

# REGIONAL WATER AUTHORITY POLICIES AND PROCEDURES MANUAL

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Policy Type : Human Resources  
Policy Title : Employee Compensation Policy  
Policy Number : 400.2  
Date Adopted : September 9, 2004  
Date Amended : September 13, 2007

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## EMPLOYEE COMPENSATION POLICY

It is the intent of the Authority to provide employee compensation that is fair and equitable and that is comparable, based upon an employee's experience, skills and performance consistent with established job descriptions, with that of similar water and public entities regionally. As a small professional management-focused organization, it is the intent of the Authority to provide employee compensation at or above the labor market mean for the industry.

The compensation practices of the Authority will be competitive within the industry and geographical area to attract the most qualified candidates and to minimize turn over of its employees.

Salary classifications shall typically be established with a 20% range between the minimum and maximum of the range. The Executive Director shall recommend salary ranges for all regular employment positions with the Authority, subject to review and approval by the Board of Directors.

To avoid penalizing any employees at or near the top of his or her salary range, the salary ranges established in accordance with this section will be automatically increased as required to reflect any annual Cost of Living Allowance (COLA) awarded to regular employees pursuant to "RWA Salary Cost of Living Adjustments (COLA) Policy".

It is the Authority's policy to provide a program for advancement of its employees within the salary range of their position using a merit based system based on objective regular goal setting and performance evaluations.

The Executive Director will have the authority to fix and alter employee compensation in accordance with the intent of this policy and within the budgetary guidelines approved by the Board of Directors. As part of the annual budget review process, the Executive Director will be responsible for preparing

and presenting a labor budget to the Board of Directors in accordance with this Policy. The Board of Directors will consider, amend as required, and approve the annual labor budget submitted by the Executive Director.

The Executive Committee will conduct a compensation survey at least every five years to ensure that the compensation offered by the Authority is consistent with this policy; provided however that a compensation survey may be commissioned at any time if directed by the Executive Committee or if recommended by the Executive Director and approved by the Executive Committee.