

POLICY TITLE: Wage and salary plan

ADOPTION\LAST REVISION: Adopted 9-11-91, Reviewed 1-12-93, 4-9-02

A. Purpose: It is the library's goal to pay reasonable and equitable wages and salaries to all its employees. The rates of pay shall be comparable to wage and salary rates paid for similar positions within the library profession and the region.

The library's basic guidelines for wage and salary administration are:

1. The library board shall determine wages and salary rates for the library. The library director shall apply these rates throughout the library.
2. The library board shall establish a minimum rate and a top rate for each library grade for exempt and non-exempt employees.
3. The library board shall also determine, in the budget process, the amount available for merit increases throughout the year.
4. Based upon evaluations conducted on an annual basis, the employee may receive merit increases, in addition to cost of living raises, as determined by the library director in consultation with the supervisor and within the budget constrictions set by the board in 3. above.
5. No employee may exceed the top range of their grade as established by the Board unless approved by the board.