

## **Compensation Policy**

### Outagamie Waupaca Library System

#### **Policy**

The Outagamie Waupaca Library System (OWLS) is committed to offering employees an equitable, non-discriminatory wage according to clearly-established guidelines. The Board of Trustees regularly reviews and revises, as necessary, its position classifications and pay ranges in order to provide a competitive, employee-friendly package.

#### **Guidelines**

1. All OWLS positions are included within one of six position classifications: Page/Substitute, Library Assistant, Coordinator/Senior Assistant, Professional I, Professional II, Director.
2. OWLS maintains a separate pay range for each classification; each pay range includes a base level, a mid-point, and a top level.
3. OWLS employees are ordinarily hired at the base of the pay range for their classification, but at the Director's discretion, candidates may be hired at any pay level within their pay ranges.
4. Each year the OWLS Board will determine a pay increase percentage and adjust each employee's pay and all pay ranges by that percentage, effective January 1.
5. The rate of pay for any employee may not exceed the top level of the pay range for his or her classification.
6. Upon recommendation of the Director or the Personnel Committee the OWLS Board may adjust the pay of any employee.
7. Changes or exceptions to any of these guidelines must be approved by the Board.

Adopted 6-16-05  
Revised 6-18-09  
Revised 1-17-13  
Reviewed 8-27-15  
Revised 8-17-17