

Hedberg Public Library  
B203 Compensation Plan  
Board Policy  
Last update – February 2007

**Purpose**

The Compensation Plan is intended to help the library attract and retain qualified people, provide performance incentives, and ensure equitable compensation.

**Pay Schedule**

The pay schedule is composed of 14 pay grades. The assignment of a position to one of these pay grades is based upon a job analysis and comparison to all other positions in the library. Factors considered include: job complexity, judgment, and problem solving; supervision received; confidential data; personal contacts; working conditions; demands, deadlines, and pressures; education; experience; equipment operated; impact of errors; impact of decisions; character of supervision; scope of supervision; market conditions.

Each of the 14 pay grades is assigned a minimum and a maximum wage. The minimum and maximums are determined in part by survey.

The salary schedule will be reviewed annually by the Library Director and Board. The Library Board generally adopts the economic adjustment figure used by the city for city staff. When the economic adjustment is so authorized, the minimum and/or maximum of each pay grade, except for pay grade 1, are adjusted by the amount of the increase.

**Plan Maintenance**

The Director is responsible for the administration and maintenance of the plan. The Director shall assign new positions to the appropriate pay grade, approve any changes of position classification, and determine the appropriate intervals for review of all positions.

**Reclassification of Positions**

A change in job duties and responsibilities, or in market conditions, may result in the reclassification of an existing position. If a classification review results in the approval of a higher classification, the employee will be paid the higher of their current rate or the beginning rate in the new pay grade. If more than one employee is affected, the Director will determine any additional compensation necessary to reflect seniority, within the limits of the new pay grade.

If the classification review results in a lower job classification, the employee shall retain the previous rate of pay but will not be eligible for any salary increases until the maximum of the new pay grade exceeds the employee's rate of pay. Reclassification of an existing position will not change the employee's evaluation date.

**Beginning Pay Rate**

The normal beginning rate for a new employee will be the minimum rate for the pay grade assigned to the position. However, the Library Director may authorize a higher rate to compensate for an employee's experience or advanced training. A rate below the minimum may be authorized for an under-qualified candidate.

**Raises**

A standard raise of 3% can be recommended annually by the employee's supervisor following a satisfactory performance evaluation. For employees who have reached the top of their pay range, a non-recurring longevity raise of 2% based on and limited to the first \$60,000 of last year's wages may be given following a satisfactory performance evaluation.

Employees with unsatisfactory performance receive no raise. Periodic follow-up performance reviews may result in partial year raises, following administrative procedures.

**Evaluation Dates**

An evaluation date is established for each employee for performance appraisal. An employee's evaluation date is six months from the date of hire or position change. Employees who begin work on or before the 15th of the month will have the first of that month used to calculate their evaluation date. Employees who begin on the 16th or later will have the first of the following month to calculate their evaluation date. The initial performance review will take place the month prior to the evaluation date, and employees will be eligible for a 3% raise at that time, effective on the evaluation date. Subsequent performance reviews and increases may be given annually.

**Promotions, Transfers, and Demotions**

An employee promoted to a new position at a higher pay grade shall be paid at the higher of their current rate or the beginning rate of the new pay grade. The employee will be evaluated after six months, when he/she will be eligible for a 3% raise.

An employee transferred to a different position in the same pay grade shall retain the same rate of pay and the same evaluation date. If the evaluation date does not fall within the first six months on the new job, a performance review will be completed at six months, but the employee will not be eligible for a raise until the employee's original evaluation date.

An employee assigned to a position in a lower pay grade through no fault of the employee (e.g., elimination of job) shall retain the previous rate of pay. No salary increases will be received until the maximum of the new pay grade equals or exceeds the employee's rate of pay. A performance review will be completed at six months, and the employee will be eligible for a raise if it is within the limits of the new pay grade.

An employee demoted for performance shall have a rate in the pay grade range of the demoted position as determined by the Director. A performance review will be completed at six months, and the employee will be eligible for a raise within the limits of the new pay grade.

**Indirect Compensation**

Health, dental, vision, and life insurance; retirement, vacation, holidays, breaks, sick leave, flex benefits, and deferred compensation plans are some of the indirect compensation available to full-time staff. Regular part-time staff receive many of these benefits on a pro-rated basis. Temporary and pay grade 1 positions receive breaks and any benefits required by law.

The Library Director will determine when indirect compensation packages should be reviewed to remain part of a competitive compensation structure.