

|   |   |
|---|---|
| <b>Cromaine District Library</b><br><br><b>Policy</b> | Policy #: 7005  |
| <i>COMPENSATION OF<br/>LIBRARY EMPLOYEES</i>          | <u>Tracking Record</u><br><br>Date Approved: 3/16/00 Revised: 4/20/06; 10/16/08; 8/18/11;<br>8/16/12; 4/19/18; 7/23/20; 01/19/23; 8/4/23<br>Reviewed: 12/8/09; 8/19/10; 8/7/13; 8/6/14; 8/3/15; 8/3/16;<br>8/3/17; 8/2/18; 9/19/19; 5/6/2021; 8/4/22; 8/9/24; 8/21/25 |

## Purpose

The compensation structure for Cromaine District Library staff is grounded on the philosophy that the high-quality services depend on having highly qualified, well-trained staff. To attract and keep staff of this caliber, the library must offer competitive salaries and benefits.

## Scope

In recruiting and retaining library staff the library competes with many types of southeast Michigan libraries as well as businesses, other organizations, and retail outlets in this area. The complete compensation package of wage rates and benefits coupled with the reputation of the staff and its service philosophy will make up the comparative package. Comparisons will use standard tools, such as the annual salary survey of the Detroit and Suburban Libraries Roundtable, the Consumer Price Index, and surveys of area employers.

## Responsibility

The Library Director is responsible for establishing the salaries of other library staff, based on the compensation structure and within the salary budget established by the Board of Trustees.

## General Guidelines

1. The wage ranges assigned to Cromaine District Library positions will be reviewed annually, to ensure that they remain competitive. All wage increases and one-time pay amounts are contingent on available funds.
2. Job descriptions will be grouped together into wage ranges. The groupings will be based on the level of qualifications required for and responsibilities assigned to each job.
3. Placement in wage ranges will be based on assessment of skill and responsibility.
  - a. Placement of employees in the wage range at hire and throughout their Cromaine career will reflect achievement and maintenance of essential skills and work habits to successfully accomplish the duties and responsibilities of the job.
  - b. Achievement of higher wage rates during employment will be the result of sustained essential skills as well as growth in skill and responsibility, or completion of additional higher education.
  - c. Employees hired prior to 7/1/2022: On an annual basis, an employee's years of service beyond two years and through 25 years and their maintained and improved performance will be rewarded through lump sum merit pay. An employee's base pay rate will be increased based on performance evaluations and

the Consumer Price Index, responding to current market conditions, within the library's budget.

Employees hired after 7/1/2022: An employee's base pay rate will be increased based on performance evaluations and the Consumer Price Index, responding to current market conditions, within the library's budget.