

## **F. PAY PHILOSOPHY**

### **PAY SCALE DEVELOPMENT GUIDELINES**

The Commission has developed pay scales based on current market rates in an effort to be competitive with the local job market while remaining fiscally responsible. The pay scales include MINIMUM points (MIN) which establish the lowest pay to be received for assigned job duty and a MAXIMUM point (MAX) which is **1.9** times the associated MIN point. The MIDDLE point (MID) is the sum of the MIN and the MAX points divided by two.

The pay scale MIN points may be increased each year by **2%** with the intent to keep pay scales flexible with increases in cost of living. These pay scales will also be reviewed periodically to ensure that they are consistent with market conditions.

### **HIRE RATE GUIDELINES**

Employees will typically be hired between the MIN point and the MID point of their associated job title, depending on years of experience in a comparable job. Five or more years of experience would allow an employee to be hired at the MID point of the appropriate pay scale. No previous experience would warrant the employee being hired at the MIN point in the pay scale. Experience between zero and five years would be prorated into the pay scale between the MIN and the MID points. Other conditions that could be considered are the employee's capabilities, education, and market conditions. This is only a guideline; the Executive Director has the discretion to hire employees at the rate he sees fit.

### **PAY ADJUSTMENTS**

Employees can earn increases in the following situations:

Port Performance Adjustments (PPA) of 1.0% may be granted by the GLPC board based on the overall success of the Port in meeting its strategic goals and objectives.

Employee Performance Adjustments (EPA) of 2.5% can be earned if the employee is rated "successful" or "excellent." If an employee's rating is "needs improvement," the EPA will not be earned for that year. If the EPA is not earned for 1 year, the employee will be considered in a probation period for 1 year. The employee's supervisor may be required to create an improvement plan for the employee. This plan is intended to set clear expectations for improvement during the probationary period. If the annual evaluation does not improve, the employee may be terminated.

If an employee is performing all necessary job duties in a successful manner, he/she will receive the PPA and EPA adjustment. This adjustment will be included in next year's budget. The pay increase will go into effect in January of the following year. The first check received in January will include the pay increase even if some of the days in the pay period were in December of the previous year. If an employee "needs improvement," they shall receive neither the PPA nor the EPA.

GLPC pay scale adjustments, PORT PERFORMANCE ADJUSTMENTS (PPA), and EMPLOYEE PERFORMANCE ADJUSTMENTS (EPA) may be capped by an annual budget figure as determined by the GLPC board.

Employees who are hired from September 1 to February 28th may be eligible for a pay adjustment. Employees hired after February 28th can receive the PPA, however; they will not receive an EPA adjustment until the following budget year unless authorized by the Executive Director in order to remain competitive with other local agencies.

If an employee is performing additional job duties other than originally intended and/or is given additional job responsibility and/or consistently exceeds expectations, they may be eligible for a merit increase and/or promotion at the discretion of the Executive Director.

It is the GLPC's intent that all pay increases will be administered in a consistent manner and justified in terms of this pay philosophy. The Executive Director has full authority to make any changes he feels are necessary to remain competitive with other job markets while remaining fiscally responsible.