



PAY PROVISIONS / ADMINISTRATION FOR NON-UNION POSITIONS POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Purpose:

To establish pay guidelines for non-union positions.

Position Statement:

The administration of the pay provisions shall be the responsibility of the Human Resources Manager, in consultation with the Library Director. The Human Resources Manager shall make an annual review of all salary adjustments to be effective on January 1 of each year. All recommendations for adjustments are to be made to the Personnel Committee and/or the Library Board. The goal of the pay plan is to pay employees at the market rate. However, the total compensation program, including other benefits such as, but not limited to, vacation, sick leave, retiree and active health benefits, will be taken into consideration when determining pay levels. The Human Resources Manager and/or the Library Director may resurvey the market rates of benchmark positions periodically (every 3-4 years) to realign the system.

Policy:

Recruitment / Retention Salary Adjustments:

There may be some instances where the City may experience difficulties in attracting and retaining quality employees because of market conditions.

1. The Human Resources Manager or designee will "market rate" these positions by conducting a salary survey, ensuring that appropriate position comparisons are being made.
2. The grade placement of the position will not change (since job evaluation points reflect internal equity), but the salary may be adjusted to reflect the market rates until such time as "the market" is captured by the new structure.

Salary for New Hires into Existing Classifications:

All positions will be advertised using the minimum of the range to the midpoint of the range.

A new employee shall be hired at the pay range minimum rate of the pay grade for their classification whenever possible.

A new employee may be hired at a rate up to and including step 3 of the pay grade for their classification for such reasons as market conditions, or the employee's experience exceeds stated requirements, if approved by the Library Director.

A new employee may be hired at a rate above step three if approved by the Library Director, in consultation with the Human Resources Manager.

A new employee may be hired at a rate above Step 6 (midpoint) of their classification, for such reasons as market conditions, or the employee's experience exceeds stated requirements, only with advance approval of the Library Director, in consultation with the Personnel Committee Chair.

Employment begins with an introductory period. An introductory period is a try-out time for the employee. The introductory period shall be six months from the most recent date of hire. The employee will be eligible for a step increase after six months of successful performance.

Salary for New Positions:

In the event that an employee is to be assigned to a newly created classification, or the City creates a new position not falling within an established classification, a job description shall be developed and evaluated, using a standard job evaluation method, so the classification and appropriate pay grade can be determined.

The suggested grade level will be considered by the Personnel Committee for recommendation to the Library Board

Promotional Increases:

An employee who is promoted from a classification in one pay grade to a classification in a higher grade shall receive at least the minimum of the range or a minimum of a five percent increase over current pay. The increase may be more than five percent, depending on qualifications and experience.

The promoted employee will be eligible for a step increase after six months of successful performance.

Transfers:

An employee who transfers, or is transferred from one classification to another classification in the same pay grade, shall receive no salary adjustment.

Involuntary Demotion – Non Performance Related:

An employee who is demoted from a classification in one salary grade to a classification in a lower salary grade for non-performance reasons shall be placed on a step in the new salary grade closest to, but not lower than, the rate the employee was receiving when the demotion occurred.

If the employee's salary at the time of demotion exceeds the new range maximum, the employee shall retain their present salary; and such employee shall not be eligible for further base-accumulating increases until their salary is again with the salary for the new position.

Involuntary Demotion Related to Performance:

An employee who is demoted from a classification in one salary grade to a classification in a lower salary grade for performance reasons shall be placed on a step in the new salary grade closest to, but not higher than, the rate the employee was receiving when the demotion occurred.

If the employee's salary at the time of demotion exceeds the new pay range maximum, the employee's salary shall be adjusted to the new pay range maximum.

Voluntary Demotion:

An employee accepting a voluntary demotion from a classification in one salary grade to a classification in a lower salary grade shall be placed in the new salary grade on the step closest to their current pay, if the employee's salary at the time of demotion is below the new pay range maximum.

If the employee's salary at the time of demotion exceeds the new range maximum, the employee's salary shall be adjusted to the new maximum.

Position Reclassification to a Higher Salary Grade:

An employee in a position which has been reclassified from one salary grade to a higher salary grade shall be placed in the new salary grade at the minimum rate.

If the employee's salary is above the new range minimum, and is below the new range maximum, the employee shall be placed on a step in the new salary grade closest to, but not lower than, the rate the employee was receiving prior to the reclassification.

If the employee's salary exceeds the new range maximum, the employee shall retain their present salary.

Position Reclassification to a Lower Salary Grade:

An employee in a position which has been reclassified from one salary grade to a lower salary grade shall be grandfathered in their current salary grade and step.

If the employee's salary at the time of the reclassification exceeds the new range maximum, the employee shall retain their present salary, and such employee shall not be eligible for further base-accumulating increases until their salary is again within the new salary range.

Salary Increase Practice:

Non-union employees below the mid-point of their range will receive a step increase on the annual anniversary of employment, provided performance is meeting expectations.

When a Library Director position becomes vacant, the scope, job expectations, and primary added

responsibilities must be addressed with the employee who will fill in as the Interim Library Director . The scope and expectations must be approved by the Library Board .

Temporary Appointments:

Employees temporarily appointed to positions of a higher classification shall receive at least the minimum of the new salary grade range or be placed in the step of the new pay grade that provides a minimum of a five percent increase over current pay, whichever is greater, for the duration of the appointment, with prior approval of the Library Director.

Temporary appointments below the Department Head level must be approved by the Library Director.

Adopted by the McMillan Memorial Library Board of Trustees, June 19, 2024.