

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Compensation
POLICY NUMBER: 3150

3150.1 It is the objective of the Library District to provide fair and equitable salaries for library employees; to maintain salary schedules which serve to recognize the contributions of, and which serve to retain the services of, long-term library employees; to offer salaries which enable the Library District to recruit and hire new employees with professional skills and abilities.

3150.1.1 Salary schedules should ensure that the Library District's salaries are at, and remain at, the mid-point in comparison with the salary schedules for comparable positions of adjacent library jurisdictions in Solano, Yolo and Napa counties.

3150.1.2 If, at the point of annual budget adoption, current salary schedules as adjusted by any approved cost-of-living adjustment factor do not serve to place the Library District's salaries at the mid-point, the District Librarian will develop a salary equity adjustment plan for mid-year discussion and possible implementation by the Library Commission.

3150.2 All newly appointed employees will be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein; provided, however, that if the District Librarian finds that a qualified applicant cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range.

3150.3 All employees will advance to the next highest step on the salary schedule as follows:

3150.3.1 At the conclusion of a six (6) month period after the initial appointment, an employee will advance to the next step on the salary schedule.

3150.3.2 At the conclusion of every twelve (12) month period following the six (6) month period described in section 3150.3.1, the employee will advance to the next step on the salary schedule. An employee cannot advance any higher than the highest step on a salary schedule.

3150.3.3 Longevity pay is earned in the timeframes and at the rates shown:
Five (5) years of continuous service / 2% added to salary
Ten (10) years of continuous service / 3% added to salary
Fifteen (15) years of continuous service / 4% added to salary
Twenty (20) years of continuous service / 5% added to salary

3150.4 Employees who are 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 range above his/her former range will receive no less than five per cent (5%), at the same step, in rate.

3150.5 The Library Commission may change existing compensation schedules and/or rates of compensation or add new compensation schedules.

Adopted 02/27/2006
Revised 01/22/2007