SECTION III
COMPENSATION AND TIMEKEEPING

A. PERFORMANCE INCENTIVE PAY PLAN

1. Scope

The following Performance Incentive Pay Plan is applicable to all employees of the Authority except the Chief Executive Officer. The Executive Committee may modify this Pay Plan as appropriate including the exemption of other employees from the provisions herein.

2. Goals

The goals of the Performance Incentive Pay Plan are to:

a. Reward good performance, partially reward average performance and not reward unsatisfactory performance;

b. Provide motivation to all employees to improve performance and maintain superior performance; and

c. Maintain a competitive compensation system designed to retain valuable employees.

3. Pay Ranges and Market Range Adjustments

Employees will have an established pay range consisting of a minimum, midpoint, and maximum. The width of the range from minimum to maximum will vary in accordance with the following schedule:

Job Classification	Range Width
Senior Manager/Officer	60%
Manager	50%
Sr. Specialist	45%
Specialist	40%
Technician	40%
Support Specialist	40%
Technical Support Specialist	35%
Clerical Assistant	30%

Annually, the Executive Committee will consider whether a market range adjustment is warranted, and if declared, a percentage increase will be applied to the midpoint of the range, and the top and the bottom of the range will be set around the midpoint to maintain the appropriate range width. A market range adjustment does not increase an employee's pay unless the employee's base salary would otherwise be below the established minimum for the range.

Approximately every three years, the Authority shall conduct a salary survey and, subject to approval of the Executive Committee, adjust pay ranges for all employees based upon market comparisons and internal relationships. In years in which a salary survey is not conducted, the Executive Committee shall use an appropriate cost of living index as a guide in determining market range adjustments.

a. Base Salary

The minimum amount of salary that an employee actually receives is identified as “base salary”. Base salary of an employee will not decrease except for cause. Base salary must be at least at the bottom of an employee’s pay range and may not exceed the top of the range. Base salary increases may be granted at the discretion of the Chief Executive Officer based upon performance. Generally, base salary increases will be effective at the beginning of each fiscal year. Exceptions will be made for new employees with less than one year experience in their current position.

b. Performance Incentive Pay

In addition to base salary increases, employees may earn Performance Incentive (PI) pay. PI pay is an amount of salary above and beyond base salary that is paid to employees. Unlike base salary, PI pay that is earned is payable in quarterly or semi-annual payments and only for the fiscal year in which it is granted. PI pay does not carry-over to subsequent fiscal years. Employees may earn a level of PI pay annually, however, the amount of PI pay plus base salary can not exceed 105% of the top of the employee’s pay range. The amount of PI pay granted will be determined by the Chief Executive Officer and will be dependent upon the individual performance of the employee and the overall amount of money available as determined by the Executive Committee. Employees earning PI pay will be given the option to receive the PI portion of their salary in quarterly installments paid on calendar quarters beginning 9/30 and ending 6/30, or in semi-annual installments on 12/30 and 6/30 of each fiscal year. PI pay increases will normally be considered at the same time as base salary adjustments – July 1st of each year.

c. Base Salary and PI Pay Parameters:

1. There will be a pool of money in an amount to be determined annually by the Executive Committee, from which raises can be allocated to all employees. This pool covers both base salary increases and PI pay.

2. The amount of salary adjustment any employee may receive including base salary and PI pay will range from 0% to 10%.

3. Base salary can not exceed the top of an employee’s pay range.

4. PI pay may exceed the top of the employee's pay range by a maximum of 5%.
5. The market range adjustment, if any, is first applied prior to consideration of merit pay increases. If by application of the market range adjustment, an employee's base salary falls below the bottom of the range, the employee's base salary shall be adjusted to the bottom of the range prior to consideration of a base salary adjustment and/or PI Pay.

d. Executive Committee's Role

Based upon recommendations from the Personnel Sub-Committee, the Executive Committee will do the following:

1. Annually, the Executive Committee will consider market range adjustments that, if declared, will adjust the minimum, mid, and maximum points of salary ranges. A market range adjustment does not automatically increase an employee's base salary unless the minimum range is higher than the base salary. Approximately every third year, the pay range adjustments will be based upon market comparisons with adjustments for internal relationships. In years in which market comparisons are not made, the Executive Committee will use an appropriate cost of living index as a guide.

2. Annually, the Executive Committee will determine a set dollar amount from which the Chief Executive Officer may allocate base salary adjustments and PI pay to all employees.

e. Chief Executive Officer's Role

Annually, the Chief Executive Officer shall determine the amount, if any, of each employee's base salary adjustment and/or PI Pay. The combination of base salary adjustment and PI Pay for each employee will be based upon individual merit and will be between 0% and 10%.

f. New Employees

New employees or employees promoted to new positions that have an introductory period are not eligible for base salary adjustments nor PI pay until completion of their introductory period. Base salary may be adjusted during the introductory period due to a market range adjustment in order to keep the base salary at the bottom of the range. Upon successful completion of the one-year introductory period, the Chief Executive Officer may consider both base salary and PI adjustments that may be effective as of completion of the introductory period. Employees would also be eligible for base salary and PI adjustments the following July 1st and annually thereafter.

In the discretion of the Chief Executive Officer, newly hired employees may have their base salary placed above the bottom of the salary range up to the mid-point of the range.

Performance reviews, issuance of PI pay, and any salary or wage increases do not in any way create a contractual relationship or meaning of guaranteed continued employment.

B. RETIREMENT PLAN CONTRIBUTION

For employees with supervisory duties, including Managers and Senior Managers, the Authority pays the employee's share of the PERS retirement plan contribution. For Senior Managers, the Authority also contributes 3% of salary to the employee's Deferred Compensation Plan through the National Association of Counties (NACo) or to any Internal Revenue Service approved retirement plan, as long as there are no additional expenses to the Authority compared to contributing in the NACo Plan.

C. WORK SCHEDULES, WORKWEEK AND HOURS OF WORK

1. Work Week

The Authority operates on a Monday through Friday workweek between the hours of 7:30 a.m. to 5:00 p.m., unless otherwise established for certain positions whose work week and hours differ due to operational demands.

2. Relaxed Work Schedule Guidelines

The Authority has implemented a Relaxed Work Schedule to allow employees to begin and end their workday within normal operational hours, keeping in mind that regular, full-time employees are compensated for working an 8-hour or 9-hour day, depending on their workweek schedule. Effectively, this means that an employee may start their workday at any time between 7:00 and 8:30 a.m., and end their day between 4:00 and 5:30 p.m. depending on when their workday began.

In addition, the Authority has implemented Core Hours. These are time periods during the workday, workweek or pay period which an employee is required to be present for work. *The Core Hours are 8:30 a.m. to 4:00 p.m.* Therefore, hours of work must occur between 6:30 a.m. and 6:00 p.m. Although the office will officially close at 5:00 p.m., if an employee arrives later than 8:30 a.m. or is late returning from a meal break, the employee should work until their shift hours are complete unless other arrangements have been made with their supervisor. Employees should also let their supervisor know if they will be more than 15 minutes late arriving in the morning (beyond 8:30) or returning from a meal break. It is up to each employee to ensure they work the full day they are being compensated for, and they are not required to keep track of their beginning and ending times each day.