responsibilities of a higher job classification due to an employee's absence from the higher classified position. If an employee assumes these duties and responsibilities for an anticipated thirty [30] days or more, a five percent pay increase may be given. The City Manager has the discretion to authorize a pay increase higher than the five percent for interim responsibilities. The interim pay increase will be effective starting the first day of assuming the duties and Department responsibilities of the higher classified position and will end once the duties and responsibilities are no longer performed.



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

2. Longevity Pay

The City of New Braunfels pays, to full-time employees, a longevity incentive of \$3.00 per pay period per year of completed service [$\$3 \times 26$ pay periods = \$78], effective after one year, up to a maximum of \$75.00 per pay period [$\75×26 pay periods = \$1,950].

3. Bilingual Pay

The City of New Braunfels offers a bilingual pay incentive to any full-time and part-time employee. The employee must pass a standardized 12th grade level test, both written and oral, in Spanish, and/or German, and/or a standardized American Sign Language (ASL) proficiency exam. The exam may be taken up to a maximum of two [2] times by an employee for the duration of their employment. Assignment or Certification pay at the rate of \$11.54 per pay period [$\times 26$ pay periods = \$300/year] will commence immediately after payroll processing for any employee who passes the Spanish, German and/or American Sign Language [ASL] exam. Bilingual Pay will not count towards the maximum number of certifications that a regular full-time non-Civil Service employee may be compensated for.

4. Certification, Education and Assignment Pay

Certification, Education, and Assignment Pay

The City of New Braunfels offers various certification, education, and assignment pays. The process for testing, training, and/or any other requirements to become eligible for these additional pays are maintained by the appropriate departments. The maximum number of certifications that a regular full-time non-Civil Service employee may be compensated for at any given time is three [3]. All applications for this program will be approved and managed by the employee's Department Director and maintained by the Human Resources Department. The link below provides additional detail on all current additional pays:

[City of New Braunfels Additional Compensation – Fire Department](#)

[City of New Braunfels Additional Compensation – Police Department](#)

[City of New Braunfels Additional Compensation – All](#)



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

Retro pay is not provided.

5. Time Sheets

Employees are required to furnish a record of their work time for each day of the pay period. Each employee is responsible for the accuracy of his/her time sheet utilizing ExecuTime before approving and submitting it to his/her immediate Manager/Supervisor. Time sheets are due in the Payroll office in accordance with the schedule adopted by the Finance Division.

6. Pay Day & Work Period

The City divides the year into twenty-six [26] bi-weekly pay periods. Employees are paid every other Thursday for work performed during the preceding two-week pay period. The work week starts at 12:01 a.m. on Saturday and ends at 12:00 a.m. on the following Friday [for pay purposes]. The Police and Fire Departments have a 14-day work week period for purposes of calculating overtime.

7. Form of Payment

Employees are encouraged to use direct deposit to a checking and/or savings account. Employees using direct deposit will receive documentation outlining hours worked, total pay, amount and types of deductions, and net pay. Employees should review their documentation to assure the hours, pay rate, and deductions are correct. Employees who receive live paychecks will also have the same information shown on their paycheck stub.

Employees who perceive that their pay, pay rate or deductions are not correct should immediately contact their immediate Manager/Supervisor or the Finance Department to obtain an explanation and/or correction.

8. Overtime

- a. Full-time, non-exempt employees must have worked their normal work period before they are eligible for regular overtime pay.
- b. Holidays, sick and injury leave do not count as productive time.
 - a. Fire Operations personnel have holiday leave hours. Like vacation, these hours are counted toward the computation of overtime.



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

- c. An exception to the rule requiring an employee to work his/her normal work period before being eligible for overtime pay may occur when an employee is called in for an emergency or is required to appear in court on a City-related matters.
- d. All overtime must be approved in advance by the employee's Manager/Supervisor.
- e. Police and Firefighters overtime will be calculated and paid in accordance with the respective state law, regulations and policies governing overtime for Police Officers and Firefighters.

9. On-call and Call Back Pay

Although all City employees are subject to being called back to duty after normal working hours, some Department Directors may establish on-call schedules to ensure the continuous delivery of essential services after regularly scheduled working hours.

- a. On-call is defined as a period of time that a City employee is formally scheduled to remain available to be called back to work on short notice if the need arises. Call back is defined as an action when a City employee is called back to work after leaving the work premises.
- b. A non-exempt employee who is formally designated to be in an on-call status will be paid an additional \$20.00 per day. Employees who are scheduled for on-call duty must be ready, willing and able to respond to a reasonable assignment within one [1] hour of being called back to work. Failure to respond to a reasonable on-call assignment may subject an employee to disciplinary action and loss of on-call compensation.
- c. Non-exempt employees [whether in an on-call status or not] who are called back to work after leaving the work premises before midnight will receive a minimum of one [1] hour of pay for the first call. Any sequential calls received while completing the first call will be included in the initial one [1] hour minimum pay. A non-exempt employee will receive an additional minimum one [1] hour of pay for each subsequent call received before midnight once he/she returns home after completing the call. The overtime rate of one and one-half [1-1/2] times the regular rate will apply if the actual hours worked during the work week, including call-back hours, exceeds forty [40] hours.
- d. Non-exempt employees who are called back to work between the hours of midnight and 6:00 a.m. will receive a minimum of two [2] hours of overtime pay at one and one-



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

- half [1-1/2] times their regular rate of pay regardless of whether forty [40] hours per week have been worked. The minimum of two [2] hours of overtime pay will only be paid one time per night. Scheduled overtime during these hours is not affected by this Policy. Any additional hours worked in excess of the two [2] hours will be paid as regular working time and subject to the overtime rate after forty [40] hours in a work week.
- e. Non-exempt Police Department employees called back to work for reasons other than court, will receive a minimum of two [2] hours of overtime at the employee's overtime rate, except in the case of assignments related to specific events/meetings of the City of New Braunfels. In such cases, non-exempt Police Department employees will receive a minimum of three [3] hours of overtime for specific City events. See the Police Department's "Overtime, Hold Over, Call Back and Court Time Compensation" Policy and Procedure for additional details and a list of the specific City events.
 - f. Actual hours worked during a call-back to work will be rounded to the nearest one-half [1/2] hour if the actual hours exceed the minimums set-out above.
 - g. Exempt employees do not receive on-call or call-back compensation. [Please reference Leave and Hour Administration-Discretionary Leave.]

C. PAY FOR PERFORMANCE

1. Introduction

The City of New Braunfels utilizes a common review date of June 1st for each Full-Time [FT] and Part-Time Regular [PTR] employee. Based upon performance, as documented on the City of New Braunfels Performance Evaluation Form, employees may be eligible for a pay increase, provided money has been allocated in the next fiscal year's budget. These increases are not automatic, but rather rewarded based upon individual performance and subject to available funding as approved by the City Council during the budget process [percentage increases for defined scores may be subject to changed, based on approved funding].

2. Guidelines

An employee must be employed in their current position for six [6] months on or before June 1st, in order to be eligible for a performance increase [based on overall evaluation score]. All evaluations will be reviewed by the Department Director **before** being presented to the



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

employee. If the Department Director has concerns about certain evaluations, then HR should be contacted for guidance. Any disciplinary action in the previous 12 months (prior to June 1) should be taken into consideration when compiling the evaluation. Annual performance evaluations will be completed by July 30th. Performance evaluations completed within 120 days of the June 1st performance evaluation cycle deadline may be utilized for October increases **[these dates may be subject to change based on the date pay increases are authorized]**. Any changes in employee performance will require an amended evaluation and/or an addendum.

3. Performance Evaluations

An employee shall be evaluated by his/her Manager/Supervisor on an annual basis, or at such other times, not more than twelve [12] months from the previous evaluation, as the employee's Manager/Supervisor deems appropriate. The evaluation will be forwarded to the employee's Department Director for review and endorsement prior to the discussion with the employee. The performance evaluation is designed to assist the Manager/Supervisor and Department Director and the employee measure efficiency of the work unit. This tool is a means to help ensure that employees are being utilized effectively. Employees can use it as a clear indication of what is expected of them before they are told how well they are doing, and then as feedback of how well they actually did.

Performance Evaluation is a tool used to:

- a. Measure actual performance against expected performance
- b. Provide an opportunity for the employee and the supervisor to exchange ideas and feelings about job performance
- c. Identify employee training and development needs, and plan for career growth
- d. Identify skills and abilities for purposes of promotion or transfer
- e. Support alignment of organization and employee goals
- f. Provide legal protection against lawsuits for wrongful termination



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

4. Standard of Measures Definitions

Rating	Definition
1	Consistently below expectations.
2	Frequently below expectations.
3	Below expectations.
4	Meets expectations.
5	Above expectations.
6	Frequently above expectations.
7	Consistently above expectations.

Please reference the [Performance Evaluation Form](#) for further details and explanations on the performance level rating system.

The classification and compensation plan apply to all City employees, except the City Manager, City Attorney and Municipal Judge. The salaries and benefits of the City Manager, City Attorney and Municipal Judge are set by the City Council on an annual basis in accordance with the requirements of the City Charter. Employees who follow Chapter 143 are eligible for increases based upon their Step Plan, as funding is approved.

D. Promotions

When a non-civil service employee is promoted to another position, he/she will be paid the new minimum pay rate for that job or will receive a five percent [5%] pay increase. However, The City Manager has the discretion to authorize a pay increase higher than the five percent for internal promotions.

E. Demotions

When an employee is demoted to another position, he/she will be paid from the new minimum pay rate up to the midpoint pay rate for that job, not to exceed his/her current pay rate. Placement in



CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

PROCEDURE(S): STAFFING AND COMPENSATION

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S):

the new pay range may be based upon where the employee is being paid in the higher pay range. If he/she does not meet the skill level minimum requirements and/or qualifications, he/she will be paid at the minimum pay rate for that job.

All demotions must be approved by the Department Director and the Human Resources Director.