The St. Charles City-County Library District recognizes that its employees play a significant role in providing library materials, services, and programs to the taxpayers of St. Charles County. The Library District 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, the Library District has adopted a compensation plan for budgeted positions that meets 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 in the District;
- Remain fiscally responsible with public resources;
- Provide opportunity for advancement through the pay range with satisfactory performance;
- Ensure consistent administration throughout all levels of the organization.

**Structure of the Compensation Plan**

The basis of the compensation plan are 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.

Placement of positions within the pay plan is based on a formal job evaluation system. Senior administrative staff will evaluate each position and assign points based on the formal job evaluation. The factors considered in determining relative value of classifications are:

- Training and Ability
- Experience Required
- Level of Work
- Physical Demands
- Independence of Action
- Human Relations Skills
- Working Conditions/Hazards
- Supervision Exercised
- Impact on End Results

The total points assigned to a position using the nine factors of the job evaluation system determines the grade assignment of the position within the pay plan. The job evaluation method examines the content and requirements of the position but does not measure an employee’s effectiveness or performance.

**New positions:** New positions shall be evaluated using the formal job evaluation system and placed within the compensation plan based on the evaluation. The Director will review and approve the salary grade recommendation. The Board of Trustees shall approve the addition or removal of a position from the compensation plan.

**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, senior administrative staff will re-evaluate the position to determine if the point value has changed and if the change in points places the position in a new salary grade. With the Director’s approval the recommendation to reclassify a position will be presented to the Board of Trustees for final approval. The District will move employees affected by the position reclassification according to policy E512.2.

**The Compensation Plan**

The compensation plan for the District consists of 34 grades with 6% between each grade. Each grade has fourteen (14) steps with 3% between each step. Salary increases occur with progression from one step to the next higher step within the salary grade with satisfactory performance. The effective date of the salary increase is the employee’s salary anniversary date. The salary anniversary date is defined as the date of the last pay increase within a 12-month period.
An employee with a performance rating of below standards or needs improvement shall not receive a step increase until he or she has successfully completed a Performance Improvement Plan. The delay of the step increase during a Performance Improvement Plan will change the employee’s salary anniversary date for future pay increases.

Employees in positions classified as temporary or internships are not eligible for step increases within the compensation plan.

**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, senior administrative staff may determine an Across the Board (ATB) increase is needed to adjust all salary levels in the compensation plan to remain market competitive. When this occurs, the Director will include a request for Board approval of an ATB increase with the salary and benefits budget. If approved, the increase would apply to all steps in the compensation plan. An ATB increase would not apply to employees who may have been grandfathered into the compensation plan and are frozen in salaries above the current salary grade.

The Board of Trustees may approve the salary and benefits budget in one of four ways:

1. Approve annual step increases within the salary grade and an ATB increase.
2. Approve only annual step increases within the salary grade.
3. Approve only an ATB increase and freeze annual step increases within the salary grade.
4. Freeze annual step increases with no ATB increase.