

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 ~~and benefits~~ for the municipal court clerk, Mary Jane Grubb:

~~(A)~~ 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 ~~shall receive the following benefits:~~

- (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;

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

49 **PART 23.** Beginning with the City's ~~2024-2025~~2025-2026 fiscal year, the municipal
50 court clerk shall receive an annual base salary adjustment in the same amount and under
51 the same conditions as the annual base pay adjustment, if any, that council approves for
52 non-sworn employees in the annual budget. If the annual base pay adjustment for non-
53 sworn employees is tied to an annual performance review process, the annual base salary
54 adjustment for the municipal court clerk shall be the percentage adjustment amount
55 established for non-sworn employees who achieve a "satisfactory" performance rating for
56 that year.

57 **PART 34.** Part 1 of Ordinance No. 20230914-136 is repealed.

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59 **PART 45.** This ordinance takes effect the same date that pay adjustments for the City's
60 non-sworn workforce become effective under the budget for the 2024-2025 fiscal year.
61 The compensation and benefits established in this ordinance beyond the first day of the
62 first pay period for fiscal year 2024-2025 are contingent upon their funding in the City's
63 2024-2025 budget. Part 1 of this ordinance shall cease to have effect on the last day of
64 the last pay period for fiscal year 2024-2025. This ordinance does not create a definite
65 term of employment for the municipal court clerk.

66 **PASSED AND APPROVED**

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68 §
69 §
70 _____, 2024 § _____
71 Kirk Watson
72 Mayor

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75 **APPROVED:** _____ **ATTEST:** _____
76 Deborah Thomas Myrna Rios
77 Acting City Attorney City Clerk
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