

### Classification & Compensation

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#### 3.1 *Classification and Compensation Plan*

The District maintains an Employee Classification and Salary (Compensation) Plan designed to pay salaries that are equitable internally; that is, salaries which are in proper relationship of worth to all other positions within the District. It is the policy of the District to strive to pay fair salaries based upon comparisons with similar libraries, salaries in the local area for comparable positions, and the District's budget.

The need to change an assigned position classification, or to revise the content of a position description, or modify other elements of the plan, is sometimes necessary due to assumption of new library services, the expansion or contraction of existing services, or changes in organization or operating methods.

Consequently, the District will strive to review the plan and its application periodically to verify the adequacy of position descriptions and to help assure employees are properly classified.

The plan consists of two compensation structures: NONEXEMPT and EXEMPT. Coverage under the plan includes all position classifications established by the District.

Provisions of the plan relating to exempt and non-exempt positions, minimum wages paid, hours worked, and overtime compensation shall comply with the Federal Fair Labor Standards Act, the Washington Minimum Wage Act, and any other applicable wage and hour laws and regulations.

#### 3.2 *Administration*

The administration of the Employee Classification and Salary Plan is the responsibility of the Library Executive Director as established and authorized by action of the District Board of Trustees.

The Human Resources Manager has the authority to recommend to the Library Executive Director the actual salary to be paid an employee within the procedures, guidelines and plans set forth in this policy provided such recommendation is based on the actual job responsibilities performed by the employee and on the individual's performance, ability, experience and other relevant qualifications.

**Employee Classification:** It is the Human Resources Manager's responsibility to assure each employee is properly classified, and receiving the proper salary for the position's assigned classification.

**Position Description Changes:** The position description describes the essential duties and responsibilities of a job to include the knowledge, skills, abilities, and other factors required for successful job performance. When the duties and responsibilities change significantly, the position description shall be revised accordingly, and the position evaluated for reclassification into the appropriate salary grade—up or down.

When a position is reclassified, the salary is set pursuant to section 3.8.

It is the responsibility of the supervisor to contact the Human Resources Manager to request revision of the position description, and/or reclassification of the position.

The Executive Director must approve all reclassifications –up or down.

#### 3.3 *Starting Salary*

Normally, new employees will be hired at STEP A of the appropriate salary grade. However, with prior approval of the Library Executive Director, a new employee may be hired at a salary above STEP A when experience, training, or proven capability warrant, or when employment market conditions require a higher starting salary.

### **3.4 Step Increases**

Step increases normally occur annually, on the employee's anniversary date, until the employee reaches the maximum step of a salary grade.

### **3.5 Supervisor Pay**

Where an employee is required to supervise in a position that normally does not have supervisory responsibility, he/she may receive an "extra-step" or four (4) percent for Supervisor Pay.

### **3.6 Increase on Promotion**

When an employee is promoted (e.g. selected to a position with a higher classification), the employee shall be placed at the step of the corresponding salary grade which results in a salary increase of at least five (5) percent. If applicable, benefits will be adjusted.

### **3.7 Demotions**

When an employee is demoted (e.g. selected to a position with a lower salary grade) due to a reclassification or an involuntary action, the employee's salary will be frozen until the salary level of the downgraded position has increased to an amount greater than the employee's existing salary. When an employee is demoted voluntarily, the employee's salary will be changed to the rate at the same step in the lower salary grade, and the employee's leave accruals will be adjusted as appropriate.

### **3.8 Reclassifications**

When a position is reclassified upward, the employee shall be placed at the step of the corresponding salary grade. The Executive Director may approve placement at a higher step if circumstances warrant.

When a position is reclassified downward, the salary may be frozen at its current level until such time as the employee leaves District service, or until the salary level of the downgraded position has increased to an amount greater than the employee's existing salary.

Position reclassifications initiated by the supervisor/manager shall be effective, and the employee's salary adjusted, the first day of the month following approval. Positions recommended for reclassification as a result of a formal pay and classification study may have their salary adjusted effective the first day of the month following approval, or the first day of the new budget year (i.e., January of the following year), dependent on budget considerations.

### **3.9 Acting Appointment**

An employee accepting an acting appointment to a position within the same classification will not receive an increase in salary or benefits. An employee temporarily assigned to a position with a higher classification, shall be placed at the step of the corresponding salary grade which results in a salary increase of at least five (5) percent. Benefits will be adjusted as appropriate.

### **3.10 Exempt Employees**

An exempt employee is typically paid on a "salary basis;" e.g., the employee regularly receives each pay period a predetermined amount constituting all or part of an employee's compensation, which amount is not subject to reduction because of variations in the quality or quantity of the work performed. Exempt employees are not eligible for overtime.

Exempt employees shall not have their predetermined salary reduced during a workweek in which they performed any work except as does not jeopardize the employee's exempt status under federal and state law. Accrued sick or vacation leave should be used for absences of a day or more. Exempt employees will not have their salaries reduced for less than a full day absence.

Exempt employees who believe an improper deduction has been made to their salary are required to contact their immediate supervisor or manager, the Finance & Accounting Supervisor, or the Human Resources Manager in order to resolve the issue as soon as possible.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed and the District will take whatever action it deems necessary to ensure this policy is followed in the future.

### ***3.11 Non-exempt Employees***

Non-exempt employees are typically paid on an “hourly basis” for all hours worked and are entitled to overtime pursuant to the Fair Labor Standards Act (FLSA) and Washington Minimum Wage Act (WMWA). Employees are paid bi-monthly based on the number of hours worked in the pay period. Part-time employees should not be classified as “exempt.”

### ***3.12 Overtime***

Overtime must be approved by the appropriate manager.

1. Determination of overtime:
  - a. Full-time non-exempt employees will be paid for actual hours worked in excess of 40 hours per workweek at the rate of time and a half the employee’s regular hourly rate.
  - b. Part-time employees will be compensated for time worked over their regularly scheduled hours up to 40 hours per week at straight time. Actual hours worked over 40 hours in a workweek will be compensated at the rate of time and a half the employee’s regular hourly rate.
  - c. Paid time off for holidays, vacation, sick, or other paid leave will be compensated at the regular hourly rate for payroll purposes, but shall not be counted as hours worked for overtime pay computation. Consequently, an employee could be compensated for more than forty (40) hours per workweek at the regular hourly rate.

### ***3.13 Market Adjustment***

Employment market conditions may cause salary levels for specific positions in the local labor market to rise beyond the District’s salary range for the position classification, resulting in recruitment and retention issues.

To ensure the District is able to fill necessary positions with qualified individuals, the Board of Trustees, upon the Executive Director’s recommendation, may approve a market adjustment of up to 25% above the appropriate salary grade for (a) specific position(s).

A market adjustment factor is applied to the full salary.

The criteria to justify a market adjustment are:

- A shortage of workers in the local labor market with the needed skills.
- The average salary level in the local labor market is higher than that paid by the District.

Market adjustments are not intended to address general recruitment issues.

Approved market adjustments shall be reviewed annually and revised, as appropriate.

### ***3.14 Anniversary Date***

The employee’s anniversary date for progression through the salary grade is the date on which an employee began his/her most recent continuous term of employment within a position classification, adjusted for unpaid leaves of absence in accordance with section 3.15.

### **3.15 *Anniversary Date - Leave without Pay***

Following leave without pay, an employee's anniversary date will be adjusted as follows:

- Leave without pay of one pay period or less - anniversary date stays the same.
- Leave without pay for more than one pay period - anniversary date is advanced in an amount equal to the duration of the leave.

### **3.16 *Anniversary Date - Promotion/Demotion/Reclassification***

Upon promotion, demotion, and/or reclassification, the employee's anniversary date shall be adjusted to the date at which the promotion, demotion, and/or reclassification is effective.

### **3.17 *Concurrence of Promotion & Anniversary Date***

When the effective date of promotion and the anniversary date coincide, a step increase, if applicable, will be processed prior to the application of any promotional increase.

### **3.18 *Advancement on Anniversary Date***

Progression beyond STEP A, in a salary grade may only occur with satisfactory performance as noted in the annual performance evaluation.

Step increases normally occur annually on the anniversary date until the employee reaches the top step of a salary grade.

The step increase is effective for the complete payroll period in which the anniversary date occurs.

Following a written warning, an eligible employee's step increase may be withheld for up to 90 days if approved by the appropriate Manager, or the Executive Director. The step increase may be withheld until the employee's performance improves to a satisfactory level. The withholding of a step increase does not change the employee's anniversary date.

### **3.19 *Work-Related Travel***

Each employee is expected to travel to and from their regularly assigned worksite for a normal workday and workweek with no payment for travel. Other work-related travel approved by the manager should be compensated as follows:

- Employees traveling for business purposes during their regularly scheduled workday are paid their normal salary for travel time within the workday.
- Employees traveling to or from an unscheduled work site at the beginning or end of a workday are not paid for travel time.
- Employees required to report to work more than once in a regularly scheduled workday (unless regularly scheduled for a split shift) are paid for travel time for the time spent reporting to work for the second time that day.

### **3.20 *Reimbursement for Work-Related Travel***

Routine day-to-day work-related travel using a personal vehicle shall be authorized by the employee's supervisor or manager and all claims for mileage reimbursement must be similarly approved. Mileage is reimbursed at the rate established by the Internal Revenue Service in effect at the time of the travel. For other than routine travel using a personal vehicle, the District's Travel Policy applies.

### **3.21 *Approved Meeting, Conference, Workshop Time***

#### **Non-exempt Employees**

Attendance at a required meeting, conference, workshop, etc., is considered an employee's work time and will be compensated accordingly. If the activity occurs during the employee's normal working hours, travel time will be compensated. Whenever possible, supervisors should schedule employee attendance so overtime compensation is not required.

Unless an exempt employee, the driver of a vehicle will be compensated for time spent driving before, during, or after normal work hours on both regular work days and regular days off, not including breaks for meal times.

For passengers (either in an automobile or other forms of transportation), actual travel time will be compensated only during the employee's normal working hours, on both regular work days and regular days off. Travel as a passenger outside of normal working hours on any day is not considered work time and will not be compensated, unless the employee is performing work.

Time spent attending a meeting, conference, workshop, etc., which is not required by the District, may not be compensated.

#### **Exempt Employees**

Approved attendance at meetings, conferences, workshops, etc., inside or outside the District, as well as associated travel, is considered work time. However, exempt employees are not entitled to overtime.

Board of Trustees' meeting attendance is considered paid work time for staff who is required to attend on a regular basis, or who has been asked to attend a specific meeting. Paid work time is not allowed for staff who attends out of personal interest.

### **3.22 *Job Related Out-of-Pocket Expenses***

It is the policy of the District to reimburse employees for job related expenses incurred in the performance of their duties. Employees may be reimbursed through petty cash for the cost of the item(s), including applicable taxes, with a proper receipt and manager/supervisor approval.

### **3.23 *Emergency Closure***

When employees are unable to work because facilities have been closed, and/or area travel has been restricted, regularly scheduled employees will be paid for the time they would have worked during the closure, up to a maximum of three business days.

If some branches are closed and others open, or when a branch closure occurs during the workday, staff may be temporarily assigned to another branch library. In situations in which it is not possible to reassign employees, regularly scheduled employees will be paid for the time they would have worked, up to a maximum of three business days.

When employees are reassigned, they should either report to the temporary assignment or request approval to use paid leave. If staff is called in to work but are unable to do so, accrued vacation time or leave without pay is to be taken for the lost work time. Administrative leave for lost work time will be authorized only when a work site remains closed and reassignment to another work site isn't possible after three business days.

The Executive Director or Acting Executive Director shall make all closure decisions.