

**BEFORE THE BOARD OF DIRECTORS FOR
THE MARION SOIL & WATER CONSERVATION DISTRICT**

In the Matter of Adopting a)
Salary Administration Plan)

**MARION SOIL & WATER CONSERVATION DISTRICT
RESOLUTION NO. 090402A**

PURPOSE:

The purpose of this resolution is to adopt a Salary Administration Plan on behalf of the Marion Soil and Water Conservation District (SWCD).

RESOLUTION:

WHEREAS the Marion SWCD has grown in staff with resulting diversity in job responsibilities, skill requirements and salary levels; and,

WHEREAS the Board of Directors of the Marion SWCD desires to establish consistent guidelines and policies in the setting and administration of staff salaries; and,

WHEREAS the Board of Directors of the Marion SWCD desires to establish a salary schedule that fairly compensates its staff within the context of its financial resources, priorities, standing as a public entity receiving tax-based revenue, and in comparison with other comparable employers; now, therefore

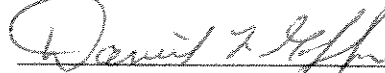
BE IT RESOLVED that the Marion SWCD Board of Directors hereby adopts the attached Salary Administration Plan as official policy of the District, to be followed and administered as provided therein, effective as of the date of adoption by the Board; and, further

BE IT RESOLVED that the Marion SWCD will review the Salary Administration Plan no later than March of 2003 and than annually thereafter.

This resolution was adopted by a unanimous vote of the Board of Directors at its regularly scheduled meeting on September 4, 2002.

Certified on this 4th day of September, 2002

Marion Soil & Water Conservation District



Daniel L. Goffin, Chair

Adopted: September 4, 2002

Approved: September 4, 2002

Marion SWCD
Salary Administration Plan

Salary Structure:

<u>Monthly Salary</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	
*Range 1	1700	1800	1900	2000	2100	2200	(20,400-26,400K)
*Range 2	2200	2300	2400	2500	2600	2700	(26,400-32,400K)
*Range 3	2700	2800	2900	3000	3100	3200	(32,400-38,400K)
*Range 4	3200	3300	3400	3500	3600	3700	(38,400-44,400K)
*Range 5	3700	3800	3900	4000	4100	4200	(44,400-50,400K)
*Range 6	4200	4300	4400	4500	4600	4700	(50,400-56,400K)
*Range 7	4700	4800	4900	5000	5100	5200	(56,400-62,400K)

*Reflects the second cost of living increase of \$100 per step effective July 1, 2004. First cost of living increase of \$100 per step took effect July 1, 2003.

All positions are paid on a monthly salary basis, including those hired on a "limited duration" or grant-funded basis, unless otherwise designated in writing at the time of hire. Designated part-time employees (normally working less than 40 hours per week) are paid on an hourly basis, based on their position's assigned monthly salary. Full-time employees who have unpaid leave during a month shall have their monthly pay adjusted for the unpaid time on an hourly basis, based on their assigned monthly salary.

Temporary, summer or other special-hire employees are paid on an hourly basis set at their time of hire and are not subject to these provisions. Consultants are not considered employees and are paid on a contract or fee-for-service basis.

Position Classification & Allocation:

The following positions and classifications are established and assigned to salary ranges as indicated. Although not a part of the Plan, current salaries & approximate federal GS levels of indicated salary ranges are listed in parenthesis for reference.

Administrative Coordinator	Range 3/4
Administrative Assistant	Range 1/2
District Manager.	Range 6/7
Fiscal Assistant (not yet filled).	Range 1/2
Special Projects Coordinator.	Range 2/3
Watershed Council Coordinator.	Range 2/3/4
Watershed Technical Specialist.	Range 3/4/5

Positions are assigned to multiple salary ranges to provide additional incentive and advancement in recognition of professional performance, experience, skill and education. After reaching at least Step 5 of a lower salary range in their series, an employee may be promoted, upon recommendation of the District Manager and with approval by the Board, to the next higher-paying step in the next range of their series.

Overtime Designation:

District positions are assigned to the following overtime designations. The Fiscal Assistant, Administrative Assistant and Special Projects Coordinator positions are designated "eligible" and receive time-and-a-half paid or comp time for overtime hours worked. The Administrative Coordinator, Watershed Technical Specialist and Watershed Council Coordinator positions are designated "administrative or professional" and receive hour-for-hour comp time for overtime hours worked. The District Manager position is designated "exempt" and is not eligible for overtime regardless of the number of hours worked.

District positions established in the future with different classifications shall be assigned to an overtime designation when they are authorized, and this Plan updated accordingly.

Initial Salary Upon Hire:

Normally, the successful applicant for a position will be hired at Step 1 or 2 of the applicable *initial* salary range. If the applicant has substantial functional, subject matter and/or conservation district experience, they may be hired at Step 3 or 4 of the initial range. Remaining steps and ranges should be left to provide incentive and advancement based on future meritorious performance.

Note: In the case of Watershed Coordinators, the initial salary shall be based on the Council's recommendation per OWEB guidelines unless a particular Council's recommendation will create substantial inequity with other District coordinators or staff. In such a case, the District will confer with the Council in an attempt to minimize the inequity. Further, additional fund-raising by a Council Coordinator may be considered in performance evaluation and, within these provisions, applied toward additional coordinator salary in cases where salary inequity, comparability and/or performance clearly warrant.

Exceptions to this policy must be approved by the Administrative Committee before the hiring process is completed. An exception for the District Manager position must be approved by the Board. The basis for any exception granted must be documented in writing to reduce the risk of future complaints or liability.

Salary Increases:

Salaries can be increased in two ways.

1. Cost-of-Living increases approved by the Board for all or most salary ranges, which would increase the step amounts in the salary ranges. The Board normally considers possible cost-of-living increases during or just prior to the annual budget development process so that increases, if any, can be included in the next fiscal year's budget. Thus, any cost-of-living increase normally would take effect on July 1, the beginning of the new budget period.

2. Merit increases approved by the Board for individual employees, which move an employee to a higher step in their current salary range or promote the employee to the next higher applicable salary range. Merit increases normally are considered at the time of an employee's trial service review and at performance reviews conducted annually thereafter.

Such increases should reflect achievement of the employee's performance goals along with demonstrated high quality of work, initiative and contributions to the District's programs and operations. Merit increases also may be considered at other times as special recognition of an employee's outstanding record of performance and contributions at the highest level.

The District Manager may recommend cost-of-living adjustments and individual merit increases, or the Board may initiate them on its own. However, salary increases also must be considered in the context of the District's position as a public entity, along with its revenue, budget and other operational limitations. Thus, salary increases are *not* "automatic" and may not necessarily occur on a regular basis (such as annually).

Implementation:

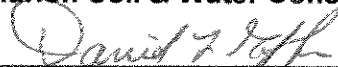
The provisions of this Plan are effective September 1, 2002 with the following exceptions.

1. Current salaries of all employees hired prior to adoption of the Plan, except the District Manager, shall remain in effect until they next receive an individual merit increase or March 1, 2003 - whichever is earlier. At that time, their salary shall be adjusted to the next higher step of this Plan or the following step, depending on their current salary and recommendation of the District Manager and approval by the Board.
2. The Administrative Committee shall recommend to the Board any adjustment of the District Manager's current salary in connection with implementation of this Plan.

Salaries of employees hired after adoption of this Plan shall be consistent with the Plan's provisions.

This policy was adopted by a unanimous vote of the Board of Directors at its regularly scheduled meeting on September 4, 2002.

Marion Soil & Water Conservation District



Daniel L. Goffin, Chair

Adopted: September 4, 2002
Approved: September 4, 2002