



## CITY OF NEW BRAUNFELS POLICIES AND PROCEDURES

### PROCEDURE(S): TOTAL REWARDS

EFFECTIVE DATE: MAY 20, 2019

REVISION DATE(S): MAY 7, 2025, JULY 1, 2025

## TOTAL REWARDS

The City of New Braunfels is committed to providing cost-effective benefits, which assist team members and their families in being physically and mentally healthy. The benefits and services offered by the City may be changed or terminated at any time. The City's benefits plan year runs from October 1<sup>st</sup> through September 30<sup>th</sup>.

**Regular full-time team members** who work 30 hours or more per week are eligible for all City of New Braunfels benefits.

**Part-time regular team members** who work 20-29 hours per week are only eligible for retirement benefits.

**Part-time, Seasonal and Temporary team members** are not eligible for benefits.

As a team member, you can enroll your spouse (legally married), natural child, foster child, stepchild, legally adopted child or child under your legal guardianship or custodianship into a plan. Benefits are accompanied by eligibility requirements which must first be met by team members and their dependents (if applicable) before being covered. The definition of an eligible dependent may vary from plan to plan. The provisions of and eligibility for the various benefits are governed by a plan document and/or certificate of coverage. A team member will be required to provide Dependent Certification when electing benefits for their dependents. The dependent certification documents required are listed in the team member Benefits Guide.

### A. TMRS Retirement

1. The City of New Braunfels is a member of the Texas Municipal Retirement System (TMRS) and therefore if you are in a position that normally requires at least 1,000 hours of work in a year, you are required to join.
2. Seven percent (7%) of your gross earnings are deducted from your pay pre-tax and are



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deposited in your interest earning account with TMRS.

- The City matches your member deposits and interest at retirement at a rate of 2 to 1. The city match is combined with your member deposits and the interest credited to your account to calculate your retirement benefits when you retire.
- 3. A team member is vested after five (5) years of service.
- 4. Team members are eligible to retire at age 60 and/or 20 years of service.
- 5. The City also affords active team members with a life insurance policy through TMRS in the amount equal to one (1) year's salary.

For more information regarding TMRS Retirement, you may go to [www.TMRS.com](http://www.TMRS.com)

### B. Insurance

1. The City of New Braunfels may provide full-time team members (30+ hours a week) with the following types of insurance on the first day of the month following 30 days of employment.

- a. Basic Group Term Life insurance in the amount of \$10,000.
- b. Group Accidental Death and Dismemberment in the amount of \$10,000.
- c. The City offers team members and their dependents Group Medical Health Insurance and contributes to the team member premium for this coverage.

Team members are able to elect Dental, Vision, and other supplemental products at their own expense.

Benefit premiums are payroll deducted. Group Health, Dental, Flexible Spending Accounts, Health Savings Account and 457 Deferred Compensation payroll deductions are taken pre-tax. All other benefits are taken after tax. All benefits can only be changed or elected during Open Enrollment and as a new hire unless a qualifying event occurs. Health Savings Account and 457 Deferred Compensation accounts can be altered at any time.

### C. Learning & Development

The City of New Braunfels desires its team members to be knowledgeable in all phases of their employment. The City will provide appropriate training for City team members subject to available



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funding. All training must be compatible with City-wide strategies or certification purposes of a specific job.

Internal training efforts are geared towards offering team members opportunities that can assist them with their professional goals. As an organization, we focus on developing and challenging our workforce at all levels in the organization to maintain job satisfaction and engagement. Our commitment to offer formalized leadership development programming such as New Braunfels Leadership Academy (NBLA), Leading Effectively, Achieving Progress (LEAP), Impact Committee, and RISE (Reaching Internal Service Excellence) provides our team members the ability to develop technical and interpersonal skills.

If a team member does not complete the instruction in a satisfactory manner, they may be required to retake the course, seminar, or training session at their expense or be subject to disciplinary action unless the circumstances for failing to complete the instruction in a satisfactory manner are beyond the team member's control. Fair Labor Standards Act [FLSA] regulations apply to travel time and time worked in connection with training. A team member shall be reimbursed for travel costs incurred in connection with approved training. (Please reference Travel Policy.)

### D. Position Analysis

The City conducts biennial compensation market studies to continue investing in establishing competitive and equitable pay. The City has invested, and continues to invest, in establishing pay ranges and step plans in line with our benchmark comparison municipalities. Selected benchmark cities are determined by City Council. The compensation focus also includes merit-based increases (with a combination of cost-of-living adjustments), which are based on team member annual evaluation scores.

The City has focused on creating additional career advancement opportunities by implementing stratifications within multiple Departments, also known as career laddering. These positions have requirements, that when met, bring the team member to the next level of the position within the same job family, giving the team member additional responsibilities and a corresponding pay increase. Placing an importance on career advancement opportunities within the City also provides an avenue for departments to develop succession plans, pooling from their own internal pipelines.



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## E. Classifications

### 1. Pay Structures

The City's non-uniform pay ranges apply to all City team members, except the City Manager, City Attorney and Municipal Judge, and Civil Service team members. The salaries and benefits of the City Manager, City Attorney, and Municipal Judge are set by the City Council on an annual basis in accordance with the requirements of the City Charter. Team members who follow Chapter 143 are eligible for increases based upon their Step Plan, as funding is approved.

### 2. Pay Classifications

#### a. Civil Service Team members – Step Plan

The Fire & Police Departments Step Plans adhere to Chapter 143, Municipal Civil Service, of the Local Government Code. Steps are based on years in rank and are not tied to performance. Step change based on anniversary date in rank may or may not be subject to an increase (based on funding adopted by the Council).

#### b. Non-Civil Service Team members – Full-Time Regular

A full-time team member is defined as those working 40 hours per week. Non-Civil Service team members are covered in the City's pay grades. All increases are determined based on funding adopted by the Council and could include cost of living adjustment (COLA), merit increase, and/or market increase.

#### c. Non-Civil Service Team members - Part-Time Regular, Part-Time, Seasonal and Temporary

1. Part-Time Regular team members are defined as those working 29.5 hours or less per week on a regular basis.
2. Part-time team members are defined as those working 19 hours or less per week on a regular basis.



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3. Seasonal team members are defined as those working for a set period of time, usually tied to annually recurring periods of work for the City.
4. Temporary team members are defined as those working a predetermined number of days, weeks, months, life of a project, or period of a permanent team member's absence.
5. All Non-Civil Service team members are covered in the City's pay grades. All increases are determined based on funding adopted by the Council and could include cost of living adjustment (COLA), merit increase, and/or market increase.

## F. Types of Pay and Miscellaneous

### 1. Interim Pay

A Non-Civil Service team member may be requested to perform the duties and responsibilities of a higher job classification due to a team member's absence from the higher classified position. If a team member assumes these duties and responsibilities for an anticipated thirty (30) days or more, a five percent pay increase may be given. The City Manager has the discretion to authorize a pay increase higher than the five percent for interim responsibilities. The interim pay increase will be effective starting the first day of assuming the duties and Department responsibilities of the higher classified position and will end once the duties and responsibilities are no longer needed.

### 2. Longevity Pay

The City of New Braunfels pays a longevity incentive to full-time and part-time regular team members of \$5.00 per pay period per year of completed service, effective after one year, up to a maximum of \$130.00 per pay period. Team members who worked for the organization previously in a full-time capacity and return to the organization in a full-time position will have their previous longevity recognized for the purpose of this policy. Part-time, seasonal, and temporary team members do not receive longevity pay.

### 3. Bilingual Pay



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The City of New Braunfels offers a bilingual pay incentive to any full-time and part-time team member. The team member must pass a standardized test, both written and oral, in Spanish, and/or German, and/or a standardized American Sign Language (ASL) proficiency exam. The exam may be taken up to a maximum of two (2) times by a team member for the duration of their employment. Additional compensation at the rate of \$11.54 per pay period (x 26 pay periods = \$300/year) will commence immediately after payroll processing for any team member who passes the Spanish, German and/or American Sign Language (ASL) exam. Bilingual Pay will not count towards the maximum number of certifications that a regular full-time non-Civil Service team member may be compensated for. If a team member leaves the City of New Braunfels and returns to employment, their bilingual pay will be reinstated.

#### 4. Certification, Education and Assignment Pay

The City of New Braunfels offers various certification, education, and assignment pays. The process for testing, training, and/or any other requirements to become eligible for these additional pays are maintained by the appropriate departments. The maximum number of certifications that a regular full-time non-Civil Service team member may be compensated for at any given time is three (3). All applications for this program will be approved and managed by the team member's Department Director and maintained by the Human Resources Department. The link below provides additional detail on all current additional pays:

- [City of New Braunfels Additional Compensation – All Departments](#)

Retro pay is not provided. Team members are responsible for turning in all certification information directly to Human Resources to have their additional pays applied.

#### (1) Form of Payment

Team members are required to use direct deposit tied to a checking and/or savings account. Team members will receive documentation outlining hours worked, total pay, amount and types of deductions, and net pay. Team members should review their paycheck stubs online using the City's ERP system to assure the hours, pay rate, and deductions are correct.



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Team members who perceive that their pay, pay rate or deductions are not correct should immediately contact their immediate Manager/Supervisor or the Finance Department to obtain an explanation and/or correction.

#### **(2) Overtime**

1. Full-time, non-exempt team members must have worked their normal work period before they are eligible for regular overtime pay.
2. Holidays, sick and injury leave do not count as productive time.
3. An exception to the rule requiring a team member to work his/her normal work period before being eligible for overtime pay may occur when a team member is called in for an emergency or is required to appear in court on a City-related matters.
4. All overtime must be approved in advance by the team member's Manager/Supervisor.
5. Police and Firefighters overtime will be calculated and paid in accordance with the respective state law, regulations and policies governing overtime for Police Officers and Firefighters.

#### **(3) On-Call and Call Back Pay**

Although all City team members are subject to being called back to duty after normal working hours, some Department Directors may establish on-call schedules to ensure the continuous delivery of essential services after regularly scheduled working hours.

1. On-call is defined as a period of time that a City team member is formally scheduled to remain available to be called back to work on short notice if the need arises.
2. Call back is defined as an action when a City team member is called back to work



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after leaving the work premises.

3. A non-exempt team member who is formally designated to be in an on-call status will be paid an additional \$20.00 per day. Team members who are scheduled for on-call duty must be ready, willing, and able to respond to a reasonable assignment within one (1) hour of being called back to work. Failure to respond to a reasonable on-call assignment may subject a team member to disciplinary action and loss of on-call compensation.
4. Non-exempt team members, whether in an on-call status or not, who are called back to work after leaving the work premises but before midnight will receive a minimum of one (1) hour of pay for the first call. Any additional calls received and addressed while completing the initial call will be included within that first one (1) hour minimum. Once the team member has returned home, any subsequent call received and responded to before midnight will result in an additional one (1) hour of pay for each new call. Team members are eligible for a maximum of one (1) hour of paid time per hour of the day, regardless of the number or length of calls received during that time period. The overtime rate of one and one-half (1.5) times the regular rate of pay will apply if the actual hours worked during the work week—including all call-back hours—exceed forty (40) hours.
5. Non-exempt team members who are called back to work between the hours of midnight and 6:00 a.m. will receive a minimum of two (2) hours of overtime pay at one and one-half (1-1/2) times their regular rate of pay regardless of whether forty (40) hours per week have been worked. The minimum of two (2) hours of overtime pay will only be paid one time per night. Scheduled overtime during these hours is not affected by this Policy. Any additional hours worked more than the two (2) hours will be paid as regular working time and subject to the overtime rate after forty (40) hours in a work week.
6. Non-exempt Police Department team members who are called back to work for reasons other than court will receive a minimum of two (2) hours of pay, regardless of the actual time worked. This does not apply to shift extensions or early starts due to



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service calls. When the call-back is related to specific City of New Braunfels events or meetings—such as Wassailfest, Wein and Saengerfest, City Council meetings, or other city board and commission events—team members will receive a minimum of three (3) hours of pay. For a complete list of qualifying events, refer to the Police Department's "*Overtime, Hold Over, Call Back and Court Time Compensation*" policy and procedure.

Call-back compensation only applies when the team member physically reports for duty and does not apply to phone calls or remote assistance. If the call-back is connected to the team member's scheduled shift, only the actual extra time worked shall be compensated as part of the shift.

Court Time is defined as work hours resulting from a team member being subpoenaed into court. If the team member is off duty and physically appears in court, they will be compensated with a minimum of two (2) hours of pay. Team members will not be compensated for simply calling in to check the status of a subpoena or if they fail to verify their required appearance and attend unnecessarily.

Team members are responsible for accurately recording their time worked upon arrival and departure during any call-back or court assignment. Discrepancies should be reported to the immediate supervisor as soon as discovered.

The overtime rate of one and one-half (1-1/2) times the regular rate of pay will apply when total hours worked during the pay period—including all call-back and court time hours—exceed eighty (80) hours.

7. Actual hours worked during a call-back to work will be rounded to the nearest one-half (1/2) hour if the actual hours exceed the minimums set out above.
8. Exempt team members do not receive on-call or call-back compensation. (Please reference Leave and Hour Administration-Discretionary Leave.)

### G. Team Member Recognition



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The Impact Committee encourages an engaged organization while allowing team members to develop and contribute outside their normal scope of work. The Impact Committee is made up of full-time and part-time team members from various departments in the organization. Impact Committee members are responsible for leading our recognition and celebration events, which have a direct impact on team member morale.

### **H. Team Member Professional Membership Dues**

The City of New Braunfels recognizes the importance in investing in our team member's continued growth and development, as well as the positive impact and benefits that participation in professional organizations can provide. Team members who participate in professional development are more engaged, loyal, and committed to meeting the organization's challenges. Therefore, at the discretion of the Department Director, professional membership dues may be paid by the City for professional organizations and associations provided they are relevant to the team member's job duties.