

**POLICY: HR3 – Compensation: Wages**

APPROVAL DATE: 01/01/1982

REVISION DATE: 05/21/2019

**Purpose**

To set forth the District's policies for the compensation of all employees.

**Scope**

Applies to all District employees

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**3.1 Classification and Salary Plan**

The District maintains an Employee Classification and Salary Plan designed to pay salaries that are equitable based on the following considerations:

- Internal: Salaries are in proper relationship to all other positions within the District.
- External: Salaries are in proper relationship with external sources such as similarly situated libraries, and market factors for comparable positions.
- Fiscal: the District's budgetary capacity.

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

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

Coverage under the plan includes all position classifications established by the District.

Provisions of the plan shall comply with the Federal Fair Labor Standards Act, Washington Minimum Wage Act, and any other applicable wage and hour laws and regulations.

**3.2 Administration of the Plan**

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

It is the Human Resources Director's responsibility to ensure each position is properly classified, and receiving the proper salary for the position's assigned classification.

**3.3 Starting Salary**

New employees are typically hired at the first step of the salary band. A hiring supervisor may request that a new employee be placed at a higher step within the band when experience, training, or proven capability warrant, or when employment market conditions require a higher starting salary. The Executive Director has sole approval authority for any such requests.

**3.4 Anniversary Date**

The employee's anniversary date for progression through salary band steps is the date on which the employee began their most recent continuous term of regular, benefits-eligible employment, adjusted for unpaid leaves of absence in accordance with Section 3.5.

Upon promotion, demotion, and/or reclassification, the employee's anniversary date shall remain the same.



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### 3.5 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 – no change to the anniversary date.

Leave without pay for more than one pay period – the anniversary date is advanced in an amount equal to the duration of the leave.

### 3.6 Step Increases

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

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.

### 3.7 Specialty Pay

An employee temporarily assigned the additional duties or responsibilities of a position above their current band may be entitled to a temporary specialty pay increase, as determined by the Executive Director, for the duration of the temporary assignment.

Specialty pay is not considered when computing salary adjustments for promotion, demotion, or reclassification.

### 3.8 Promotion

When an employee is hired into a position with a higher assigned salary band (promoted), the employee shall be placed at the step of the corresponding salary grade which results in a salary increase equivalent to at least one step, not to exceed the top step of the salary band.

### 3.9 Demotion

Voluntary demotion

When an employee voluntarily demotes, the employee's salary will be changed to the step in the lower salary band which represents a decrease in salary equivalent to at least one step, not to exceed the top step of the salary band.

Involuntary demotion

When an employee is demoted involuntarily, the employee's salary will be placed at the step in the new salary band which represents a salary equal to the salary prior to the demotion. If the salary exceeds the new band, the salary shall be held until the salary schedule exceeds the pre-demotion salary.

### 3.10 Reclassifications

The position description is a formal document describing a position's essential duties and responsibilities, minimum qualifications, working conditions, and physical requirements.

When the duties and responsibilities of a position change significantly, the position description shall be revised accordingly, and the position evaluated for possible reclassification. Requests for review and reclassification may be initiated by the Employee, Supervisor, or Management.

The Executive Director has final approval authority for reclassification requests.

When a position is reclassified upward, the employee's salary shall be placed at the step of the corresponding salary band which results in a salary increase of at least one step. The Executive Director may approve placement at a higher step if circumstances warrant.



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When a position is reclassified downward, the employee's salary shall be placed at the step of the corresponding salary band which results in a salary decrease of at least one step. The Executive Director may approve placement at a higher step if circumstances warrant. If the new salary exceeds the updated salary band, the employee's salary will be held at its current level until such time as the salary level of the reclassified position has increased to an amount greater than the employee's existing salary.

Position reclassifications shall be effective, and the employee's salary adjusted, the first day of the month following approval.

### **3.11 Acting Appointment**

An employee accepting an acting appointment to a position within the same salary band will not receive an increase in salary or benefits. An employee accepting an acting appointment to a position with a higher salary band for 30 days or longer, shall be compensated at a rate equal to a one-step increase not to exceed the top step of the salary band of the higher level position.

### **3.12 Fair Labor Standards Act (FLSA) Exempt Employees**

An employee who is considered exempt from the provisions of the FLSA typically receives each pay period a predetermined amount constituting all or part of an employee's compensation, which is not subject to reduction because of variations in the quality or quantity of the work performed. FLSA 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. Accrued sick or vacation leave may be used for absences of a day or more. Exempt employees will not be required to use leave for less than a full day's absence.

### **3.13 Fair Labor Standards Act (FLSA) Eligible Employees**

FLSA Eligible employees are typically paid on an hourly basis for all hours worked and are entitled to overtime pursuant to the (FLSA) and Washington Minimum Wage Act (WMWA). Employees are paid semi-monthly based on the number of hours worked in the pay period. FLSA Eligible employees are required to accurately document actual hours worked each pay period.

FLSA Eligible employees may not perform any work outside of their regularly scheduled hours, including but not limited to making phone calls and reading or sending email without advance authorization from the appropriate manager.

FLSA Eligible employees shall accurately record all time worked, paid leave, and unpaid leave taken. Failure to accurately report time may result in disciplinary action up to and including termination.

### **3.14 Overtime**

Overtime must be approved in advance by the appropriate manager. Working unauthorized overtime may result in disciplinary action, up to and including termination.

Determination of overtime:

- a. FLSA Eligible 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 rate of pay.
- b. Paid time off for holidays, vacation, sick, or other paid leave will be compensated at the regular hourly rate for payroll purposes, and shall not be counted as hours worked for overtime pay computation.



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### 3.15 Rate of Pay Adjustments

The District will comply with federal and state law regarding minimum wage rates.

The District may consider a number of economic factors, including the August CPI-W when determining any annual cost of living adjustment (COLA) recommendation. The Board of Trustees has sole approval authority for any such salary adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.

### 3.16 Work-Related Travel Time for FLSA Eligible Employees

Other work-related travel outside of an FLSA eligible employee's regular commute shall be compensated as follows:

- Employees traveling for approved business purposes during their regularly scheduled workday are paid their normal rate of pay for travel time within the workday.
- Employees traveling to or from home to the 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.

### 3.17 Approved Meeting, Conference, Workshop Time for FLSA Eligible Employees

Approved attendance at a meeting, conference, workshop, etc., is considered time worked and will be compensated accordingly. Whenever possible, supervisors should schedule employee attendance so overtime compensation is not required.

Approved travel time, outside of an employee's regular commute time before, during, or after normal work hours on both regular work days and regular days off, not including breaks or meal times, will be compensated as required by federal, state, and local law.

Time spent attending a meeting, conference, workshop, etc., is not considered time worked if: (a) attendance is outside the employee's regular working hours; (b) attendance is voluntary (not required by the District); (c) the course lecture or meeting is not directly related to the employee's job; and (d) the employee does not perform any productive work during such attendance.

Board of Trustees' meeting attendance is considered time worked, when the employee's attendance is required or the employee is attending as part of their scheduled training time.

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The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.



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