

Effective Date: 10/01/202420/2025

Approval: _____

**CITY OF LEWISVILLE
POLICY STATEMENTS**

TOPIC: 2.0 – HUMAN RESOURCES
**REFERENCE: SECTION IV - EMPLOYEE PERFORMANCE EVALUATION/
COMPENSATION PLAN**

I. EMPLOYEE PERFORMANCE EVALUATION/COMPENSATION PLAN

- A. The City Manager is authorized to establish a standardized performance evaluation system to administer performance related pay changes.
- B. Cell Phone Allowance
 - 1. All Department Managers and Directors may receive a \$50 a month cell phone allowance to cover the business use of personal cell phones in lieu of a City issued phone.
 - 2. Based on job responsibilities and Department Director approval, eligible employees may qualify for a \$50 a month cell phone allowance to cover the business use of personal cell phones in lieu of a City-issued phone.
 - 3. Recipients of the allowance will be required to obtain their own mobile communication device, also referred to as a cell phone, and service contract.
 - 4. All information on a personal cell phone used for business purposes may be subject to review as required for compliance with the Texas Public Information Act.
- C. General Pay Certification/License/Incentive Pay
 - 1. Bilingual Certification Pay
 - a. Bilingual Certification Pay is available to all employees who are certified as bilingual in Spanish and English and Burmese and English

through the testing standards established and maintained by the Human Resources Department.

- b. The City Manager determines which languages are approved for Bilingual Certification Pay based on the needs of the community and the list is maintained in the Human Resources Department.
- c. Employees certified as bilingual will be paid an additional \$50 a month.

2. Employee Recruitment and Hiring Incentive Program

- a. Incentives are available for any full-time position that the City Manager identifies as a hard-to-fill position. A list of eligible positions is maintained in the Human Resources Department. The City Manager makes the final determination for approving the eligibility of a position for the Employee Recruitment and Hiring Incentive Program. To be considered as an eligible position, the following criteria must be met:
 - (1) The vacant position must be for an essential function that is critical in providing services for the City of Lewisville.
 - (2) The Department Director must provide written justification explaining why the vacant position is deemed an essential function and describing the efforts made to find a qualified applicant. The Department Director should describe the availability and quality of applicants possessing the competencies required for the position and include indicators such as the number of similar vacant positions to fill, the turnover rate for the vacant position, and the length of time to fill the vacant position.
 - (3) Funding must be available in department's budgeted salary accounts.
 - (4) The vacant position must not be open to recruitment.
 - (5) The position must be a full-time position. Regular part-time and seasonal positions are not eligible for the Employee Recruitment and Hiring Incentive Program.

b. Current City Employees.

- (1) All City Employees are eligible to participate in the Employee Recruitment and Hiring Incentive Program with the exception of the following personnel:
 - (a) Department Directors, City Manager, Deputy City Manager, Assistant City Managers and Human Resources Department Personnel.
 - (b) City staff assigned to conduct backgrounds as part of their normal duties.
- (2) Applicants will be allowed to name current City employees on their applications as a “Recruitment Source”.
- (3) If an applicant is hired for a position the City Manager has deemed eligible for the Employee Recruitment and Hiring Incentive Program, the employee listed on the application as the “Recruitment Source” will receive \$500 in compensation on their next paycheck. Once the applicant completes the three-month training plan or Field Training Program, the recruiting employee will receive an additional \$500 in compensation on the paycheck following successful completion of the training program.

c. Applicants

- (1) Applicants hired into a position eligible for the Employee Recruitment and Hiring Incentive Program will receive up to \$2,500 payable on their first full paycheck. Applicants who receive said incentive must successfully complete the three-month training plan or Field Training Program or they will be required to pay back fifty percent (50%) of the gross amount of the incentive.

4. Plant Operator License Pay

Employees who are assigned to work in the Water Treatment Plant, the Wastewater Treatment Plant or who provide maintenance for the plants are eligible for increases based on obtaining the related necessary licenses.

- a. Employees will receive a 5% increase upon obtaining a “Class C” license.
- b. Employees will receive a 7% increase upon obtaining a “Class B” license.

- c. Employees will receive a 7% increase upon obtaining a “Class A” license.

5. Public Safety Physical Fitness Incentive Program

- a. All sworn police and fire personnel are eligible for the Physical Fitness Incentive Program.
- b. Employees will receive fitness hours based on the percentage achieved. The standard for the fitness hours will be reviewed annually and may be adjusted as determined by the Police Chief and approved by the City Manager; however, percentage requirements may not be set lower than the following:

Gold Standard

- (1) Minimum standard – 95%
- (2) Employees assigned to a 2080 hour schedule receive 12 fitness hours and employees assigned to a 2912 hour schedule receive 16 fitness hours

Silver Standard

- (1) Minimum standard – 86%
- (2) Employees assigned to a 2080 hour schedule receive 8 fitness hours and employees assigned to a 2912 hour schedule receive 12 fitness hours

Bronze Standard

- (1) Minimum standard – 80%
- (2) Employees assigned to a 2080 hour schedule receive 4 fitness hours and employees assigned to a 2912 hour schedule receive 6 fitness hours

- c. Hours do not carry over year-to-year, and hours must be taken within one calendar year. Hours do not roll over into the next calendar year and are not paid out if employee separates service from the City.

D. Police Department Rank Structure Compensation Plan

1. Certification/Education Pay

- a. Certification pay is available to all sworn positions in the Police Department. The TCOLE certificate must be submitted with the Employee Action Notice, and the pay will be retroactive to the first day of the pay period in which the certification was approved by TCOLE.
- b. Education pay is available to all sworn positions in the Police Department. A copy of the diploma must be provided by the employee and attached to the Employee Action Notice. The pay will be effective on the first day of the pay period that the employee provides a copy of his diploma, providing there are at least four calendar days left in the pay period.
- c. Rank employees will be paid \$50 for an Associate Degree or Intermediate Certification, \$100 for a Bachelor's Degree or Advanced Certification, or \$150 for a Master's Degree or a Masters Certification.
- d. Effective the first full pay period in October of 2023, employees may receive both education and certification pay.

2. Field Training Officer Pay (Assignment Pay)

- a. Field Training Officer (FTO) Pay will be paid to all police officers assigned to the Field Training Program for police recruits. Each FTO will be paid \$180 a month for any month the officer is assigned a recruit through the Field Training Program.
- b. The department is responsible for submitting an Employee Action Notice to the Human Resources Department for processing any changes to FTO pay.

3. Clothing Allowance

- a. The clothing allowance is designed to replace sworn personnel's personal clothing worn in certain assignments that might be destroyed or damaged in the course of completing duties.
- b. Sworn police personnel assigned to non-uniform positions are eligible for an annual clothing allowance based on an approval list maintained by the Chief of Police. The list will contain positions that are eligible for the clothing allowance and will be revised as necessary. The annual clothing allowance will not exceed \$500.
- c. The clothing allowance is disbursed in October ~~and April of every year.~~ Employees assigned to one of the eligible positions receive \$~~2500~~ after they have been assigned to the eligible position for six months.

If the employee has been in the assignment for less than six months, the allowance is prorated to cover only the months the employee was assigned to the eligible position.

E. Fire Department Sworn Rank Structure Compensation Plan

1. Certification/Education/Special Assignment Pay

- a. Certification Pay is available to all rank positions of the Fire Department. A copy of the Texas Commission on Fire Protection certification must be attached to the Employee Action Notice, and the pay will be retroactive to the first day of the pay period in which the certification was approved by the Commission.
- b. Education Pay is available to all rank positions in the Fire Department. The pay will go into effect the first day of the pay period that the employee brings his diploma, providing that there are at least four calendar days left in the pay period.
- c. Diver Certification Pay Cause and Origin Fire Investigator Assignment Pay are set at \$50 per month. Fire Investigator Assignment Pay is only available to employees assigned to the firefighter pay plan who are performing part-time fire investigation duties but who are not certified peace officers.
- d. Firefighters who are certified Arson Investigators receive \$100 per month.
- e. Rank employees will be paid \$50 for an Associate Degree or Intermediate Certification, \$100 for a Bachelor's Degree or Advanced Certification, or \$150 for a Master's Degree or a Masters Certification.
- f. Effective the first full pay period in October of 2023, employees may receive both education and certification pay.

2. Paramedic Pay (Assignment Pay)

- a. Paramedic Pay will be paid to all certified fire personnel who are assigned to function as a paramedic.
 - (1) The monthly amount certified fire personnel assigned to the ambulance receive is paid as follows:
 - (a) 0 - 2 years experience - \$150
 - (b) 2 - 8 years experience - \$200

(c) 8+ years experience - \$250

(2) The monthly amount certified fire personnel assigned to a suppression company receive is \$125.

b. The department is responsible for submitting an Employee Action Notice to the Human Resources Department for processing for any changes to paramedic pay.

3. Shift Paramedic Preceptor Pay (Assignment Pay)

a. Shift Paramedic Preceptor Pay will be paid to paramedics assigned to assist in EMS coordination at each fire station housing a medic unit.

b. Each paramedic assigned to assist in EMS coordination will receive \$100 per month.

4. Field Training Officer Pay (Assignment Pay)

a. Field Training Officer (FTO) Pay will be paid to all firefighters assigned to the Field Training Program for fire recruits. Each FTO will be paid \$180 a month for any month the firefighter is assigned a recruit through the Field Training Program.

b. The department is responsible for submitting an Employee Action Notice to the Human Resources Department for processing any changes to FTO pay.

F. Police Communication Training Officer Pay

1. Communication Training Officer (CTO) Pay will be paid to Public Safety Dispatchers who are assigned to the Training Program for new dispatchers. Each CTO will be paid \$100 a month. Public Safety Dispatchers receiving CTO pay will be assigned to train all new employees and may assume lead duties in times when a supervisor is not available in the Communications Center.

2. The department is responsible for submitting an Employee Action Notice to the Human Resources Department for processing any changes to CTO pay.

G. Detention Training Officer Pay

1. Detention Training Officer (DTO) Pay will be paid to Detention Officers who are assigned to the Training Program for new detention officers. Each DTO

will be paid \$100 a month. Detention Officers receiving DTO pay will be assigned to train all new employees and may assume lead duties in times when a supervisor is not available in the Jail.

2. The department is responsible for submitting an Employee Action Notice to the Human Resources Department for processing any changes to DTO pay.

H. The Way Award

1. All full-time employees and regular part-time employees are eligible for the Way Award as long as they are not currently under a Performance Improvement Plan.
2. Supervisors can award Way Awards to employees who have gone above and beyond to demonstrate their commitment to living The Lewisville Way by valuing people, serving every day and building the future.
3. Employees can redeem the Way Award at the Human Resources Department for gift certificates not to exceed \$25.00.

I. City Manager's Outstanding Performance Award

The City Manager may award up to two \$1,000 cash awards to employees who have had a major impact on the overall organization. Department Directors can nominate employees for the award based on documented past performance of an exceptional nature as well as actions that support the City's vision and values. The recipient(s) are selected annually with the award presented at the annual employee picnic. The City Manager determines award recipients and may deem that no employees are eligible for a particular year.

J. Fleet Mechanic Tool Stipend

1. The Fleet Maintenance Division is responsible for providing all tools, including specialty mechanic tools necessary to perform vehicle repair, equipment repair, and preventive maintenance. However, eligible employees are allowed to bring their personal inventory tools and access City-provided specialty tools to accomplish all assigned tasks in a safe and efficient manner. The tool stipend is designed to assist in the replacement of broken and worn-out personal tools.
2. Fleet mechanic employees are eligible ~~for to receive~~ an annual tool stipend, ~~not to exceed \$1,500~~, based on ~~their job classification~~, ~~an approval list of Eligible positions are identified on a list~~ maintained by the Director of Public Services, ~~which~~. ~~The list will contain positions that are eligible for the tool stipend and~~ will be reviewed ~~and updated~~ as ~~needed~~ necessary. The Director ~~of~~

~~Public Services will~~is also ~~responsible for establishing the associated maintain~~ing individual eligibility for participation in the procedures and determining individual eligibility for participation in the program. ~~eligibility. The tool stipend allowance will not exceed \$500.~~

3. The tool stipend is disbursed in October ~~and April~~of every year. Employees assigned to one of the eligible positions receive \$~~21~~500 after they have been assigned to the eligible position for six months. If the employee has been in the assignment for less than six months, the allowance is prorated to cover only the months the employee was assigned to the eligible position.

II. GENERAL PROVISIONS

The City of Lewisville reserves the right to change, modify, amend, revoke, or rescind all or part of this policy in the future.