

ORDINANCE NO.

AN ORDINANCE ESTABLISHING COMPENSATION AND BENEFITS FOR THE MUNICIPAL COURT CLERK; PROVIDING ANNUAL BASE SALARY ADJUSTMENTS FOR THE MUNICIPAL COURT CLERK, BEGINNING WITH THE 2024-2025 FISCAL YEAR; AND REPEALING PART 1 OF ORDINANCE NO. 20230914-136.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

PART 1. The council establishes the following compensation for the municipal court clerk, Mary Jane Grubb: Annual salary of \$ _____ paid in accordance with normal payroll practices.

PART 2. The council establishes the following benefits for the municipal court clerk, Mary Jane Grubb:

- (1) choice of medical and dental plans currently offered to City employees;
- (2) mandatory participation in the Employees' Retirement System, with a City subsidy equivalent to that provided City employees;
- (3) annual physical examination, with the City reimbursing the clerk for up to \$500 for co-payments not covered by health plan;
- (4) group term life insurance of one times annual salary;
- (5) optional supplemental group term life insurance and dependent coverage currently offered to City employees;
- (6) short-term disability insurance as provided in the benefits package for City employees;
- (7) optional long-term disability insurance as provided in the benefits package for City employees;
- (8) sick leave, accruing at a rate of 8 hours per month with no maximum accrual limit;
- (9) vacation leave, accruing at a rate of 1.92 days per month (23 days per year) with a maximum accrual limit of 400 hours and limited to 240 hours pay-out upon separation of employment;

- 37 (10) paid holidays as designated by the council, with three additional
38 personal holidays of the clerk's choosing;
- 39 (11) wireless telephone allowance of up to \$43.86 each pay period
40 (equivalent to \$1,140.36 annually), subject to applicable taxes;
- 41 (12) service-incentive pay in accordance with City's Personnel Policies,
42 Chapter A;
- 43 (13) professional counseling through the Employee Assistance Program as
44 provided in the benefits package for City employees;
- 45 (14) optional participation in the City's FLEXTRA program and in
46 deferred compensation programs as provided in the benefits package
47 for City employees.

48 **PART 3.** Beginning with the City's 2025-2026 fiscal year, the municipal court clerk
49 shall receive an annual base salary adjustment in the same amount and under the same
50 conditions as the annual base pay adjustment, if any, that council approves for non-sworn
51 employees in the annual budget. If the annual base pay adjustment for non-sworn
52 employees is tied to an annual performance review process, the annual base salary
53 adjustment for the municipal court clerk shall be the percentage adjustment amount
54 established for non-sworn employees who achieve a "satisfactory" performance rating for
55 that year.

56 **PART 4.** Part 1 of Ordinance No. 20230914-136 is repealed.

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