


Department of Public Works and Engineering

Subject: COMPENSATION	Departmental Policy 3-27	
	Effective Date: Upon Approval	
<p>I. Purpose</p> <p>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.</p> <p>II. Scope</p> <p>This policy applies to all Department of Public Works and Engineering employees and supersedes any other former Departmental policy, procedure or directive.</p> <p>III. Policy</p> <p>According to with Section 14-71 and 15-72 of the Code of Ordinances and City of Houston Policy 303 dated February 14, 1985, 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.</p> <p>It is the objective of the compensation program to attract, promote, and retain competent employees at all levels of employment within the Department of Public Works and Engineering and to maintain internal equity for all job classifications based upon the particular responsibilities of the job.</p> <p>In order to achieve such objectives and maintain a compensation program comparably competitive to other area employees, 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.</p>		
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Salary adjustments made necessary by the implementation of any such proposal as approved, will be individually reviewed by and processed through the Personnel Department with Director approval.

IV. Compliance

Adherence to the above is mandatory. Any employee who violates this policy may be subject to disciplinary action.

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

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