



Policy HR 7.1 Compensation Plan

Adopted by the Library Board of Trustees: 01/24/2013
Revised: 02/23/2017

NOLS is public tax-supported institution. The Library's ability to pay salaries depends upon annual revenue and budgeted expenditures established by financial conditions within Clallam County.

It is the policy of the Library to maintain a Compensation 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 reasonably with other similar libraries and local public employers for comparable positions, within budget limitations, and with full consideration for the public the Library 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 Compensation 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 compensated.

The Compensation Plan includes the salary schedule designated in the most recent Collective Bargaining Agreement(s) (CBA(s)). The salary schedule covers exempt, nonexempt, represented and at-will employees.

Coverage under the Compensation Plan includes all positions as defined in the Classification Plan and as outlined in the Classification of Employees Section (Section 6) of the *HR Policy Manual*.

I. Starting salary and proficiency increases

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

Progression to the next step normally occurs annually, upon a satisfactory performance evaluation, with the new rate of pay effective beginning on the anniversary date. A move to the next step may sometimes occur after the successful completion of the probationary period, generally when that arrangement was negotiated as part of hire, or when extraordinary performance warrants a step increase at that time. In that case the new rate of pay will be effective upon completion of the probationary period.

Standard or negotiated step increases require approval of the Library Director or designee.

In the event that a staff member is on “Need for Performance Improvement” status the date he or she is scheduled to receive a step increase, such 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.

Upon promotion to a position in a higher salary range, the employee’s anniversary date will change to correspond to his/her appointment to the new position. The next step increase, if the employee is not already at Step E, shall occur effective with the new anniversary date, providing the employee has received a satisfactory performance evaluation.

Employees who are Y-rated are not eligible for step increases until the range has increased to the staff member’s actual salary via COLA increases or salary schedule restructuring.

Special step increases may be recommended by a supervisor in the event an employee has maintained an exceptionally sustained high level of overall job performance that should be formally acknowledged. Special step increases require approval of the Library Director.

I. Administration

Supervisors, with the approval of the Library Director, have the authority to recommend the actual salary to be paid to an employee 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.

The Library Director shall be responsible for the administration of this policy.