

Warren-Newport Public Library District **Staff Manual**

212 Salary Administration

Effective Date: 07/12/2006

Review/Revision Date: 07/18/2017

The salary administration program at the Warren-Newport Public Library District (WNPLD) 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, WNPLD 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 libraries or other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. WNPLD periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the performance evaluation process. Incentive bonuses may be awarded depending on the overall funding of WNPLD and based on each employee's individual contributions to the library.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of departmental pay practices. The Human Resources Associate is also available to answer specific questions about the salary administration program.