POLICY MANUAL

MANAGEMENT COMPENSATION

Effective Date: March 19, 2014

I. POLICY OVERVIEW/DESCRIPTION

It is the policy of the Kellogg-Hubbard Library to pay competitive compensation for key management positions. Pay should be fair and equitable to reflect the value of the job within the Library.

II. PROCEDURE

Job descriptions for key management positions shall include a specific salary range. The Executive Committee of the Board of Trustees shall review relevant sources to ensure that the salary range set for Library key management positions is competitive with similar positions at comparable libraries in our region to the extent allowed by the Library’s available resources. Among the sources that may be consulted are: salary surveys conducted by the Vermont Department of Libraries and the American Library Association; salary scales for comparable Northeast regional and statewide positions, such as school and municipal positions; the Noonmark Nonprofit Salary & Compensation Report; and informal research conducted locally.

Unless otherwise agreed, the compensation package for key management positions shall include salary within the established range and Board-approved benefits. An annual performance evaluation shall be conducted as directed by the Board to assist in determining appropriate salary changes for key managers within the established salary range. Factors that may be considered in determining annual salary changes could include the manager’s documented performance during the preceding year, the terms of the bargaining agreement for union employees, the Board-approved operating budget, and the prudent fiduciary judgment of the Board.

III. REFERENCES


IV. REVISION HISTORY

This policy supersedes any Library policies and practices in existence prior to its effective date. All earlier revisions of this document are superseded by this revision. The
Kellogg-Hubbard Library Board of Trustees reviewed and approved this procedure on March 19, 2014.

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision #</th>
<th>Modification</th>
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</thead>
<tbody>
<tr>
<td>2014-03-19</td>
<td>2.0</td>
<td>Procedure edited to allow policy to apply to all key management positions by removing references to “Library Director” and “Executive Director.” Additional sources for salary comparison added.</td>
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<tr>
<td>2009-03-18</td>
<td>1.0</td>
<td>New policy approved by Kellogg-Hubbard Library Board of Trustees.</td>
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