

Office of the City Manager

City of Richland Hills, Texas

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Eric Strong, City Manager
Date: September 2, 2014
Subject: Salary Supplement Policy

Council Action Requested:

Consider resolution adopting an employee salary supplement policy.

Background Information:

At previous budget worksessions and council meeting, there has been discussion regarding establishing an employee appreciation, or salary supplement program. The attached resolution will allow the council to consider providing a salary supplement every year during the budget process, depending upon council approval and budget availability. This policy does not require the council to ever approve a salary supplement, but it does allow the council to consider it in any year in which they so choose. It also does not specify an amount of the salary supplement, it simply outlines the mechanism that is to be used to administer the supplement if approved.

Staff is incredibly appreciative of Council's desire to reward and recognize their efforts.

Board/Citizen Input: N/A

Financial Impact:

Staff Contacts:

Eric Strong
City Manager
estrong@richlandhills.com

Attachments: Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF RICHLAND HILLS, TEXAS
ADOPTING A SALARY SUPPLEMENT POLICY AND PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, the City Council desires to attract and maintain highly qualified individuals as City employees by providing competitive compensation and benefits to City employees; and

WHEREAS, the City Council acknowledges that budgetary constraints may limit the compensation which may be provided to City employees; and

WHEREAS, the City Council wishes to recognize, on an annual basis, those employees who continue to serve the citizens of Richland Hills;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE
CITY OF RICHLAND HILLS, TEXAS THAT:**

SECTION 1. SALARY SUPPLEMENT POLICY

The City Council hereby adopts the Salary Supplement Policy attached hereto as Exhibit "A" and incorporated herein by reference.

SECTION 2. EFFECTIVE DATE

This Resolution shall be effective upon its adoption.

**IT IS SO RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHLAND
HILLS, TEXAS ON THE ___ DAY OF _____, 2014.**

Mayor

ATTEST:

City Secretary

EXHIBIT "A"

Salary Supplement Policy

During consideration of the City's budget each year, the City Council will consider including within the budget a one-time salary supplement to be paid to City employees in November. If approved by the City Council, the salary supplement will be paid as follows:

- Only those employees who are employed by the City on the date the salary supplement is paid to City employees will receive the supplement.
- Each full-time employee employed by the City for the entire calendar year (beginning January 1) of the year in which the supplement is paid will receive the same salary supplement amount.
- Part-time employees employed by the City for the entire calendar year (beginning January 1) of the year in which the supplement is paid will receive one-half of the supplement amount paid to full-time employees.
- Employees who became employed after January 1 in the year the supplement is paid will receive a pro-rated amount based on the portion of the year they were employed by the City.