

POLICY TITLE: Compensation		NUMBER 303.00
APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i>		Page <u>1</u> of <u>1</u>
ISSUE DATE: February 14, 1985	REVISION DATE:	REVISION NO.
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Policy Statement: It is the policy of the City of Houston to compensate its employees fairly and equitably in accordance with all applicable laws and City ordinances affecting wage and salary and to pay salaries consistent with the value of services performed. Such a compensation program shall be centrally administered by the Personnel Department.

Policy Basis: General compensation policy pursuant to Sections 12-71 and 12-72 of the Code of Ordinances.

Policy Amplification: In keeping with the City of Houston's policy of non-discrimination, an employee's salary shall not be influenced by any such factors as race, religion, national origin, sex, age, handicap, or veteran status.

It shall be the objective of the compensation program to attract, promote, and retain competent employees at all levels of employment within City government and to maintain internal equity for all job classifications based upon the particular responsibilities of the job.

In order to achieve such objectives and maintain a compensation program comparably competitive to other area employers, the Personnel Department will periodically review the City of Houston's compensation program and propose revisions as necessary to help ensure uniformity of pay across all position classifications. Any such proposal shall be subject to the approval of the Civil Service Commission, the Mayor, and the City Council and shall not be effectuated until such approval is granted.

Salary adjustments made necessary by the implementation of any such proposal as approved, shall be individually reviewed by and processed through the Personnel Department with Director approval.

Policy Compliance: All supervisory personnel through the department/division director shall comply from policy date forward.

Policy Exceptions: Policy exceptions and/or violations shall be brought to the attention of the Director of Personnel for review and recommended course of action.