

# S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

<b>Policy Title</b>	HR03 – Compensation		
<b>Approval Date</b>	January 1, 1982	<b>Revision Date</b>	January 1, 2025
<b>Purpose</b>	To set forth the District’s policies for the compensation of all employees.		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify employee compensation it provides at any time, as circumstances dictate and in accordance with applicable law.

## 3.01 Definitions

### Classification & Compensation Plan

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

- Internal: Wages are in proper relationship to all other positions within the District.
- External: Wages 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 periodically review the plan and its application in order 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.

### Starting Wage

New employees are typically hired at the first step of the compensation 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 wage. The Executive Director or their designee have approval authority for any such requests.

### Anniversary Date

The employee’s anniversary date for progression through compensation band steps is the date on which the employee began their most recent continuous term of regular, benefits-eligible employment, adjusted for leave without pay.

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

- Leave without pay of less than one pay period– 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.

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

#### Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Eligible Employees (Eligible Employees)

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

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.

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.

#### Fair Labor Standards Act (FLSA)/Washington Minimum Wage Act (WMWA) Exempt Employees (Exempt Employees)

An employee who is considered exempt from the provisions of the FLSA/WMWA typically receives each pay period a predetermined amount constituting all or part of an employee's compensation (salary), which 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. Accrued Paid Time Off (PTO) will be used for absences of a full workday or more. Exempt employees shall accurately record all paid and unpaid leave taken. Failure to do so may result in disciplinary action, up to and including termination.

### **3.02 Pay Rates**

#### Base Wage

Base wage is determined first by a position's placement on the compensation schedule (band), then by the step level of an individual employee (step).

#### Leave without Pay (LWOP)

Leave without Pay is an approved temporary absence from duty in an unpaid status that is requested by an employee. The term does not cover a suspension, furlough, an absence for which leave has not been approved, or unpaid status during hours or days for which an employee would be compensated overtime, specialty or premium pay.

- Authorized (pre-approved): When an employee has complied with policy HR05 and the LWOP has been approved in advance, that period of LWOP will be considered authorized.

- Unauthorized (approved for payroll only) :When an employee's absence cannot be charged to PTO due to a lack of sufficient hours in the individual employee's PTO leave balance, the LWOP will be considered unauthorized and approved for payroll purposes only.

Using unauthorized LWOP may result in disciplinary action.

### 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:

- FLSA/WMWA eligible employees will be paid for actual hours worked in excess of 40 hours per work week at the rate of one and one-half (1 ½) times the employee's base wage.
- Paid time off, holidays, and other paid leave will be compensated at the base wage rate and shall not be counted as hours worked for overtime pay computation.

### Premium

Premium pay is a premium or additional compensation for FLSA/WMWA eligible employees working certain types of hours or under certain types of conditions. Premium pay is intended to be paid only for hours worked as directed by the Executive Director or their designee.

Premium pay is paid on a per-hour basis. The employee will report authorized hours worked during premium conditions and will be paid at a rate of one and one-half (1 ½) times the base wage per hour worked.

Premium pay will be paid in addition to Holiday Leave as provided in HR05.01 for work directed to occur on a designated District holiday.

### Specialty

Specialty pay is a premium or additional compensation for FLSA/WMWA eligible employees to recognize additional duties, responsibilities of a position, and/or unique circumstances that exceed the typical job duties of the position. Specialty pay is intended to be used only as long as the skills, duties, or circumstances it is based on are in effect, as determined by the Executive Director.

Specialty pay is paid on a per-hour basis. The employee will report hours worked performing the specialty duties and will be paid at a rate determined by the Executive Director or their designee per hour worked.

### Stipend

Stipends are a fixed amount paid for a specific purpose. Stipends are paid as long as the intended purpose is met as determined by the Executive Director or their designee.

Stipends are paid as a flat amount per pay period, added to the paycheck in a lump sum amount. The stipend can be prorated based on days worked in the pay period. The amount of the stipend is determined by District policy and/or the Executive Director or their designee.

## **3.03 Rate of Pay Adjustments**

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

As part of the annual budget process, 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 adjustment. Such an adjustment may range from a minimum of 0% to a maximum of 4%.

### **3.04 Step Increases**

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

### **3.05 Promotion**

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

### **3.06 Demotion**

#### Voluntary demotion

An employee hired into a position that is at a lower compensation band than currently held, Section 3.01 Starting Wage applies.

#### Involuntary demotion

An employee that is moved to a position at a lower compensation band, either due to restructuring, layoffs, or disciplinary action (per Policy HR13 Discipline), the employee's base wage will be placed at the step in the new compensation band which represents a base wage equal to the base wage prior to the demotion. If the base wage exceeds the new band, the base wage shall be held until the compensation rate exceeds the pre-demotion base wage.

### **3.07 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 Director.

The Executive Director or their designee have final approval authority for reclassification requests.

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

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

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

### **3.08 Acting Appointment**

An employee accepting an acting appointment to a position within the same compensation band will not receive an increase in wages or benefits. An employee accepting an acting appointment to a position with a higher compensation 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 compensation band of the higher-level position.

### **3.09 Call-Back Pay**

If an FLSA eligible employee who has finished the work shift and has left the worksite is called to return to work outside of regularly scheduled hours to handle emergency situations which could not be anticipated, a minimum of thirty (30) minutes will be paid in addition to travel time as noted below in 3.12.

### **3.10 Paid Meal Periods**

If an employee is required by the District to remain on duty at a work site during their meal period, this time will be reported as time worked and will be compensated as such.

### **3.11 Break time for nursing employees**

This is considered time worked and will be compensated as such.

### **3.12 Work-Related Travel Time for FLSA/WMWA Eligible Employees**

Other work-related travel outside of an FLSA/WMWA 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.

### **3.13 Approved Meeting, Conference, Workshop Time for FLSA/WMWA Eligible Employees**

Approved attendance at a meeting, conference, workshop, etc., is considered time worked and will be compensated accordingly. Whenever possible, employee attendance should be scheduled 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 workdays and regular days off, not including breaks or mealtimes, 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:

- Attendance is outside the employee's regular working hours;
- Attendance is voluntary (not required by the District);
- The course, lecture, or meeting is not directly related to the employee's job; and/or
- The employee does not perform any productive work during such attendance.

Board of Trustees meeting attendance is considered time worked only when the employee's attendance is required and/or approved by the Executive Director or their designee.

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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner. In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.