

SECTION XIV: SALARY PLANNING

1. GENERAL POLICY. The Director, in conjunction with the Board, shall be responsible for the development and maintenance of uniform and equitable pay plans for Cottonwood Heights Parks and Recreation Service Area which shall consist of minimum and maximum rates of pay for each position and such intermediate steps as deemed necessary equitable. Salaries shall be linked directly to the position classification plan and may take into consideration the following factors:
 - A. Ranges of pay for other positions.
 - B. Prevailing rates of pay for similar employment in both public and private organizations.
 - C. Cost of living factors.
 - D. Other benefits received by employees.
 - E. The financial policy and economic conditions of Cottonwood Heights Parks and Recreation Service Area
2. PAY PLAN DEVELOPMENT AND ALLOCATION.
 - A. The Director shall assign each position to a pay range based upon the levels' relationship to other levels as defined in the position level plan and by market data. Pay Scales are maintained by the Human Resource Manager following approval of the Director and the Board of Trustees.
3. APPOINTMENT.
 - A. Pay for newly hired employees shall normally be set at the minimum of the pay range assigned to a job class. However, the Director may approve hires up to the midpoint of the pay range as warranted by job qualifications and experience, subject to the availability of funds.
 - B. The Director shall not authorize hiring above the midpoint in the pay range except in unusual circumstances and with prior approval from the Board.
 - C. (Amended 4/27/00) The Director and Assistant Director of Cottonwood Heights Parks and Recreation Service Area shall be appointed by the Board of Trustees. The Board of Trustees determines salary and compensation for the Director and Assistant Director annually during the budget process.
4. MERIT INCREASE.

- A. The Director shall, as part of the proposed budget process, present to the Board of Trustees a proposed merit guideline for their consideration as part of the upcoming budget, effective January 1 of each calendar year. This proposal shall include costs and percentages of merits involved, as well as the established criteria used to evaluate employees whom are eligible for a merit increase. The Board may or may not approve such actions, via the budget line item approval process.
 - B. Benefitted employees who are eligible (See Section E below) will be considered for a merit increase based upon (1) Section A above (funding in an approved budget); (2) completion of a satisfactory 6 month probationary period; (3) an annual satisfactory, or better, evaluation (pursuit of the previous 6 month probationary period); and (4) upon the recommendation of the Department Head and approval by the Director. An employee who meets the above mentioned requirements is eligible for a one step increase from their current level of pay with a “satisfactory” evaluation rating; and a maximum increase of two steps from their current level of pay with a “good” or “excellent” evaluation rating.
 - C. Non-Benefitted employees who are eligible (See Section E below) will be considered for one yearly merit increase based upon (1) Section A above (funding in an approved budget); (2) completion of a satisfactory 6 month probationary period; (3) an annual satisfactory evaluation (exclusive to the previous 6 month probationary period); and (4) upon the recommendation of the Department Head and approval by the Director. An employee who meets the above mentioned requirements is eligible for a one step increase from their current level of pay with a “good” evaluation rating; and a maximum increase of two steps from their current level of pay with an “excellent” evaluation rating.
 - D. A re-hired-employee will be compensated at the same rate of pay at the time of their separation, and will be considered for a merit increase based upon (1) Section A above (funding in an approved budget); (2) completion of a satisfactory 6 month probationary period (combined total from previous employment to current employment). An employee who meets the above mentioned requirements will then follow the additional guidelines listed in Section C (3) and (4).
 - E. Employees at or above the pay range maximum and employees whose performance is rated less than successful, shall not be eligible to receive a merit increase.
 - F. A merit increase shall not exceed the range of maximum assigned to a position level.
5. SELECTIVE SALARY ADJUSTMENT.
- A. The Director may recommend a selective salary adjustment in order to mitigate

an inequity caused by merit increase freeze or other similar circumstances.

- B. The Director and/or Human Resource Manager shall submit a written rationale supporting the recommendation to the Board.
 - C. A selective adjustment is subject to the availability of funds and guidelines established by the Board.
6. COST OF LIVING ADJUSTMENTS. When the Board grants a cost-of-living adjustment (COLA) which exceeds an across-the-board pay plan adjustment, the COLA shall not exceed the new range maximum.
7. PROMOTION.
- A. At the discretion of the Board, a minimum 5% salary increase shall be granted to an employee receiving a promotion. If the new salary is below the minimum of the new range, it shall be increased to the new minimum. If the 5% increase falls in between steps on the wage scale, the employee will receive the next highest step.
 - B. The Director may approve an increase up to the midpoint of the new range when a promotion results from a competitive recruitment to a new position level. Such an adjustment shall be based on exceptional qualification and subject to the availability of funds.
8. ORDER OF SALARY CALCULATION. Multiple categories of pay increases awarded simultaneously shall be calculated in the following order:
- A. Cost of living adjustment.
 - B. Merit.
 - C. Selective adjustment.
 - D. Promotion.
9. REASSIGNMENT. Except when due to a demotion or a disciplinary action, an employee who is reassigned shall be paid at least the same salary received prior to the assignment.
10. RECLASSIFICATION.
- A. If the Director reclassifies a position to a higher level, the Director shall adjust the incumbent's salary to at least the minimum of the new range and may give a 0-5% salary increase, based upon increased responsibility.

- B. A reclassification increase is subject to the availability of funds.
 - C. If the Director reclassifies a position to a lower level, the incumbent's salary shall remain the same. If the incumbent's salary exceeds the maximum of the new range, the incumbent is ineligible to receive a salary increase until the salary range increases to incorporate the incumbent's pay rate. An employee is ineligible to receive cost-of-living increases until the salary range increases.
11. DEMOTION. If an employee is demoted, either voluntarily or involuntarily, the Director may treat the employee's salary according to paragraph 10.C. above or reduce the salary to the applicable pay range.
12. SUSPENSION. An employee suspended for disciplinary reasons shall continue to be eligible to receive Cottonwood Heights Parks and Recreation Service Area retirement, health, dental, disability and life insurance programs subject to the conditions set forth.
- (1) The employee shall pay the employee portion of insurance premiums to continue coverage through the period of suspension.
 - (2) No vacation time or sick time will accumulate during time off without pay.
 - (3) Employee membership privileges are suspended for the length of the suspension.
- B. Part Time Employee.
- (1) Part-time and seasonal employees do not qualify for benefits.
 - (2) Employee membership privileges are suspended for the length of the suspension.

APPROVED AND PASSED THIS ____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____
Ben Hill, Director

BOARD OF TRUSTEES

By: _____
E.Bart Hopkin, Chairman