

The original compensation POLICY 16-05 WD for the Arch Cape Water District was created and adopted on September 16, 2016.

It was subsequently amended by RESOLUTION 18-06 WD adopted on June 15, 2018.

Both are contained in this posted reference document.

# COMPENSATION POLICY

## 16-05 WD

### Compensation

#### • **Wage Policy**

The District maintains a pay plan covering all positions in the District, showing the minimum and maximum rates of pay which shall be adjusted annually each March as measured by the most recently available Annual COLA Percentage Change, United States Department of Labor, Bureau of Labor Statistics, Portland CPI-U. In arriving at such salary ranges, consideration is given to prevailing rates of pay for comparable local work including consideration of conditions of work and basic pay, current costs of living, the local economy, wage adjustments in the community, suggestions of the District Board of Commissioners, and the District's financial condition. Wage increases are not automatic. The plan shall be reviewed every five years.

#### • **Annual Review**

Each employee's performance shall be evaluated at least annually during the period of their employment, periodically as set forth below in the Salary Review Policy.

#### • **Annual Maximum Increases**

Total compensation adjustments of any kind whatsoever, including but not limited to salary increases based upon performance review and/or COLA, shall not exceed four percent (4%) in any fiscal year.

#### • **Salary Review**

Regular Employees: Compensation adjustments for each regular employee shall be reviewed annually in March by the Personnel and Joint Contract Committee for recommendation to the District Board of Commissioners; excepting that, in the event that said annual review falls within the probationary period for any employee, then there shall be no compensation adjustment considered for that employee. A compensation adjustment for

*Adopted : September 16, 2016*

each regular employee reviewed in March may be recommended to the District Board of Commissioners based upon each employee's Annual Review, along with findings of competent and commendable service; said adjustment shall become effective on the 1<sup>st</sup> day of July immediately following adoption of said recommendation by the District Board of Commissioners.

Probationary Employees: In the instance that the annual March review falls within the probationary period for any employee, then the compensation for that employee shall be reviewed on that employee's first anniversary date of hire. A compensation adjustment for a probationary employee may be recommended to the District Board of Commissioners based upon that employee's Annual Review, along with findings of competent and commendable service. The compensation adjustment for that employee, if any, shall be effective on that employee's anniversary date of hire. Thereafter, said employee's salary shall be reviewed along with each other regular employee annually in March as provided hereinabove. In addition to other factors under consideration, the Committee may also consider the number of months elapsed between that employee's first anniversary review and the then current March review of all regular employees.

• **Cost of Living Adjustment (COLA)**

COLA adjustments for each regular employee shall be reviewed annually in March by the Personnel and Joint Contract Committee for recommendation to the District Board of Commissioners. An increase *shall* be recommended to the District Board of Commissioners as measured by the most recently available Annual COLA Percentage Change, United States Department of Labor, Bureau of Labor Statistics, Portland CPI-U. Approved adjustments shall be made by first applying the COLA increase to the current salary as of said annual March review. Said increase, if any, shall become effective on the 1<sup>st</sup> day of July immediately following adoption of said recommendation by the Board of Commissioners.



ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
RESOLUTION NO. 18-06 WD  
AMENDING  
ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
COMPENSATION POLICY **16-05**  
~~RESOLUTION NO. 16-06~~

**Compensation**

**Wage Policy:**


DELETE the language: "which shall be adjusted annually each March as measured by the most recently available Annual COLA Percentage Change, United States Department of Labor, Bureau of Labor Statistics, Portland CPI-U."

ADD the language: "which shall be adjusted annually each March by the Board of Commissioners of the Arch Cape Domestic Water Supply District (ACDWSD), in consideration of relevant data regarding annual cost of living increases regionally and locally, as a guiding factor."

**Annual Maximum Increases**

DELETE the paragraph in whole and in part:

"Annual Maximum Increases: Total compensation adjustments of any kind whatsoever, including but not limited to salary increases based upon performance review and/or COLA, shall not exceed four percent (4%) in any fiscal year."

  
Vice-President, **RON SCHIFFMAN**

Adopted: 15 June 2018

Attest: 