

United General District 304

Policy Manual

212 Salary Administration, Performance Evaluation and Merit Increases

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The salary administration program at District 304 was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, District 304 is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, education and experience, bilingual skills, and salary survey data on pay practices of other employers. District 304 periodically reviews its salary administration program and restructures it as necessary.

Performance Evaluation

The District's annual performance period is October thru September. Performance evaluations for this performance period are typically scheduled for all FTE'd employees during fourth quarter of the calendar year. Annual performance evaluations for newly hired staff that have worked less than 6 months in the performance period are not required.

For any newly hired FTE'd staff, a formal "90-day Review" is conducted at the end of an employee's initial period, typically 90 days. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, performance requirements of the new position and whether or not it is a good fit for either the employee or the District.

FTE'd staff should typically meet quarterly with their supervisor to discuss the current performance period. However, supervisors and employees are strongly encouraged to discuss job performance and goals on regular basis .

Formal performance evaluations are conducted annually to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Merit increases will be determined by the Executive Team based on performance evaluation results.

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Merit Increase

Purpose

Merit pay is used to reward successful performance. Larger merit increases may be awarded to employees who consistently exceed performance standards. Increases may not be granted to employees whose performance has not met expectations.

Eligibility

To be eligible for a merit increase, an employee must be employed with at least six months of continuous service during the performance period.

Determination of Merit Increase

The following factors are the basis for awarding merit pay to employees:

- The employee's performance as reported in the annual performance review
- The District's overall financial performance and funds available

Review of Merit Increase

Merit increases will be reviewed and approved by the Executive Team. Employees will typically be notified as soon as possible after all employee merit increases for the year have been approved. Merit increases typically become effective for work performed beginning January 1 of the following year.

Cost of Living Adjustment (COLA)

Typically, but it is not guaranteed, District 304's Board of Commissioners approves a COLA increase for most employees each year.

Eligibility

To be eligible for an annual COLA increase, an employee must be employed with at least six months of continuous service during the last half of the calendar year. *Note: there are some incidences where position salary is set in accordance to grant funding and therefore not eligible.*

Determination of COLA Increase

The District includes, but is not limited to, the following factors to assist in determining the percentage amount of COLA increase:

- The Consumer Price Index for Seattle-Bellevue-Everett as reported by the U.S. Bureau of Labor and Statistics
- The District's overall financial performance and funds available

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Salary Adjustments

Salary adjustments are typically considered during the annual budget preparation process during fourth quarter of the calendar year and are usually effective for work performed beginning January 1 of the following year. However, there may be reasons during the year to adjust an employee's wage such as market reviews or change in job title or assumption of additional duties.

Employees should bring their pay-related questions or concerns to the attention of their direct supervisors or the Executive Team, who are responsible for the fair administration of departmental pay practices.