

POLICY TITLE: COMPENSATION

POLICY NUMBER: 200

200.1

This policy shall apply to all District employees.

200.2

Compensation at hiring

200.3

All new Employees: All newly appointed employees shall be paid at the entry level of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

200.4

Advanced entry Hiring: If the District Manager finds that qualified applicants cannot be successfully recruited at the entry level of the salary he/she may request the Board of Trustees to authorize an appointment at an advanced level of the salary range. Whenever advanced level hiring is approved and employee being paid at a lower salary range may be advanced to the level at which the new employee is appointed.

200.5

Merit Advancement within Range.

200.6

Increase of Salary within the Range: All increases of salary within a range will be based on merit.

200.7

Performance Evaluation Required: The District Manager shall authorize merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. The determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee.

200.8

Period of Employment Required for Merit Advancement: Unless otherwise specified herein, each employee shall in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase.

200.9

New Employees: A person hired as a new employee shall be eligible to have a merit advancement date which is six (6) months following the appointment date.

200.10

Annual Review: Annual reviews will be done in October of each year.

200.11

Promotion or Demotion: An employee who is promoted or demoted shall have a new merit advancement date, which shall be one (1) year in the month of October.

200.12

Voluntary Demotion: An employee who voluntarily demotes to a position at a lower salary range shall maintain the merit advancement date of his/her original employee's merit advancement date shall not change.

200.13

Change in Range Allocation: If a salary range for an employee's position is changed, the employee's merit advancement date shall not change.

200.14

Position Reclassification: An employee whose position is reclassified to a position having the same or lower salary range shall have no change in merit advancement date. An employee whose position is reclassified to a position having a higher salary range shall have no change in merit advancement date.

200.15

Effective Date: An employee's merit increase shall take place on the first day of the pay period in which his/her merit advancement date falls.

200.16

Promotion: Employees promoted to a position with a higher salary range may be paid either at the minimum rate of the new range or at the nearest higher rate that the employee would otherwise be entitled to on the date the promotion is effective, whichever is greater, provided that an employee promoted to a salary range in excess of one (1) range above his/her former range shall receive no less than one (1) range increase, at the same step, in rate.