



# Human Resources Compensation, Benefits and Handbook

FY 2022-2023

# Human Resources – Strategic Plan

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## Strategic Focus Area 1: Operational Excellence

**Objective:** To make the City of Burleson a community of choice by providing outstanding customer service; leveraging technology to be an efficient and responsive organization; being financially responsible; and focusing on transparency throughout the organization.

**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.

# Human Resources and Training Compensation

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## All compensation adjustments effective 10/1/2022:

### Police/Fire Step Plan

- All change to a new step plan at cost of \$595,718
- 2% increase in step amounts
- 3% increases at each step
- All Police/Fire receive minimum of 3% increase either step or one time add pay

### Non-Step Plan

- Receive an average 3.5% merit increase effective 10/1/2022 at cost of \$840,480
- Market analysis for all positions to be done after market cities implement fiscal 2023 pay plans
- Focus for salaries to be in top quartile of market cities for competitiveness

# Human Resources and Training

## Group Benefits – RFP Recommendations

Plan	Highlights	Provider
Medical, Dental and Vision	<ul style="list-style-type: none"><li>Upgraded dental with better benefits annually – cost change to be absorbed by the city estimated at \$15,626</li></ul>	United Health Care
All insurance benefits	<ul style="list-style-type: none"><li>No rate changes</li><li>All plans were newly implemented in 2022 so no contracts are up for renewal</li></ul>	

# Human Resources and Training

## Handbook Policy Updates effective 10/1/2022

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Policy	Highlights
FMLA	Clarified language regarding the tracking calendar year
Shared Leave Policy	Removed as new short term disability covers this
Substance Abuse Policy	Renamed Drug Free Workplace and added post-incident testing and implemented random testing for safety sensitive positions
Leave / hours worked	Clarified language to the leave / hours worked policy for better understanding
On Call Pay	Clarified the language concerning On Call pay for Police
Promotion Policy	Updated the language to the promotions policy
Compensation Time	Updated the language regarding the use of compensation time

# Council Direction

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## Options:

1. Approve the proposed Compensation Pay Plans, Benefits and Employee Handbook for FY 2022-2023 as outlined
2. Approve the Compensation Pay Plans, Benefits and Employee Handbook for FY 2022-2023 as directed by Council
3. Do not approve adopting the City of Burleson's compensation pay plans, benefits program, and employee handbook for fiscal year 2022-2023.

## Recommendation:

- Approve the proposed Compensation Pay Plans, Benefits and Employee Handbook for FY 2022-2023 as outlined