



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER _____

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DATE: 05/07/2024

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 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. Two (2) provisions of the SAG are being reviewed for potential changes, one (1) provision is being removed and one (1) provision is being added which are outlined in the attached documents.

Section V. B. 3a. Administrative Guidelines

Currently, this section states that maxed-out employees receive a one-time lump sum payment once the department submits a request to Human Resources.

The section has been revised to indicate 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 (e.g., performance evaluation of 2.90). It goes on to further explain that withholding a lump sum payment is to be considered a disciplinary measure, and there should be documentation specifying the existing problems and standards of performance that the employee must meet in order to receive a lump sum payment in the future. The change to this section is proposed effective May 8, 2024.

Section VII. T. Premium Pay 11.

Currently, this section states, "Uniform Allowance: Employees in the Sheriff's Office and Judge's Bailiffs who are required to wear uniforms may be eligible for uniform allowance in the amount of \$32 per month or another amount as set by the Commissioners Court."

This language will be removed from the SAG as it is no longer an applicable stipend provided to Sheriff's Office employees and Judge's Bailiffs as a uniform allowance. 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 the Tarrant County Corrections Center (TCCC) POD or secured inside the inmate area as outlined in the attached document. POD pay was approved by the Commissioners Court on February 6, 2024, through Court Order #142558 and will become effective October 1, 2024.

SUBMITTED BY:	Human Resources	PREPARED BY: APPROVED BY:	Amber Duckworth Anjanie Ramnarine
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Section XIV. J. Merit Increases

Currently, this section outlines the eligibility requirements for employees to receive a merit increase; however, the section does not include specific qualifying deadlines.

The section will be revised to indicate 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 to explain that 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 (e.g. performance evaluation of 2.90). It goes on to further explain that withholding a merit increase is to be considered a disciplinary measure, and there should be documentation specifying the existing problems and standards of performance that the employee must meet in order to receive a merit increase in the future. The change to this section is proposed effective May 8, 2024.

FISCAL IMPACT

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