

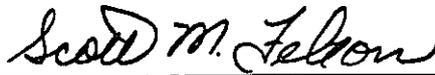
THE COMMISSIONERS COURT *
McLENNAN COUNTY *
THE STATE OF TEXAS *
TO ALL PERSONS INTERESTED:

NOTICE IS HEREBY GIVEN that, in accordance with the Government Code, Chapter 551, (known as the Open Meetings Act), as amended, a special meeting of Commissioners' Court, the governing body of McLennan County, will be held on **Friday, the 29th day of July, 2016 at 9:00 a.m.** in the Commissioners Courtroom, 1st Floor, West Wing, McLennan County Courthouse, City of Waco, Texas, at which time the subjects listed below will be considered.

AGENDA

- I. **PROOF OF POSTING OF NOTICE** in accordance with the provisions of Chapter 551.041, Government Code, as amended, known as the Open Meeting Act.
- II. **A MOMENT OF SILENCE / INVOCATION; PLEDGE OF ALLEGIANCE**
- III. **CONSIDERATION OF, AND/OR ACTION ON, THE FOLLOWING:**
 - A. **HEARING FROM MEMBERS OF THE PUBLIC ON COUNTY BUSINESS MATTERS**
 - B. **REGARDING THE FY 2017 BUDGET: Consideration of and/or action on any/all matters relative to the FY 17 Budget / 2016 Tax Rate, including, but not limited to: Budget Policies, Timelines, Public Hearings, Budget Work Session/s, other related matters, as needed:**
 - 1. Budget Work Session
 - 2. Vote on Proposed 2016 Tax Rate

Signed this the 21st day of July, 2016



SCOTT M. FELTON, County Judge

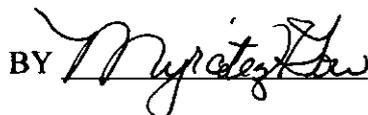
THE STATE OF TEXAS *
COUNTY OF McLENNAN *

I, J. A. "ANDY" HARWELL, County Clerk, and the Ex-Officio Clerk to the Commissioners Court, hereby certify that the above and foregoing is a true and correct copy of a Notice of Meeting posted by me at the Courthouse door in Waco, McLennan County, Texas, where notices are customarily posted, on this the 21st day of July, 2016 at 3:40 o'clock p.m.

Witness my hand and seal of office at Waco, McLennan County, Texas, on this 21st day of July, 2016.

(SEAL)

J. A. "ANDY" HARWELL, County Clerk
McLennan County, Texas

BY  (Deputy)

NOTICE: Persons with disabilities who plan to attend the meeting and who may need auxiliary aids or services are requested to contact the Office of the County Judge at (254) 757-5049 prior to the meeting date.

FILED: JUL 29 2016

J.A. "ANDY" HARWELL, County Clerk
McLennan County, Texas
By Myrcetez Gowen DEPUTY

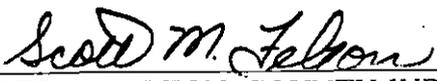
**IN THE COMMISSIONERS COURT OF MCLENNAN COUNTY
THE STATE OF TEXAS *
COUNTY OF MCLENNAN *
TO ALL PERSONS INTERESTED:**

NOTICE IS HEREBY GIVEN in accordance with the Government Code, Chapter 551, (known as the Open Meetings Act), as amended, that a special meeting of Commissioners' Court, the governing body of McLennan County, will be held on **Friday, the 29th day of July, 2016 at 9:00 o'clock a.m.** in the Commissioners Courtroom, First Floor, West Wing, of the McLennan County Courthouse in the City of Waco, Texas, at which time **the following SUPPLEMENT to the AGENDA** previously posted on July 21, 2016 **will be considered:**

SUPPLEMENTAL AGENDA

1. ***Proof of posting of notice*** in accordance with the provisions of Chapter 551.041, Government Code, as amended, known as the Open Meetings Act.
2. ***Regarding Advertisements for RFQ's / Bids / RFP's / Public Notices / Legal Notices:***
 - a. Authorization of Notice of Public Hearing re: District Clerk's Document Preservation and Digitization Plan

Signed this the 25th day of July, 2016


SCOTT M. FELTON, COUNTY JUDGE

THE STATE OF TEXAS *
COUNTY OF MCLENNAN *

I, J. A. "ANDY" HARWELL, County Clerk, and the Ex-Officio Clerk to the Commissioners Court, hereby certify that the above and foregoing is a true and correct copy of a **SUPPLEMENTAL NOTICE OF MEETING** posted by me at the Courthouse door in Waco, McLennan County, Texas, where notices are customarily posted, on this the 25th day of July, 2016 at 4:00 o'clock p.m.

Witness my hand and seal of office at Waco, McLennan County, Texas, on this 25th day of July, 2016.

(SEAL) J. A. "ANDY" HARWELL, County Clerk
McLennan County, Texas

BY  (Deputy)

NOTICE: Persons with disabilities who plan to attend the meeting and who may need auxiliary aids or services are requested to contact the Office of the County Judge at (254) 757-5049 prior to the meeting date.

FILED: JUL 29 2016

J.A. "ANDY" HARWELL, County Clerk
McLennan County, Texas
By Myrcetaz Gowran DEPUTY

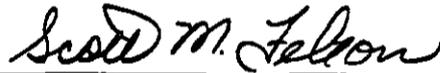
IN THE COMMISSIONERS COURT OF MCLENNAN COUNTY
THE STATE OF TEXAS *
COUNTY OF MCLENNAN *
TO ALL PERSONS INTERESTED:

NOTICE IS HEREBY GIVEN in accordance with the Government Code, Chapter 551, (known as the Open Meetings Act), as amended, that a special meeting of Commissioners' Court, the governing body of McLennan County, will be held on **Friday, the 29th day of July, 2016 at 9:00 o'clock a.m.** in the Commissioners Courtroom, First Floor, West Wing, of the McLennan County Courthouse in the City of Waco, Texas, at which time **the following SUPPLEMENT # 2 to the AGENDA** previously posted on July 21, 2016 **will be considered:**

SUPPLEMENTAL AGENDA # 2
CORRECTED

1. ***Proof of posting of notice*** in accordance with the provisions of Chapter 551.041, Government Code, as amended, known as the Open Meetings Act.
2. ***Items Previously Deferred:***
 - a. ***Regarding Human Resources / Salary Matters:*** Discussion and/or Action on Incentive Pay Plan
3. ***County Sheriff / Jail / Criminal Justice Issues:***
 - a. Discussion and/or Action on Sheriff's Office Structured Pay Plan

Signed this the 26th day of July, 2016



SCOTT M. FELTON, COUNTY JUDGE

THE STATE OF TEXAS *
COUNTY OF MCLENNAN *

I, J. A. "ANDY" HARWELL, County Clerk, and the Ex-Officio Clerk to the Commissioners Court, hereby certify that the above and foregoing is a true and correct copy of a **SUPPLEMENTAL NOTICE OF MEETING** posted by me at the Courthouse door in Waco, McLennan County, Texas, where notices are customarily posted, on this the 26th day of July, 2016 at 8:50 o'clock a. m.

Witness my hand and seal of office at Waco, McLennan County, Texas, on this 26th day of July, 2016.

(SEAL) J. A. "ANDY" HARWELL, County Clerk
McLennan County, Texas

BY  (Deputy)

NOTICE: Persons with disabilities who plan to attend the meeting and who may need auxiliary aids or services are requested to contact the Office of the County Judge at (254) 757-5049 prior to the meeting date.

FILED: JUL 29 2016

J.A. "ANDY" HARWELL, County Clerk
McLennan County, Texas
By Myrcetaz Gowen DEPUTY

AGENDA: JULY 29, 2016

II. A MOMENT OF SILENCE / INVOCATION; PLEDGE OF ALLEGIANCE

CD-399, 9:01

County Judge Felton stated that at this time we will have a moment of silence. County Judge Felton then stated that we will now have the Pledge of Allegiance.

AGENDA: JULY 29, 2016

III. CONSIDERATION OF, AND / OR ACTION ON, THE FOLLOWING:

**A. HEARING FROM MEMBERS OF THE
PUBLIC ON COUNTY BUSINESS MATTERS**

Mr. Robert Aguilar

CD-399, 9:02

County Judge Felton opened the floor to anyone present who wished to address the Court on County business matters. Mr. Robert Aguilar addressed the Court regarding the Hispanic Chamber of Commerce. Not hearing anyone else speak, County Judge Felton closed the hearing.

AGENDA: JULY 29, 2016

III. CONSIDERATION OF, AND/OR ACTION ON, THE FOLLOWING:

B. Regarding the FY 2017 Budget: Consideration of and/or action on any/all matters relative to the FY 17 Budget / 2016 Tax Rate, including, but not limited to: Budget Policies, Timelines, Public Hearings, Budget Work Session/s, other related matters, as needed:

- | | |
|-----------------------------------|------------------------|
| 1. Budget Work Session | Discussion Only |
| 2. Vote on Proposed 2016 Tax Rate | Approved |

CD-399, 9:08

DISCUSSION ONLY:

BUDGET WORK SESSION: FY 2017

On this the 29 day of July, 2016, came on for consideration the matter Regarding the FY 2017 Budget: Budget Work Session. County Auditor Stan Chambers gave the Court an update of the General Fund regarding the FY 17 Budget. The Court discussed the McLennan County Group Health Insurance Plan and the Dispute Resolution Contract. Human Resources Director Amanda Talbert addressed the Court regarding a budget adjustment for the Park Caretaker position within the Maintenance of Buildings Dept. 0110. The Court then discussed the African American Chamber of Commerce and the Hispanic Chamber of Commerce regarding their FY 17 funding request. Judge Felton announced the Public Hearings dates and times.

ORDER APPROVING:

VOTE ON PROPOSED 2016 TAX RATE

On this the 29 day of July, 2016, came on for consideration the matter Regarding the FY 2016 Budget: Vote on Proposed 2016 Tax Rate. After discussion, Commissioner Perry made a motion to propose a tax rate per \$100.00 evaluation with a property tax rate at 52.5293 (.525293), the Maintenance & Operation portion of that rate at 50.0894 (.500894) and the debt service portion of that rate at 2.4399 (.024399) and it was seconded by Commissioner Snell. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Gibson, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Proposed 2016 Tax Rate be, and the same is hereby, approved by unanimous vote.

The Court went to the Supplemental Agenda.

SUPPLEMENTAL AGENDA: JULY 29, 2016

2. *Regarding Advertisements for RFQ's / Bids / RF's / Public Notices / Legal Notices:*

- a. Authorization of Notice of Public Hearing re: District Clerk's Document **Approved**
 Preservation and Digitization Plan

CD-399, 9:41

ORDER APPROVING:

**AUTHORIZATION OF NOTICE OF PUBLIC HEARING
RE: DISTRICT CLERK'S DOCUMENT PRESERVATION
AND DIGITIZATION PLAN**

On this the 29 day of July, 2016, came on for consideration the matter of Authorization of Notice of Public Hearing re: District Clerk's Document Preservation and Digitization Plan. Commissioner Snell made a motion to approve and it was seconded simultaneously by Commissioner Gibson and Commissioner Perry. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Gibson, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

NOTICE of PUBLIC HEARING and/or ACTION

The McLennan County Commissioners' Court will conduct a public hearing to consider a plan for the District Clerk's Document Preservation and Digitization Plan under §51.305 of the Government Code, to fund the preservation and restoration of the District Clerk's court records.

The meeting will be held on Tuesday, August 16, 2016 at 9:00AM in the Commissioners Courtroom, 1st Floor, West Wing, McLennan County Courthouse, City of Waco, Texas,

Upon conclusion of the public hearing, the Court will take action regarding adoption of the District Clerk's Document Preservation and Digitization Plan.

APPROVED BY COMMISSIONERS COURT
THIS 29 DAY OF JULY 2016
David M. Feltz
COUNTY JUDGE

FILED: JUL 29 2016

J.A. "ANDY" HARWELL, County Clerk
McLennan County, Texas
By Myrcelaz Gowan DEPUTY

The Court went to the Supplemental Agenda #2.

SUPPLEMENTAL AGENDA #2: JULY 29, 2016

2. *Items Previously Deferred:*

- a. Regarding Human Resources / Salary Matters: Discussion and/or Action on Incentive Pay Plan **Approved**

3. *County Sheriff/Jail/Criminal Justice Issues:*

- a. Discussion and/or Action on Sheriff's Office Structured Pay Plan **Approved**

CD-399, 9:42

ORDER APPROVING:

HUMAN RESOURCES / SALARY MATTERS:

ACTION ON INCENTIVE PAY PLAN

On this the 29 day of July, 2016, came on for consideration the matter of Human Resources / Salary Matters: Discussion and/or Action on Incentive Pay Plan. After discussion, Commissioner Perry made a motion to approve and it was seconded by Commissioner Gibson. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Gibson, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

Incentive Pay

1. Introduction.

The Commissioner's Court has determined that an Incentive Pay Plan should be established beginning in Fiscal Year 2016-2017. This is not a commitment of the Commissioner's Court to fund the Incentive Pay Plan in any future fiscal year, and the Commissioner's Court reserves the absolute right to modify, amend, or terminate the Incentive Pay Plan with or without notice. This plan is intended to provide incentive for performance that meets or exceeds expectations. Therefore, it is different than a COLA or a general adjustment in that it concentrates on the value being provided to the County by individual employees. This plan is intended to operate prospectively only beginning on October 1, 2016. This plan only applies to regular, full-time employees who are regularly scheduled to work at least 40 hour per week. Elected and appointed officials and department heads are not eligible to participate in the Incentive Pay Plan. Employees whose salaries are not set by the Commissioners Court are not eligible to participate in this plan.

The term "Budgeted Amount" as used herein means the salary set for a position in the County budget, and represents the most that the position may be paid.

2. Not Applicable to Sheriff's Office –Commissioned Personnel. Commissioned deputies, investigator, and jailers of the McLennan County Sheriff's Office do not participate in this plan. Rather, such officers fall under the Sheriff's Office Structured Pay Plan. Civilian personnel of the Sheriff's Office who are eligible *do* fall under this plan, and not under the Sheriff's Office Structured Pay Plan.

3. Basic Structure of the Plan.

a) In General. The Plan essentially provides for the budgeting of funds by the Commissioners Court from which officials and department heads can give merit-based increases. The elected official, appointed official, or department head determines the employees who are to receive incentive pay and the amounts based on the rules and subject to the limitations set forth herein. Incentive Pay is a one-time payment subject to the same payroll deductions as regular pay. Incentive Pay does not carry over from year-to-year, and does not become part of the employee's regular salary. In addition, incentive pay is personal and does not run with the position-that is, it is not a budget allowance for the position.

b) Eligibility.

- Only full-time, regular employees are eligible,

- An employee must have at least one (1) full year of employment as a full-time, regular employee of the County based on his or her hire date immediately prior to the Determination Date (defined below) to be eligible,
- An employee who transfers to a different department or office during the review period is not eligible for incentive pay until the employee has at least one (1) full year of employment as a full-time, regular employee of the department or office to which the employee transfers. This does not disqualify intra-office/department transfers, however, if the intradepartmental transfer is to a different division within the office or department, evaluations from both the division transferred from and the division transferred to, should be provided.
- The performance evaluation overall average score must be a rating of 5 or higher.
- The employee must actually be employed with the County on the date that incentive pay is to be paid. Even if the employee was an employee at the Determination Date (defined below), he/she is not eligible for incentive pay if he/she is no longer a County employee at the date incentive payments are to be made.

The Determination Date is the date that the official or department head turns in the Incentive Pay List (discussed below) to the Human Resources Department. An employee must be eligible to participate in the plan at the Determination Date. For example, if based on their hire date, an employee does not have a full year of employment with the County as a regular, full-time employee at the Determination Date; that employee is not eligible even if he or she is only days away from qualifying.

c) Disqualifiers.

- An employee who has received any written disciplinary action (including reprimands or warnings), has been placed on a Performance Improvement Plan, or has been suspended during the review period is disqualified.
- Excessive absenteeism or tardiness not related to approved FMLA or other protected leave, or a pattern of abuse of paid leave, disqualifies the employee from participation.
- A performance evaluation overall score of less than 5 disqualifies the employee from participation.

d) Rules.

- The elected official or department head sets the amount of incentive pay for each employee. The amount cannot exceed the limits below, but can be less than the limits.
- Only employees with an overall score of 5 or above are eligible for incentive pay;
- An employee with an overall score of 9-10 may receive incentive pay not to exceed 7% of their *Actual Pay*.

- An employee with an overall score of 7-8 may receive incentive pay not to exceed 5% of their *Actual Pay*.
- An employee with an overall score of 5-6 may receive incentive pay not to exceed 3% of their *Actual Pay*.

Nothing herein represents or guarantees that an employee will receive incentive pay, or that an employee will receive incentive pay of a certain amount. For example, depending on the size of the Incentive Pay Available, the number of eligible employees, and official or department head discretion; eligible employees at a 5-6 overall score may end up receiving no incentive pay depending on the number of employees in the 7-8 and 9-10 range and the amounts assigned to them by the official or department head. Likewise, an employee with a 9-10 overall score cannot automatically expect to receive 7% because, depending on the size of the Incentive Pay Available, the number of eligible employees, and official or department head discretion; the percentage may be lower to assure that more eligible employees are able to participate. Indeed, an official or department head may elect not to even participate in the plan.

e) Mechanics.

- During the budgeting process the Commissioners Court sets a percentage of the cumulative Budgeted Amount for full-time, regular employees in each department and office to be used for incentive pay funding (*for Sheriff's Office civilian positions, this only includes a percentage of the Budgeted Amount for civilian positions*). The cumulative amount for all offices and departments is budgeted in a countywide line item. During the budgeting process, the Commissioners Court also establishes an Incentive Pay Line Item in each office and department budget. The countywide line item is available to fund the Incentive Pay Line Items in each office or department. Funding of an office/department Incentive Pay Line Item does not occur until an Incentive Pay List (discussed below) for the office/department is approved. [In some circumstances involving small departments/offices, the percentage to be applied to the Budgeted Amount to arrive at the funds available to the office/department for incentive pay may, on the recommendation of the Human Resources Director and the County Auditor, be adjusted upward by the Commissioners Court to allow the office/department to fully participate in the Plan].

- Each official/department head is notified of the total available incentive pay funds for his or her office or department. This is the Incentive Pay Available.

- For the 2016-17 fiscal year, an abbreviated review period (October 1, 2016-March 31, 2017) will be used. **On or before May 1, 2017, any department or office wishing to participate in the Incentive Pay Plan MUST have conducted a performance evaluation on all eligible employees. Those performance evaluations must be turned in to the Human Resources Department on or before that same date.** The performance evaluation

must have been discussed with the employee prior to being submitted to the Human Resources Department. Evaluations must be conducted using the official evaluation instrument provided by the Human Resources Department. If a performance evaluation is not timely received for an employee, that employee is not eligible to be considered for incentive pay. The appointed official or department head must also turn in to HR any disciplinary or performance improvement plans that each employee submitted on the Incentive Pay List has received during the review period.

- For future years the review period will be April through and including March of the following calendar year covered by the fiscal year. For example, the review period for the second year of the plan begins on April 1, 2017 and ends on March 31, 2018. **On or before May 1 of each year, any department or office wishing to participate in the Incentive Pay Plan MUST have conducted a performance evaluation on all regular, full-time employees. Those performance evaluations must be turned in to the Human Resources Department on or before that same date.** The performance evaluation must have been discussed with the employee prior to being submitted to the Human Resources Department. Evaluations must be conducted using the official evaluation instrument provided by the Human Resources Department. If a performance evaluation is not timely received for an employee, that employee is not eligible to be considered for incentive pay. The appointed official or department head must also turn in to HR any disciplinary or performance improvement plans that each employee submitted on the Incentive Pay List has received during the review period.

- Along with the performance evaluations, the office or department must submit an Incentive Pay List on the form provided by the County Auditor that lists the employees that the official or department head has determined should receive incentive pay based on their documented performance. The list shall also identify the amount of incentive pay requested for each listed employee. The total of the list may not exceed the office's or department's Incentive Pay Available. The date that this list is submitted is the Determination Date for purposes of eligibility. Human Resources, in conjunction with the County Auditor, will review the list for compliance with the rules set forth herein. **[Performance evaluations are to be provided on all regular, full-time employees, regardless of whether or not they are on the list to receive incentive pay.]**

- After review of the evaluations and other materials by the Human Resources Department to assure that the listed employees appear to be qualified, and to test the veracity of the evaluations, the Human Resources Department submits the list to the Commissioners Court and County Auditor for approval with recommendations. Based on the recommendations of the Human Resources Department, and any recommendations from the County Auditor, the Commissioners Court may approve the list, disapprove the list, approve some employees but not others, or approve modified amounts for some or all of the listed employees. Factors that are considered include the veracity and accuracy of the evaluations, comparative evaluations, actual department or office operations, and extrinsic

information that may indicate unfairness in the evaluation process or in the apportionment of incentive pay.

- Once the Incentive Pay List for an office/department is approved, the cumulative total of the incentive pay on the list, not to exceed the Incentive Pay Available for the office/department, will be transferred into the office/department's Incentive Pay Line Item.
- Employees who are approved for incentive pay receive an incentive pay payment, less required deductions, after the approved list is submitted through the payroll process.

f) Important Note About Evaluations

Evaluators must have high, but realistic, expectations of performance. Performance is to be measured against the requirements of the job and not in comparison to other employees. For example, an employee who adequately performs the functions of his/her job does not exceed expectations merely because he/she stands out when compared to employees who do not adequately perform their job or do just enough to get by.

Evaluators must be candid and truthful in their evaluations. Friendships or personal bias, a desire not to hurt feelings, the employee's financial condition, etc. have no place in the process

If it becomes apparent that an office or department is not conducting candid and truthful evaluations, that office or department may be disqualified from participating in the Incentive Pay Plan.

If the evaluator is not candid, the whole process is tainted. Failure to be candid in an evaluation is a disservice to the County and other employees. Furthermore, such is a disservice to the employee, as it prevents the employee from learning of deficiencies in his/her performance and having the opportunity to correct such deficiencies. On the other hand, an unfair evaluation may harm an employee's opportunity for advancement or pay raises.

In public employment, some entities have found that they could not administer a merit-based raise plan because of constant allegations of favoritism and cronyism. Being candid and accurate in evaluations is the only way to protect against such allegations. Again, if it becomes apparent that an office or department is not complying with the spirit of this plan, that office or department may be disqualified from participation in the plan. Widespread abuse may result in the plan being discontinued.

FILED: JUL 29 2016

J.A. "ANDY" HARWELL, County Clerk
McLennan County, Texas
By Myrcetaz Gowan DEPUTY

ORDER APPROVING:

**ACTION ON SHERIFF'S OFFICE STRUCTURED
PAY PLAN**

On this the 29 day of July, 2016, came on for consideration the matter of Discussion and/or Action on Sheriff's Office Structured Pay Plan. After discussion, Commissioner Perry made a motion to approve and it was seconded by Commissioner Jones. A vote being called for, voting in favor of said motion was Judge Felton, Commissioner Snell, Commissioner Gibson, Commissioner Jones and Commissioner Perry. It is ordered by the Court that said Authorization be, and the same is hereby, approved by unanimous vote.

Sheriff's Office Structured Pay Plan

1. Introduction. The Commissioners Court has determined that a Sheriff's Office Structured Pay Plan should be established beginning in Fiscal Year 2016-2017. This is not a commitment of the Commissioners Court to fund the Plan in any future fiscal year, and the Commissioners Court reserves the absolute right to modify, amend, or terminate the Plan prospectively with or without notice. This plan only applies to commissioned peace officers, investigators, and Jailers who are regular, full-time employees who are regularly scheduled to work at least 40 hour per week. The Sheriff and Chief Deputy do not participate in this Plan. Employees who are commissioned but do not work in a position requiring a commission are not eligible to participate in this plan.

The term "Base Pay" as used herein refers to the starting pay for a position.

The term "Step-Adjusted Pay" as used herein refers to the increase in salary over the Base Pay based on steps within the position tied to tenure.

The Term "Step Plan" as used herein refers to the Chart set out below.

2. Purpose. To provide uniformity, improve recruiting and retention, and provide room for advancement within positions.

3. General Description. Steps are created within each eligible position based on tenure. Each step represents an increase in salary over the Base Pay for the position to arrive at the Step-Adjusted Pay for the *employee* in the position. This will not always result in room for advancement in a position. For example, a person who has achieved tenure that equates to the top step in a position at the date that this Structured Pay Plan is adopted will see an increase in compensation; but absent promotion will not be eligible for additional Step Pay based on additional years of service in that position. Over time, the Step Plan should result in greater room for advancement within positions; especially for entry level positions.

5. Step-Adjusted Pay is Personal. Step-Adjusted Pay is related to the employee in the position, not the position itself. Therefore, if a position is vacated, the salary for the position is set back to the Base Pay. When a new employee fills the position, his or her Step-Adjusted Pay is based on his or her tenure.

6. Tenure Measures. For employees without rank, other than investigators, tenure is simply based on their hire date. For employees with rank and investigators, tenure is based on their tenure in that rank or as an investigator. A year means a completed year based on the hire or rank/investigator date that has been or will have been completed on or before September 30th. This is a set, mandatory date because there must be a cut-off. If the year is not to be completed by September 30th, it does not count for the Step Adjusted Pay for the fiscal year starting on October 1st—even if completion is only days away.

That is, if the step is achieved after the fiscal year starts there will be no step adjustment during that fiscal year. A break in service of more than 90 days re-sets tenure for purposes of step determination.

7. Comparable Tenure. If necessary to obtain the employment of an experienced employee, comparable tenure at an outside agency may be considered by the Sheriff's Office in setting the employee's Step-Adjusted Pay. That is, the employee's step may be set at a level higher than provided for in the Step Plan if only County employment were considered. However, any such deviation should be approved by the Commissioners Court in advance. Thereafter, only County employment is considered for purposes of advancement within that position beyond that step.

8. Demotions. If an employee is demoted, his or her step level will be tied to the tenure measure applicable to the position to which he or she is demoted.

9. COLAs. Positions in the Step Plan are eligible for budgeted County-wide cost of living adjustments applied to their Step-Adjusted Pay. [The figures set forth in the Step Plan below have already incorporated the proposed 4.35% COLA for the 2016-17 fiscal year].

10. Auditor and HR Review. If the County Auditor or Human Resources Department identifies an employee who is not classified in the proper step for the position, the Sheriff's Office shall promptly correct the matter.

11. Non-Standard Situations. There are a few instances where an employee in a position is actually making more than the Step-Adjusted Pay based on their tenure. Those employees' salaries will not be reduced, but they will not receive any step adjustments until their tenure has caught up with their compensation level as measured by the Step Plan.

12. Step Plan. The Step Plan is set out in the following chart.

Deputies without Rank

Tenure (completed years)	Step	Base Pay	Step-Adjusted Pay
1	1	\$46,409.00	0
3	2	\$46,409.00	\$2,114.00=\$48,523.00
5	3	\$46,409.00	\$3,366.00=\$49,775.00
7 or more	4	\$46,409.00	\$4,358.00=\$50,767.00

Jailers without Rank

Tenure (completed years)	Step	Base Pay	Step-Adjusted Pay
1	1	\$38,293.00	0
3	2	\$38,293.00	\$1,397.00=\$39,690.00
5	3	\$38,293.00	\$3,656.00=\$41,949.00
7	4	\$38,293.00	\$5,012.00=\$43,305.00

Investigators/ Corporal LE

Tenure (completed years in investigator/corporal position)	Step	Base Pay	Step-Adjusted Pay
1	1	\$56,349.00	0
3	2	\$56,349.00	\$2,609.00=\$58,958.00
5 or more	3	\$56,349.00	\$5,218.00=\$61,567.00

Jail Corporals

Tenure (completed years in corporal rank)	Step	Base Pay	Step-Adjusted Pay
1	1	\$44,077.00	0
3	2	\$44,077.00	\$1,701.00=\$45,778.00
5 or more	3	\$44,077.00	\$3,402.00=\$47,479.00

Sergeants

Tenure (completed years in sergeant rank)	Step	Base Pay	Step-Adjusted Pay
1	1	\$63,654.00	0
3	2	\$63,654.00	\$1,147.00=\$64,801.00
5 or more	3	\$63,654.00	\$2,817.00=\$66,471.00

Lieutenants

Tenure (completed years in lieutenant rank)	Step	Base Pay	Salary-Adjusted Pay
1	1	\$68,871.00	0
3	2	\$68,871.00	\$1,044.00=\$69,915.00
5 or more	3	\$68,871.00	\$2,504.00=\$71,375.00

Captains

Tenure (completed years in captain rank)	Step	Base Pay	Salary-Adjusted Pay
1	1	\$74,089.00	0
3	2	\$74,089.00	\$2,087.00=\$76,176.00
5 or more	3	\$74,089.00	\$4,174.00=\$78,263.00

Note: The figures set forth above already incorporate the COLA for FY 2016-17.

FILED: JUL 29 2016

J.A. "ANDY" HAWWELL, County Clerk
McLennan County, Texas
By Miroslava Gowar, DEPT. TV

ORDER ADJOURNING SPECIAL SESSION

On this the 29 day of July, 2016, at 9:45 o'clock a.m. County Judge Scott M. Felton announced that the meeting of July 29, 2016 is adjourned.

APPROVAL OF MINUTES

The above and foregoing minutes having been read in open Court and found to be correct, the same are hereby, approved this the _____ day of _____, 2016.

**Kelly Snell,
Commissioner Precinct 1**

**Lester Gibson,
Commissioner Precinct 2**

**Will Jones,
Commissioner Precinct 3**

**Ben Perry,
Commissioner Precinct 4**

**Scott M. Felton,
County Judge**

**ATTEST: J. A. "Andy" Harwell,
McLennan County Clerk**

By _____ **Deputy County Clerk**
Myrce'tez Gowan