

NOBLE COUNTY PUBLIC LIBRARY

2004 Cash Compensation Plan

Purpose:

The Noble County Public Library (NCPL) Cash Compensation Plan promotes recruitment and retention of quality employees.

Values and Review Process:

1. Pay should be competitive in the Library's area of recruitment.

The Compensation Plan was developed by and will be reviewed/updated annually by the Library Board of Trustees (Board) and the Library Director. Periodic comparisons with similar size libraries both state and nation wide will be made.

2. Pay should be equitable and reflect the relative value of the job within the Library.

Job descriptions, pay grades, and salary ranges are documented and reviewed annually. When a single employee holds several positions within the library, the position with the highest pay grade will be used to establish pay rate. The Library values both experience and education, therefore, consideration is given to both when setting the individual's rate within their assigned pay grade.

3. The Compensation Plan should be communicated to all employees.

The organization chart, job descriptions, pay grades, salary ranges, and performance appraisals, are utilized and communicated during initial employee training and through performance feedback sessions.

4. There is an established process to reward performance and motivate employees to improve their performance.

Step One: Job Descriptions

Documented job descriptions should be reviewed annually by the employee, supervisor and the Library Director as part of the performance appraisal process. The Director approves final revisions.

Step Two: Performance Appraisals

Performance appraisals are scheduled annually for employees, not including Department Heads, during the month of October. Performance appraisals are part of the employee's "official" record and are required to be submitted to the Director no later than November 5th. Department Head appraisals will be conducted during the month of November. Supervisors are responsible for the scheduling and accomplishment of performance appraisals.

The performance appraisal process utilizes a standard form for employees and supervisors and is recognized as a snapshot in time that describes how an employee did, and what the employee will focus on in the future. Documented initiative and increased responsibility are critical for consideration of advancement. Indications of poor or mediocre performance or attitude could result in removal from responsible positions and commensurate reduction in pay. If the situation warrants, the NCPL discipline policy will be enforced.

Step Three (Ongoing): Performance Management

Performance management should be an ongoing process of training, communication, negotiation and documentation that focuses on the progress an employee is making towards goals mutually established with the supervisor. Quarterly or semi-annual feedback is encouraged and both the supervisor and employee are equally responsible for requesting feedback sessions.

Documentation of feedback sessions is highly encouraged but is not part of the employees "official" record and does not need to be submitted to the Director. It should, however, be reviewed, and relevant data incorporated into the annual performance review.

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2004 Pay Grades & Salary Ranges

<u>PAY GRADE</u>	<u>Min</u>	<u>Max</u>
GRADE 6 – Director	Pay determined by Board	
GRADE 5 – Assistant Director	12.32	19.75
GRADE 4 – Department Head	10.98	17.87
GRADE 3 – Support Staff	9.37	15.62
GRADE 2 – Assistant	8.30	11.62
GRADE 1 – Page	5.50	5.95
GRADE 0 – College Intern (Seasonal)	8.75	8.75

EXPERIENCE BONUS

Each employee's hourly rate is calculated from the "Min" rate for his/her pay grade. The employee will receive 2% of the applicable "Min" rate for each year of post high school library work experience (not compounded and not including page work or college intern work). The number of years experience is calculated as of January 1st of the above pay year then rounded down to the next whole year. The maximum experience bonus = 40% or 20 years.

Note: Pages also get 2% per year as figured above. Pay rate will be negotiated with the Director following H.S. graduation if performance as a page was exceptional and responsibilities increase. There is no guarantee of page employment after August 15th following graduation.

EDUCATION BONUS

To encourage employees to further their formal education, the following pay adjustments are offered.

	<u>Per Hour</u>
Indiana Library Certification V	\$0.50
Bachelor's degree from accredited school	\$0.75
Indiana Library Certificate IV	\$1.00
Master's degree from accredited school	\$1.50
ALA accredited MLS or MIS / Certification III or higher	\$2.50

Note: The education bonus is NOT cumulative, the highest eligible rate will be applied.

Example:

A Department Head with 16 years of post high school library work experience (credit not given for page work) and an Indiana Library Certification IV would receive:

\$10.98 (base rate) plus \$3.51 (32% of 10.98) plus \$1.00 (Cert. IV) = \$15.49 per hour

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2004 Employee Salaries (example only-not actual)

<u>Employee</u>	<u>Pay Grade</u>	<u># Years Experience</u>	<u>Hours/Week</u>	<u>Hourly Rate</u>	<u>Annual Rate</u>
Name - Director	6	4	40		
Name – Asst. Director	5	22	40	17.25	35,880
Name – DH (Branch Mgr)	4	27	38	15.37	30,371
Name – DH (Tech Services)	4	18	40	14.93	31,054
Name – DH (Circ/Cat)	4	34	40	15.37	31,970
Name – DH (Branch Mgr)	4	20	32	15.37	25,576
Name – DH (Children's)	4	8	24	13.24	16,524
Name – DH (Adult)	4	2	40	12.92	26,874
Name (Support)	3	18	25	12.74	16,562
Name (Support) - East Br.	3	2	40	12.24	25,459
Name (Support) - West Br.	3	3	35	9.93	18,073
Name (Support)	3	1	35	9.56	17,399
Name (Assistant)	2	15	40	10.79	22,443
TOTAL (w/o Director)					298,185
Name (Page) East Br.	1	1	12	5.61	3,501
Name (Page)	1	0	12	5.50	3,432
Name (Page)	1	0	12	5.50	3,432
Name (Page)	1	2	12	5.72	3,569
Name (Page)	1	0	12	5.50	3,432
TOTAL					17,366
Name (Intern)	0	n/a	15	8.75	6,825
Name (Intern)	0	n/a	7	8.75	3,185
Name (Intern)	0	n/a	12	8.75	5,460
TOTAL					15,470

The above salaries are being submitted for your approval. The hours listed are average hours expected and may fluctuate slightly for hourly employees. I certify that these salaries follow the approved compensation plan and that the total falls within the 2004 budget constraints voted on by the Board.

Director's signature: _____ Date: _____

2004 Cash Compensation Plan – Library Board of Trustees Vote – Dec ____, 2003

AYE

NAY

