

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: _____

Meeting Date: 01/22/2024

Submitted By: County Judge's Office

Department: _____

Signature of Elected Official/Department Head:

<p>Court Decision: This section to be completed by County Judge's Office</p>
 <p>January 22, 2024</p>

Description:

Consider and Approve Adopting Sheriff's Office Step Pay Plan With an Effective Date of February 26th, 2024 in Accordance With Consultant's Report, and Authorize Budget Transfer from Personnel Reserve to Fund Plan – Sheriff's Office

(May attach additional sheets if necessary)

Person to Present: _____

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: _____ minutes

Session Requested: (check one)

Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**



Johnson County Sheriff's Office
Deputy Salary Step Plan

Jon M. Fehlman
Senior Vice President
GovHR

Johnson County Sheriff's Office

Compensation Policy

Objective

The purpose of the Johnson County Peace Officer Step Pay and Lateral Plan is to implement a pay scale system that will facilitate officer hiring and retention. The plan is being implemented and reviewed annually by the Johnson County Commissioner's Court. The Johnson County Sheriff's Office is committed to providing a total compensation package that enables the Department to attract and retain skilled and talented law enforcement personnel for all positions. A competitive total compensation package includes an effective salary administration program and a comprehensive benefits plan that serves to:

- Affirm the county's commitment to Equal Employment Opportunity
- Provide for internal equity by maintaining consistency with the county's employee classification standards and compensation resolution and periodic evaluation of position descriptions
- Pay salaries that are competitive with similar employment in the labor markets
- Comply with all state and federal laws and regulations

Plan Administration

A. Step Placements: All step placements within the established ranges shall be made with reference to the following guidelines:

- 1. New Employees:** New employees shall be hired at the minimum step of the pay range whenever it is appropriate and possible. If, because of remarkably higher level of experience of a candidate or due to difficult market conditions (as may be evidenced by difficulty in recruiting), hiring a candidate requires a salary beyond the minimum, it must be approved by the Agency elected official. Consideration must be given to the current compensation of the other employees in the same classification (if applicable) to maintain internal pay equity.
- 2. Salary Progression through Grades:** Advancement through the pay steps will occur on the hiring anniversary date of the employee. The pay step increase will be reflected on the next payroll cycle after the anniversary date.

3. Steps in Plan

The steps recognized by the plan are as follows:

Entry	Entry level
Step 1	1 year of service (+2%)
Step 2	2 years of service (+2%)
Step 3	3 years of service (+2%)
Step 4	4 years of service (+2%)
Step 5	5-6 years of service (+2%)
Step 6	7-8 years of service (+3%)
Step 7	9-10 years of service (+3%)
Step 8	11-12 years of service (+3%)
Step 9	13-14 years of service (+3%)
Step 10	15-16 years of service (+3%)
Step 11	17-19 years of service (+5%)
Step 12	Twenty or more years of service (+5%)

4. **Salary Upon Transfer:** Employees who transfer to a new classification in the same salary grade will receive no base salary adjustment.

5. **Lateral Police Applicants:** The lateral program is designed to recognize prior years of peace officer service in other agencies. The lateral program works in conjunction with the steps listed above. Newly hired peace officers or those currently working for Johnson County are eligible for consideration to the lateral program.

The following criteria is applicable to successful implementation of the Step Plan for lateral personnel:

- Candidate service must be recognized by the Texas Commission on Law Enforcement (TCOLE).
- Service should consist of a minimum of three years, uninterrupted service, at a single agency and a maximum of eight years aggregate.
- Qualified candidates would qualify to start with Johnson County at a range from step 3 to step 6.
- The final determination is at the discretion of the Sheriff or Constable or their designee.

B. Salary Increases:

1. Salary increases include step increases under the pay plan and annual across-the-board salary increases.
2. Annually the agency elected official will make recommendations for pay increases for the next budget year. The recommendations may include a report on the current status of the pay plan administration and a recommendation for an across-the-board market adjustment to the schedule.
3. After the recommendations made by the agency elected official referenced in #2 above are approved, the agency elected official shall then exercise his/her discretion in awarding all salary increases within the budgetary limits approved by the Johnson County Commissioners Court.

PROJECTED COST

The cost of the Step Plan for FY 2023-2024 is as follows:

	Salaries	Fringe	Total
Sheriff's Office	489,876	107,528	597,404
Constable's Office	113,905	25,002	138,907
Steps 02/01-09/30	48,319	10,606	58,925
Personnel Reserve for SO	100,000	21,950	121,950
Sub Total			917,186
Attrition Sheriff's Office	163,292	35,843	199,135
Attrition Constable's Office	37,968	8,334	46,302
Implementation Cost FY 2024 (as of 02/01/2024)			671,749

Sustainability is dependent upon the continued funding process listed above. Evaluation of the funding should take place yearly, considering COLA and the changes in comparable agencies.