

WEBB COUNTY-HUMAN RESOURCES PERSONNEL POLICY AMENDMENTS

Commissioners Court • Agenda Item & Supporting Summary •
October 13, 2026

Agenda Item

Discussion and possible action to approve amendments to the Webb County Personnel Policies manual, including the removal of outdated compensation provisions and discretionary hiring practices; updates to the County's classification and compensation structure, hiring, promotion, demotion, reclassification, and employee benefit provisions; and implementation of practices into policy regarding temporary and interim assignments, fully compensated positions, Court Coordinator designees, and travel time compensation for non-exempt employees; authorizing the Human Resources Department to incorporate the approved updates into the Personnel Policies and Procedures Manual, and any other matters incident thereto.

Issue: Certain provisions of the existing Personnel Policies Manual require updates to reflect the County's revised compensation structure and current administrative practices.

Solution: Approve the proposed updates, including the removal of outdated provisions, revision of existing policies, and implementation of practices into policy.

Result: Establish updated and consistent personnel procedures to provide standardized guidance to County departments and employees.

Supporting summary:

A. Remove

Section	Proposed change
3.02	Revise discretionary step-placement tables for new hires and remove the separate attorney step-placement schedule.
3.02	Remove obsolete discretionary salary-adjustment provisions and former February 1/July 1 submission deadlines.
3.04	Remove references to obsolete discretionary entry rates in demotion provisions.
Definitions	Remove outdated one-time "Equity" language and obsolete terminology where marked for deletion.

B. Revise

Section	Proposed change
3.02	Update pay plan description to 38 grades and 31 steps; place new hires at Step 1.
3.02	Update promotional pay examples and maintain the described 5% or new-grade Step 1 comparison, with step rounding.
3.04	Revise demotion language and pay examples to match the current grade/step structure.
3.05–3.06	Update payroll payment references and identify the HR Payroll Division for JJAEP requests.
7.01	Update basic life insurance coverage language; confirm final amount before posting.
Definitions	Modernize pay schedule and related classification terminology.

C. Implement / formalize

Section	Proposed change
3.02	Define reclassification based on material changes to an established position.
6.24	Set out temporary/interim assignment circumstances and compensation provisions.
6.25	Address eligibility for Court-approved increases for employees at the top of a salary range.
6.26	Formalize Court Coordinator designee pay and return-to-prior-position treatment, including nonretroactive application of qualifying Court-approved increases.
15.08	Add FLSA-based non-exempt travel-time compensation procedures.