

I. INTRODUCTION

The Tarrant County Commissioners Court recognizes that its human resources assets - its people - are the key to the achievement of its purpose and is therefore committed to striving for excellence in the selection, development, motivation, and recognition of its personnel. Consistent with that commitment, it is Tarrant County's philosophy that provision of a competitive compensation opportunity is required to attract and retain excellent personnel and that such will be provided in a manner consistent with the performance of individual position assignments, competitive pay practices, total rewards, and fiscal responsibility. The purpose of this manual is to:

- Present written salary administration policies and procedures in order to provide managers and supervisors with a consistent reference source, which will enable them to take action within the guidelines of their authority to achieve effective salary application and cost control.
- Delineate the accountability and responsibilities of each individual involved in the administration of the salary program to facilitate ease of administration.
- Ensure uniformity of policy application and eliminate individual judgments on repetitive matters.
- Produce coordinated and consistent salary administration throughout the organization.

The policies, procedures, and other information contained in the Salary Administration Guidelines are subject to change at any time based on business needs. The Salary Administration Guidelines are not a contract guaranteeing employment for any specific duration. The provisions herein do not constitute a contract of employment or any other binding agreement.

Notwithstanding any provisions included within these Guidelines, Human Resources shall report actions which appear contrary to the purposes and policies of the Guidelines, raise the appearance of attempts to subvert the purposes and policies of the Guidelines, constitute an inconsistent or unwarranted application of the Guidelines, or otherwise raise potential ethical issues to the County Administrator's Office immediately. If, after further review, such actions, attempts, or applications are deemed improper, the corresponding employment decisions made under the Guidelines may be subject to reversal.

V. POLICIES AND PROCEDURES

B. MAXED-OUT EMPLOYEES

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of County government, has established guidelines for the awarding of one-time lump sum payments for maxed-out employees. The Court has the final authority in determining whether to grant an annual one-time lump-sum payment to maxed-out employees. This policy is subject to revision or discontinuance at any time by the Commissioners Court.

3. Administrative Guidelines

- a. In order for a maxed-out employee to receive an authorized one-time lump sum payment, the department must provide approval to Human Resources. Lump sum payments are not automatic, and the Appointing Authority has the option of awarding or withholding the lump sum payment based on the employee's productivity and performance.

VII. REGULARLY SCHEDULED HOURS OF WORK

T. PREMIUM PAY

11. POD Pay: Detention Officers in the Sheriff's Office required to work in a Tarrant County Corrections Center (TCCC) POD and who are secured inside an inmate area with a capacity of seventy-two (72) inmates with no separation in the work environment, excluding Zone Officers, will receive POD pay at a rate of \$2 per hour. Only regular, full-time Detention Officers will be eligible to receive POD pay and will be paid only for those hours physically worked in a TCCC POD. POD pay will not be paid for hours not worked, which includes but not limited to holidays not worked and leaves of absence with or without pay. POD pay will be included in the calculation of overtime pay in accordance with Department of Labor regulations and in workers' compensation pay in accordance with the law. Time will be recorded on the timesheet based on the actual time worked.

XIV. NON-LAW ENFORCEMENT – POLICIES AND PROCEDURES

J. MERIT INCREASES

In order to implement an effective merit program, the annual performance appraisal rating will be used as part of the decision in determining the merit increase. In order for an employee to be eligible to receive a merit increase, the employee must be employed in a full-time position prior to May 1st of the previous fiscal year with no breaks in service through January 1st of the current fiscal year and receive a score of 2.95 or higher on their performance appraisal. The salary amount to be used as a basis for the merit increase calculation will be the employee's annual base pay on October 1st of each fiscal year. Merit increase guidelines will be set each year by the Commissioners Court. Merit increases are not automatic, and the Appointing Authority has the option of awarding or withholding the increase based on the employee's productivity and performance.

XVI. LAW ENFORCEMENT - POLICIES AND PROCEDURES

G. STEP INCREASES

A performance evaluation should be submitted for awarding step increases. Only if the employee receives a score of 2.95 or above will the employee be eligible for the step increase award. Although step increases are based on the time that has passed since the

employee's last step increase or salary change (i.e. one year), increases are not automatic, and the Appointing Authority has the option of awarding or withholding the increase based on the employee's productivity and performance.