

PAY PLAN FOR NON-REPRESENTED EMPLOYEES

PART ONE: NON-REPRESENTED EMPLOYEES

Employees are normally hired at the entry rate of pay of the range assigned to the job's classification. Departure from this is made only if necessary to fill a vacancy despite vigorous recruitment efforts or in recognition of unusual qualifications or relevant experience. No employee may be hired at or above the midpoint of the pay range assigned to the job's classification without the approval of the Library Director.

- **Purpose and General Policy**

The Beloit Public Library “Compensation Philosophy” as adopted by the Beloit Public Library Board is as follows:

The salary and benefits provided by the Beloit Public Library to its employees are to obtain and retain competent individuals to perform and provide quality public services to the Library’s customers. For that reason, the Library will provide salaries based on internal equity and external competitiveness, within its fiscal capabilities.

Through this pay plan, the Library seeks to motivate employees and provide a sense of fairness and equity, while operating within financial constraints.

- **The Plan Characteristics**

The Beloit Public Library pay plan has these characteristics:

1. The same range of pay is applied to every position in a single class of employment, regardless of the department in which it is located.
2. Pay is comparable to that prevailing in public employment within the relevant survey market.
3. Internal equity is maintained through careful administration of the Job Classification Plan.

4. Annual salary increases are based on performance.

- **Administration of the Pay Plan**

The Library Director shall be responsible for the administration of the pay plan. Amendments to the plan shall become effective upon approval by the Beloit Public Library Board.

- **Structure of the Pay Plan**

The pay plan is comprised of a schedule of pay ranges listing minimum, midpoint and maximum rates within each range. All non-represented positions shall be placed in one of these ranges, based upon the job evaluation points assigned by Library Director.

The pay plan is directly related to the job classification plan adopted by the City of Beloit and is based on the principles of the Federal Equal Pay Act. Factors determining the classification of a position, and therefore its pay range, are detailed in the City's Job Classification Plan, available in the Business Office.

- **Market Adjustment**

The Beloit Public Library Board, in accordance with its philosophy and pay policy detailed above, determines the minimum, midpoint and maximum amounts for each pay range annually. The Library Director will make an annual determination based on a market survey and will use this determination for consideration as part of the annual budget process.

This market adjustment will also be used to determine the amount of annual pay adjustments. See the section titled "Annual Salary Adjustments" below.

- **Entrance Pay Rate**

New employees shall normally be hired at the minimum of the range. A particular appointment may be made above the entrance rate, based on relevant experience or market conditions. The Library Director is responsible for maintaining uniform and consistent salary administration.

- **Probationary Period**

All new employees will serve a probationary period of six months. Following successful completion of the probationary period, the new employee shall be eligible for a 4% salary adjustment. Probationary employees also receive the annual market adjustment described in the next section.

- **Annual Salary Adjustments**

Annual salary adjustments, effective the first pay period of each calendar year unless otherwise specified by the Beloit Public Library Board, shall be based on a combination of market and individual performance. Each employee covered by this policy shall receive an annual performance review using the Library's form. Reviews will result in one of the following evaluations:

- (1) **Failing** to meet even minimal requirements of the position.
- (2) Performing **Below** the requirements of the position;
- (3) **Meets** the requirements of the position;
- (4) **Exceeds** the requirements of the position;
- (5) Has performed at an **Exceptional** level;

These evaluations will be conducted by the employee's immediate supervisor, and will be reviewed by the Library Director. Based on the evaluation, annual salary adjustments shall be as follows:

<u>Overall Rating</u>	<u>Annual Adjustment</u>
Failure to Meet Standards	Market minus 1%
Below Requirements	Market minus ½%
Meets Requirements	Market
Exceeds Requirements	Market plus ½%
Exceptional Performer	Market plus 1%

(If the total amount needed exceeds the amount budgeted, adjustments will be made on a prorated basis, so that the total pool of salary adjustments above market equals the amount appropriated.)

Employees must have worked 250 hours since the previous January wage adjustment to be eligible for wage adjustment consideration. Up to a total of two years is allowed to earn the 250 hours of eligibility.

- **Mid-Point Increases**

In addition to market increases and annual salary increases, employees who have not yet reached the mid-point of the salary range may be eligible to receive an additional 2% increase. Upon reaching the mid-point salary of the employee’s specified range, increases will be limited to market increases, annual salary increases, and longevity increases only.

- **Longevity**

On the employee’s anniversary, following five consecutive years where an employee received at least a “meets” requirement standard on the annual employee evaluations, that employee will be eligible for a longevity increase of 3%, which shall be added to base salary and shall be an addition to any market and/or merit adjustment in compensation provided for in this salary policy.

After receiving a longevity adjustment, an employee must continue to receive at least a “meets requirements” on each annual written performance evaluation in order to qualify for an additional longevity 3% adjustment, which shall be effective on the employee’s anniversary following completion of the additional five years of service and receipt of the appropriate written performance evaluations for each of those years of service. In the case of promotion, demotion, or reclassification, an employee’s longevity is not affected.

Should an employee receive an annual written evaluation below the “meets” standard, then that employee will not be eligible for an additional longevity increase until the employee receives five consecutive “meets” requirements or better on their written annual performance evaluation. Employees who have reached the maximum point of the pay range will receive longevity increases as a lump sum payment rather than a percentage salary increase.

- **Bonuses**

Regular employees covered by this policy are eligible for bonus payments for exemplary performance or completion of a significant project. Bonuses may be awarded to individuals or to teams of employees. Bonuses are not added to base salary. All bonuses are awarded by the Library Director at his/her sole discretion and shall be reported to the Library Board.

- **Reclassification**

When a job is reclassified, the employee in that job will receive a salary adjustment as determined by the Library Director. Reclassification may be either up or down, depending on changes to the position.

- **Promotion**

When an employee is promoted from one job to another in a higher pay range, his/her increase is determined by the Library Director.

- **Demotion**

When an employee moves, for any reason, from one job to another in a lower classification, his/her new salary is determined by the Library Director.

- **Minimum and Maximum Rates**

No employee shall be paid below the minimum, or above the maximum, of the range for his/her job without approval of the Library Director.

PART TWO: LIBRARY DIRECTOR

The Library Board conducts an annual evaluation of the Library Director's performance and determines a desired wage adjustment. The Public Library Association's Statistical Report reflects wages for library directors in comparable cities. The Library Director is also eligible for a bonus payment as set forth in part one with said payments to be determined by the Personnel Committee and approved by the Library Board. A pay range is included in the pay plan's schedule.

History: Adopted December 13, 2000, Effective January 2001, Reviewed March 2003. Revised March 2006, Revised March 2011; Revised August 2013