

Subject:

Number: 01-03

Salary/Wage Increases

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**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

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**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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