

3 PERSONNEL

3.2 Wage and Salary Administration

3.2.1 Legal Requirements

The Library complies with all applicable federal and state laws pertaining to employee compensation, including minimum wage and overtime pay regulations. All Library employees, excluding contract workers such as the cleaning service, are covered by this policy.

3.2.2 Job Classification and Salary Structure

A job classification system has been established to ensure that salary levels are internally equitable as well as externally competitive.

Internal equity is evaluated by comparing the required level of competency, formal training and experience, responsibility, and accountability of one job to another and arranging all jobs in a formal grading structure.

External competitiveness is evaluated by reviewing local and regional market survey data from which minimum and maximum salary levels for each classification are determined. Salary ranges are reviewed annually by the Board and may be adjusted according to relevant labor market rate fluctuations or in response to specific organizational needs.

No employee will be paid below the minimum or above the maximum rate established for his or her job classification. New employees may be hired at a salary above the minimum based upon the nature and amount of experience previously acquired.

Position classifications are determined by official job descriptions and assigned responsibilities, not by individual qualifications. The Library encourages employees to pursue advanced degrees in library science and other disciplines; however, it cannot guarantee that attainment of additional credentials will entitle the employee to automatic advancement, a different job assignment, or a pay increase.

3.2.3 Salary Increases

The Library Director will submit proposed salary increases for positions in classifications 1 through 9 to the Library Board for consideration and approval as part of the annual budget process. Salary adjustments for employees in classifications 10 and 11 will be determined on an individual basis by the Board. Approved increases will become effective at the beginning of the new budget year (January 1) for employees hired or promoted on or before September 30 of the preceding year.

Additional adjustments to the compensation rate of one or more specific employees may be made at the discretion of the Board, upon recommendation by the Director, if such action is determined to be in the best interest of the Library.