

# **Camden County Library District Policy Manual**

## **Section 1. Employees Subsection 4. Compensation – Salaries**

### **POLICY**

The Camden County Library District (CCLD) recognizes that its employees play a critical role in providing the library materials, services, and programs to the taxpayers. CCLD 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, CCLD has adopted a compensation plan for budgeted positions that meet 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 Director and the Board of Trustees.

### **The Salary Scale**

The salary scale consists of 5 grades. 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. Cost of Living Adjustments (COLA) are made each year to the salary schedule and are equal to the annual CPI-U of the previous December's CPI-U. This is the same CPI-U that is used to determine annual tax increases, if any, by the State Auditor for Hancock Amendment adjustments. The Director and the Board reserve the right to lower or eliminate the COLA if anticipated tax revenues are not expected to meet CPI-U due to the Hancock Amendment. Employees in positions classified as temporary or internships are not eligible for increases within the compensation plan.

### **New Positions**

New Positions shall be evaluated and placed within the salary scale based on the evaluation. The 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 Director and the Business Manager will re-evaluate the position to determine if the new responsibilities place the position in a new salary grade.

### **Salaries and Benefits Budget**

Each year the 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. Individuals who are grandfathered into the compensation plan above the maximum of their current salary are still entitled to the same COLA as all other staff.