



City of Southlake, Texas
FY 08/09 Pay Structure for Public Safety Employees
103% of Market

Classification Titles	Pay Group	Pay Basis	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Police Recruit	301	Monthly	\$3,224.00	\$3,321.07	\$3,419.87	\$3,522.13	\$3,627.87	\$3,737.07	\$3,849.73	\$3,964.13	\$4,083.73	\$4,206.80
		Annual	\$38,688.00	\$39,852.80	\$41,038.40	\$42,265.60	\$43,534.40	\$44,844.80	\$46,196.80	\$47,569.60	\$49,004.80	\$50,481.60
		Bi-Weekly	\$1,488.00	\$1,532.80	\$1,578.40	\$1,625.60	\$1,674.40	\$1,724.80	\$1,776.80	\$1,829.60	\$1,884.80	\$1,941.60
		Hourly - Fire (2,912 Hrs)	\$13.29	\$13.69	\$14.09	\$14.51	\$14.95	\$15.40	\$15.86	\$16.34	\$16.83	\$17.34
		Hourly - Police (2080 Hrs)	\$18.60	\$19.16	\$19.73	\$20.32	\$20.93	\$21.56	\$22.21	\$22.87	\$23.56	\$24.27
		Step Percentage		3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
FF/Paramedic Police Officer Public Safety Officer	302	Monthly	\$4,030.00	\$4,151.33	\$4,274.40	\$4,402.67	\$4,536.13	\$4,671.33	\$4,811.73	\$4,955.60	\$5,104.67	\$5,257.20
		Annual	\$48,360.00	\$49,816.00	\$51,292.80	\$52,832.00	\$54,433.60	\$56,056.00	\$57,740.80	\$59,467.20	\$61,256.00	\$63,086.40
		Bi-Weekly	\$1,860.00	\$1,916.00	\$1,972.80	\$2,032.00	\$2,093.60	\$2,156.00	\$2,220.80	\$2,287.20	\$2,356.00	\$2,426.40
		Hourly - Fire (2,912 Hrs)	\$16.61	\$17.11	\$17.61	\$18.14	\$18.69	\$19.25	\$19.83	\$20.42	\$21.04	\$21.66
		Hourly - Police (2080 Hrs)	\$23.25	\$23.95	\$24.66	\$25.40	\$26.17	\$26.95	\$27.76	\$28.59	\$29.45	\$30.33
		Step Percentage		3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Fire Driver/Engineer Fire Inspector Police Corporal	303	Monthly	\$4,839.47	\$4,983.33	\$5,134.13	\$5,288.40	\$5,446.13	\$5,609.07	\$5,777.20	\$5,950.53		
		Annual	\$58,073.60	\$59,800.00	\$61,609.60	\$63,460.80	\$65,353.60	\$67,308.80	\$69,326.40	\$71,406.40		
		Bi-Weekly	\$2,233.60	\$2,300.00	\$2,369.60	\$2,440.80	\$2,513.60	\$2,588.80	\$2,666.40	\$2,746.40		
		Hourly - Fire (2,912 Hrs)	\$19.94	\$20.54	\$21.16	\$21.79	\$22.44	\$23.11	\$23.81	\$24.52		
		Hourly - Police (2080 Hrs)	\$27.92	\$28.75	\$29.62	\$30.51	\$31.42	\$32.36	\$33.33	\$34.33		
		Step Percentage		3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%		
Fire Lieutenant Police Sergeant	304	Monthly	\$5,536.27	\$5,702.67	\$5,874.27	\$6,051.07	\$6,231.33	\$6,418.53	\$6,610.93			
		Annual	\$66,435.20	\$68,432.00	\$70,491.20	\$72,612.80	\$74,776.00	\$77,022.40	\$79,331.20			
		Bi-Weekly	\$2,555.20	\$2,632.00	\$2,711.20	\$2,792.80	\$2,876.00	\$2,962.40	\$3,051.20			
		Hourly - Fire (2,912 Hrs)	\$22.81	\$23.50	\$24.21	\$24.94	\$25.68	\$26.45	\$27.24			
		Hourly - Police (2080 Hrs)	\$31.94	\$32.90	\$33.89	\$34.91	\$35.95	\$37.03	\$38.14			
		Step Percentage		3.0%	3.0%	3.0%	3.0%	3.0%	3.0%			
Fire Marshal Police Lieutenant	305	Monthly	\$6,316.27	\$6,506.93	\$6,701.07	\$6,902.13	\$7,110.13	\$7,323.33	\$7,541.73			
		Annual	\$75,795.20	\$78,083.20	\$80,412.80	\$82,825.60	\$85,321.60	\$87,880.00	\$90,500.80			
		Bi-Weekly	\$2,915.20	\$3,003.20	\$3,092.80	\$3,185.60	\$3,281.60	\$3,380.00	\$3,480.80			
		Hourly - Fire (2,912 Hrs)	\$26.03	\$26.81	\$27.61	\$28.44	\$29.30	\$30.18	\$31.08			
		Hourly - Police (2080 Hrs)	\$36.44	\$37.54	\$38.66	\$39.82	\$41.02	\$42.25	\$43.51			
		Step Percentage		3.0%	3.0%	3.0%	3.0%	3.0%	3.0%			
Deputy Police Chief Deputy Fire Chief	306	Monthly	\$7,416.00	\$7,638.47	\$7,867.62	\$8,103.65	\$8,346.76	\$8,597.16				
		Annual	\$88,991.97	\$91,661.65	\$94,411.41	\$97,243.74	\$100,161.15	\$103,165.92				
		Bi-Weekly	\$3,422.77	\$3,525.45	\$3,631.21	\$3,740.14	\$3,852.35	\$3,967.92				
		Hourly - Fire (2,912 Hrs)	\$30.56	\$31.48	\$32.42	\$33.39	\$34.40	\$35.43				
		Hourly - Police (2080 Hrs)	\$42.7846	\$44.0681	\$45.3901	\$46.7518	\$48.1544	\$49.5990				
		Step Percentage		3.0%	3.0%	3.0%	3.0%	3.0%				

DIRECT DEPOSIT	Offered to all employees who utilize a bank that will accept wire transfers.										
CHECKING	Wells Fargo offers free checking to employees who have direct deposit. See Wells Fargo flyer for more information.										
LIBRARY CARD	All regular full-time employees are eligible to receive a Southlake Library card at no cost.										
TUITION REIMBURSEMENT	City will reimburse the employee 100% of the local average of state tuition, laboratory, and registration fees and 50% of required textbooks. Applies to regular full-time employees. (Restrictions apply, see policy for details).										
EMPLOYEE ASSISTANCE PROGRAM	Provided through Alliance Work Partners (AWP), the EAP provides employees and their dependents 24-hour access to services related to counseling, eldercare issues, parenting concerns, legal questions, financial issues, and a variety of other topics.										
ACCIDENTAL DEATH & DISMEMBERMENT	Regular full-time employees are provided at no cost AD&D insurance equal to one times their annual salary up to a maximum of \$50,000. AD&D is provided by The Standard and pays when a covered person sustains a covered loss due to bodily injury caused by an accident while on the job.										
LIFE INSURANCE	Regular full-time employees are provided at no cost group term life insurance equal to one times their annual salary up to \$50,000 through The Standard. Supplemental voluntary life insurance is also available to employees through Standard at a cost. TMRS also provides one times their annual salary in life insurance to regular full-time employees.										
LONG-TERM DISABILITY	Regular full-time employees are provided at no cost long-term disability insurance. LTD is provided by Cigna and pays 60% of an employee's monthly earnings after a 90-day waiting period if they become disabled and are no longer able to perform the functions of their job.										
FLEXIBLE BENEFITS PLAN	Regular full-time employees are eligible to participate in the flexible benefits plan. This plan allows employees to deduct insurance premiums, medical expenses, and day care expenses from their paychecks on a pre-tax basis.										
HEALTH & PRESCRIPTION INSURANCE	Regular full-time employees are provided group health insurance coverage through Aetna. New employees are eligible for medical insurance on the first of the month following their hire date. The employee HMO premium is paid 100% by the City and the employee PPO is paid by both the City and the employee. Both the City and the employee pay a portion of the dependent premiums. The following rates are per pay period and are effective October 1, 2008: <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">HMO</td> <td style="text-align: center;">PPO</td> </tr> <tr> <td>Employee: \$ 0.00</td> <td>Employee: \$ 109.03</td> </tr> <tr> <td>Spouse: \$ 94.84</td> <td>Spouse: \$ 323.15</td> </tr> <tr> <td>Child(ren): \$ 46.79</td> <td>Child(ren): \$ 267.47</td> </tr> <tr> <td>Family: \$ 232.07</td> <td>Family: \$ 647.39</td> </tr> </table>	HMO	PPO	Employee: \$ 0.00	Employee: \$ 109.03	Spouse: \$ 94.84	Spouse: \$ 323.15	Child(ren): \$ 46.79	Child(ren): \$ 267.47	Family: \$ 232.07	Family: \$ 647.39
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DENTAL PLAN	Regular full-time employees are eligible dental coverage through Aetna. New employees are eligible for dental insurance on the first of the month following their hire date. Dependent coverage is paid for 100% by the employee. For a complete description of benefits, see the benefits summary. The following rates are per pay period and are effective October 1, 2007: <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Employee:</td> <td>\$ 0.00</td> </tr> <tr> <td>Spouse:</td> <td>\$ 16.15</td> </tr> <tr> <td>Child(ren):</td> <td>\$ 22.04</td> </tr> <tr> <td>Family:</td> <td>\$ 38.19</td> </tr> </table>	Employee:	\$ 0.00	Spouse:	\$ 16.15	Child(ren):	\$ 22.04	Family:	\$ 38.19		
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RETIREE MEDICAL INSURANCE	Regular full-time employees retiring from the City of Southlake have the option to continue medical insurance coverage until the retiree becomes eligible for Medicare or is eligible to be covered under another medical plan. The City contributes \$125 per month towards the premium for retiree insurance coverage or \$225 towards the premium for retirees and dependents.										
WORKERS' COMPENSATION	All employees are eligible for workers' compensation when injured in the scope of their employment for the City. An employee will receive workers' compensation payment during the recovery and recuperation period provided by the City and at no expense to the employee. An injured employee is entitled to medical aid that is required at the time of the injury, and at any time thereafter, as may be necessary to cure and relieve the effects of the injury.										

<p align="center">RETIREMENT PLAN</p>	<p>Regular, Full-Time Employees: All full-time, regular employees are required to participate in TMRS (Texas Municipal Retirement System). The employee contributes 7% of their gross pay, which is tax deferred, and is matched 2:1 by the City of Southlake. At the end of five (5) years of participation in TMRS, an employee is vested 100% in the City's contributions. Employees are eligible to retire when they are vested and are at least age 60 <u>or</u> after 20 years of service credit at any age. For more information contact Human Resources.</p> <p>Part-Time, Temporary and Seasonal Employees: All part-time, temporary and seasonal employees are required to participate in PARS (Public Agency Retirement Services). The employee contributes 6.2% of their gross pay, tax deferred and the City contributes 1.3% of their gross pay. PARS provides immediate 100% vesting for participants. For more information contact Human Resources.</p> <p>The City of Southlake does not participate in the Social Security program.</p>																														
<p align="center">DEFERRED COMPENSATION</p>	<p>Regular full-time employees can save additional money for retirement through a 457 deferred compensation plan. Employees can choose to voluntarily defer monies through Nationwide Retirement Solutions or ICMA Retirement Corporation. For more information contact Human Resources.</p>																														
<p align="center">529 COLLEGE SAVINGS PLAN</p>	<p>Tomorrow's College Investment Plan managed by Enterprise Capital Management, Inc., offers 20 different investment portfolios, tax-free growth of your investment and tax-free withdrawals on earnings used for qualified higher education expenses. Employees can participate in this plan through payroll deduction. Contact Human Resources for more information.</p>																														
<p align="center">VACATION LEAVE</p>	<p><u>Eligibility:</u> Regular full-time employees are eligible to accrue vacation leave. Employees are not eligible to take vacation leave until they have been employed 12 months. Unused leave balances will carry over to the next year up to a maximum accrual of 240 hours (360 for fire shift personnel). Employees may be paid for unused vacation balance upon termination <u>after</u> 12 months of employment.</p> <table border="1" data-bbox="418 932 1247 1087"> <thead> <tr> <th>Years of Service</th> <th>Rate of Accrual</th> <th>Annual Accrual</th> </tr> </thead> <tbody> <tr> <td>1-5</td> <td>3.08 hours per pay period</td> <td>80 hours/10 days</td> </tr> <tr> <td>5-10</td> <td>4.62 hours per pay period</td> <td>120 hours/ 15 days</td> </tr> <tr> <td>10-20</td> <td>7.08 hours per pay period</td> <td>184 hours/ 23 days</td> </tr> <tr> <td>20+</td> <td>8.00 hours per pay period</td> <td>208 hours/ 26 days</td> </tr> </tbody> </table> <table border="1" data-bbox="354 1115 1198 1268"> <thead> <tr> <th>(Fire) Years of Service</th> <th>Rate of Accrual</th> <th>Annual Accrual</th> </tr> </thead> <tbody> <tr> <td>1-5</td> <td>5 hours per pay period</td> <td>120 hours</td> </tr> <tr> <td>5-10</td> <td>7.5 hours per pay period</td> <td>180 hours</td> </tr> <tr> <td>10-20</td> <td>11 hours per pay period</td> <td>264 hours</td> </tr> <tr> <td>20+</td> <td>12 hours per pay period</td> <td>288 hours</td> </tr> </tbody> </table>	Years of Service	Rate of Accrual	Annual Accrual	1-5	3.08 hours per pay period	80 hours/10 days	5-10	4.62 hours per pay period	120 hours/ 15 days	10-20	7.08 hours per pay period	184 hours/ 23 days	20+	8.00 hours per pay period	208 hours/ 26 days	(Fire) Years of Service	Rate of Accrual	Annual Accrual	1-5	5 hours per pay period	120 hours	5-10	7.5 hours per pay period	180 hours	10-20	11 hours per pay period	264 hours	20+	12 hours per pay period	288 hours
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<p align="center">SICK LEAVE</p>	<p>All regular full-time employees shall accrue 3.08 hours (7.5 hours for fire shift personnel) of sick leave per pay period up to a maximum of 720 hours. Employees may be paid their balance of unused sick leave, up to 400 hours, upon retirement (as defined by TMRS and related City Polices).</p>																														
<p align="center">LEAVE WITHOUT PAY</p>	<p>Leave without pay is an absence from work in a non-pay status and is granted as a matter of administrative discretion or as it applies to the Family Medical Leave Act. Leave without pay is only available once all appropriate paid leave has been used. (Some restrictions apply).</p>																														
<p align="center">COMPENSATORY LEAVE</p>	<p>Non-exempt employees may elect to accrue compensatory time (up to 48 hours) off in lieu of overtime pay. Supervisor approval is required. Compensatory time is accrued at a rate of one and a half (1-1/2) hours comp time for each hour of overtime worked.</p>																														
<p align="center">OTHER LEAVE</p>	<p>Death-in-family, jury duty, voting, and temporary military leave.</p>																														
<p align="center">HOLIDAYS</p>	<p>Regular full-time employees are granted ten (10) paid holidays per year. New Year's Day, Martin Luther King Jr., Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve and Christmas Day.</p>																														
<p align="center">CERTIFICATION PAY (DPS Only)</p>	<p>Intermediate Certification: \$720/yr. or \$60/mo. (not cumulative); Advanced Certification: \$1200/yr. or \$100/mo. (not cumulative); Master's Certification: \$1500/yr or \$125/mo. (not cumulative)</p>																														
<p align="center">LONGEVITY PAY</p>	<p>Longevity pay is available to all regular full-time employees who have been employed with the City for 12 consecutive months as of December 31. \$4.00 per month will be paid to each eligible employee for each full month employed through December 31. Longevity pay will be included on the first paycheck in December.</p>																														

This is provided as a summary only. For restrictions that may apply, see the employee handbook and/or plan documents for detail.