

Samuels Public Library - Compensation Adjustment Policy

Effective: July 1, 2015

Introduction

Samuels Public Library recognizes the importance and contribution of its staff in pursuing, achieving, and supporting the Library's mission. Therefore, the Library maintains a compensation program directed toward attracting, retaining and rewarding a qualified, high-performing and diverse workforce.

Reason for Policy

This policy promotes a mutual understanding regarding the purpose of compensation, establishes rationale for annual compensation adjustments, and guides consistency and accountability in compensation practices for employees.

Policy Statement

Compensation adjustments for employees must be supported by written documentation and justification.

There are several reasons for compensation adjustment.

- **Performance or merit.** Employees who consistently meet the standards of performance for their positions may receive a performance based, merit compensation adjustment in accordance with the parameters established during annual budget development. The adjustment must be documented by a written performance evaluation and will be effective on July 1. Performance based compensation adjustments proposed at other times must be justified by unique circumstances.
- **Market or equity.** Market (or market rate) is the rate of pay with which the Library competes in fields or disciplines in local and regional markets. The pay scales of employees of Warren County shall be a major consideration in determining market rate. When necessary and appropriate, compensation adjustments not related to performance, but intended to correct market or equity disparities may be proposed for individual employees or groups of employees. Such adjustments shall be effective on July 1.
- **Retention.** Adjustments may be instituted under special circumstances to retain employees.

- **Negative Adjustments.** Under appropriate circumstances, such as for disciplinary reasons or a general budget cut, a compensation decrease may be instituted. If applicable, the adjustment must be documented by a written performance evaluation.

Parameters

During the annual budget development process, parameters will be established by the Finance Committee working with the Library Director to guide the administration of compensation adjustments. Parameters may be established and adjusted at other times as deemed necessary by the circumstances.

Funding

All individual compensation adjustments are subject to available funding.

Definitions

- **Performance based, merit compensation adjustment.** An adjustment made in recognition of work performance that meets or consistently exceeds performance standards documented through an established evaluation process.
- **Market based compensation adjustment.** A compensation adjustment to correct an external pay rate disparity related to the job being performed (not related to performance) using developed market data.
- **Equity based compensation adjustment.** A compensation adjustment to correct an internal pay disparity related to the job being performed; not related to performance.

Exceptions

Exceptions to this policy may be granted with the approval of the Board of Trustees.

Manual of Personnel Policies

This policy shall be a part of the Library *Manual of Personnel Policies* and replaces all inconsistent compensation provisions.

Adopted by the Board of Trustees on July 13, 2015


Denise Nassetta, Secretary