



RESOLUTION NO. 2025-12-17-42

**ADOPTION OF RESOLUTION NO. 2025-12-17-42, APPROVING THE
LANE TRANSIT DISTRICT COMPENSATION POLICY**

WHEREAS, the Lane Transit District (“District”) Board of Directors (“Board”) may create bylaws and policies and do such other acts or things as may be necessary or convenient for the proper exercise of powers granted to them as the governance of a mass transit district;

WHEREAS, staff have established a Policy in alignment with applicable federal, state, and local regulations;

WHEREAS, staff have created the District’s comprehensive Compensation Policy;

WHEREAS, this Policy supports the District’s Mission, Vision, Values, and strategic goals;

WHEREAS, LTD shall make this Policy available to all LTD employees and,

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors adopts Resolution 2025-12-17-42: Approving Lane Transit District’s Compensation Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF DECEMBER, 2025.


Susan Cox (12-18, 2025 10:24:04 PST)

Susan Cox, Board President

	Executive Department	Department(s) Affected: District Administrative Employees
		Effective Date: 1/1/2026
		Revision Date(s): None to date

POLICY TITLE

Compensation Policy

PURPOSE

The purpose of this policy is to ensure that Lane Transit District’s (LTD) compensation strategy supports and reinforces its ability to meet its mission by:

- Establishing and maintaining the ability to recruit and retain highly skilled personnel
- Implementing a performance-based reward strategy
- Ensuring internal pay equity
- Recognizing and adjusting for inflationary pressures

Applicability

All pay practices for LTD Administrative Professionals will be administered in accordance with this policy.

All pay practices for employees represented by Amalgamated Transit Union (ATU) 757 are administered in accordance with the terms and conditions established in the active Collective Bargaining Agreement (CBA) between LTD and ATU 757.

Responsibility

LTD’s compensation and benefits program includes several components: base pay, health, dental and vision benefits, paid time off, retirement plans, and continuing education benefits. The Chief Executive Officer (CEO) authorizes a triennial external evaluation of total compensation to include an equal pay analysis. The result of the evaluation, in conjunction with consideration of LTD’s financial condition, are included in the recommended annual budget sent for approval by LTD’s Board of Directors. The Board has final approval authority of LTD’s Budget.

Policy Procedures

In order to achieve the primary objectives of LTD’s Compensation Plan, determining and identifying base pay compensation levels consists of the following key elements:

- Annually, job descriptions will be reviewed for accuracy through an audit led and coordinated by the Human Resources (HR) Department. Additionally, job description audits for specific roles may be requested by management.
- Triennial Market evaluations will be used to establish ranges and individual pay rates/salaries.
- Pay increases are linked to market rates, individual merit-based performance, and LTD performance and budget.
- Cost of Living Adjustments will be assessed each year as a component of the budget process
- The LTD Employee Handbook will be updated with any changes and recommended to the Board for approval annually.
- All compensation adjustments will be included in the Board-adopted annual budget.

Market-Based Pay Ranges, Base Pay, Hiring Wages

Pay ranges. Pay ranges shall be assigned to all positions at LTD and will be assessed against market rates triennially.

Base pay. Base pay will be determined by the pay range for the position. Employees will have the ability to advance through the pay range based on established performance measures for the position.

Hiring wage. The amount offered to a newly hired employee will reflect the relevant experience and expertise they bring to the position.

Compensation Changes

Compensation changes may occur for following:

Post Probationary Adjustment. At the successful conclusion of a probationary period, supervisors may make a one-time adjustment in salary based on established performance measures.

Annual Review and Pay Increases. All employees are eligible to be considered for an annual pay increase at their annual performance review. All increases are dependent on LTD's financial condition, established performance goals, and pay range. Annual increases recommended by managers are reviewed and recommended for approval by the Chief Administrative Officer or their delegate.

Salary Adjustment Increases. Adjustments in an employee's pay may occur separately from the annual review process as a result of an internal equity or market assessment. HR will recommend such adjustments for approval by the CEO.

Premium Pay. Premium pay is additional pay for a skill required by LTD or a particular job function. Premiums may not be offered to all departments or positions and are determined individually based on LTD business need. Employees may be eligible for more than one premium. Premium pay is calculated on base wage rate, not including any other premiums.

Red Circling. Employees may not be eligible to receive base-pay increases if an employee's salary is above the pay range. The employee may still be eligible for one-time payouts based on established performance measures.

Discretionary Bonus. The CEO may decide in their sole discretion to issue a discretionary bonus.

Cost of Living Adjustments (COLA)

COLAs are designed to recognize and counterbalance inflation. COLAs are not related to performance-based increases.

Each year, LTD will reference the annual change in the Consumer Price Index (CPI-U), West Region published by the U.S. Bureau of Labor Statistics.

The COLA shall be targeted to match the CPI percentage change over the most recent 12-month period ending December 31.

The initial COLA band (minimum-maximum) will be 2% minimum to 4% maximum. In subsequent years, the COLA will be reviewed annually.

Implementation Process

- Annual Review: HR, in coordination with the Finance Department, will conduct an annual analysis each January.
- The CEO will recommend COLA rate to the Board.
- Any COLA amount must be approved by the Board after considering budgetary impacts and overall fiscal responsibility.
- Timing: approved COLA adjustments will typically take effect the first full pay period following July 1 each year, unless another date is designated by the Board, or by contract terms.

Budgetary Considerations

If financial constraints limit LTD's ability to implement a full COLA:

- Reduced COLAs may be awarded.

- COLA implementation may be delayed.

Relationship to Collective Bargaining Agreements

For represented employees:

- COLA provisions negotiated in CBAs and individual employee contracts shall govern.
- Where CBAs or individual employee contracts are silent or refer to general LTD policies, this COLA Policy will apply.


LTD will evaluate COLA impacts on internal pay equity and living wage standards to ensure that adjustments do not disproportionately affect lower-wage workers.

Revision Number	Author	Summary of Changes

POLICY APPROVAL

Policy Stage	
New Policy	<input checked="" type="checkbox"/>
Revision	<input type="checkbox"/>
Rescind	<input type="checkbox"/>
Other:	Click or tap here to enter text.

Required Approval Type	
Chief Executive Officer (CEO) Approval	<input checked="" type="checkbox"/>
Board of Directors' Approval	<input checked="" type="checkbox"/>
Other:	Click or tap here to enter text.


Susan Cox (12/18, 2025 10:24:04 PST)

Susan Cox, Board President

18/12/25

Date