

***DIVISION 6. PAY ADMINISTRATION***

**Sec. 2-87.7. Policy.**

- (c) There is set forth herein the procedure by which pay increases within each pay grade shall be achieved. The procedure is as follows:
- (1) All employees must maintain "satisfactory" performance during each performance appraisal period for the rate of pay attained. Sustained substandard performance may lead to probation, a demotion with rate of pay reduction or termination, as appropriate.
  - (2) For those employees who are promoted from one (1) position/pay grade to another, compensation in the new position/pay grade will normally be at the minimum rate of pay in the new pay grade or at that rate of pay in the new pay grade which will provide at least a five (5) percent pay increase, whichever is greater. However, in those cases where the position has been designated as "critically skilled" and/or the employee's experience, education, training and performance appraisal merit such action, the city manager may, on a case-by-case basis, promote an employee to any rate of pay within a pay grade provided that the city council be notified of any assignment above step the midpoint.
  - (3) Those employees laterally transferred (within the same pay grade) from one (1) position to another shall complete a twelve-month orientation period but will not receive a pay increase either initially or at the end of their twelve-month orientation period.
  - (4) All vacant positions and/or those positions requiring the promotion of the regular employees will be competitively advertised for at least five (5) ~~working~~ calendar days prior to filling the position and closing the advertising. Employees seeking promotion and/or lateral transfer must apply for the vacant position. The city manager shall have the authority to transfer an employee on an involuntary basis, if it is considered to be in the best interest of the city.
  - (5) Those employees that temporarily fill a position of increased responsibility (at a higher pay grade) for thirty (30) days or more will be compensated at the higher rate of pay until such time as they cease performing the duties of increased responsibility; the increase in salary shall commence on the thirty-first day in the position, and shall be retroactive to the first day in the higher pay grade. Positions will not be filled on a temporary basis by regular employees for periods of one hundred eighty (180) days or more; in such cases when the position is projected to be vacant in excess of one hundred eighty (180) days, the position must be competitively advertised upon reaching the one hundred fiftieth (150th) day of vacancy.
  - (6) New hires will normally start at the minimum rate of pay in the respective pay grade. However, the city manager may on a case-by-case basis, hire at any rate of pay, within a pay grade in those cases where the position has been designated as "critically skilled" and/or the applicant's experience, training and/or education merit such action. Critically skilled positions are those positions which are abnormally difficult to fill due to market aberrations, highly

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technical and/or specialized requirements. The city manager will notify council of any new hires above the midpoint.

- (7) The city manager shall be authorized to create and fill a temporary position during an emergency or critical situation, provided that there is a position vacancy or that funding is available within the requesting department's budget. The temporary position created under this provision shall terminate within one hundred eighty (180) days of being filled, unless extended by council action. The city manager shall inform the council of any temporary positions that are created.
- (8) Effective February 5, 2023, the city's wage schedule shall be amended as follows:
  - a. All rates of pay in all grades in the wage schedule will be increased by a cost of living increase of three (3) percent effective October 1, 2023, as per Ordinance 2023-O-187;
  - b. Henceforth, the City of Laredo's wage schedule will consist of a rate range with a minimum, midpoint and maximum rate of pay (see Exhibit A-1, incorporated herein by reference).

### **Sec. 2-87.8. Overtime.**

- (a) Only that work specifically required by the department head **director** may be compensated at overtime rates, ~~with the approval of the city manager.~~
- (b) Overtime rates are time and one-half for each hour worked over forty (40) hours in one (1) workweek.
- (c) Overtime worked during a holiday will be compensated at double time.
- (d) Requests for overtime must be submitted in advance with complete justification for the requirement, except in cases of emergency. In cases of emergency, when it is not known in advance that the overtime work will be required, the ~~city manager~~ **department director** will be informed, the following workday, as to the conditions that caused the emergency and the reasons for the overtime.
- (e) Department heads must forecast their need for overtime at the time annual budgets are prepared.
- (f) The City of Laredo defaults to compensatory time and the department director may choose to pay overtime as deemed necessary, subject to budget availability.**

### **Sec. 2-87.9. Compensatory time.**

- (a) Only that work specifically required by the department head **director** may be worked as compensatory time, ~~with the city manager's approval.~~
- (b) Compensatory time must be requested in advance in writing with full justification for its need. In cases of emergency, the ~~city manager~~ **department director** will be informed, the following workday, as to the conditions that caused the emergency and the reasons for the compensatory time.
- (c) The time worked as compensatory time must be taken off within the next four (4) pay periods.
- (d) Time off for compensatory time is one (1) hour for each hour of compensatory time worked.