

LAKE GROVE WATER DISTRICT

RESOLUTION NO. 2016-1

A RESOLUTION ESTABLISHING A COMPENSATION ADJUSTMENT POLICY FOR DISTRICT EMPLOYEES

WHEREAS, this matter came before the Board of Commissioners (Board) of Lake Grove Water District (District) at its regular meetings on January 18, 2016, and again at the February 15, 2016 to consider establishing a Compensation Adjustment Policy for the District's employees; and,

WHEREAS, the Board previously adopted salary ranges for each position based upon the study of HR Answers; and,

WHEREAS, the Board finds that the District Manager's performance review shall occur in the spring, annually, and any salary adjustment approved by the Board shall be commencing that July of each year after the budget for that new fiscal year has been approved; and,

WHEREAS, that the District Manager shall conduct an annual performance review for all other employees, in January, and any salary adjustment within the salary range for the subject position approved by the Board shall be effective commencing that January of each year; and,

WHEREAS, the Board finds that adoption of a Compensation Adjustment Policy constitutes a reasonable and prudent management protocol for the conduct of the District's business affairs to attract and retain a competent and productive staff; and being advised,

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF LAKE GROVE WATER DISTRICT RESOLVES:


Section 1. The Board hereby adopts the following Compensation Adjustment Policy. The Board has adopted the salary range for each employee position developed by HR Answers. Each employee, including the District Manager, shall have an annual performance review and any wage or salary adjustment shall be based upon the salary range approved by the Board.


Section 2. The Board will conduct a review of the District Manager's performance in the spring, and not less often than annually. At the time of performance review, the Board shall also determine any adjustments to the District Manager's salary within the salary range for that position and such adjustments shall commence effective on that July 1st to coincide with the new budget. Salary adjustments may be granted based upon merit, cost of living adjustment according to the Portland Cost of Labor Index by HR Answers for

the prior calendar year, other relevant factors or a combination thereof, all in the discretion of the Board.

Section 3. The District Manager will conduct an annual performance review of all other employees. At the time of performance review, in January, the District Manager shall also determine any adjustments to the employee's wages within the salary range for that position and such adjustments shall commence effective retroactively to that January 1st. Salary adjustments may be granted based upon merit, cost of living adjustment according to the Portland Cost of Labor Index by HR Answers for the prior calendar year, or a combination thereof. Any increase must be from duly appropriated funds within the current budget.

Dated this 15TH day of February, 2016

By: 
Virgil Pearce, President

By: 
Colin Luther, Secretary