



# Human Resources Compensation, Benefits and Handbook

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FY 2024-2025

# Human Resources

**Goal 1: Develop a high-performance workforce** by attracting and retaining the very best employees; providing a competitive salary and benefits package; maximizing employee training and educational opportunities.



Great Place to Live  
Great Place to Visit  
Great Place to **WORK**

Focusing on what  
makes us an  
**Employer of Choice**

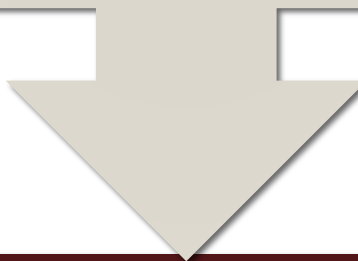
# Compensation Plan – Effective 10/1/2024

<b><i>Pay Plan</i></b>	<b><i>Amount</i></b>
<b><i>3% Average Merit and Step</i></b>	
Merit	\$869,014
Police Step Plan	\$286,527
Fire Step Plan	\$236,106
Other Adjustments ( <i>FLSA requirement</i> )	\$14,014
<b>TOTALS</b>	<b>\$1.41MM*</b>

General Fund  
Amount \$1.06MM

*\*As presented for FY2024-2025 proposed budget*

Merit is applied using a pay for performance matrix based on an employee's annual performance evaluation



## Compensation – Merit Increases

Eligible employees receive merit increase on 10/1/2024 provided they:

Are hired or in position at least 6 months from 10/1/2024 (4/1/2024 and after are not eligible)

Do not have written reprimands within last 6 months from 10/1/2024

Are not on a Performance Improvement Plan (PIP) or had an active PIP within last 6 months from 10/1/2024

# Compensation – FLSA New Overtime Rule

## Background: 7 FLSA Exemption Categories:

- Executive
- Administrative
- Learned Professionals
- Creative Professionals
- Computer
- Outside Sales
- Highly Compensated



- Must meet duties requirements in exemption category, &
- Must meet minimum pay threshold:

**Who will become eligible for overtime pay under the final rule?**

Date:	Most salaried workers earning less than:
Currently	\$684/week (\$35,568/year)
July 1, 2024	\$844/week (\$43,888/year)
Jan. 1, 2025	\$1,128/week (\$58,656/year)

*Starting July 1, 2027, the eligibility thresholds will be updated every three years, based on current wage data.*

dol.gov/OT

# Compensation – FLSA New Overtime Rule


July 1, 2024 - \$43,888

City is compliant with overtime rule

- First exempt positions begin in Grade 27

January 1, 2025 - \$58,656

- 2 exempt employees have “actual pay” below the new overtime earnings rule
- 2 positions need further review on primary duties analysis for exempt classification



Grade	Min	Mid	Max
★ 29	\$59,115.55	\$73,894.43	\$88,673.32
⊘ 28	\$56,300.52	\$70,375.65	\$84,450.78
⊘ 27	\$53,619.54	\$67,024.43	\$80,429.32

# Review of Compensation Strategy for Base Pay

**Goal:** Compensation decisions that are based on market competitiveness **and** financially sustainable.

## Today's Strategy, where possible:

- Top quarter of peer cities when considering placement or
- Target 90% of midpoint placement within salary grade

*82% of city positions are at or above the 90% of midpoint in the paygrade salary range for their position.*

Example

Pay Grade	Min	Mid	Max
29	\$59,115.55	\$73,894.43	\$88,673.32

90% of Midpoint \$66,505

## Future Strategy:

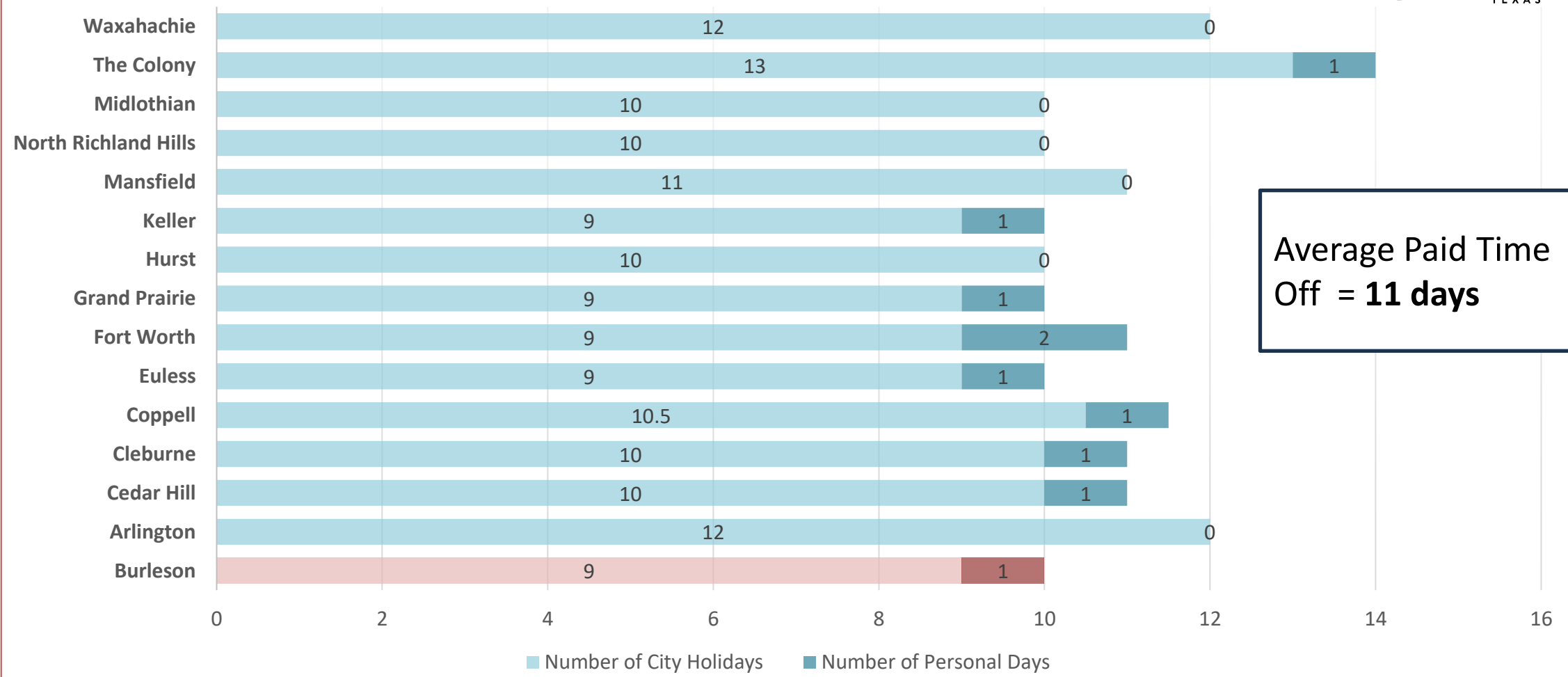
- FY25 evaluation to include key positions against peer city data to determine compensation targets.
- Focus on market indicators for positions which may result in some positions being lower than 90% of midpoint of the paygrade and some being higher.
- Continue to focus on being competitive in market.
- Once a formalized strategy direction is determined next year, we will return and present to Council.

# Employer of Choice Benefit Updates

Item	Highlights
<b>Personal Day</b>	Adding one personal day for employees. This update allows for additional flexibility and aligns with peer city data in adding extra time for employees either with holidays or personal time. Currently the city offers 10 holidays, including 1 personal holiday.
<b>Work Schedules</b>	Review adding additional optional work schedules for certain departments. Optional work schedules include reviewing a 4X10 work schedule and a 48/96 work schedule for certified Fire personnel.
First Responder Health	Review adding a for benefit that focuses on overall well-being for First Responders.
Pet Insurance	Review adding pet insurance as a voluntary benefit
Employees option to donate	Review providing an option for employees to donate directly to the Burleson City Animal Shelter as part of a payroll deduction (ex: United Way deduction).
Wellness	Review increasing wellness points as well as adding additional volunteer opportunities to go toward an employee's overall points.
Training and Development	Develop training program that enhances leadership training, diversity and inclusion, communications, and management skills.
Catastrophic Pool Leave Donation	Re-introduce a former program allowing employees to donate leave hours to help support other employees in need while incorporating appropriate revisions and enhancements.



# HOLIDAY AND PERSONAL PAID TIME OFF DAYS



Average Paid Time Off = **11 days**

*Data as of July 2024*

## Why add an additional personal day and not a holiday?

- Avoids closing city offices to ensure continuity of city services
- Personal day offers flexibility for employees while maintaining a financial sustainable benefit
- Adding extra holiday would result in a financial burden due to policy of year-end payout for Police/Fire personnel

# Review Additional Flexible Work Schedules

**Goal:** Provide flexible schedules that meet the need for employees and provide a competitive advantage to retain and attract employees while maintaining continuity in city services.

## Today's Work Schedules:

- Rotating Shifts
- Flex Schedules
- Traditional 5X8 Schedule
- Work from home arrangements for certain departments

## Future Additions:

- 4X10 work schedule for certain departments
- **48/96 for certified fire personnel**

# Fire Department Introduction to 48/96 Operational Schedule

- Originated on the West Coast
- Increased cost of housing limited affordable housing for firefighters.
- Firefighters were able to take advantage of the 48/96 schedule which reduced commuting and allowed them to live in a more rural setting with more economical housing.
- Numerous other benefits of the schedule have become evident to both labor and management.
- Schedule has been growing rapidly across the United States. Over 200 fire departments nationwide have switched to this schedule with extremely high satisfaction ratings.
- Many policies, procedures, SOPs, and methods of operation that are already in place for the 24/48 will also apply to the 48/96

# Comparable Cities Fire/EMS Work Schedules

## 48/96 Work Schedule

Cedar Hill (Jan 2025)

Cleburne (Jan 2025)

Coppell (Jan 2025)

Eules

Grand Prairie

Hurst

Keller

Mansfield

North Richland Hills (Jan 2025)

Waxahachie (Jan 2025)

## 24/48 Work Schedule

Arlington

Fort Worth

Midlothian

The Colony

- Azle 2022\*
- Bedford 2021\*
- Benbrook 2023\*
- Crowley 2023\*
- Colleyville 2021\*
- Coppell\*
- Denton County ESD 1 (Argyle)\*
- Euless\*
- Everman 2022\*
- Farmers Branch\*
- Forest Hill
- Grand Prairie 2022\*
- Grapevine\*
- Haltom City 2017
- Haslet
- Highland Park\*
- Highland Village\*
- Hurst 2020\*
- Johnson County ESD 1
- Keene 2022\*
- Keller 2021\*
- Kennedale 2021\*
- Lake Cities 2021\*
- Lake Worth
- Little Elm\*
- Mansfield 2022\*
- Murphy\*
- Pantego, 2022\*
- Parker County, ESD 1 2021
- Red Oak
- Richlands Hills 2018
- River Oaks, 2019\*
- Roanoke 2022\*
- Rockwall
- Rowlett\*
- Saginaw
- Sansom Park
- Terrell
- The Colony\*
- Trophy Club 2018\*
- Watauga, 2018\*
- Westlake\*
- White Settlement 2022

Tarrant County, listing of full-time municipal fire departments adhere to the 48/96 schedule.

\* Denotes departments that staff their own Ambulance same as Burleson Fire/EMS.

# Side by Side Comparison

Schedule	24/48	48/96
Shifts	ABCA...	AABBCCAA...
Start Time	8am	8am
On-duty Duration	24 Hours	48 Hours
Off-duty Duration	48 Hours	96 Hours
Annual Hours =	2912	2912

# 48/96 Benefits

**Increased Consecutive Days Off:** Four consecutive days off improve work-life balance and recovery from job demands.

**Reduced Commute Time and Costs:** Fewer shift changes cut commute time and costs, and meal planning for 48 hours saves expenses.

**Improved Morale and Job Satisfaction:** Longer off-duty periods enhance quality family time and personal activities, boosting job satisfaction and morale. It's also a tool for recruiting and retention.

**Enhanced Training and Project Opportunities:** Extended shifts allow uninterrupted training and project work, improving skill development and efficiency.

**Decreased Sick Leave and Absenteeism:** Longer rest periods reduce burnout and fatigue, leading to less sick leave and absenteeism.

**Operational Efficiency:** More time for tasks and training improves overall department performance and readiness.

**Potential Health Benefits:** Extended off-duty periods support better health, wellness, and work-life balance.





## 48/96 Recruitment and Retention

- The majority of current members are excited about moving to the 48/96, helping with retention
- During interview sessions last year, there were numerous inquiries regarding Burleson's planned transition to 48/96
- This schedule expands the pool of potential candidates by broadening their geographic boundaries. When it comes to choosing an organization, candidates are increasingly considering the 48/96 schedule. Without 48/96, we are unlikely to be a top choice among candidates.

# ELEVATE YOUR IMPACT

## Firefighters

- Recruit: \$68,000 as Paramedic only during Fire Academy
- Firefighter/Paramedic: \$74,620.88\*
- Lateral Pay consideration for qualified candidates
- Step plan
- 48/96 Schedule
- Certification Pay



APPLY ONLINE





COPPELLTX.GOV/JOBS



## WE ARE HIRING

### Firefighter / Paramedic

#### STARTING SALARY

# \$76,250

\* Includes \$2,400 paramedic pay

FIRE RECRUIT	\$ 71,352
<b>FIREFIGHTER/PARAMEDIC</b>	
STEP 1	\$ 76,250 *
STEP 2	\$ 78,834 *
STEP 3	\$ 81,510 *
STEP 4	\$ 84,279 *
STEP 5	\$ 87,144 *
STEP 6	\$ 90,110 *

\*Includes \$2,400 paramedic pay

Be sure to apply by the May 8, 2024 deadline to join an exceptional team of heroes who protect life and property from fire, accidents, and more.

#### CERTIFICATION/INCENTIVE PAY

CRITICAL CARE CERTIFICATION	\$50/PP
FIELD TRAINING PARAMEDIC	\$300/MO
PARAMEDIC CERTIFICATION	\$200/MO
TCFP CERTIFICATION	\$25-75/PP
DEGREE PAY	\$100-150/MO

#### PLUS \$5,000 SIGN-ON BONUS

#### FIRE RECRUIT ELIGIBILITY

- PARAMEDIC ONLY THAT NEEDS FIRE ACADEMY SPONSORSHIP
- FIREFIGHTER/EMT ENROLLED IN PARAMEDIC SCHOOL

#### FIREFIGHTER/PARAMEDIC ELIGIBILITY

- FULLY CERTIFIED FIREFIGHTER/PARAMEDIC

JANUARY 2025  
48/96 SCHEDULE







## HURST FIRE DEPARTMENT

IS HIRING FOR THE POSITION OF **FIREFIGHTER/PARAMEDIC**

#### BENEFITS:

**48/96 WORK SCHEDULE**

**TMRS RETIREMENT**  
7% WITH 2:1 MATCH  
5 YEAR VESTING

**STATE CIVIL SERVICE**

**BENEFITS:**  
MEDICAL  
DENTAL  
VISION

**SPECIALTIES**  
TECHNICAL RESCUE  
SWIFT WATER  
SWAT  
BOMB  
TIFMAS

#### STARTING SALARY:

**\$77,007.87**

**AFTER 1 YEAR PROBATION:**  
**\$84,347.73**

**09:00am SATURDAY  
FEBURARY 25, 2023  
825 THOUSAND OAKS DR.  
HURST, TX 76054**



**APPLY AT:**  
**WWW.HURSTTX.GOV**

Comparable City Recruitment Examples with 48/96

# 48/96 Cost Analysis Overview

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**Annual Work Hours:** Since both schedules result in the same number of annual work hours (2912 hours per firefighter), there should be no increase in the base salary costs.



**Overtime Costs:** There is no evidence to suggest that transitioning to a 48/96 schedule will require an increase in overtime. Each day within the 48-hour tour is considered a separate shift, and scheduling can be managed to ensure that both shifts of the tour do not automatically require time off, thus avoiding additional overtime expenses.

# 48/96 Organizational Impact Assessment

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No additional overtime or budget impacts expected

Working with city staff to ensure smooth transition with payroll

Projected implementation by first of October to coincide with Fiscal year



# Employee Handbook Updates

Policy	Highlights
Replacement and Disposal of Technology Equipment	Update policy to report to BTX-IT replacement and/or disposal of city technology equipment.
Holiday	Update policy to reflect practice and remove statement regarding rescheduling a holiday for use within 60 days.
Longevity	Update policy to reflect practice in listing per pay period as method of payment unless already grandfathered in with a lump sum payment method.
Professional Appearance	Update to reflect current practices associated with jewelry and body art.
Tuition Reimbursement	Update to include other educational institutions or academies that help foster career growth for current employees.
Discipline	Update terminology to Corrective Action
Acceptable Use Policy	Enhancement of acceptable use practices to safeguard the confidentiality, integrity, and availability of the information we create, collect, and maintain.
Personal Day	Update to reflect an additional personal day for employees.
Telecommute work arrangements	Develop policy for formal telecommute work arrangements. This work arrangement is for certain departments/positions if conducive for the type of work.
Work Schedules	Update policies to reflect a 4X10 schedule and 49/96 for certified Fire Personnel.
Catastrophic Leave Donation	Develop policy for Catastrophic Leave Pool.



# Questions

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