DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Compensation **ADMIN 1-221**

BOARD **SECTION: 200 – Employment Policies**
Approved: 05/11/17
Revised: 09/10/20

POLICY

The Daniel Boone Regional Library (DBRL) recognizes that its employees play a significant role in providing the library materials, services, and programs to the taxpayers. DBRL strives to recruit and retain high quality employees to fill a variety of positions in the organization, with the intent of providing superior service to both internal and external customers. Therefore, DBRL has adopted a compensation plan for budgeted positions that meets the following objectives:

- Provide fair and equitable rates of pay;
- Establish a pay plan that supports recruitment and retention of qualified employees;
- Develop market competitive pay ranges for all job classifications;
- Remain fiscally responsible with public resources to provide a sustainable pay plan;
- Ensure consistent administration throughout all levels of the organization.

Structure of the Compensation Plan

The basis of the compensation plan is the job descriptions. The job descriptions outline the purpose of the position, the primary responsibilities, knowledge, skills and abilities required to perform the job as well as required education level and related experience. Job descriptions are reviewed to ensure the duties and requirements of the position remain accurate and current. Approval of the content of the job description rests with the Executive Director.

The total points assigned to a position using the nine factors of the job evaluation system determine the grade assignments of the position within the pay plan. The job evaluation method examines the content and requirements of the position, but does not measure an employee's effectiveness or performance.

Job Evaluation Factors

- Training, Skills and Ability
- Physical Demands
- Working Conditions/Hazard
- Experience/Knowledge and Education Required
- Independence of Action
- Supervision Exercised
- Level of Work
- Human Relations Skills
- Impact on End Results

The Compensation Plan

The compensation plan consists of 30 grades with 6% between each grade. Each grade has a 50% spread from the minimum salary to the maximum salary, unless temporary adjustments are made for minimum wage increases. Salary increases, if any, occur with Board approval of the annual budget providing for such increases. The effective date of the salary increase is the first day of the new fiscal year, which is typically January 1.

Employees in positions classified as temporary or internships are not eligible for increases within the compensation plan. New hires and employees in new positions with a start date between October 1 and December 31 of the current year are on probation as defined by Policy 1-224 Employee Probation Period and will not be eligible for any annual staff raise in the subsequent fiscal year. However, these employees are eligible to receive any adjustments made to the base salary in their grade.

Employees who have reached the maximum salary for their position grade are not eligible for an increase to their annual or hourly salary. These employees will, however, receive quarterly lump sum payments in amounts equal to the current annual increase approved for the employee's grade in the budget. Lump sum amounts will be calculated using the approved annual increase based on their current salary multiplied by the number of hours paid in the previous quarter. Lump sum payments will be issued on the pay date closest to the end of each quarter.

PROCEDURES

New positions

New Positions shall be evaluated using the formal job evaluation system and placed within the compensation plan based on the evaluation. The Executive Director will review and approve the salary grade recommendation.

Reclassification of existing positions

If a significant change occurs in the duties or requirements of a particular position in order to meet the needs of the organization, the position will be re-evaluated. When that occurs, the manager of the position and the Human Resources Manager will re-evaluate the position to determine if the point value has changed and if the change in points places the position in a new salary grade.

Salaries and Benefits Budget

Each year the Executive Director and senior administrative staff will review budget revenue, projected costs of salaries, payroll taxes, benefit costs, and the external market when preparing the new fiscal year budget.

During budget preparation, the Executive Director and senior administrative staff may determine an increase is needed to adjust all or some salary levels in the compensation plan to remain market competitive. When this occurs, the Executive Director will include a request for Board approval of an increase with the salary and benefits budget. If approved, the increase would apply to all specified grades in the compensation plan. This base adjustment would not apply to employees who may have been grandfathered into the compensation plan and are above the maximum of their current salary grade.