

North Olympic Library System

Policy 2-4 Staff Classification and Salary Plan Adopted by NOLS Board, Jan. 1, 1977

Latest Revision adopted by Board: April 24, 2005

A. POLICY STATEMENT

The North Olympic Library System is a public tax-supported institution. The library's ability to pay salaries depends upon annual revenue and budgeted expenditures established by financial conditions within the Clallam County Rural Library District.

It is the policy of the Library to maintain a Staff Classification and Salary Plan designed to pay salaries that are equitable internally; that is, salaries which are in a proper relationship of worth to all other positions within the Library. It is also the policy of the Library to pay salaries which compare favorably with other similar libraries and the local area for comparable positions, within budget limitations, and with full consideration for the public it serves.

The necessity of changing a staff member's assigned position classification, modifying the content of a position description, or updating salary ranges or other elements of the salary plan may arise due to the assumption of new library services, the elimination of existing services, the expansion or contraction of existing services, and changes in the library's organization or operating methods.

The application of the plan will be reviewed on a regular basis to verify the adequacy of position descriptions, the proper allocation of the positions to salary ranges, and to assure that staff members are properly classified and compensated.

B. DEFINITIONS AND COVERAGE

1. The following words, phrases and terms appearing in the plan have the meanings indicated below:
 - a. Exempt: Executive, Administrative and Professional position classifications excluded from the provisions of the Washington Wage Act and/or the Fair Labor Standards Act.
 - b. Nonexempt: Position classifications covered by the provisions of the Washington Wage Act and/or the Fair Labor Standards Act.
 - c. Positions Description: Written statements representing the level of skill required, general duties and degree of responsibility inherent in the position.
 - d. Salary Structure: A logical and integrated system of salary ranges.
 - e. Salary Range: The evaluated minimum and maximum range of salary established for each position based on a relationship of worth to other positions.
 - f. Proficiency Level: Mathematical subdivisions of levels of each salary range.

2. The Plan includes the salary structure designated in the most recent Collective Bargaining Agreement. The structure covers both Exempt and Nonexempt employees.
3. Coverage under the Plan includes all position classifications established by the Library.

C. STARTING SALARY

New staff members will normally be hired at proficiency Level A. However, with prior approval of the Library Director, a new staff member may be hired at a salary level above level A when experience, training or proven capability warrant, or when employment market conditions require a higher starting salary.

D. PROFICIENCY LEVEL SALARY INCREASES

1. Progression to the next proficiency level normally occurs annually, with the exception that progression from level A to level B normally occurs following six months of satisfactory service. The actual increase is effective the first of the month coincident with or next following the staff member's date of present classification. Such increases require approval of the Library Director or designee.
2. In the event that a staff member is on "Need for Performance Improvement" status the date he or she is scheduled to receive a Proficiency Level salary increase, such salary increase shall not be implemented until the date the staff member is removed from such status. No salary increase shall be payable for any period of time a staff member is on "Need for Performance Improvement" status.
3. Upon promotion to a position of higher salary range, the staff member's future Proficiency Level increases shall occur effective the first of the month coincident with or next following the date of reclassification.
4. Staff members who may currently be above the Proficiency Level they should be, as determined by length of service requirement, are not eligible for Proficiency Level increases until the range has moved up with the staff member's actual salary.
5. Special Proficiency Level increases may be recommended by a supervisor in the event a staff member has maintained an exceptionally sustained high level of overall job performance that should be formally acknowledged with the staff member. Such requests require approval of the Library Director.

E. EMPLOYEE RECLASSIFICATION/PROMOTION/CHANGE

1. It is the responsibility of Administrative Services to assure that each staff member is properly classified and receiving the proper salary, when a staff member is reassigned to, and working a majority of the time in a higher, lower, or otherwise different classification that that in which presently classified, and appropriate reclassification will be initiated by Administrative Services.
2. Upon promotion to a position of higher salary range, the staff member shall receive an increase in salary which is at least one increment higher than currently paid, but not less than Proficiency Level A of the new salary range.

F. TEMPORARY REASSIGNMENT – HIGHER OR LOWER CLASSIFICATION

1. It may be necessary to temporarily reassign a staff member to a position of higher or lower classification due to the temporary absence of another staff member.
2. In the even a staff member is temporarily reassigned to and will actually be performing the total responsibilities of a position of higher classification, the staff member shall be paid the first proficiency level of the salary range which represents a salary increase for the staff member for the duration of the temporary reassignment.
3. Temporary reassignment to a position of higher or lower classification shall normally be for not less than one month.
4. Temporary reassignment to a position of lower classification shall not result in a reduction fo the employee's salary.

G. POSITION DESCRIPTION CHANGES

1. When the duties and responsibilities of any position change significantly, the position description shall be revised accordingly and the position reevaluated into the appropriate salary range, if necessary.
2. It is the responsibility of Administrative Services and/or the supervisor to initiate the appropriate action and to assure that a revised description is prepared and submitted for review and approval by the Library Director in a timely manner.

H. REVIEW OF POSITION DESCRIPTIONS

The Library Director is responsible for reviewing requested evaluations of existing positions or the establishment of new positions. This responsibility includes evaluating the particular position duties, ranking the position against established positions, and assignment of the position to an appropriate salary range in the Plan. The staff members affected will then be appropriately reclassified and adjusted in salary if applicable.

I. ADMINISTRATIVE PROVISIONS

1. Supervisors, with the approval of the Library Director, have the authority to recommend the actual salary to be paid to a staff member within the procedures, guidelines and plans set forth in this policy. Supervisors will continually monitor work flow and working conditions. Recommendations concerning individual staff members will be based on performance, capability, experience, training, and other relevant qualifications.
2. The Library Director shall be responsible for the administration of the Staff Classification and Salary Plan Policy.