

Implementation Plan: 2023 Compensation Review (Appendix B)

Any pay increases as a result of the 2023 Compensation Review will be based upon an employee's 2024 pay rate, which includes a planned 3% annual increase for eligible employees.

Types of Pay Adjustments:

Pay Range Minimum Adjustments

- Eligible employee whose 2024 pay rate falls ***below the minimum of assigned pay range***:

Employees will receive a “Pay Range Minimum” adjustment which will adjust their 2024 base rate of pay to the minimum of their assigned pay range.

“Green Circle” Adjustments

- Employees who are not at the appropriate range penetration based on years of service are considered “**green circled**.” The following is the range penetration schedule:

Years of Service	Range Penetration
1+	10%
3+	20%
6+	30%
20+	50%

All employees will be at the proper range penetration based on this study in a maximum of 3 years.

- Green circled employees will receive a “Pay Range Placement” adjustment in 2024. Green circled employees will receive their pay range placement amount equally divided over three years or 3% annually whichever occurs first.

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- In 2025 and 2026, employees who are still green circled will receive their standard board approved increase and the “pay range placement” adjustment.

“Red Circle” Pay Rates

- Eligible employees whose 2024 pay rate is ***above the maximum of their assigned pay range effective December 24, 2023:***
Employees will receive an increase in their pay up to the maximum of their assigned pay range. Any dollar amount of the 3% annual increase that is over the maximum of their assigned pay range will be paid in a lump sum.

These employees are considered “**red circled**” and will continue to have their annual pay increase paid in a lump sum until their rate of pay no longer exceeds the maximum rate of their assigned pay range (i.e., until the maximum of their assigned pay grade is adjusted).