

Subject:

Number: 01-03

Salary/Wage Increases

Policy:

Service and longevity increases reward employees for continued service to the District. Salary and wage increases will use the data provided by the approved Salary/Wage Basis (Policy 01-02, Salary, Wage and Benefits) and any amendments thereto.

Procedure:

- In evaluating wage increases, the Executive Director will establish a wage range for every job description based on comparative data gathered from the Association of Washington Cities Salary and Benefit Survey and/or applicable industry standards. The wage ranges shall be approved by the Board.
- During the annual budget process, the Board will weigh the needs of the District and determine, in its discretion, if there are sufficient funds available to approve salary and wage increases for District employees.
- If the Board determines that there are sufficient funds available for wage increases, the Board shall approve the wage budget and will allow the Executive Director to determine a merit increase at his or her discretion within the approved wage budget.
- Annual cost of living (COL) increases will be aligned with the Seattle CPI for the past year.
- If the Board determines, in its discretion, that there are insufficient funds available to approve wage increases for District employees, the Board may, in its discretion, approve a lesser increase or make such other changes to compensation as it deems appropriate under the circumstances. Alternatively, the Board, in its discretion, may adopt a budget that sets the total aggregate compensation to be paid to all employees and delegate to the Executive Director the discretion to allocate the compensation approved in the budget among the District employees.
- Adjustments will be applied on January 1 of the new budget year, and will apply only to employees who have been continuously employed by the District for at least one full year of service. Merit adjustments may be made by the Executive Director at any time throughout the year but within the approved wage range and within the approved wage budget limit.

Applicability:

This policy applies to all regular VPD employees except the Executive Director.

Subject:
Step Progression Pay Program

Number: 01-03
Original Issue:
12/08/09

Policy:

Service and longevity step increases reward employees for continued service to the District. The step progression pay schedule will use the data provided by the approved Salary/Wage Basis (Policy 01-02, Salary, Wage and Benefits) and any amendments thereto.

Procedure:

- During the annual budget process, the Board will weigh the needs of the District and determine, in its discretion, if there are sufficient funds available to approve advancement along the step progression pay schedule for District employees.
 - If the Board determines, in its discretion, that there are insufficient funds available to approve advancement along the step progression pay schedule for District employees, the Board may, in its discretion, approve a lesser increase or make such other changes to compensation as it deems appropriate under the circumstances. Alternatively, the Board, in its discretion, may adopt a budget that sets the total aggregate compensation to be paid to all employees and delegate to the Executive Director the discretion to allocate the compensation approved in the budget among the District employees.
 - Adjustments will be applied on January 1 of the new budget year, and will apply only to employees who have been continuously employed by the District for at least one full year of service.
 - Movement along the step progression pay schedule will be applied according to "Procedures for Step Progression Pay Schedule" (Attachment) unless compensation is modified as set forth in this Policy.

Applicability:

This policy applies to all regular VPD employees except the Executive Director.

Procedures for Step Progression Pay Schedule

DRAFT

1. Development and maintenance of Pay Schedule --

As required in VPD Policy 01-02, Salary, Wage and Benefits, the approved Salary and Wage Basis will be used to establish the step progression pay schedule.

2. Pay Steps.

The following shall be the general policy with respect to the use of the pay steps:

- A. The minimum rate of pay for a job classification shall be paid in an original appointment to a position, except when the new employee possesses exceptional qualifications warranting a higher rate of pay or new employees cannot be obtained for the minimum rate.
- B. Annual increases shall be granted to the next higher pay step as provided for in the approved District budget.
- C. The new pay rate will be effective on January 1 after at least one year of service.
- D. Employees must maintain a performance evaluation that reflects a rating of satisfactory or better to move to the next higher step.
- E. An employee moved to another grade as a result of increased or decreased responsibilities, tasks, or duties and will receive the level of pay for that grade and step.
- F. Demotion or Promotion along the pay schedule can be applied as a means to encourage or discourage noteworthy behaviors by employees. Recommendations to promote or demote must be approved by the Executive Director and any demotion must follow VPD Policy03-01, Disciplinary Action.
- G. When an employee reaches the last step of a grade, unless promoted, they do not move forward to the next grade.

Upon adoption of the Step Progression Pay Schedule, current employees will be placed along the pay schedule using payroll information dated 12/31/09.

Step Progression Pay Schedule

**.007 btwn steps
.02 btwn grades**

Showing new step placement effective Jan 1, 2010
All rates are monthly

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|----------------|---|------|------|------|------|------|------|------|
| Exec. Director | 1 | 5250 | 5287 | 5324 | 5361 | 5399 | 5436 | 5474 |
| | 2 | 5584 | 5623 | 5662 | 5702 | 5742 | 5782 | 5823 |
| | 3 | 5939 | 5981 | 6022 | 6065 | 6107 | 6150 | 6193 |
| | | | | | | | | |

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-------------------|---|------|------|------|------|------|------|------|
| Maint. Supervisor | 1 | 4460 | 4491 | 4523 | 4554 | 4586 | 4618 | 4651 |
| | 2 | 4744 | 4777 | 4810 | 4844 | 4878 | 4912 | 4946 |
| | 3 | 5045 | 5081 | 5116 | 5152 | 5188 | 5224 | 5261 |
| | | | | | | | | |

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---------------------|---|------|------|------|------|------|------|------|
| Program Coordinator | 1 | 3745 | 3771 | 3798 | 3824 | 3851 | 3878 | 3905 |
| | 2 | 3983 | 4011 | 4039 | 4067 | 4096 | 4125 | 4153 |
| | 3 | 4236 | 4266 | 4296 | 4326 | 4356 | 4387 | 4418 |
| | | | | | | | | |

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------------------|---|------|------|------|------|------|------|------|
| Business Manager | 1 | 3980 | 4008 | 4036 | 4064 | 4093 | 4121 | 4150 |
| | 2 | 4233 | 4263 | 4293 | 4323 | 4353 | 4383 | 4414 |
| | 3 | 4502 | 4534 | 4566 | 4598 | 4630 | 4662 | 4695 |
| | | | | | | | | |

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|----------------------------------|---|------|------|------|------|------|------|------|
| Athletic Fields Groundskeeper | 1 | 3720 | 3746 | 3772 | 3799 | 3825 | 3852 | 3879 |
| | 2 | 3957 | 3984 | 4012 | 4040 | 4069 | 4097 | 4126 |
| | 3 | 4208 | 4238 | 4267 | 4297 | 4327 | 4358 | 4388 |
| | | | | | | | | |

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-----------------|---|------|------|------|------|------|------|------|
| Maint. Worker I | 1 | 3171 | 3193 | 3216 | 3238 | 3261 | 3284 | 3307 |
| | 2 | 3373 | 3396 | 3420 | 3444 | 3468 | 3492 | 3517 |
| | 3 | 3587 | 3612 | 3638 | 3663 | 3689 | 3714 | 3740 |
| | | | | | | | | |

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-----------------|---|------|------|------|------|------|------|------|
| Maint Worker II | 1 | 3415 | 3439 | 3463 | 3487 | 3512 | 3536 | 3561 |
| | 2 | 3632 | 3658 | 3683 | 3709 | 3735 | 3761 | 3787 |
| | 3 | 3863 | 3890 | 3917 | 3945 | 3972 | 4000 | 4028 |
| | | | | | | | | |

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|----------------------|---|------|------|------|------|------|------|------|
| Facility Coordinator | 1 | 2785 | 2804 | 2824 | 2844 | 2864 | 2884 | 2904 |
| | 2 | 2962 | 2983 | 3004 | 3025 | 3046 | 3067 | 3089 |
| | 3 | 3150 | 3173 | 3195 | 3217 | 3240 | 3262 | 3285 |
| | | | | | | | | |

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|--------------------|---|------|------|------|------|------|------|------|
| Business Assistant | 1 | 2785 | 2804 | 2824 | 2844 | 2864 | 2884 | 2904 |
| | 2 | 2962 | 2983 | 3004 | 3025 | 3046 | 3067 | 3089 |
| | 3 | 3150 | 3173 | 3195 | 3217 | 3240 | 3262 | 3285 |
| | | | | | | | | |

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---------------------------------------|---|------|------|------|------|------|------|------|
| Program Assistant Office Assistant | 1 | 2350 | 2366 | 2383 | 2400 | 2416 | 2433 | 2450 |
| | 2 | 2499 | 2517 | 2535 | 2552 | 2570 | 2588 | 2606 |
| | 3 | 2658 | 2677 | 2696 | 2715 | 2734 | 2753 | 2772 |
| | | | | | | | | |

| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|------------------|---|------|------|------|------|------|------|------|
| Access Personnel | 1 | 2225 | 2241 | 2256 | 2272 | 2288 | 2304 | 2320 |
| | 2 | 2367 | 2383 | 2400 | 2417 | 2433 | 2450 | 2468 |
| | 3 | 2517 | 2535 | 2552 | 2570 | 2588 | 2606 | 2625 |
| | | | | | | | | |

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