

Effective Date: 12/18/17

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
 - a. 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.
 - b. 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.
 - c. Recipients of the allowance will be required to obtain their own mobile communication device, also referred to as a cell phone, and service contract.
 - d. 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. Lifeguard Certification Reimbursement

- a. The City of Lewisville requires all lifeguards to be certified prior to hire. The City will pay lifeguards up to \$160 as a certification reimbursement. For every fifteen work shifts, lifeguards earn \$40 of certification reimbursement, up to a maximum of \$160.
- b. Certification reimbursement is paid at the close of the season. In order for lifeguards to be eligible for the reimbursement, they must complete the season in good standing.

3. Police Officer Hiring Incentive Program

- a. All City Employees are eligible to participate in the Police Officer and Public Safety Communications Hiring Incentive Program with the exception of the following personnel:
 - (1) Department Directors, City Manager, Assistant City Managers and Human Resources Department Personnel.
 - (2) Police Department Administrative Staff including Assistant Chiefs, Captains and personnel assigned to conduct backgrounds as part of their normal duties.
- b. Police Officer applicants and Public Safety Communication applicants will be allowed to name City Employees on their on-line applications as “Recruitment Source”.
- e. If the applicant for Police Officer or a Public Safety Communications position is hired, the eligible employee listed on the application as “Recruitment Source” will receive \$250 compensation. Once the hired employee completes the Field Training Program, the recruiting employee will receive additional \$250 compensation.

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.

B. Police Department Rank Structure Compensation Plan

- 1. Certification/Education Pay (\$150 Maximum for Certification or Education, Whichever is Greater).
 - a. Certification pay is available to all sworn positions in the Police Department. The TCLEOSE 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 TCLEOSE.
 - b. Education pay is available to all sworn positions in the Police Department. A copy of the diploma must be provided by the employees 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. There is a \$150 cap that applies to education/certification pay. Employees are paid for either their education or certification, whichever is greater.

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 \$100 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. All the sworn police personnel assigned to Criminal Investigation Division, the personnel/background investigator, Assistant Police Chiefs and the Police Chief are eligible for an annual clothing allowance not to exceed \$500.
- c. The clothing allowance is disbursed in October and April. Employees assigned to one of the eligible positions receive \$250 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.

C. Fire Department Rank Structure Compensation Plan

- 1. Certification/Education/Special Assignment Pay (\$150 Maximum for Certification or Education, Whichever is Greater).
 - a. Certification Pay is available to all rank positions of the Fire Departments. 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 and Arson Investigator Special Assignment Pay are set at \$50 per month. This pay falls under the maximum \$150 cap that applies to other certification/education/special assignment pay. Arson Investigator special assignment pay is only available to employees assigned to the firefighter pay plan who are performing part-time arson investigation duties.
- d. 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.
- e. There is a \$150 cap that applies to education/certification/special assignment pay. Employees are paid for either their education or certification, whichever is greater.

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.

C. The Way Award

1. All full-time employees and regular part-time employees who work a minimum of 20 hours per week who have been employed for one continuous year are eligible for the Way Award if they have had no formal discipline in the last six months and 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.

D. 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. The award is 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.

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.