



THE COUNTY OF BURNET

FY 26 COMPENSATION PLAN GUIDELINES

Amended 11/13/2025

New Hires-

- New *full-time* employees with no previous experience may be started at a Step 1 or 2 for the Group in which their position falls.
- No new employee may be started at a rate higher than the rate budgeted for their position (calculated as an hourly rate).
- Full-time employees who are started at Step 1 or Step 2 may be increased to Step 3 at any time during the fiscal year, within compensation plan guidelines.
- Employees with some previous experience comparable to the hiring position may be started at Step 3.
- Attorneys with relevant experience may be started at a Step level comparable to current employees with an equivalent level of experience.
- Employees with more than five years of relevant experience with Burnet County may be started at a Step level comparable to current employees with an equivalent level of Burnet County experience.
- New *part-time* employees shall be started at Step 1 for the Group in which their position falls.

Rehires-

- Rehiring an employee more than one full calendar month, but less than 365 calendar days after the termination date guidelines:
 - Compensation: If the employee is rehired for the same position or a position comparable to the one formerly held, the employee will be eligible to begin at any step up to the step level previously held. Any employee rehired more than one year after the termination date will be treated as a new hire with regard to compensation, leave, and all other terms and conditions of employment.

Current Employees-

- Current full-time employees who are at Step 1 or Step 2 may be increased to step 3 at any time during the fiscal year, within compensation plan guidelines.
- Yearly step increases are not automatic or longevity based. Step increases are merit increases and are dependent upon an acceptable Annual Performance Review.



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- If funded by Commissioners Court in the new budget year, eligible employees may roll forward into the new budget year, one (1) step from the step held as of the final pay period in the current budget year.
- The new pay rates, based on the updated step and grade structure, will take effect with the first payroll period in October. Because payroll is processed on a pay-period basis, this adjustment will also apply to workdays completed in late September that fall within the first payroll cycle in October.
- Employees at Step 3 or greater may not increase more than one step per fiscal year.
- All increases are subject to budget availability and must be clearly itemized in the annual budget.

Increases/Promotions/Transfers -

- Current employees who receive a mid-year increase, promote within their current department or transfer to a new department may be started in their new position at a step no greater than the step held in their former position. (Not all positions have an equal number of steps.)
- Increases, promotions and transfers will be effective on the first day of the pay period following receipt of an approved Personnel Action Form in the Human Resources Office.
- All increases are subject to budget availability and must be clearly itemized in the annual budget.

Certification Pay –

- Eligibility: Law Enforcement, Telecommunication, and Correction officers classified as non-exempt based on DOL and FLSA standards.
- Compensation: Awarded for certifications obtained above the basic level required that include Intermediate (\$600. annually, paid biweekly), Advanced (\$900. annually, paid biweekly) and Master (\$1,200. annually, paid biweekly).
- Verification: Officers must submit proof of their certifications and must be actively maintained to continue receiving compensation.

FY 26

SCHEDULE A

Administrative Support, Maintenance, Technical, and Paraprofessional Positions

Group	Positions	Steps							
		1	2	3	4	5	6	7	8
56	Janitorial Maintenance Tech	20.55	20.97	21.42	21.86	22.07	22.53	22.30	22.75
58	Administrative Assistant (AgriLife Extension)	21.99	22.47	22.95	23.41	23.65	24.12	24.61	25.10
	Courthouse Communications Clerk								
	Elections Clerk								
	Environmental Services Clerk								
	Janitorial Supervisor								
	Library Technician								
	P/T Administrative Assistant (DPS)								
	P/T Community Service Coordinator								
	P/T Environmental Services Clerk								
	P/T Library Technician								
	SO Receptionist								
59	VACANT	23.18	23.67	24.16	24.67	24.92	25.42	25.93	26.45
60	Administrative Assistant	24.36	24.88	25.41	25.94	26.19	26.72	27.25	27.80
	Assistant Elections Administrator								
	Assistant Library Director								
	Court Clerk/Juv Case Mgr - Justice of the Peace								
	Deputy County Clerk								
	Deputy District Clerk								
	Deputy Tax Assessor/Collector								
	Deputy Treasurer								
	Legal Assistant (incl. Victim Coord.)								
	Victims Assistance Coordinator (DA)								
	Veteran's Service Officer (P/T EXEMPT)								
61	Crime Victim Liaison (SO)	25.62	26.16	26.71	27.26	27.54	28.09	28.64	29.21
	DPS Clerk								
	HOT ATTF Admin Asst/ Crime Analyst								
	Law Enforcement Evidence Clerk								
	Law Enforcement Records Clerk								
	Law Enforcement Specialist Case Mgr								
	Warrant/Bond Specialist								
62	Animal Control Assistant (SO)	26.93	27.52	28.10	28.68	28.96	29.54	30.14	30.74
	Assitant County Court @ Law Coordinator								
	County Clerk Records Mgmt Officer								
	JP Court Clerk, CCL Court Clerk								
	Maintenance Technician								
	Road & Bridge Technician								
63	Assistant Chief Deputy - County Clerk	28.01	28.60	29.21	29.81	30.11	30.71	31.32	31.95
	Assistant Chief Deputy - District Clerk								
	Assistant Chief Deputy - Tax A/C								
	Assistant Chief Deputy - Treasurer								
	Human Resources Assistant (P/T)								
	911 Addressing Coordinator								
64	Administration Director Assistant	29.22	29.84	30.48	31.11	31.42	32.05	32.69	33.34
	Assistant Road & Bridge Foreman								
	Assistant Maintenance Supervisor								
	Executive Assistant - District Attorney								
	Internal Auditor								
	Indigent Health Care Administrator (P/T)								

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SCHEDULE B

Mainly Professional and Managerial Positions

Group	Positions	Steps							
		1	2	3	4	5	6	7	8
65	Administrative Supervisor (Jail) Assistant Environmental Services Director Assistant Human Resources Director Business Manager (SO) Magistrate Tourism and Marketing Director	\$31.01	\$31.67	\$32.34	\$33.01	\$33.35	\$34.01	\$34.69	\$35.38
66	Chief Deputy County Clerk Chief Deputy District Clerk Chief Deputy Tax A/C Chief Deputy Treasurer Executive Director - County Attorney Executive Director - District Attorney Executive Director - Public Defender Mental Health Case Worker - Public Defender Sr Internal Auditor	\$31.49	\$32.16	\$32.85	\$33.52	\$33.86	\$34.54	\$35.23	\$35.93
67	Information Technology - Software Support	\$32.80	\$33.51	\$34.22	\$34.92	\$35.28	\$35.98	\$36.70	\$37.43
68	Chief Magistrate Emergency Management Coordinator Information Technology Assistant Library Director	\$34.01	\$34.74	\$35.46	\$36.19	\$36.57	\$37.30	\$38.05	\$38.81
69	County Court-at-Law Coordinator County Judge Administrative Director District Court Coordinator	\$35.25	\$36.00	\$36.75	\$37.51	\$37.88	\$38.65	\$39.42	\$40.21
70	First Assistant Auditor Grant Administrator WRRS Manager	\$37.40	\$38.16	\$38.94	\$39.74	\$40.55	\$41.39	\$42.22	\$43.06
71	Maintenance Supervisor Road & Bridge Foreman	\$39.71	\$40.56	\$41.42	\$42.27	\$42.69	\$43.56	\$44.43	\$45.32
72	Accounting Manager Elections Administrator Environmental Services Director Human Resources Director Misdemeanor Attorney	\$41.56	\$42.46	\$43.35	\$44.24	\$44.69	\$45.58	\$46.49	\$47.42
73	Vacant	\$44.29	\$45.18	\$46.08	\$47.00	\$47.94	\$48.89	\$49.87	\$50.87
74	Felony Attorney	\$47.92	\$48.95	\$49.98	\$51.01	\$51.52	\$52.55	\$53.60	\$54.67
75	First Assistant County Attorney First Assistant District Attorney First Assistant Public Defender	\$49.98	\$51.05	\$52.13	\$53.20	\$53.74	\$54.81	\$55.90	\$57.02
76	Court Reporter Technology/Cybersecurity Officer	\$50.68	\$51.77	\$52.85	\$53.94	\$54.49	\$55.58	\$56.94	\$58.08
78	Chief Public Defender	\$62.71	\$64.06	\$65.41	\$66.75	\$67.43	\$68.78	\$70.16	\$79.81

FY26

Sheriff

			1	2	3	4	5	6	7	8	9	10	11	12
	106	Telecomm	\$23.48	\$23.94	\$24.39	\$24.85	\$25.32	\$25.56	\$25.82	\$26.08	\$26.34	\$26.60	\$27.14	\$27.69
	110	Telecomm	\$28.26	\$28.87	\$29.49	\$30.09	\$30.41	\$31.00	\$31.62	\$32.25				
		Cadet	2	3	4	5	6	7	8	9	10	11	12	
	111	Field Depu	\$29.38	\$29.95	\$30.52	\$31.10	\$31.67	\$32.31	\$32.95	\$33.62	\$34.29	\$35.22	\$35.92	\$36.64
	112	Corporals			\$33.05	\$33.71	\$34.18	\$34.86	\$35.55	\$36.27	\$36.79	\$37.69	\$38.37	\$39.14
	116	Investigator Admin Sergeant Law Enforcement - Technology Specialist Telecommunications Supervisor Patrol Sergeant (2184)			\$37.57	\$38.35	\$38.74	\$39.51	\$40.29	\$41.10				
Exempt	118	Lieutenant			\$40.72	\$41.55	\$41.97	\$42.82	\$43.67	\$44.55				
Exempt	120	Captain			\$43.74	\$44.65	\$45.09	\$46.01	\$46.93	\$47.86				
Exempt	123	Chief Deputy			\$48.39	\$49.38	\$49.88	\$50.88	\$51.90	\$52.94				

Certificate Pay authorized in FY26 for Law Enforcement, Telecommunication, and Correction officers classified as non-exempt based on DOL and FLSA standards.

Annual	Bi-weekly
\$600.00 Intermediate	\$23.08
\$900.00 Advanced	\$34.62
\$1,200.00 Masters	\$46.15

FY26 Jail			Steps											
			1	2	3	4	5	6	7	8	9	10	11	12
	155	Corrections Officer	24.26	24.74	24.96	25.48	26.23	26.77	27.71	28.27	29.15	29.74	30.33	30.94
		Clerk	23.18	23.67	24.16	24.67	24.92	25.42	25.93	26.44				
	160	Booking Supervisor Corrections Officer IV - Master Transport Officer US Marshals Service Coordinator	26.02	26.59	27.16	27.74	28.03	28.59	29.15	29.74				
	161	Corrections Officer in Charge (OIC)	28.12	28.73	29.33	29.94	30.24	30.84	31.46	32.08				
	162													
	165	Sergeant	33.90	34.62	35.35	36.08	36.44	37.17	37.91	38.68				
Exempt	168	Lieutenant	38.31	39.13	39.95	40.75	41.19	42.00	42.84	43.69				
Exempt	172	Captain (Jail Administrator)	44.57	45.53	46.49	47.44	47.93	48.88	49.85	50.85				

Certificate Pay authorized in FY26 for Law Enforcement, Telecommunication, and Correction officers classified as non-exempt based on DOL and FLSA standards.

Annual		Bi-weekly
\$600.00	Intermediate	\$23.08
\$900.00	Advanced	\$34.62
\$1,200.00	Masters	\$46.15

EO FY26

	Annual	Hourly
Constable	\$87,072.34	\$41.8617
Justice of the Peace	\$90,541.78	\$43.5297
Commissioner	\$95,742.82	\$46.0302
County Clerk	\$98,744.46	\$47.4733
County Treasurer	\$98,744.46	
District Clerk	\$98,744.46	
Tax Assessor Collector	\$98,744.46	
County Attorney	\$166,699.94	\$80.1442
County Sheriff	\$111,553.10	\$53.6313
County Judge	\$113,337.95	\$54.4894
County Court @ Law	\$234,000.00	\$112.5000