

PROPOSAL
DECATUR PUBLIC LIBRARY
SALARY ADMINISTRATION POLICY
MANAGEMENT STAFF

The purpose of effective salary administration is to insure that the library management staff receive fair and equitable compensation in relation to their contribution to library objectives and that the library receives a maximum return on its investment in salaries. To achieve these ends, the library's management salary program has the following policy objectives.

1. To provide compensation opportunities for supervisory, administrative, and professional personnel which are related to the responsibilities they assume and the skills which they require to carry out their duties.
2. To reward individuals for their performance and contribution to the success of Library goals and objectives.
3. To use funds budgeted for compensation in a way that will most effectively motivate management personnel to achieve Library objectives.
4. To structure salary ranges which reflect the Library's desired position within the labor market for each classification. These ranges are examined and adjusted periodically to reflect changes in the labor market. It is the general compensation philosophy of the Library that employees who consistently perform at the "meets standards" level should be compensated within the first and second quartile ranges of their classification's pay range.
5. To provide merit pay opportunities for employees whose performance is evaluated as consistently "above standards."

This policy applies to all supervisory, administrative, and professional employees not covered by a union contract. To fully accomplish the policy objectives, the following procedures are to be observed:

1. All employees will receive an annual performance evaluation. The evaluation will normally be conducted during the last quarter of the calendar year. The results of the evaluation will be the basis for determining salary increases as outlined below.

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To accomplish the Library's management compensation policy objectives, two types of pay adjustments are recognized--Standard Pay Adjustments and Merit Pay Adjustments. A Standard Pay Adjustment recognizes consistent performance at a "meets standards" level and a Merit Pay Adjustment recognizes consistent performance at an "above standards" level. A library management employee will be eligible for a pay adjustment in accordance with the criteria outlined below.

Eligibility for Pay Adjustments

The procedures for determining Standard Pay Adjustments are as follows:

1. To be eligible for a Standard Pay Adjustment, the employee's salary must be below the second quartile of the assigned salary range and a minimum of four (4) of the five (5) goals/objectives listed in Part 1 of the Management Performance Evaluation instrument must be rated at least "meets standards" and a minimum of nine (9) of the eleven (11) rating categories in Part 2 of the Management Performance Evaluation instrument must be rated at least "meets standards" or "not applicable."
2. If an employee is eligible for a Standard Pay Adjustment in accordance with the above, the amount of the salary increase will be determined by the City Librarian based upon the recommendation of the department supervisor.
3. Standard Pay Adjustments may be given retroactively at the discretion of the City Librarian; however, such pay must be made retroactive to the beginning of a pay period.
4. No Standard Pay Adjustment salary increase will result in a salary exceeding the second quartile for that classification.
5. Standard Pay Adjustments will not cause the amount appropriated in the library's personnel services budget to be exceeded.
6. No management employee shall be eligible for both a Standard Pay Adjustment and a Merit Pay Adjustment during the same evaluation period.

The procedure for determining Merit Pay Adjustments is as follows:

1. To be eligible for a Merit Pay Adjustment, a minimum of three (3) of the five (5) goals/objectives listed in Part 1 of the Management Performance Evaluation instrument must be rated "exceeds standards" and no more than one (1) can be rated "needs improvement." A minimum of six (6) of the eleven (11) rating categories in Part 2 of the Management Performance Evaluation instrument must be rated "exceeds standards" and no more than two (2) can be rated as "needs improvement" or "not applicable."
2. If an employee is eligible for a Merit Pay Adjustment, the dollar amount of the salary increase will be determined by the City Librarian based upon recommendation of the departmental supervisor.
3. Merit Pay Adjustments may be given retroactively at the discretion of the City Librarian; however, such pay must be made retroactive to the beginning of a pay period.
4. Merit Pay Adjustments will not cause the amount appropriated in the library's personnel services budget to be exceeded. No more than three management employees will be given merit raises in any one fiscal year.
5. An individual's Merit Pay Adjustment will not cause his/her salary to exceed the salary range for their classification.

Performance evaluations and recommendations for any salary increase will generally be conducted in the last quarter of the calendar year for inclusion into the budgeting process. Salary adjustments during other times of the year may be conducted at the request of the City Librarian or in accordance with employment offers.