

# **Allegan District Library Performance and Compensation Policy**

## **Scope and Purpose**

The purpose of the Performance and Compensation Policy is to create a framework for annual performance evaluations, identify the basis for initial pay, and to provide a list of factors for compensation increases. This policy applies to all Allegan District Library staff.

## **Initial Pay**

The Allegan District Library has a Board-approved Role Profile and Compensation Matrix which is reviewed regularly by the Library Director with proposed changes recommended by the Personnel Committee to the Board of Trustees. New hires will ordinarily be offered pay at the “Entry” range of the Matrix depending on experience and education. New hires may receive a pay increase after completing their probationary period, and at the annual review period.

## **Performance Evaluations**

The Library Director will conduct performance evaluations using a Performance Evaluation and Planning Form. This form uses a rating scale based on each employee’s job description, key responsibilities, core competencies, and progress on last period’s goals. An overall score will be calculated, and pay raises will be given based on an approved Pay Raise Matrix. This matrix takes into account both merit based on performance levels, and annual Cost of Living Adjustment increases.

The Library Director will conduct annual performance evaluations in a timely manner such that annual pay increases will be given in time to submit the annual budget to both the Personnel and Budget & Finance Committees.

The Library Director will also conduct performance evaluations at the end of each employee’s probationary period. These evaluations will determine whether the employee’s probationary period is extended via a Performance Improvement Plan (PIP) or whether the employee’s probationary period will be concluded and a pay increase will be given.

## **Compensation Increases**

Compensation increases will customarily be given at the end of an employee’s probationary period, and at the conclusion of a successful annual performance evaluation. Increases will be incorporated into the annual budget. The Personnel Committee will review the personnel section of the budget and either recommend to move forward to Budget & Personnel or send back to the Library Director for review.

Ordinarily, annual compensation increases will be awarded with the start of a new budget on July 1<sup>st</sup> of each new budget year. Probationary compensation increases maybe awarded after the successful completion of the employee’s probationary period. Compensation increases are given

Approved by the Board of Trustees on January 17, 2022

This policy supersedes the ADL Performance and Compensation Policy of 2010.

at the discretion of the Library Director based upon the Role Profile and Compensation Matrix, the Performance Evaluation and Planning Form, and the Pay Raise Matrix.

### **Library Director**

The Library Director serves the Board of Trustees according to an approved and mutually agreed-upon Library Director Work Agreement. The Work Agreement details compensation, duties, and services.

The Board of Trustees have an approved Administrative Procedure for conducting the Annual Performance Appraisal and will follow that process for probationary and annual evaluations. Compensation increases will be given according to the Role Profile and Compensation Matrix, the Performance Evaluation and Planning Form, and the Pay Raise Matrix.

A compensation increase will be communicated to the Library Director in time for the annual budget to be created and approved by the Personnel Committee and Budget & Finance Committee.

### **Review Period**

This policy will be reviewed by the Personnel Committee every three years.

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