



THE COUNTY OF BURNET

## COMPENSATION PLAN GUIDELINES

### 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.
- Attorney's with more than five years of 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.
- If funded by Commissioners Court, eligible employees will roll forward 1 step from the step held as of July 1<sup>st</sup>.



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- 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.

FY25  
Schedule A  
Administrative Support, Maintenance, Technical, and Paraprofessional Positions

|   | 56                    | 58                                                                                                                                                                                                                                                  | 60                                                                                                                                                                                                                                                                                                                                                                                                                   | 61                                                                                                                               | 62                                                                                                                                              |
|---|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
|   | Janitorial Maint Tech | Administrative Assistant (Jail/Extension)<br>Courthouse Communications Clerk<br>Elections Clerk<br>Environmental Services Clerk<br>Library Technician<br>SO Receptionist<br>Janitorial Supervisor<br>P/T Admin Assist<br>P/T Enviro & Community Srv | Administrative Assistant<br>Assistant Elections Administrator<br>Assistant Library Director<br>Court Clerk/Juv Case Mgr - Justice of the Peace<br>Crime Victim Liaison (SO)<br>Victims Assistance Coordinator (CA, DA)<br>Veteran's Service Officer (P/T EXEMPT)<br>Deputy Treasurer<br>Legal Assistant (incl. Victim Coord.)<br>Deputy County Clerk<br>Deputy District Clerk<br>Deputy Tax Assessor/Collector Clerk | Law Enforcement Evidence Clerk<br>Law Enforcement Records Clerk<br>Warrant/Bond Specialist<br>DPS Clerk<br>HOTATTF Crime Analyst | County Clerk Records Mgmt Officer<br>Road & Bridge Technician<br>Maintenance Technician<br>JP Court Clerk, CCL Court Clerk<br>SO Animal Control |
| 1 | 19.3544               | 21.3512                                                                                                                                                                                                                                             | 23.6496                                                                                                                                                                                                                                                                                                                                                                                                              | 24.8664                                                                                                                          | 26.156                                                                                                                                          |
| 2 | 19.7704               | 21.8192                                                                                                                                                                                                                                             | 24.1592                                                                                                                                                                                                                                                                                                                                                                                                              | 25.3968                                                                                                                          | 26.7176                                                                                                                                         |
| 3 | 20.1864               | 22.2768                                                                                                                                                                                                                                             | 24.6688                                                                                                                                                                                                                                                                                                                                                                                                              | 25.9376                                                                                                                          | 27.2792                                                                                                                                         |
| 4 | 20.6024               | 22.7344                                                                                                                                                                                                                                             | 25.1784                                                                                                                                                                                                                                                                                                                                                                                                              | 26.468                                                                                                                           | 27.8408                                                                                                                                         |
| 5 | 20.8104               | 22.9632                                                                                                                                                                                                                                             | 25.428                                                                                                                                                                                                                                                                                                                                                                                                               | 26.7384                                                                                                                          | 28.1216                                                                                                                                         |
| 6 | 21.2264               | 23.4208                                                                                                                                                                                                                                             | 25.9376                                                                                                                                                                                                                                                                                                                                                                                                              | 27.2688                                                                                                                          | 28.6832                                                                                                                                         |
| 7 | 21.65                 | 23.8892                                                                                                                                                                                                                                             | 26.46                                                                                                                                                                                                                                                                                                                                                                                                                | 27.81                                                                                                                            | 29.26                                                                                                                                           |

63

Assistant Chief Deputy - County Clerk  
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  
Executive Assistant - (DA)  
Indigent Health Care Administrator (P/T)  
Assistant Road & Bridge Foreman  
Assistant Maintenance Supervisor

27.1856  
27.768  
28.3608  
28.9432  
29.2344  
29.8168  
30.41

28.3712  
28.9744  
29.588  
30.2016  
30.5032  
31.1168  
31.74

[illegible]

[illegible]

| 76                      | 78                    |
|-------------------------|-----------------------|
| District Court Reporter | Chief Public Defender |
| 55.2885                 | 60.8816               |
|                         | 62.192                |
|                         | 63.5024               |
|                         | 64.8128               |
|                         | 65.468                |
|                         | 66.7784               |
|                         | 68.113968             |

FY25

SCHEDULE - LAW ENFORCEMENT

|    | 106              | 110                           | 111              | 116                                                                                                                                  | 118              | 120             | 123          |
|----|------------------|-------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|--------------|
|    | Telecommunicator | Telecommunicator - Shift Lead | Field Deputy     | Investigator<br>Admin Sergeant<br>Law Enforcement - Technology Specialist<br>Telecommunications Supervisor<br>Patrol Sergeant (2184) | Lieutenant       |                 | Chief Deputy |
| 1  | 22.7968          | 27.4456                       | 28.5168          | 0                                                                                                                                    | 0                | 0               | 0            |
| 2  | 23.244           | 28.0384                       | 29.0784          | 0                                                                                                                                    | 0                | 0               | 0            |
| 3  | 23.6808          | 28.6312                       | 29.6296          | 36.4832                                                                                                                              | 39.5304          | 42.4736         | 46.9768      |
| 4  | 24.128           | 29.2136                       | 30.1912          | 37.232                                                                                                                               | 40.3416          | 43.3472         | 47.944       |
| 5  | 24.5752          | 29.5152                       | 30.7528          | 37.6064                                                                                                                              | 40.7472          | 43.784          | 48.4328      |
| 6  | 24.8248          | 30.0976                       | 31.3664          | 38.3552                                                                                                                              | 41.5688          | 44.668          | 49.4         |
| 7  | 25.0744          | <b>30.699552</b>              | 31.9904          | <b>39.122304</b>                                                                                                                     | <b>42.400176</b> | <b>45.56136</b> | 50.388       |
| 8  | 25.324           | 0                             | 32.6352          | 0                                                                                                                                    | 0                | 0               | 0            |
| 9  | 25.5736          | 0                             | 33.2904          | 0                                                                                                                                    | 0                | 0               | 0            |
| 10 | 25.8336          | 0                             | 34.1848          | 0                                                                                                                                    | 0                | 0               | 0            |
| 11 | <b>26.350272</b> |                               | <b>34.868496</b> |                                                                                                                                      |                  |                 |              |



| FY25                                                        |                                     | Steps                        |       |       |       |       |
|-------------------------------------------------------------|-------------------------------------|------------------------------|-------|-------|-------|-------|
| Jail                                                        |                                     | 1                            | 2     | 3     | 4     |       |
| 155                                                         | Corrections Officer                 | 23.55                        | 24.02 | 24.23 | 24.74 |       |
| Certificate Pay authorized in FY25 for Corrections Officers |                                     |                              |       |       |       |       |
| Annual                                                      |                                     | Bi-weekly                    |       |       |       |       |
| \$600.00                                                    | Intermediate                        | \$23.08                      |       |       |       |       |
| \$900.00                                                    | Advanced                            | \$34.62                      |       |       |       |       |
| \$1,200.00                                                  | Masters                             | \$46.15                      |       |       |       |       |
|                                                             | Clerk                               | 22.50                        | 22.98 | 23.46 | 23.95 |       |
| 160                                                         | Booking Supervisor                  | 25.26                        | 25.82 | 26.37 | 26.93 |       |
|                                                             | Corrections Officer IV - Master     |                              |       |       |       |       |
|                                                             | Transport Officer                   |                              |       |       |       |       |
|                                                             | US Marshals Service Coordinator     |                              |       |       |       |       |
| 161                                                         | Corrections Officer in Charge (OIC) | 27.30                        | 27.89 | 28.48 | 29.07 |       |
| 162                                                         |                                     |                              |       |       |       |       |
| 165                                                         | Sergeant                            | 32.91                        | 33.61 | 34.32 | 35.03 |       |
| Exempt                                                      | 168                                 | Lieutenant                   | 37.19 | 37.99 | 38.79 | 39.56 |
| Exempt                                                      | 172                                 | Captain (Jail Administrator) | 43.27 | 44.20 | 45.14 | 46.06 |

|       |       |       |       |       |       |
|-------|-------|-------|-------|-------|-------|
| 5     | 6     | 7     | 8     | 9     | 10    |
| 25.47 | 25.99 | 26.90 | 27.45 | 28.30 | 28.87 |

|       |       |       |
|-------|-------|-------|
| 24.19 | 24.68 | 25.17 |
|-------|-------|-------|

|       |       |       |
|-------|-------|-------|
| 27.21 | 27.76 | 28.30 |
|-------|-------|-------|

|       |       |       |
|-------|-------|-------|
| 29.36 | 29.94 | 30.54 |
|-------|-------|-------|

|       |       |       |
|-------|-------|-------|
| 35.38 | 36.09 | 36.81 |
|-------|-------|-------|

|       |       |       |
|-------|-------|-------|
| 39.99 | 40.78 | 41.59 |
|-------|-------|-------|

|       |       |       |
|-------|-------|-------|
| 46.53 | 47.46 | 48.40 |
|-------|-------|-------|