



# COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER \_\_\_\_\_

PAGE 1 OF 8

DATE: 08/06/2024

**SUBJECT: APPROVAL OF SALARY ADMINISTRATION GUIDELINES  
REVISIONS**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve revisions to the Salary Administration Guidelines (SAG) effective on the dates shown below.

**BACKGROUND**

The Salary Administration Guidelines (SAG) provide written salary administration policies and procedures that are designed to ensure consistency in policy application and salary administration throughout Tarrant County. The SAG was last updated and published in October 2023. Three (3) provisions of the SAG are being reviewed for potential changes, two (2) provisions are being removed and two (2) provisions are being added which are outlined in the attached documents.

The addition to Section I. Introduction provides clarifying language for Human Resources to report actions that appear contrary to the purposes and policies laid out in the SAG to the County Administrator's Office for review and action if necessary. The change to this section is proposed effective August 7, 2024.

The revision to Section V. B. 3a. Administrative Guidelines indicates that not all salary increases are automatic, and a manager has the option of awarding or withholding a lump sum payment based on the employee's productivity and performance. The change to this section is proposed effective August 7, 2024.

Section VII. T. 11. Premium Pay will be removed from the Salary Administration Guidelines as uniform allowance is no longer an applicable stipend provided to Sheriff's Office employees and Judge's Bailiffs. It will be replaced with the provision for POD pay, which provides premium pay for 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 as outlined in the attached document. POD pay was approved by the Commissioners Court on February 6, 2024, via Court Order No. 142558 and will become effective October 1, 2024.

SUBMITTED BY: Human Resources

PREPARED BY: Amber Duckworth  
APPROVED BY: Anjanie Ramnarine



## COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: \_\_\_\_\_ DATE: 08/06/2024 PAGE 2 OF 8

Additionally, the revision to Section XIV. J. Merit Increases outlines the eligibility requirements for employees to receive a merit increase. Specifically, 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. In addition, language has been added that explains not all salary increases are automatic, and a manager has the option of awarding or withholding a merit increase based on the employee's productivity and performance. The change to this section is proposed effective August 7, 2024.

Lastly, the revision to Section XVI. G. Step Increases outlines the eligibility requirements for law enforcement employees to receive a step increase. This revision explains that not all salary increases are automatic, and a manager has the option of awarding or withholding a step increase based on the employee's productivity and performance. Additionally, the provision allowing law enforcement employees in the Sheriff's Office who receive a score below 2.95 an opportunity for a second evaluation within three months to monitor improvement with the possibility of a delayed step increase will be removed as outlined in the attached document. The change to this section is proposed effective August 7, 2024.

### **FISCAL IMPACT**

There is no additional fiscal impact associated with these changes. The estimated annual cost of POD pay starting in FY 2025, approximately \$709,436.00, was approved on February 6, 2024.