

City of Commerce, Texas

Pay Plan
For
Regular Employees

This pay-plan has an effective date of October 1, 2023

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1. Pay

Regular employees of the City of Commerce will be paid in accordance with the rates listed in Table 1-1 for their respective grade and step. There is a difference of 3.5% between steps for any particular grade in these tables.

New regular employees may start at the pay rate of step one in the grade assigned to their job description. New employees with special qualifications that exceed the minimum qualifications for obtaining or holding a position with the City of Commerce, may begin at a step higher than one in the grade assigned to their job description, dependent on approval of Department Head and City Manager.

Particular job titles may begin and end on different steps within a specific grade. Various job titles have multiple levels available and are listed in separate grades, promotion to these higher levels is dependent on specialized training and job duties as assigned.

2. Within-Grade Increases

Within-grade increases will be limited to one step, commencing on the first day of the new fiscal year. Eligibility for these increases is affected by job performance standards. Within-grade increases compensate for the increased learning and productivity that occurs when an employee remains in a job over a period of time. A within-grade increase is not guaranteed every year.

Merit Pay increases in the form of a one-step within-grade increases may be granted when the following conditions are met:

- a. The Supervisor must provide specific written justification for the increase during the initial budget meetings for the upcoming budget year.
- b. The City Manager considers the pay increase request.

Consistent performance of work that clearly exceeds the scope of an employee's job description does not qualify an employee for a pay increase. It may indicate that the job description requires revision.

Pay increases will become effective on the first day of the new fiscal year following approval. Pay increase requests will not be submitted during any period in which COLA or within-grade increases are delayed or withheld.

If budget considerations dictate, the City Manager may withhold all within-grade increases for one or more entire budget years. Employees will not accumulate time towards advancement to the next pay step during periods when within-grade increases are withheld. Accumulation of time towards advancement to the next pay step will resume on the first day of the budget year in which within-grade increases resume. Time lost during periods when within-grade increases are withheld is not recoverable.

3. Cost of Living Adjustments (COLA)

Each year during the budget process, the City Manager will consider granting COLA to regular employees. When a COLA is granted, the pay rates in Table 1-1 will be adjusted by the Consumer Price Index percentage increase for the previous year, or a lesser percentage as determined by the City Manager.

Under normal circumstances, the COLA will become effective on the first day of the budget year following adoption by the City Council. However, if budget considerations dictate, the City Council may vote to delay the starting date of the COLA for one or more months or withhold it for one or more budget years. Delay or withholding will not affect the starting date for a COLA in succeeding years. Pay lost due to delay or withholding of a COLA is not recoverable.

Consumer Price Index refers to the National Consumer Price Index for Urban Wage Earners and Clerical Workers, published by the Bureau of Labor Statistics, U.S. Department of Labor.

4. Promotion

A promotion is a change to higher grade and should not be confused with periodic within-grade increases or merit pay increases, certification pay or COLA.

Promotion opportunities arise when:

- a. New positions are established
- b. An employee vacates a previously established position
- c. An employee receives all the required certifications needed for an existing position at a higher level, requiring a higher level of difficulty, increased responsibilities, and qualifications

Promotions will become effective on the first day of the first full pay period, following approval by Department Head and City Manager. Promotions may be granted during periods in which COLA or within-grade increases are delayed or withheld.

5. Transfer to Another Position

The grade and step of the employee transferring to another position for any reason, will be determined as follows:

- a. Employee possesses all qualifications and meets all requirements for the new position as set forth in the job description and **has been performing similar duties** in the position from which they are transferring and will require no more than familiarization with the procedures of the new position: the employee's existing pay will remain the same, although the grade and step may change based on the job title.
- b. Employee possesses all qualifications and meets all requirements for the new position as set forth in the job description but **has been performing entirely different duties** in the position from which they are transferring, and extensive training will be needed: the employee will be placed on the corresponding grade for the new position but will begin at the initial step for the position. In terms of learning, applicable experience, and productivity concepts upon which this pay plan is based, an employee transferring under these circumstances is a new employee for pay purposes.

This section addresses pay upon transfer only. Longevity, vacation and sick accrual and all other purposes will continue as if a transfer had not occurred.

6. Certification Pay

Employees with specific certification may receive a certification pay in addition to their regular pay. These are identified as certifications achieved that exceed the minimum qualifications required to enter or hold a position; they must be directly related to the position held by the employee, and they must be evidenced by a license or certificate granted by a recognized institution of higher learning or other recognized body attesting that an individual has met certain specified experience, training and/or educational requirements. Minimum qualifications required to enter or hold a position or certificates and/or continuing education credits do not qualify an employee for certification pay. Please refer to your job description to determine those minimum requirements.

Certification pay is payable at an hourly rate in addition to an employee's grade and step hourly rate. Salary employees will receive certification pay on a per pay period basis, as they do not receive an hourly wage. The basic certification amount may be adjusted periodically at the discretion of the City Manager. The basic certification pay is payable in multiples of 1, 2, 3, etc. depending on the level of certification held by the employee. Each employee has a limit of 5 certification pays per this policy. This cap is based on actual certification titles not individual multipliers.

The City of Commerce has set the Certification Pay Basic Amount at \$0.58/hour or \$47.00 per pay period for salaried employees. Firefighter Certification Pay Basic Amount is based on a 24-hour workday and therefore is calculated at \$0.42/hour.

The City Manager may add or delete Degrees, Licenses or Certificates from this table at any time. To review this policy in more detail please refer to the Administrative Policies.

Hourly Employee	\$ 0.58	Fire Fighter	\$ 0.42
Exempt Employee	\$ 47.00		

License & Certification pay amount multiplier

PUBLIC WORKS CERTIFICATES					
WATER DISTRIBUTION – C	1	\$ 0.58	WATER TREATMENT – C	1	\$ 0.58
WATER DISTRIBUTION – B	2	\$ 1.16	WATER TREATMENT – B	2	\$ 1.16
GROUND WATER – C	1	\$ 0.58	WATER TREATMENT – A	3	\$ 1.74
GROUND WATER – B	2	\$ 1.16			
WASTEWATER COLLECTION – I	1	\$ 0.58	WASTEWATER TREATMENT – C	1	\$ 0.58
WASTEWATER COLLECTION– II	2	\$ 1.16	WASTEWATER TREATMENT – B	2	\$ 1.16
WASTEWATER COLLECTION– III	3	\$ 1.74	WASTEWATER TREATMENT – A	3	\$ 1.74
POLICE & ANIMAL CONTROL CERTIFICATES					
INTERMEDIATE COMMUNICATIONS OFFICER	1	\$ 0.58	INTERMEDIATE PEACE OFFICER	1	\$ 0.58
ADVANCED COMMUNICATIONS OFFICER	2	\$ 1.16	ADVANCED PEACE OFFICER	2	\$ 1.16
MASTER COMMUNICATIONS OFFICER	3	\$ 1.74	MASTER PEACE OFFICER	3	\$ 1.74
FIELD TRAINING OFFICER	1	\$ 0.58	SPECIALIZED CATEGORY	1	\$ 0.58
ADVANCED ANIMAL CONTROL	1	\$ 0.58	CHEMICAL CAPTURE	1	\$ 0.58
FIRE CERTIFICATES					
INTERMEDIATE FIREFIGHTER	1	\$ 0.42	INTERMEDIATE ARSON INVESTIGATOR	2	\$ 0.84
ADVANCED FIREFIGHTER	2	\$ 0.84	ADVANCED ARSON INVESTIGATOR	3	\$ 1.26
MASTER FIREFIGHTER	3	\$ 1.26	MASTER ARSON INVESTIGATOR	4	\$ 1.68
FIREFIGHTER DEPT HEAD SUPPRESSION	1	\$ 0.42	FIRE INSPECTOR	1	\$ 0.42
PARAMEDIC	5	\$ 2.10	INTERMEDIATE FIRE INVESTIGATOR	1	\$ 0.42
INFECTIOUS DISEASE AUTHORITY	1	\$ 0.42	ADVANCED FIRE INVESTIGATOR	2	\$ 0.84
COMMUNITY DEVELOPMENT CERTIFICATES					
PERMIT TECHNICIAN	1	\$ 0.58	ZONING INSPECTOR	1	\$ 0.58
RESIDENTIAL PLANS EXAMINER	1	\$ 0.58	COMMERCIAL PLANS EXAMINER	1	\$ 0.58
ACCESSIBILITY INSPECTOR/PLANS EXAMINER	1	\$ 0.58	PROPERTY MAINTENANCE/HOUSING INSPECTOR	1	\$ 0.58
CODE SPECIALIST	1	\$ 0.58	APA CERTIFIED PLANNER	1	\$ 0.58
RESIDENTIAL MECHANICAL INSPECTOR	0.5	\$ 0.29	RESIDENTIAL ELECTRICAL INSPECTOR	0.5	\$ 0.29
COMMERCIAL MECHANICAL INSPECTOR	0.5	\$ 0.29	COMMERCIAL ELECTRICAL INSPECTOR	0.5	\$ 0.29
CERTIFIED FLOODPLAIN MANAGER	1	\$ 0.58	CODE ENFORCEMENT OFFICER II	1	\$ 0.58
ADMINISTRATION CERTIFICATES					
CERTIFIED PUBLIC MANAGER	3	\$ 141.00	NOTARY - OFFICE ADMINISTRATION	0.5	\$ 0.29
MUNICIPAL COURT CLERK I	1	\$ 0.58	MUNICIPAL COURT CLERK II	2	\$ 1.16
MUNICIPAL COURT CLERK II	3	\$ 1.74			\$ -
MISCELLANEOUS					
MOSQUITO SPRAYER LICENSE	0.3	\$ 0.17	BACKFLOW PREVENTION ASSEMBLY TESTER	1	\$ 0.58
BI-LINGUAL CERTIFICATION	2	\$ 1.16	SPLASHPAD CERTIFICATION	0.3	\$ 0.17
NON-PD TCOLE CERTIFICATION	1	\$ 0.58	DRONE PILOT CERTIFICATION	1	\$ 0.58
HVAC MAINTENANCE TECHNICIAN	2	\$ 1.16	CDL A OR B	1	\$ 0.58

Hourly Employee	\$ 0.58	Fire Fighter	\$ 0.42
Exempt Employee	\$ 47.00		

Stipend pay amount multiplier

PUBLIC SAFETY STIPENDS					
SWIFT WATER MEMBER	1	\$ 0.42	TCOLE INSTRUCTOR	1	\$ 0.58
EMERGENCY MANAGEMENT	3	\$ 141.00			
MISCELLANEOUS					
AIRPORT MANAGER	1	\$ 0.58			

City of Commerce Payroll Step & Grade Plan

updated 08.22.2024

PAY GRADE	PAY BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	JOB TITLES
1	Hourly	13.11	13.58	14.06	14.56	15.07	15.60	16.15	16.72	17.31	17.91	Janitor Worker (max at step 10)
	Overtime	19.67	20.37	21.09	21.83	22.61	23.40	24.22	25.08	25.96	26.87	Receptionist (max at step 10)
	Bi-weekly	1,049.10	1,086.46	1,124.62	1,164.41	1,205.82	1,248.04	1,291.89	1,337.36	1,384.46	1,433.18	Utility Clerk I (max at step 5)
	Annually	27,276.70	28,247.86	29,240.12	30,274.61	31,351.32	32,449.15	33,589.20	34,771.47	35,995.96	37,262.68	Permit Clerk I (max at step 5)
												Animal Shelter Technician I (max at step 4)
												Grounds Worker I (max at step 4)
												Meter Technician (begins at step 4 - max at step 10)
2	Hourly	14.88	15.41	15.96	16.52	17.10	17.70	18.33	18.98	19.65	20.34	Office Manager (max at step 10)
	Overtime	22.32	23.11	23.93	24.79	25.65	26.55	27.50	28.47	29.48	30.51	Utility Clerk II (max at step 10)
	Bi-weekly	1,190.39	1,232.62	1,276.46	1,321.94	1,368.22	1,416.13	1,466.47	1,518.44	1,572.03	1,627.25	Animal Shelter Technician II (max at step 10)
	Annually	30,950.19	32,048.02	33,188.06	34,370.34	35,573.72	36,819.33	38,128.27	39,479.44	40,872.83	42,308.45	Grounds Worker II (max at step 10)
												Trainee Worker (step 2)
												Maintenance Worker I (begins at step 3 - max at step 6)
												Public Works Worker I (begins at step 3 - max at step 6)
												Utility Plant Operator I (begins at step 5 - max at step 6)
3	Hourly	15.44	15.99	16.55	17.14	17.75	18.38	19.03	19.70	20.39	21.11	Accounts Payable Clerk I (max at step 10)
	Overtime	23.16	23.98	24.83	25.72	26.63	27.57	28.55	29.55	30.59	31.67	Payroll Clerk (begins at step 3 - max at step 10)
	Bi-weekly	1,235.05	1,278.90	1,324.37	1,371.47	1,420.19	1,470.53	1,522.50	1,576.09	1,631.31	1,688.96	Communications Officer I (begins at step 4 - max at step 7)
	Annually	32,111.35	33,251.40	34,433.67	35,658.17	36,924.89	38,233.83	39,585.00	40,978.39	42,414.01	43,912.96	Civilian Patrol Trainee (begins at step 4 - max at step 7)
4	Hourly	16.24	16.81	17.40	18.01	18.65	19.31	19.99	20.69	21.42	22.17	Equipment Operator I (max at step 5)
	Overtime	24.36	25.21	26.10	27.01	27.97	28.96	29.98	31.03	32.12	33.25	Animal Control Officer (max at step 10)
	Bi-weekly	1,299.20	1,344.67	1,391.77	1,440.49	1,491.64	1,544.42	1,598.83	1,654.86	1,713.32	1,773.41	Code Enforcement Officer I (max at step 6)
	Annually	33,779.20	34,961.47	36,185.97	37,452.69	38,782.74	40,155.02	41,569.53	43,026.26	44,546.32	46,108.61	Communications Officer II (begins at step 5 - max at step 7)
												Maintenance Technician (begins at step 4)
												Utility Lab Technician (begins at step 4)
												Maintenance Worker II (begins at step 4)
												Public Works Worker II (begins at step 4)
												Utility Plant Operator II (begins at step 4)
5	Hourly	18.55	19.20	19.88	20.58	21.30	22.06	22.84	23.64	24.47	25.33	Equipment Operator II (max at step 10)
	Overtime	27.83	28.81	29.83	30.88	31.96	33.08	34.26	35.46	36.71	38.00	Code Enforcement Officer II (begins at step 2 - max at step 6)
	Bi-weekly	1,484.34	1,536.30	1,590.71	1,646.74	1,704.39	1,764.48	1,827.00	1,891.15	1,957.73	2,026.75	Utility Plant Operator III (begins at step 5)
	Annually	38,592.74	39,943.90	41,358.41	42,815.14	44,314.09	45,876.38	47,502.00	49,169.85	50,901.03	52,695.55	Accountant I (begins as step 5 - max at step 8)
												Facility Maintenance Manager (max at step 10)
												Community Engagement Specialist (max at step 10)
												Executive Administrative Assistant (max at step 10)
												Recreation Coordinator (max at step 10)
												Utility Specialist (max at step 10)
												Development Specialist (max at step 10)
												Associate Judge (max at step 10)
6	Hourly	15.07	15.60	16.15	16.72	17.31	17.91	18.54	19.19	19.87	20.57	Firefighters (max at step 5) <i>*based on 2912 annual hours</i>
	Overtime	22.61	23.40	24.22	25.08	25.96	26.87	27.82	28.79	29.81	30.86	Firefighter Lt (begins at step 6 - max at step 10) <i>*based on 2912</i>
	Bi-weekly	1,688.15	1,747.26	1,808.65	1,872.31	1,938.24	2,006.45	2,076.93	2,149.69	2,225.85	2,304.29	
	Annually	43,891.85	45,428.80	47,024.87	48,680.05	50,394.34	52,167.75	54,000.27	55,891.91	57,872.21	59,911.63	

City of Commerce Payroll Step & Grade Plan

updated 08.22.2024

PAY GRADE	PAY BASIS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	JOB TITLES
7	Hourly	21.12	21.86	22.63	23.44	24.26	25.11	25.99	26.91	27.85	28.84	Patrol Officer (max at step 5)
	Overtime	31.68	32.79	33.95	35.15	36.39	37.67	38.99	40.36	41.78	43.25	Patrol Corporal (begins at step 4 - max at step 6)
	Bi-weekly	1,689.77	1,749.05	1,810.76	1,874.91	1,940.68	2,008.89	2,079.53	2,152.61	2,228.13	2,306.89	Patrol Sgt (begins at step 6 - max at step 10)
	Annually	43,934.07	45,475.25	47,079.76	48,747.61	50,457.68	52,231.09	54,067.83	55,967.91	57,931.33	59,979.19	Investigator (begins at step 4 - max at step 6)
												Investigation Sgt (begins at step 6 - max at step 10)
8	Hourly	20.08	20.79	21.52	22.28	23.06	23.87	24.72	25.59	26.49	27.43	Grounds Supervisor (max at step 10)
	Overtime	30.12	31.18	32.28	33.42	34.59	35.81	37.07	38.38	39.74	41.14	Streets Supervisor (max at step 10)
	Bi-weekly	1,606.14	1,662.98	1,721.44	1,782.34	1,844.86	1,909.82	1,977.22	2,047.05	2,119.32	2,194.02	Utility Supervisor (max at step 10)
	Annually	41,759.54	43,237.38	44,757.44	46,340.84	47,966.46	49,655.42	51,407.72	53,223.35	55,102.32	57,044.62	Plant Supervisor B (begins at step 6)
												Communications Supervisor (max at step 10)
												Maintenance Supervisor (max at step 10)
												Building Inspector (max at step 10)
												Assistant Department Director (begins at step 5 - max at step 10)
												Accountant II (begins at step 6 - max at step 10)
9	Hourly	20.40	21.12	21.86	22.63	23.44	24.26	25.11	25.99	26.91	27.85	Fire Captains (max at step 6) *based on 2912
	Overtime	30.60	31.68	32.79	33.95	35.15	36.39	37.67	38.99	40.36	41.78	Battalion Chief-Operations (begins at step 5 - max at step 10)
	Bi-weekly	2,284.97	2,365.68	2,448.67	2,535.06	2,624.87	2,716.95	2,812.44	2,911.34	3,013.66	3,119.38	Deputy Fire Marshal (begins at step 5 - max at step 10)
	Annually	59,409.17	61,507.70	63,665.35	65,911.66	68,246.65	70,640.75	73,123.52	75,694.96	78,355.08	81,103.86	
10	Hourly	28.38	29.37	30.41	31.48	32.58	33.73	34.92	36.14	37.41	38.73	Investigation Lt (max at step 6) *exempt employee
	Overtime	42.57	44.06	45.61	47.21	48.87	50.59	52.37	54.22	56.12	58.10	Patrol Lt (max at step 6) *exempt employee
	Bi-weekly	2,270.35	2,349.93	2,432.75	2,518.01	2,606.52	2,698.28	2,793.28	2,891.53	2,993.03	3,098.59	Administrative Lt (max at step 6)
	Annually	59,029.15	61,098.13	63,251.55	65,468.31	67,769.52	70,155.18	72,625.28	75,179.83	77,818.83	80,563.39	Assistant Police Chief (begins at step 7 - max at step 10)
11	Hourly	28.38	29.37	30.41	31.48	32.58	33.73	34.92	36.14	37.41	38.73	Plant Supervisor A (max at step 10) *exempt employee
	Bi-weekly	2,270.35	2,349.93	2,432.75	2,518.01	2,606.52	2,698.28	2,793.28	2,891.53	2,993.03	3,098.59	Program Director (max at step 10) *exempt employee
	Annually	59,029.15	61,098.13	63,251.55	65,468.31	67,769.52	70,155.18	72,625.28	75,179.83	77,818.83	80,563.39	
12	Hourly	35.68	36.94	38.24	39.57	40.97	42.41	43.90	45.44	47.04	48.69	Finance Director (max at step 10) *exempt employee
	Bi-weekly	2,854.18	2,954.87	3,058.80	3,165.99	3,277.23	3,392.54	3,511.90	3,635.32	3,762.81	3,895.16	Director of Administrative Services (max at step 10) *exempt
	Annually	74,208.68	76,826.57	79,528.90	82,315.69	85,208.03	88,205.94	91,309.40	94,518.42	97,833.01	101,274.26	Police Chief (max at step 10) *exempt employee
												Public Works Director (max at step 10) *exempt employee
												Fire Chief (max at step 10) *exempt employee)
1P	Hourly	13.11	13.58	14.06	14.56	15.07	15.60	16.15	16.72	17.31	17.91	Internship *based on 1,000 annual hours
	Bi-weekly	504.38	522.33	540.68	559.81	579.72	600.02	621.10	642.96	665.61	689.03	Part-Time Worker *based on 1,000 annual hours
	Annually	13,113.80	13,580.70	14,057.75	14,555.10	15,072.75	15,600.55	16,148.65	16,717.05	17,305.75	17,914.75	