

# **COMPENSATION GUIDELINES**

*For Management and Confidential Employees*

## **Overview**

The primary goals of Monroe County Water Authority's (MCWA) Compensation Guidelines is to administer equitable and consistent pay related actions and maintain an appropriate internal alignment among job classifications.

Our guidelines establish pay and classification grades necessary to recruit, select and retain qualified employees.

## **Compensation Program**

MCWA will conduct annual performance appraisals at least annually in order to tie personal performance to compensation determinations;

- MCWA will provide opportunities for our employees for professional and personal development that will enhance their ability to perform in their current positions;
- MCWA will regularly assess the market to ensure our salary ranges are competitive to hire the highest caliber employees and to retain our talented workforce;
- MCWA will use the greater Rochester area salary market, AWWA compensation study, as well as other Authorities to establish the midpoint "market" of compensation levels;
- MCWA will use the most comparable market in any compensation study utilized;
- MCWA will use the "mean" salary data point defined as the recorded or at least average (50%) of surveys thereby eliminating the highest and lowest reported compensation information from our baseline for "market";
- In our recruitment efforts, MCWA recognizes that compensation may need to exceed midpoint, "market" in any particular occupation, at any given time in order to recruit and attract the highest caliber employees whose skills and abilities most closely align with our need and strategic direction.

All Management and Confidential employees will be compensated at a pay rate within a given salary range for the position held. An employee's annual pay increase shall not be less than the minimum or more than the last step for the classification unless a certified Professional Engineer's License is verified.

### **Compensation Program Goals**

The ultimate goals of the Compensation Program are:

- To attract, retain and motivate employees;
- To support an employee performance management system necessary to ensure organizational success (to drive desired behaviors in order to meet the needs of our members);
- To provide an objective, consistent, equitable basis for determining employee compensation.

### **Starting Salaries of New Hires:**

The starting salary for a new hire will be dependent upon:

- The position/job description;
- Skills and experience of the individual;
- Recommendation of Compensation Consultant

All starting salaries must be coordinated by the Personnel Director and Executive Director. Additionally, Human Resources will monitor salaries for new hires to see that an appropriate relationship between staff salaries is maintained.

### **Annual Pay Adjustment:**

For all Management and Confidential employees who are above the midpoint, upon a favorable review shall advance one step on January 1<sup>st</sup> of each year. After reaching Step 7 of the Management and Confidential salary grades (see below), that employee will be 'stepped out' and will receive no further increase until the salary grades are adjusted. A step advancement may be withheld for performance related issues.

If an employee is below the midpoint for a specified grade, the following increase will be applicable:

	<b>Does Not Meet Job Expectations</b>	<b>Partially Meets Job Expectations</b>	<b>Meets Job Expectations</b>	<b>Exceeds Job Expectations</b>
<b>Below Midpoint</b>	<b>0%</b>	<b>2%</b>	<b>4%</b>	<b>6%</b>

Employees who are below 75% of the midpoint may be considered targeting at 85% of midpoint with Executive Director and Personnel Director concurrence.

- Part time employees shall be eligible for an increase every two years.
- Employee hired after July 1<sup>st</sup> of any given year, will not be eligible for an increase for the following year.

Example: Employee X was hired on August 10, 2022, Employee X is not eligible for an increase until January 2024,

**Management Salary Grades – Effective January 1, 2022**

<i>Grade</i>	<i>Midpoint</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>
<i>1</i>	<i>\$67,446</i>	<i>\$69,807</i>	<i>\$72,250</i>	<i>\$74,779</i>	<i>\$77,396</i>	<i>\$80,105</i>	<i>\$82,908</i>	<i>\$85,810</i>
<i>2</i>	<i>\$74,191</i>	<i>\$76,788</i>	<i>\$79,475</i>	<i>\$82,257</i>	<i>\$85,136</i>	<i>\$88,116</i>	<i>\$91,200</i>	<i>\$94,392</i>
<i>3</i>	<i>\$81,610</i>	<i>\$84,466</i>	<i>\$87,423</i>	<i>\$90,482</i>	<i>\$93,649</i>	<i>\$96,927</i>	<i>\$100,320</i>	<i>\$103,831</i>
<i>4</i>	<i>\$89,771</i>	<i>\$92,913</i>	<i>\$96,165</i>	<i>\$99,531</i>	<i>\$103,014</i>	<i>\$106,620</i>	<i>\$110,351</i>	<i>\$114,214</i>
<i>5</i>	<i>\$98,748</i>	<i>\$102,204</i>	<i>\$105,781</i>	<i>\$109,484</i>	<i>\$113,316</i>	<i>\$117,282</i>	<i>\$121,387</i>	<i>\$125,635</i>
<i>6</i>	<i>\$108,622</i>	<i>\$112,424</i>	<i>\$116,359</i>	<i>\$120,431</i>	<i>\$124,646</i>	<i>\$129,009</i>	<i>\$133,524</i>	<i>\$138,198</i>

7	\$119,485	\$123,667	\$127,995	\$132,475	\$137,112	\$141,911	\$146,878	\$152,018
8		V	A	C	A	N	T	
9	\$144,576	\$149,636	\$154,873	\$160,294	\$165,904	\$171,711	\$177,721	\$183,941

**Confidential Salary Grades – Effective January 1, 2022**

<i>Grade</i>	<i>Midpoint</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>
1		V	A	C	A	N	T	
2	\$61,568	\$63,723	\$65,953	\$68,262	\$70,651	\$73,123	\$75,683	\$78,332
3	\$67,725	\$70,095	\$72,549	\$75,088	\$77,716	\$80,436	\$83,251	\$86,165
4	\$74,497	\$77,104	\$79,803	\$82,596	\$85,487	\$88,479	\$91,576	\$94,781

**Promotional Increases:**

Promotional salary adjustments are defined as a change in position or title and a movement to another grade or level within the salary grade structure. A promotional increase shall be 7% or the closest to the next step in the salary schedule. If the step increase exceeds 7%, the difference between 7% increase and the step, will be paid in a lump sum to the employee.

Employee who are assigned to perform additional duties in the same job position or pay grade will receive no change in pay.

## **Credential Salary Incentives:**

Credential salary incentives are available to employee who hold a current, valid Professional Engineer's (P.E.) license. For those employees, excluding Executive Staff, a 5% salary premium will be added January 1<sup>st</sup> to the base salary for those eligible employees. In cases when an employee is a Step 7 of the salary grade, it will be permissible to exceed the top step provision.

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