

# CITY OF NEDERLAND JOB POSTING

In accordance with the *City of Nederland Personnel Policy*, notice is hereby given that the City of Nederland is now accepting applications for the position of:

<b>Job Title:</b>	<b>Police Officer (TCOLE Certified)</b>						
<b>Department:</b>	<b>Police Department</b>						
<b>City Classification:</b>	<b>Regular Full Time</b>	<b>FLSA Classification:</b>			<b>Non-Exempt (Hourly)</b>		
<b>Pay Rate:</b> (Effective 10/1/2022)	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
	<b>\$28.28</b>	<b>\$29.98</b>	<b>\$31.79</b>	<b>\$33.69</b>	<b>\$35.71</b>	<b>\$37.85</b>	<b>\$40.12</b>
	<b>\$58,822.40</b>	<b>\$62,358.40</b>	<b>\$66,123.20</b>	<b>\$70,075.20</b>	<b>\$74,276.80</b>	<b>\$78,728.00</b>	<b>\$83,449.60</b>
At the Chief's discretion, newly hired Police Officers having one (1) or more years of experience as a full-time sworn Texas Law Enforcement Officer may begin at a higher level up to and including Level 5							
<b>Benefits:</b>	<b>Yes</b>						
<b>Applications Open:</b>	<b>May 26, 2023</b>						
<b>Application Deadline:</b>	<b>Until Filled</b>						
<b>Open To:</b>	<b>The Public and Current Employees</b>						

This position is open to each person who makes proper application and meets all eligibility requirements prescribed by the City of Nederland. A completed application must be received by the Personnel Office no later than the closing date/time listed above. Applications may be obtained from the City's website ([www.ci.nederland.tx.us](http://www.ci.nederland.tx.us)) or picked up from the Personnel Office located at:

City of Nederland Office Building  
207 N. 12<sup>th</sup> Street, P. O. Box 967  
Nederland, TX 77627  
(409) 723-1501 Telephone, (409) 723-1550 Facsimile

In accordance with the *City of Nederland Substance Abuse Policy*, all applicants are hereby advised:

"Any applicant tentatively selected for this position will be required to submit to testing to screen for illegal drug use prior to employment. Employment in the position will be contingent upon a negative drug test result."

If this position requires a commercial driver's license as described in the *City of Nederland Wage and Position Classification Plan*, the applicant must comply with the Omnibus Transportation Employee Testing Act of 1991.

The City of Nederland strives to provide employment and promotional opportunities based solely on qualifications, skills, and performance, without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, political affiliation, veteran's status, or any other unlawful basis. The City of Nederland is in compliance with the Americans with Disabilities Act. If you have an established disability as defined in the Americans with Disabilities Act and would like to request a reasonable accommodation when applying, testing, or interviewing for a City of Nederland position, please contact:

Holly Guidry, Human Resources Director  
City of Nederland  
207 N. 12<sup>th</sup> Street, P. O. Box 967, Nederland, TX 77627  
(409) 723-1501 Telephone, (409) 723-1550 Facsimile

**CITY OF NEDERLAND**  
**EMPLOYMENT APPLICATION INSTRUCTIONS – CERTIFIED POLICE OFFICER (05-2023)**

☐ **Welcome**

Thank you for your interest in employment with the City of Nederland Police Department. We would like to take this opportunity to explain our application and hiring process. We encourage you to apply for positions that match your qualifications.

☐ **Job Postings**

The City of Nederland Personnel Office posts all job openings. Applications are accepted only for positions that are currently open as posted and are accepted up to the posted closing date and time. It is necessary to submit a separate City of Nederland Employment Application for each position for which you want to be considered for employment. Your education and experience must match the minimum eligibility requirements identified on the posting. All applications are screened for minimum eligibility requirements and other qualification criteria by management. All applicants will receive a letter from the Personnel Office regarding either the qualification or disqualification of their application. Applicants whose applications are qualified will receive a letter containing further instructions regarding the next phase of the process.

☐ **How to Apply**

An application may be obtained through the City of Nederland Personnel Office which is located in the City of Nederland Office Building at 207 N. 12<sup>th</sup> Street, Nederland, Texas 77627 or by visiting the Job Openings page on the City's website at [www.ci.nederland.tx.us](http://www.ci.nederland.tx.us). To apply for a job, you must complete an application and deliver it by the posted deadline to the City of Nederland Personnel Office, 207 N. 12<sup>th</sup> Street (or by mail to P. O. Box 967), Nederland, Texas 77627. Applications sent by mail must be received by the posted deadline, regardless of post mark. The City will not accept applications by e-mail or facsimile since the last page of the application, "Authorization and Release Form," requires an original signature for our files.

☐ **Employment Application Instructions**

A City of Nederland Employment Application must be completed as instructed and received by the Personnel Office by the posted deadline for consideration. Résumés will ***not*** be accepted in lieu of a completed application, but may be attached. Supporting documentation, such as photocopies of transcripts or certificates, may be included with the application. You may attach additional pages to record additional job histories and other information, if necessary. Please do not bind your application. ***Print all information in your own handwriting. Neatness and legibility are important!*** Applicants must complete all blanks accurately and completely, or enter a notation as to why the blanks are incomplete. Grounds for disqualification include, but are not limited to, the following:

1. Failure to submit application by posted deadline.
2. Failure to follow application instructions.
3. Incomplete applications.
4. Failure to print all information in your own handwriting. (Résumés may be typed.)
5. Sloppy handwriting, poor spelling, poor grammar.
6. Non-specific educational information.

7. Vague reasons for leaving past jobs.
8. Overly vague/general job duties or job titles.
9. Lack of salary progression.
10. Lack of progression in job duties/responsibilities.
11. Gaps in employment history.
12. Failure to provide complete information on previous employers (or to state why this information is not available).
13. Failure to explain in detail where requested, such as the employment discipline and termination and criminal history sections.
14. Failure to sign the last page of the application packet, "Authorization and Release Form."

□ **Selection Process**

Typically, the selection process takes four to six weeks from the closing date, and includes, but is not limited to, the following:

1. Employment Application  
Submit a completed City of Nederland Employment Application to the City of Nederland Personnel Department, 207 N. 12<sup>th</sup> Street (or by mail to P. O. Box 967), Nederland, Texas 77627 by the posted deadline.
2. Work Readiness Assessment  
Applicants meeting the minimum eligibility requirements and qualification criteria will be classified as qualified and invited to a Work Readiness Assessment. The Work Readiness Assessment will be scored as pass or fail. This score will be weighted as 0 percent of the total points earned during the selection process. Applicants passing the Work Readiness Assessment will be eligible to complete the Skills/Knowledge exam.

The Work Readiness Assessment will consist of a 2,000 meter row on a Concept 2 Rower. Rowing measures an applicant's physical endurance and ability to utilize oxygen by using both the horizontal and vertical planes as the applicant must pull with the arms and push with the legs.

To successfully pass the Work Readiness Assessment, an applicant must complete a 2,000 meter row within the 40th percentile or above according to the applicants age, gender and weight at the time of the assessment.

- Once an applicant begins the assessment, they will not be able to stop rowing until they have completed the 2000 meters.
- The Concept 2 Rower damper setting must be set to "5" for this assessment.

Disqualification:

- An applicant will be disqualified if they stop before completing 2000 meters.
- An applicant will be disqualified if an administrator has to stop the assessment for health concerns, including but not limited to:
  - o Applicant cannot stay balanced in the seat of the rower.
  - o Applicant begins to exhale with a whistle sound.
  - o Applicant uses compromising form and technique that elevates risk of injury.
  - o Skin turns ashen or applicant shows signs of health complications.
  - o Applicant is no longer rowing with a continuous flow.
- An applicant will be disqualified if they fail to meet the minimum standard for their gender, age and weight at the time of the assessment.

3. Written Examination

Those applicants passing the Work Readiness Assessment will be invited to a skills/knowledge (written) examination. *The written exam administered by the City of Nederland is an entry level exam and no prior police training or experience is assumed of candidates taking the written exam.*

Each applicant's grade on the examination will be based on a maximum grade of 100 percent, determined entirely by the correctness of the answers to the questions. A minimum passing grade is 70 percent, and each applicant must pass the examination in order to be placed on the eligibility list. If the examination given contains more than one section, applicants must score a minimum passing grade of 70 percent, based on an average of all sections, to be placed on the eligibility list. This numeric score will be weighted at 0 percent of the total points earned during the hiring process.

**Though not required to successfully complete the written examination, an Entry Level Police Officer Candidate Study Guide for IPMA-HR Series of Tests is available for purchase. A study guide informational sheet is included in this application packet for your review and consideration.**

4. Personal History Statement and Background Investigation

Those applicants passing the written examination will be required to submit a Personal History Statement for background investigation, and will be invited to oral interview. Applicants will be asked to attach the following documents (if applicable) to their Personal History Statement. You may want to start collecting these documents ahead of time.

- a. Social Security card
- b. Birth Certificate (NOTE: **an original certified copy will be required for the applicant hired to fill the position**)
- c. Texas drivers license
- d. Copy of your high school diploma or GED certificate
- e. College transcript (**NOTE: a sealed original certified copy will be required**)

**for the applicant hired to fill the position)**

- f. College diploma
- g. TCOLE Peace Officers' certificate from your police academy
- h. TCOLE approved Firearms Qualification within last 12 months
- i. Out of state Peace Officer's certificate(s) ever held
- j. Peace Officer training record (A TCOLE summary of courses and training hours is preferred; however, copies of individual diplomas is acceptable.)
- k. Special licenses or permits you hold or have held (pilot, radio operator, scuba, concealed weapon, security officer, etc.)
- l. Military discharge papers (DD-214)
- m. All documents related to any discipline you have received, including copies of any disciplinary investigative reports
- n. Court documents relating to any arrests, criminal charges, indictments, information, etc., in which you were the defendant
- o. Court orders or legal agreements regarding child support or child custody
- p. All complaints filed in any court action in which you were a plaintiff or defendant
- q. Automobile insurance card with policy number

5. **Oral Interview**

Applicants remaining on the eligibility list will be invited to oral interview before an interview panel and given a numeric score based on selected interview questions and criteria set forth by the City. Applicants must meet the minimum passing grade of 70 percent to be placed on the eligibility list. This numeric score is weighted as 100 percent of the total points earned during the selection process.

6. **Eligibility List**

Once the interview scores have been calculated, a ranking order will be derived. Applicants must meet an overall minimum passing grade of 70 percent to be placed on the eligibility list. The City Manager will determine the life of the eligibility list on a case-by-case basis.

7. **Job Offer**

A conditional offer of employment will be extended to the top ranking applicant at the Police Chief's recommendation and subject to the City Manager's approval. The City Manager or his/her designee will ensure that the applicant's qualifications match those set forth by the City. The job offer is conditioned upon successful background investigation and successful completion of the remaining phases of the selection process, which includes, but is not limited to, drug and/or alcohol screen, WorkSTEPS physical assessment, medical evaluation and psychological evaluation. Official job offers are extended only by the Personnel Office.

8. **Entitlement to Work**

The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the United States by providing required documentation.

☐ **Equal Employment Opportunity**

The City of Nederland is an equal opportunity employer and does not discriminate on the

basis of race, color, religion, gender, national origin, age, disability, sexual orientation, political affiliation, veteran's status or any other unlawful basis. The City of Nederland is in compliance with the Americans with Disabilities Act and will attempt to reasonably accommodate applicants with disabilities upon request. If you need any special accommodations during the employment process, please contact the Personnel Office for assistance at (409) 723-1501.

□ **Contact**

Thank you again for your interest in employment with the City of Nederland. If you have any questions or concerns, please contact the Personnel Office at:

City of Nederland  
Holly Guidry, Human Resources Director  
207 N. 12<sup>th</sup> Street  
P. O. Box 967  
Nederland, TX 77627  
Telephone: (409) 723-1501  
Facsimile: (409) 723-1550  
E-mail: [hguidry@ci.nederland.tx.us](mailto:hguidry@ci.nederland.tx.us)  
8:00 a.m. - 5:00 p.m., Monday through Friday

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THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

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**ATTACHMENTS:**

Job Posting  
Minimum Eligibility Requirements  
Proposed Pay Plan  
Employee Benefits Summary  
Entry-Level Police Officer Candidate Study Guide (3<sup>rd</sup> Edition) Informational Sheet  
Employment Application

**CITY OF NEDERLAND**  
**MINIMUM ELIGIBILITY REQUIREMENTS – CERTIFIED POLICE OFFICER**

To be eligible for hire, an applicant shall meet all of the following minimum eligibility requirements no later than the date of hire:

1. Must be at least 21 years of age;
2. Must be a high school graduate or have passed a General Education Development (GED) test indicating high school graduation level;
3. No criminal charges pending; not on probation for any criminal offense above the grade of Class C Misdemeanor; have not ever been convicted of a Class A Misdemeanor offense; have not been convicted of a Class B Misdemeanor within the last ten years; no final conviction of a felony, Driving While Intoxicated (DWI), Driving Under the Influence of Drugs (DUID), drug related offenses or crimes against moral turpitude. Criminal conviction waivers obtained from TCOLE will be considered on a case by case basis.
4. Must be able to read, write and speak English fluently;
5. Must hold at least a Basic Peace Officer Certification as issued by the Texas Commission on Law Enforcement (T.C.O.L.E.).
6. Must hold a valid Class C Texas drivers license, without record of suspension or revocation in any State; no convictions of more than four moving traffic violations within a three year period. In addition, excessive violations which tend to indicate driving habits that are not compatible with the operation of emergency vehicles and present potential liabilities to the City of Nederland will render an applicant ineligible.
7. Must have minimum vision of 20/100 either or both eyes correctable to 20/20 binocular; normal color and depth perception;
8. Must have hearing within normal limits in both ears;
9. Must be of good moral character and of temperate and industrious habits;
10. Must be a United States citizen; and
11. Must successfully complete all required testing procedures.

# CITY OF NEDERLAND PROPOSED PAY PLAN

Job Title:	Police Officer					
FLSA Classification:	Non-Exempt (Hourly)		City Classification:		Regular Full Time	
<b>BASE SALARY FOR FISCAL YEAR 10/01/22 - 09/30/23</b>						
New Hire	1 Year	2 Year	3 Year	4 Year	5 Year	6 Year
Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7
\$28.28	\$29.98	\$31.79	\$33.69	\$35.71	\$37.85	\$40.12
\$58,822.40	\$62,358.40	\$66,123.20	\$70,075.20	\$74,276.80	\$78,728.00	\$83,449.60
At the Chief's discretion, newly hired Police Officers having one (1) or more years of experience as a full-time sworn Texas Law Enforcement Officer may begin at a higher level up to and including Level 5.						
<b>LONGEVITY PAY</b>						
In addition to base pay, \$4.00 per month for each year of service to the City of Nederland.						
<b>CERTIFICATE/EDUCATION PAY FOR FISCAL YEAR 10/1/22 – 9/30/23</b>						
Certificate pay is awarded for the highest level of certificate or degree held and NPD years of service.						
TCOLE Certificate / Degree	Less than 5 years		After 5 years		After 10 years	After 15 years
Intermediate/Associates	\$1740/annually		\$1810/annually		\$1870/annually	\$1980/annually
Advanced/Bachelors	\$2700/annually		\$2910/annually		\$3120/annually	\$3530/annually
Masters/Masters	\$3300/annually		\$3720/annually		\$4030/annually	\$4640/annually
<b>SHIFT DIFFERENTIAL PAY</b>						
Shift	Description				Rate	
Evening	Shift where majority of hours fall after 2:00pm				\$0.60 per hour	
Night	Shift where majority of hours fall after 9:00pm				\$0.90 per hour	
<b>ADDITIONAL PAYS</b>						
Bilingual Pay	\$65.00/month	Field Training Officer		\$2.00/hour while training		
Traffic Officer	\$65.00/month	Licensed Breathalyzer Operator		\$50.00/month		
<b>WORK SCHEDULE</b>						
The current work schedule consists of rotating twelve (12) hour shifts. The shift assignment will fluctuate between days and nights, including weekends. The City sets all shifts and schedules and reserves the right to modify shifts and schedules as necessary. This position is required to work holidays as scheduled.						
<b>ESSENTIAL SERVICES POLICY</b>						
Employees in this position are classified Essential Services Personnel, and are identified by the City to be part of the emergency response team before, during, or after a hurricane. Essential Services Personnel are <b>required to work before, during, or immediately after a hurricane, and may be unable to evacuate with their family.</b> Employees identified as Essential Services Personnel also meet the definition of Emergency Services Personnel as defined in Chapter 22 of the <i>Texas Labor Code</i> . Failure to comply with this policy may result in discipline up to and including termination.						



**CITY OF NEDERLAND**  
**EMPLOYEE BENEFITS SUMMARY - POLICE OFFICER/CADET DISCLAIMER (05-2023)**

The statements contained in this summary are highlights intended to serve only as general information concerning various employment matters as they now exist at the City of Nederland. Employment matters, including compensation and employee benefits, are governed by applicable Federal, State, or local laws, regulations or judicial decisions, and any errors or misrepresentations in this summary are subordinated to Federal, State, or local laws, regulations or judicial decisions. An employment-at-will relationship exists between the City of Nederland and its employees, and nothing set forth in this summary is intended to create, or shall be construed as creating, either an express or an implied contract of employment for a definite or indefinite period.

➤ **Compensation**

Base Pay

A major objective of the City's salary administration program is the encouragement, through the opportunity for financial recognition and reward, of higher levels of employee motivation, morale, effort and productivity.

Longevity

In addition to base pay, Police Officers receive \$4.00 per month for each year of service to the City of Nederland

Certificate/Education Pay

Police Officers receive Certificate/Education based on the highest level of T.C.O.L.E certificate or degree held.

Shift Differential

Shift differential is paid for evening and night shifts.

Other Compensation Issues

Other compensation issues, such as overtime meal, call-back, and court pay are addressed in the police collective bargaining agreement.

Overtime Provisions

Work performed by a Police Officer in excess of his regularly scheduled shift shall be deemed overtime and shall be compensated on the basis of time and one-half the Police Officer's regular rate of pay in salary or compensatory time.

Work Period

The official work period for the City is a seven day period beginning at 12:01 a.m. on Monday and ending at 12:00 a.m. on the following Sunday. The City pays on a bi-weekly basis.

General Salary Increases

General salary increases are negotiated in accordance with Texas Local Government Code, Chapters 174 (Fire and Police Employee Relations).

Probationary Period

Police Officers are subject to a one year probationary period. Police Officers receive written evaluations by supervisors at the end of the third, sixth, ninth and twelfth month of the probationary period. The supervisor will discuss the evaluation with the employee, and the employee will be given an opportunity to sign the evaluation.

### Pay Step Increases

Police Officers are eligible to receive a pay step increase with each year of service in accordance with the police collective bargaining agreement. The step increase will be documented on an "Employee Status and Wage Report", a copy of which will be to the Police Officer during the payroll period in which the pay step increase is awarded.

### ➤ **Retirement System**

Upon hire, employees are eligible to participate in the Texas Municipal Retirement System (TMRS) ([www.tmr.org](http://www.tmr.org)) plan. TMRS was established in 1948 and is administered in accordance with the *Texas Municipal Retirement System Act* (Texas Government Code, Title 8, Subtitle G). Each TMRS participating city has its own retirement plan provisions within the general framework of the Act. A summary of some of the City's current provisions are as follows:

BENEFIT	DESCRIPTION	OPTION ADOPTED
City matching ratio	The City of Nederland matches your deposits and interest at a rate chose by the City of Nederland. The City's matching funds are held in the City's TMRS account until you retire. The only way to get the City's matching funds is to retire from TMRS and receive a monthly payment.	2 (City) to 1 (Employee)
City contribution rate	This rate is set annually by TMRS based on actuarial assumption changes.	7.17% (Effective 01/01/2023)
Employee contribution rate	Each month, the City withholds 7% of your gross monthly salary and deposits the money in a TMRS account in your name. These are your member deposits, which are tax-deferred. This means that are not subject to federal income tax until they are paid back to you in the form of a refund or a monthly retirement benefit.	7% of your gross salary, tax deferred
Vesting requirement	Vesting means you have worked enough years and established enough service credit to meet the minimum length-of-service requirement for retirement. Once vested, even if you leave City employment, you may leave your deposits with TMRS and retire with a TMRS retirement benefit when you reach age 60.	10 years
Retirement eligibility	At retirement, your member deposits and the interest earned are combined with the City's matching funds and other credits granted. TMRS then calculates a monthly retirement benefit based on these amounts, the interest they will earn, an estimate of your remaining life expectancy at retirement, and other factors.	10 years service, at least age 60  or  20 years service, at any age

Other available options include Updated Service Credit, Military Service Credit, Buy-Back Provision, and Restricted Prior Service Credit.

### ➤ **Insurance Benefits**

Regular Full Time employees are eligible for insurance benefits. Benefits will become effective on the first day of the calendar month following full-time hire date.

#### Medical Insurance Plan (Plan Year 07/01/22 - 06/30/23)

The City provides a Medical Plan through BlueCross BlueShield of Texas ([www.bcbstx.com](http://www.bcbstx.com)). The

employee premium is paid in full by the City for the “standard PPO” plan and the “HMO” plan. Employees may select from one of the plans below or choose the HSA plan (information on the HSA plan can be requested from the Personnel Department). Employees may also elect spouse only, children only or family coverage which is paid via semi-monthly payroll deduction.

July 1, 2022 - June 30, 2023			
<b>Standard PPO Plan</b>	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	\$687.39	\$0.00	\$687.39
Spouse only	\$1,624.33	\$529.46	\$1,094.87
Children only	\$1,196.49	\$389.52	\$806.97
Family	\$2,010.41	\$656.45	\$1,353.96
<b>HMO Plan</b>	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	\$623.88	\$0.00	\$623.88
Spouse only	\$1,474.24	\$428.14	\$1,046.10
Children only	\$1,085.93	\$334.46	\$751.47
Family	\$1,824.65	\$513.38	\$1,311.27
<b>HSA Plan</b>	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	\$687.39	\$0.00	\$687.39
Spouse only	\$1,624.33	\$529.46	\$1,094.87
Children only	\$1,196.49	\$389.52	\$806.97
Family	\$2,010.41	\$656.45	\$1,353.96

Dependents who are not enrolled when the employee is first eligible for enrollment will be considered a "late entrant." Late entrants will only be accepted for coverage during the City’s annual open enrollment during June of each year, with changes effective July 1. During the plan year, only certain qualifying events will permit a late entrant to be added at a time other than open enrollment, such as marriage, birth of a child, or termination of spouse’s employment - such adds must be reported within thirty-one (31) days of the qualifying event.

Once insurance benefits become effective, it is the employee’s responsibility to notify the Personnel Office of any changes which may affect coverage, such as family status, as well as changes of name, address, and telephone number.

#### Dental Insurance Plan (Plan Year 07/01/22 - 06/30/23)

The City provides a Dental Plan through BlueCross BlueShield Of Texas ([www.bcbstx.com](http://www.bcbstx.com)). The employee premium is paid in full by the City. Employees may elect spouse only, children only, or family coverage which is paid via semi-monthly payroll deduction.

July 1, 2022 - June 30, 2023			
<b>HIGH PLAN</b>	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	\$25.31	\$0.00	\$25.31
Spouse only	\$56.51	\$31.20	\$25.31
Children only	\$54.94	\$29.63	\$25.31
Family	\$87.82	\$62.51	\$25.31
July 1, 2022 - June 30, 2023			
<b>LOW PLAN</b>	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	\$20.18	\$0.00	\$20.18
Spouse only	\$44.66	\$24.48	\$20.18
Children only	\$43.75	\$23.57	\$20.18
Family	\$69.85	\$49.67	\$20.18

Dependents who are not enrolled when the employee is first eligible for enrollment will be considered a "late entrant." Late entrants will only be accepted for coverage during the City's annual open enrollment during June of each year, with changes effective July 1. During the plan year, only certain qualifying events will permit a late entrant to be added at a time other than open enrollment, such as marriage, birth of a child or termination of spouse's employment - such adds must be reported within thirty-one (31) days of the qualifying event.

Once insurance benefits become effective, it is the employee's responsibility to notify the Personnel Office of any changes which may affect coverage, such as family status, as well as changes of name, address, and telephone number.

#### Long Term Disability Insurance Plan

The City provides a Long Term Disability Policy through Dearborn National. The employee premium is paid in full by the City.

#### Life and Accidental Death and Dismemberment Insurance Plan

The City provides a Life and Accidental Death & Dismemberment Policy through Dearborn National. The employee premium is paid in full by the City. The current death benefit is equivalent to twice the employee's base salary rounded to the nearest \$1,000.00, to a maximum of \$200,000.00. For example, an employee who earns a base salary of \$13.43 per hour would receive a death benefit of \$56,000.00. ( $\$13.43/\text{hr.} \times 2,080 \text{ hrs./yr.} = \$27,934.40/\text{yr.} \times 2 = \$55,868.80$ , rounded to nearest \$1,000.00 = \$56,000.00). For active employees attaining the age 70, the death benefit is reduced to 65% of the amount then currently in force and at age 75, the death benefit is reduced to 50%. Retired employees are eligible for a flat \$10,000.00 death benefit upon retirement.

#### Voluntary Life and Accidental Death and Dismemberment Insurance Plan

Active employees may purchase additional coverage offered under the Voluntary Life Plan at their own expense, for themselves and eligible dependents. Additional information regarding this voluntary benefit may be obtained by contacting the Personnel Department.

### Voluntary Vision Benefits

Active employees may purchase voluntary benefits through United HealthCare ([www.uhc.com](http://www.uhc.com)) at their own expense, for themselves and eligible dependents.

UHC Vision	MONTHLY PREMIUM	EMPLOYEE MONTHLY COST	CITY PAYS
Employee	\$5.17	\$5.17	\$0.00
Family	\$11.11	\$11.11	\$0.00

### COBRA and HIPAA Compliance Services

The City provides COBRA and HIPAA compliance services through Flores and Associates ([www.flores247.com](http://www.flores247.com)).

### Workers Compensation

The City provides Workers' Compensation insurance through Texas Municipal League Intergovernmental Risk Pool ([www.tmlirp.org](http://www.tmlirp.org)). This coverage provides medical and salary continuation payments to employees who receive a bona fide, on-the-job, work related injury.

## ➤ **Other Benefit Programs**

### Social Security

The City of Nederland contributes to the Social Security System on behalf of each employee.

### IRS Section 125 Cafeteria Plan

The City provides an IRS Section 125 Cafeteria Plan. A Cafeteria Plan is a benefit plan established by the City which allows each employee to choose from a menu of qualified benefits with the employee cost of selected benefits paid on a pre-tax basis. Examples of qualified benefits are medical and dental insurance plans. If an employee does not participate in the Cafeteria Plan, then the employee cost of selected benefits will be taxed.

### ICMA-RC

Employees may elect to participate in the International City/County Management Association Retirement Corporation (ICMA-RC) ([www.icma-rc.org](http://www.icma-rc.org)). Public employees have a unique opportunity to supplement their retirement income. Employees can invest in a 457 retirement plan through automatic payroll deductions. The payroll deductions are pre-tax contributions. Employee contributions and earnings on them are not taxed while the employee lets them grow since they are retirement savings. This plan is not to be confused with the TMRS plan. The City does not match employee contributions in the ICMA-RC plan. The plan is administered by the City's Director of Finance.

### Tuition Reimbursement

Subject to approval by the City Manager, employees who complete a course at an accredited college or university which is related to his/her work at the City of Nederland may be reimbursed for 50% of out of pocket expenses for tuition and books with a grade of C or better. Attendance must not conflict with work hours.

### Uniforms

The collective bargaining agreements provides for uniform benefits.

### Employee Assistance Program

Employees and their eligible dependents may participate in the Employee Assistance Program, which

provides up to five free counseling sessions per eligible individual per problem situation each contract year. The program is confidential, and may be accessed by a telephone call to the provider. The EAP deals with problems such as family/relationship conflict, emotional stress, alcohol and drug abuse, and job related problems, such as stress. It also provides limited legal services. The City's current provider is Interface EAP ([www.4eap.com](http://www.4eap.com)).

#### Marion and Ed Hughes Public Library

City of Nederland employees are eligible for a free library card. All N.I.S.D. students residing inside and outside of City limits are also eligible. Employees may access the meeting room under the same guidelines provided to citizens. Call 722-1255 for details.

#### Nederland Recreation Center and Park Grounds

City of Nederland employees may reserve use of certain areas of the Recreation Center and parks grounds for eligible functions. Deposits and fees may be required. Call 724-0773 for details.

#### Doornbos Park Swimming Pool

City of Nederland employees and their eligible family members have free access to Doornbos Park swimming pool during the dates and times the pool is open to the general public in accordance with City Employee Pool Pass Policy.

Access is only for swimming, and does not entitle the holder to free access to other Parks and Recreation facilities which require admission or rental fees for usage, such as racquetball courts, etc.. Call 724-0773 for details.

#### Labor Unions

A collective bargaining agreement has been reached between the City of Nederland and the Nederland Police Officers Association pursuant to Texas Local Government Code, Chapters 174 (Fire and Police Employee Relations) which provides for compensation and other conditions of employment, and may vary from the benefits described in this summary. Union dues may be paid through automatic payroll deduction. For further information, contact a union representative.

### ➤ **Leave Time**

#### Vacation Leave

Although Police Officers begin accruing vacation leave from the first day of regular full-time hire, they are ineligible for vacation leave benefits during the first year of employment. Accruals are as follows: Years 1-5=2 weeks, Years 5-9=3 weeks, Years 10-19=4 weeks, Years 20-24=5 weeks, Years 25+=6 weeks.

#### Sick Leave

Although Police Officers begin accruing sick leave from the first day of regular full-time hire, they are ineligible for sick leave benefits until after six months of service has been successfully completed. Police Officers accrue ten hours of sick leave per month, with a maximum allowable accumulation of 1,320 hours. Police Officers may utilize forty hours of their sick leave each year for the care of an immediate family member. Upon separation of employment with the City, employees are paid for unused accumulated sick leave in accordance with the Collective Bargaining Agreement.

#### Family and Medical Leave Act

An employee must have at least twelve months service in order to qualify for leave under the Family and Medical Leave Act.

#### Other Types of Leave

Police Officers may utilize other types of leave, such as Injury Leave, Bereavement Leave, City Business

Leave, Civil Duty, and Military Leave.

➤ **Holidays**

The following eleven holidays are normally observed as paid holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, Christmas Day and Employee's Birthday. An additional holiday is available for perfect attendance each calendar year. New employees are allowed to take their Birthday Holiday during the first year of employment since it is considered a holiday, not vacation. The Birthday Holiday does not necessarily have to be taken on the employee's birth date.

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# ENTRY-LEVEL POLICE OFFICER CANDIDATE STUDY GUIDE (3<sup>RD</sup> EDITION)

\$23/booklet (includes 1<sup>st</sup> Class USPS Postage)

This 66-page study guide is designed to help you, as a police officer candidate, prepare to take any of IPMA-HR's entry-level police officer tests.

The goals of this study guide are to:

- Answer frequently asked questions about the test forms. By reading through the answers to the frequently asked questions, you should gain a clear understanding of what each test assesses, the differences between the test forms, and how to get the most out of the study guide.
- Describe the five content areas assessed by the test forms, review the different types of questions you will see when taking any of the test form and present sample questions for each content area.
- Share basic test-taking tips that may help you improve your overall test performance.
- Provide one 100-question practice test and explain the answers to 25 of the practice test questions.

*Note that due to the purpose and nature of certain types of test questions, there are two content areas that appear on some of our tests that are not covered in detail in this study guide. These are: **Interests** and **Situational Judgment**.*

This study guide is available exclusively from IPMA-HR. You can order online at:

**<http://www.publicsafetycompass.com/study>**

Please allow several weeks prior to your scheduled test date to prepare with the study guide. A priority shipping option is available at checkout if necessary.



**CITY OF NEDERLAND**  
**EMPLOYMENT APPLICATION (REV. 10/2013)**

City of Nederland Personnel Department  
P. O. Box 967, 207 N. 12th Street  
Nederland, TX 77627  
Telephone: (409) 723-1501

**DISTRIBUTION**

☐ Dept. Head  
☐ Supervisor

Equal access to programs, services, and employment is available to all persons.

Those applicants requiring reasonable accommodation to the employment process should notify the Personnel Office.

**ESSENTIAL SERVICES POLICY NOTICE**

All Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

Position applied for: Police Officer (TCOLE Certified)      Posting date: May 26, 2023

Referral source: ☐ -City web-site      ☐ -Texas Workforce Commission      ☐ -Referred by City employee  
☐ -City bulletin board      ☐ -Southeasttexas.com      ☐ -Other  
Name of source, if applicable: \_\_\_\_\_

Date application issued:

Date application returned:

Last Name (Indicate Jr., Sr., III)

First Name

Middle Name

If ever known/identified by any other name(s), please list full name(s):

Mailing address:      Street or PO Box      City      State      Zip

Physical address:      Street      City      State      Zip

Telephone numbers:      Residence-(      )      Cell-(      )

In supporting our effort to go paperless, please list an email address in this section that all correspondence regarding this job opening can be sent to. All contact regarding testing, interviews, etc. will be emailed unless you request otherwise.

☐ I would like all correspondence to be sent to the email address listed below:

**Email address:** \_\_\_\_\_

☐ I do not have internet access and/or do not regularly use email as a form of communication. Please send all correspondence via US mail to the mailing address listed above.

Type of employment desired:      ☐ -Full time      ☐ -Part time      ☐ -Temporary      ☐ -Internship

Have you submitted an application here before? If yes, give approximate dates.

☐ -Yes    ☐ -No

Have you previously worked for the City of Nederland? If yes, where and when?

☐ -Yes    ☐ -No

Are you related to any member of City Council or any person now employed by the City of Nederland? If yes, please list their names and relationship.

☐ -Yes    ☐ -No

Earliest date you would be available to begin duty, if selected:

\_\_\_\_\_

What is the best number to reach you and what is the best time to call?

(      ) \_\_\_\_\_ - \_\_\_\_\_, extension \_\_\_\_\_. Best time: \_\_\_\_\_

☐ -Yes    ☐ -No

What is your current availability for work?

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

<b>EMPLOYMENT DISCIPLINE AND TERMINATION</b> If yes to any of the below, explain in detail on a separate page. Include employer, date of action, circumstances, etc. Be specific.				
Have you ever been subjected to any type of disciplinary action at work?				[ ]-Yes [ ]-No
Have you ever been subjected to any type of investigation for disciplinary or internal employment reasons?				[ ]-Yes [ ]-No
Has it ever been suggested to you, or have you ever been asked to resign, from any position of employment?				[ ]-Yes [ ]-No
Have you ever resigned from any position or employment while under investigation or after being notified that an investigation was contemplated?				[ ]-Yes [ ]-No
Have you ever been fired or told that you were going to be fired?				[ ]-Yes [ ]-No
<b>CRIMINAL HISTORY</b>				
Have you ever been convicted of a misdemeanor (higher than Class C) or felony? <b>If yes</b> , describe in full on a separate sheet of paper, including dates, criminal offenses, location (city and state), and disposition.				[ ]-Yes [ ]-No
Have you ever pled guilty to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and felonies)? <b>If yes</b> , describe in full, including dates, criminal offenses, location (city and state), and disposition.				[ ]-Yes [ ]-No
Are you currently serving probation, deferred adjudication, or any form of diversion for any criminal offense? <b>If yes</b> , describe in full on a separate sheet, including criminal offense(s), current status, expected date of completion, and the name(s) and telephone number(s) of the probation officer or other person(s) to whom you report while on probation, deferred adjudication, or other form of diversion.				[ ]-Yes [ ]-No
Have you ever applied for a concealed handgun permit? If yes, was the permit granted or denied? <b>If denied</b> , describe the reason for denial in full on a separate sheet of paper.				[ ]-Yes [ ]-No
Have you ever been charged or convicted for a violation relating to concealed handguns? <b>If yes</b> , describe in full on a separate sheet.				[ ]-Yes [ ]-No
<b>EDUCATION AND TRAINING.</b> Copies of transcripts and/or certificates/degrees received from formal education or training must be submitted if required for the job as stated in job description.				
<b>High School or GED?</b>	<b>Completed?</b>	<b>School or Program Name</b>	<b>City, State</b>	<b>Highest Grade Completed</b>
[ ] High School [ ] GED	[ ]-Yes [ ]-No			
<b>Education</b>	<b>Graduated?</b>	<b>School Name</b>	<b>Major Areas of Study</b>	<b>Hours completed or Degree or Certificate received</b>
College/University	[ ]-Yes [ ]-No			
Graduate School	[ ]-Yes [ ]-No			
Business/Technical	[ ]-Yes [ ]-No			
Special Courses	[ ]-Yes [ ]-No			
<b>CURRENT LICENSES/CERTIFICATIONS/REGISTRATIONS</b>				
Type		Number	State	Expiration
Drivers: [ ]-Class C [ ]-Class A CDL [ ]-Class B CDL [ ]-Other: _____				
What special endorsements or restrictions do you have on your CDL license? (If applicable): _____ _____ _____				

Skills and Qualifications - List skills and qualifications you possess that are applicable to this position:			
<b>ASSOCIATIONS AND OFFICES HELD</b> List professional, trade, business, or civic associations/organizations and any offices held. <i>Exclude</i> memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.			
Dates	Association/Organization	Membership, Offices Held	
<b>ACCOMPLISHMENTS</b> List special accomplishments, publications, awards, etc.. <i>Exclude</i> information which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.			
<b>INTEREST IN THIS POSITION</b> Please state why are you interested in this position and your reason for wanting to leave your current employer.			
<b>ADDITIONAL INFORMATION</b> List any additional information you wish to be considered.			
<b>REFERENCES</b> List three business/work references who are not related to you and are <b><i>not</i></b> previous supervisors. If not applicable, list three school or personal references who are not related to you.			
Name	Telephone	Describe Affiliation	Years Known
	(     )		
	(     )		
	(     )		

UNEMPLOYMENT PERIODS. Please explain any periods of unemployment.

From	To	Reason

**EMPLOYMENT HISTORY** Provide the following information for your past and current employers, assignments, or volunteer activities **starting with your most recent employer**. Use additional sheets if necessary. This information is subject to verification, so please provide complete information.

[illegible]











## AUTHORIZATION AND RELEASE FORM

I understand this application is current for this selection process only. At the conclusion of this selection process, this application will become inactive. When a future vacancy arises, and if I wish to be considered for employment, it will be necessary for me to fill out a new application. Applications submitted after the posted deadline will not be accepted.

I understand the City of Nederland, hereinafter referred to as "the City", does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, State, or Federal law.

I understand it is the City's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. Applicants may be required to perform particular job functions as a part of the testing procedure in accordance with the selection procedures designated for particular job titles. The demonstration tests will be required of all applicants for the particular job, without exception. Applicants are to notify the City in advance of any reasonable accommodation necessary to perform job functions or tests.

I understand that in accordance with the City of Nederland Substance Abuse Policy that any applicant tentatively selected for this position will be required to submit to pre-job offer testing to screen for substance and/or alcohol abuse prior to employment, and that employment in the position will be contingent upon a negative test result. I understand that failing the substance and/or alcohol screen will eliminate me from being considered for this position and any other position with the City for a one year period.

I understand that if I am hired for a position requiring a commercial drivers license, I must comply with the Omnibus Transportation Employee Testing Act of 1991.

I understand that if I am made a tentative offer of employment, my employment is contingent upon successful completion of a post conditional job offer fitness for duty examination and/or medical examination.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that all Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

I understand that the information given in the employment process may be investigated and inquiries will be made concerning my employment, education, criminal history, driving records, and other related matters. I give the City the right to contact and obtain information from all references, employers, educational institutions, and government agencies and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City and its representatives for seeking, gathering, and using such information and all other persons, corporations, agencies, or organizations for furnishing such information. Accordingly, I hereby authorize all current and former employers, and all other public and private concerns, including (but not limited to) consumer reporting agencies and similar entities, to release any and all information maintained by any such employer, concern, agency, or entity concerning my personal history. I understand if employment with the City is denied wholly or partly because of information contained in a consumer report obtained from

a consumer reporting (or similar) agency, that I will be entitled to receive from the City only the name and address of the consumer reporting agency or agencies from which the report was obtained.

In consideration of the City's acceptance and consideration of any application for employment, I hereby, and by these presents do for my heirs, agents, executors, administrators, and assigns, release and forever discharge the City and all affiliated entities from all claims, demands, damages, actions, and causes of action pertaining to or arising out of the City's consideration for my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history.

I understand that the City is an employment-at-will employer, in that, either I or the City may terminate my employment at any time for any or no reason subject to applicable state or federal law. I understand that if I am hired, I am free to resign at any time, with or without cause and without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that my application is subject to the Texas Public Information Act and may be released as a public document. I understand that this application is the property of the City and will become a part of my personnel file if I am hired.

I understand that any falsification, willful omission or deception made in connection with the employment process shall be sufficient cause for refusal of employment or dismissal whenever it is discovered.

I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

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Signature of Applicant

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Date Signed

---

Print Name



## DISCLOSURE AUTHORIZATION AND CONSENT FORM

### PLEASE READ CAREFULLY

We truly welcome your application with **Company**. You are applying for a position whose acceptance will place you in a category of recognized professionals. In pursuit of that excellence we require, as a condition of employment, that all applicants consent to and authorize a pre-employment and/or continued employment verification of their background, including information submitted on their application or resume.

### DISCLOSURE

This document serves solely as a clear and conspicuous written disclosure as required by the Federal Fair Credit Reporting Act set forth in Section 604 (b) to the applicant that a social security number trace, motor vehicle verification, education, previous employment, credit and a criminal background verification may be obtained for the purpose of this employment application. In addition, investigative consumer reports gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics may be obtained for the purpose of this employment application. By the signature below, the Applicant acknowledges that **AccuSource, Inc.** has made this disclosure.

### APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that **Company** may now, or any time while I am employed/training, conduct a verification of my education, previous employment/work history, credit history, contact personal references, motor vehicle records, conduct drug testing and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the job requirements. The results of this verification process will be used to determine employment/training eligibility under **Company** employment/training policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential employment/training, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law. I authorize **AccuSource, Inc.** at 1240 E. Ontario Avenue, Suite 102-140, Corona, California 92881, 951-734-8882, customerservice@accusource-online.com, www.accusource-online.com, and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative **Company**. **Contact AccuSource, Inc., if you want to receive a copy of our Information Security Policy.**

### I have read and understand this disclosure, and I authorize the background verification.

I authorize persons, schools, current and former employers, and other organizations and Agencies to provide **AccuSource, Inc.** with all information that may be requested. I agree that any copy of this document is as valid as the original. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment/training was denied based on information obtained by my prospective employer/training program and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

### CONFIDENTIAL INFORMATION FOR POSITIVE IDENTIFICATION PURPOSES ONLY

Applicant Last Name	First Name	Middle Name
List Other Names Used (MAIDEN NAME)	Date of Birth (For Identification only)	Social Security Number
Drivers License Number	State Drivers License Issued	Last Name on Drivers License
Current Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates
_____ <i>Applicant's Signature</i>	_____ <i>Today's Date</i>	← <b>RELEASE MUST BE SIGNED</b>

- ☐ I understand my credit report will be pulled from TransUnion and wish to receive a copy of the Credit Report from TransUnion directly. (California, Oklahoma, Minnesota residents only). *\*Disregard if Credit is not required as part of your consumer report.*
- ☐ Please provide me with a copy of my investigative consumer report (California, New Jersey and New York residents only)