

**CITY OF EL PASO, TEXAS  
AGENDA ITEM  
DEPARTMENT HEAD'S SUMMARY FORM**

**AGENDA DATE:** April 12, 2022

**PUBLIC HEARING DATE:** N/A

**CONTACT PERSON NAME AND PHONE NUMBER:** K. Nicole Cote, City Manager's Office (915) 212-1092

**DISTRICT(S) AFFECTED:** All Districts

**STRATEGIC GOAL:** 6. Set the Standard for Sound Governance and Fiscal Management

**SUBGOAL:** N/A

**SUBJECT:** Presentation, discussion and action related to a resolution authorizing the City Manager or his designee to approve for a one-time payment to non-uniform new hires as part of the recruitment incentive pilot, and a compensation increase for non-uniformed full-time, part-time, temporary employees that increases the City's minimum wage to \$11.11 per hour.

**BACKGROUND / DISCUSSION:**

Presentation, discussion and action related to:

1. A resolution authorizing the City Manager or his designee to approve a one-time payment to non-uniform new hires as part of the recruitment incentive pilot as follows:
  - a. A \$1,000 sign-on incentive for all non-uniform full-time, part-time and temporary employees who are hired on or between April 10, 2022, and August 31, 2022, to be distributed as follows:
    - i. a one-time payment of \$500 at the start of employment; and
    - ii. an additional one-time payment of \$500 to be disbursed at the end of the employee's successful completion of their 6-month probationary period with no documented attendance or disciplinary issues;
  - b. This policy does not apply to the following:
    - i. Subcontractors and/or independent consultants;
    - ii. Elected Officials
    - iii. Current City of El Paso employees;
    - iv. Previous City of El Paso employees who terminated within three months of the current hire date.,
  - c. The incentive recruitment pilot shall be effective from April 10, 2022 through August 31, 2022.
  - d. The sign-on incentive recruitment payment shall be paid in a pay period following the employee's having met the criteria designated in this Resolution and in accordance with the process established by the City's Human Resources Department.
  - e. Employee must be an active employee on the date of payment.

- f. Individuals hired between April 10, 2022, and August 31, 2022, will receive \$500 after their first 30 days of employment provided there are no documented attendance or disciplinary issues.
  - g. This sign-on incentive recruitment payment will not be considered earned wages or compensation for purposes of pensionability.
  - h. This sign-on incentive recruitment payment shall be subject to the availability of funds and other management factors as determined by the City Manager.
2. A resolution authorizing the City Manager or his designee to approve a compensation increase for non-uniformed full-time, part-time and temporary employees to be disbursed to the following positions and job pay grades as defined in Ordinance 8064 and associated job specifications:
- a. This hereby establishes the City's minimum wage to be \$11.11 per hour. All pay ranges and job classifications will be increased accordingly.
  - b. An increase of \$0.75 per hour, or a minimum of 1.5 %, whichever is greater, for all non-uniform employees.
  - c. This increase in compensation shall be paid starting on the May 22, 2022, pay period, and in accordance with the processes established by the City's Human Resources Department.
  - d. This increase in compensation will be based on the hourly rate as of May 22, 2022, of the positions identified herein. Employees must be of active status as of May 22, 2022, to receive this pay increase; provided however, that the City Manager may approve this increase in compensation based on the availability of funds and other management factors as determined by the City Manager.

**PRIOR COUNCIL ACTION:** N/A

**AMOUNT AND SOURCE OF FUNDING:** All Funds


**HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?**  X  YES   NO

**PRIMARY DEPARTMENT:** City Manager's Office - Office of Management and Budget

**SECONDARY DEPARTMENT:** All City

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:** 

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

## **RESOLUTION**

**WHEREAS**, on August 24, 2021, pursuant to Section 7.3 of the City of El Paso municipal code, the City Council approved the FY2022 City budget by resolution (“Budget Resolution”); and

**WHEREAS**, the Budget Resolution authorizes the City Manager or his designee to approve a one-time payment to non-uniformed new hires, subject to availability of funds as determined and authorized by the City Manager or his designee.

**WHEREAS**, the Budget Resolution authorizes the City Manager or his designee to approve employee pay increases for non-uniformed employees on the date or dates established by the City Manager subject to the availability of funding for such purposes in FY 2022.

### **BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:**

1. **THAT**, the City Manager or his designee is authorized to approve a one-time payment to non-uniform new hires as part of the recruitment incentive pilot, as follows:
  - a. A \$1,000 sign-on incentive for all non-uniform, full-time, part-time, and temporary employees who are hired on or between April 10, 2022, and August 31, 2022, to be distributed as follows:
    - i. a one-time payment of \$500 at the start of employment; and
    - ii. an additional one-time payment of \$500 to be disbursed at the end of the employee’s successful completion of their 6-month probationary period with no documented attendance or disciplinary issues;
  - b. This policy does not apply to the following:
    - i. Subcontractors and/or independent consultants;
    - ii. Elected Officials
    - iii. Current City of El Paso employees;
    - iv. Previous City of El Paso employees who terminated within three months of the current hire date.,
  - c. The incentive recruitment pilot shall be effective from April 10, 2022, through August 31, 2022.
  - d. The sign-on incentive recruitment payment shall be paid in a pay period following the employee’s having met the criteria designated in this Resolution and in accordance with the process established by the City’s Human Resources Department.
  - e. Employee must be an active employee on the date of payment.
  - f. Individuals hired between April 10, 2022 and August 31, 2022 will receive \$500 after their first 30 days of employment provided there are no documented attendance or disciplinary issues.

- g. This sign-on incentive recruitment payment will not be considered earned wages or compensation for purposes of pensionability.
  - h. This sign-on incentive recruitment payment shall be subject to the availability of funds and other management factors as determined by the City Manager.
2. **THAT**, the City Manager or his designee authorizes and approves a compensation increase for non-uniformed full-time, part-time and temporary employees as follows:
- a. This resolution hereby establishes the City's minimum wage at \$11.11 per hour. All pay ranges and job classifications will be increased accordingly.
  - b. An increase of \$0.75 per hour, or a minimum of 1.5 %, whichever is greater, for all non-uniform employees.
  - c. This increase in compensation shall be paid starting on the May 22, 2022 pay period, and in accordance with the processes established by the City's Human Resources Department.
  - d. This increase in compensation will be based on the hourly rate as of May 22, 2022 of the positions identified herein. Employees must be of active status as of May 22, 2022 to receive this pay increase; provided however, that the City Manager may approve this increase in compensation based on the availability of funds and other management factors as determined by the City Manager.
3. **THAT**, the City Manager, or designee, be authorized to effectuate any budget transfers and execute any contracts and/or related documents necessary to ensure that the funds are properly expended for such purpose.

*[SIGNATURES BEGIN ON THE FOLLOWING PAGE]*

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

CITY OF EL PASO


\_\_\_\_\_  
Oscar Leeser  
Mayor


ATTEST:

\_\_\_\_\_  
Laura D. Prine  
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

  
\_\_\_\_\_  
Frances M. Maldonado Engelbaum  
Assistant City Attorney

  
\_\_\_\_\_  
K. Nicole Cote, Director  
Office of Management & Budget