



**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

| | |
|---|--|
| Policy No. 1030 | Date Issued: April 21, 1994 |
| Section: 1000 – Personnel Policies | Date Revised: February 25, 2016 |
| SUBJECT: COMPENSATION PLAN | |
| APPROVED: _____ Board Chairperson | |

- 1.0 The schedule of compensation rates for unrepresented classifications of Authority employees is established by the Board of Directors via their approval of and/or revisions to Policy No. 1160 (Salary Schedule).
- 2.0 The schedule of compensation rates for represented classifications of Authority employees is established through the negotiation process and is set forth within the Memorandum of Understanding.
- 3.0 The salary for each F.L.S.A. non-exempt (hourly) position or classification will consist of a Range to include one (1) or more steps of five percent (5%) each.
 - 3.1 New employees are generally appointed at the first step in the Range.
 - 3.2 A new employee may be appointed at any step in the Range when, in the judgment of the General Manager, it is to the advantage of the Authority.
 - 3.2.1 The General Manager will routinely notify the Board of Directors of all advance step appointments at Step 3 or above.
 - 3.3 Except for cases in which a position has been assigned a one (1) step Range, a step increase of approximately five percent (5%) shall be granted after each year of continuous employment in which the employee's performance is rated Standard or higher.

- 3.3.1 Annual step increases will be granted according to paragraph 3.3 until the top step in the Range for the position or classification is reached.
- 3.4 Except as otherwise provided within these Personnel Policies or within the Memorandum of Understanding, no employee's salary will exceed the top step of the range.
- 3.5 When an employee is temporarily assigned to work in a classification lower than their regular classification for a period less than sixty (60) consecutive calendar days, the employee's rate of pay will not be reduced.
- 3.6 When an employee is temporarily assigned by the General Manager to work in a classification higher than their regular classification for a period in excess of fourteen (14) or more consecutive days, the employee will receive a ten percent (10%) premium for all actual out of class hours worked.
 - 3.6.1 Work in a higher classification shall be limited to one hundred and eighty (180) consecutive calendar days per year unless otherwise approved by the Board of Directors.
- 3.7 Persons promoted from one non-exempt, hourly classification to another will have their salary set in the new range at a step closest to, but not less than, five percent (5%) above that of their previous rate in the lower classification.
- 3.8 Subject to approval by the Board of Directors, an individual employee's salary may be temporarily established, for a period of time as determined by the Board, in excess of the top salary step in the Range in cases where a reorganization has created the elimination or reclassification of a position otherwise held in good standing by such employee who was subsequently re-classed to a lower classification and salary range ('Y' Rating).
 - 3.8.1 An employee who has been granted a 'Y' Rating as described above will not receive Annual Salary reviews or increases until such time as deemed appropriate by the Board of Directors.
- 4.0 The salary for each F.L.S.A. exempt (salaried), management position or classification will consist of a range with a low and high salary, and a Control Point.
 - 4.1 The range is established at a minimum of ten (10%) below the Control Point and a maximum of twenty (20%) percent above the Control Point.
 - 4.1.1 As of March 21, 2009 the maximum range will be increased to twenty

one and one half (21.5%) above the Control Point.

- 4.2 New managers are generally appointed at the entry salary level which is ten percent (10%) below the Control Point.
 - 4.2.1 New managers may be appointed at any salary within the range when, in the judgment of the General Manager, it is to the advantage of the Authority.
 - 4.2.2 The General Manager will routinely notify the Board of Directors of all management appointments made where the salary exceeds the Control Point.
- 4.3 Persons promoted from a non-exempt, hourly classification to an exempt, salaried classification will have their salary set at not less than five percent (5%) above that of their previous rate in the lower, non-exempt classification.
- 4.4 Persons promoted from one exempt, salaried classification to another will have their salary set at not less than five percent (5%) above that of their previous rate in the lower classification.
- 4.5 The General Manager sets the individual salaries, within the guidelines set forth by this policy, for the following year based upon the manager's annual work plan/performance evaluation from the previous year.
- 5.0 The Authority shall pay as a retention incentive five percent (5%) of an employee's base salary at the beginning of the eighth (8th) year of continuous service with the Authority.
 - 5.1.1 Effective July 1, 2017 the Authority shall pay as a retention incentive 7% of the base salary at the beginning of the fifteenth (15) year of continuous service with the Authority.
- 6.0 All Authority employees will be paid on a bi-weekly basis every other Thursday for the pay period ending the previous Friday.