

**RESOLUTION NO. 1098**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
TERRELL, TEXAS, ADOPTING THE UPDATES TO CHAPTER 5,  
SECTION 9 AND 10, TO THE CITY OF TERRELL EMPLOYEE  
HANDBOOK AND DECLARING AN EFFECTIVE DATE**

**WHEREAS**, the City of Terrell Employee Handbook sets forth policies and procedures for the employees of the City; and

**WHEREAS**, the City Council desires to maintain the most up to date information in the City Employee Handbook; and

**WHEREAS**, the City wishes to institute an update to the City of Terrell Employee Handbook for its employees; and

**WHEREAS**, the City has determined that it is in the best interest of the City of Terrell employees that the City adopt the update to the City of Terrell Employee Handbook.

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

**Section I.**

The City Council hereby approves the attached updates to Chapter 5, adding Section 9 Assignment Pay Schedule and Section 10 Education and Certification Pay Schedule, to the City of Terrell Employee Handbook.


**Section II.**

This Resolution shall be effective May 1, 2022.

**PASSED AND APPROVED** by the City Council of the City of Terrell, Texas, on this 8<sup>th</sup> day of March, 2022.

  
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**E. RICK CARMONA, Mayor**

**ATTEST:**

  
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**Dawn Steil, City Secretary**

## Section 9

### Assignment Pay Schedule

(Employees qualifying in more than one category receive the pay for each qualifying category)

(Non-Exhaustive List)

(All Assignment Pay dependent upon documentation and personnel action sheet)

(Any not shown below must be approved by the City Manager)

Assignment	Per Pay Period	Notes
Bilingual 1	\$10	Fluent but infrequently translates due to job assignment
TCFP Hazardous Material Tech	\$25	
FD Rescue Specialist	\$25	As per Fire Department Defined Assignments
Wildland Firefighter	\$30	
Bilingual 2	\$40	Fluent and regularly (multiple times per week) translates due to job assignment
TCFP Fire Inspector	\$50	
Field Training Officer	\$100	Paramedic, Police Officer, Firefighter Only; Paid During FTO Time only
SWAT Operator	\$100	
Tactical Medic	\$100	
Paramedic	\$150	
Shift EMS Coordinator	\$300	
Fire Marshal	\$400	

## Chapter 10

### Education and Certification Pay Schedule

(Exhaustive List, all Education/Certification Pay dependent upon documentation and personnel action sheet)

(Civil Service Employees receive pay for both Education and Certification)

(Part-time employees paid at 1/2 rate shown)

Tier	Per Pay Period	TCOLE Certified Officers (All Civil Service and Non-Civil Service Employees Eligible)	TCFP Certified Firefighters (All Civil Service and Non-Civil Service Employees Eligible)	Civil Service Only (Police / Fire) Education	Dispatchers / Jailers	Utilities	All Other (Includes All Dept. Heads)
I	\$15	Basic TCOLE Certification	Basic TCFP Certification	18 college hours			
II	\$20			36 college hours			One Certification or Degree Beyond Minimum
III	\$30	Intermediate TCOLE Certification	Intermediate TCFP Certification	Associate's Degree or 60 hours	Intermediate TCOLE Certification		
IV	\$45			90 college hours		"B" Water License or Class II WW License	Specialty / Multiple Certifications or Degrees beyond Minimum
V	\$60	Advanced TCOLE Certification	Advanced TCFP Certification	Bachelor's Degree	Advanced TCOLE Certification		
VI	\$75	Master TCOLE Certification	Masters TCFP Certification	Master's Degree	Master TCOLE Certification	"A" Water License or Class III WW License	Master's Degree
VII	\$90			Ph.D./Ph.D. equivalent			Ph.D./Ph.D. equivalent

#### Policy Notes:

The City of Terrell Certification/Education Pay Policy complements the City of Terrell Salary Compensation Plan.

In general, this type of pay is granted when an employee is awarded and receives certification in a unique field, discipline, or study, which sets apart that individual's skill from other employees in that job classification. For example: A job classification requiring a minimum of a Class "B" driver license for employment will not trigger certification pay as it is required for hire. However, an employee possessing or obtaining a Class "A" Driver License in the same job classification would be awarded Certification/Education Pay. Unless noted specifically in the chart above, Certification/Education Pay required for initial employment or continued employment shall not be eligible for Certification/Education Pay.

Depending on eligibility, employees may earn compensation in more than one column but not in more than one row in each column. For example, a utility department employee with a "B" Water License and a Bachelor's Degree would qualify for two Tier IV payments each period. Likewise, a Department Head with a Master's Degree and a Master TCFP Certification would qualify for two Tier VI payments each period.

Examples of Ph.D. equivalent include law degree, second Master's Degree and other post Master's degree programs of no fewer than 36 credit hours from an accredited University.

Certification pay shall not be granted for attending city-sponsored seminars or training sessions such as customer service or diversity training. An employee may, however, receive a certificate of completion or a certificate of completion for the course.