

Whitehall Public Library Policies

Title	Compensation System Policy
Date Approved	1/13/2021
Amended	
Prepared by	Paula Kelly

Purpose:

The Whitehall Public Library will ensure the use of a compensation system that will determine the current market value of a position based on the skills, knowledge, and duties required of a competent employee.

Statement of Policy:

It is in the best interest of the community, library and WPL employees to be fairly compensated for the value of the work provided. It has been determined that this can best be accomplished by using an internal system approved by the Library Board of Trustees.

1. The compensation system will price positions by using appropriate local, regional, national and library-specific custom data which may include data from Guidestar, Pennsylvania Association of Nonprofit Organizations, Bayer Center Wage and Benefit Survey of Southwestern PA nonprofit Organizations, the PA Library Association and the Allegheny County Library Association.
2. The Compensation System must be flexible enough to ensure that WPL is able to recruit and retain a highly qualified workforce while providing the structure necessary to effectively manage the overall compensation program.
3. As part of the annual budgeting process, the Board of Trustees will review and approve funds to be allocated for total compensation, including base salaries, bonuses or any other variable pay, and all other related expenses including benefit plans as recommended by the Library Director.
4. The Library Director is charged with ensuring the Library is staffed with highly qualified, fully competent employees and that all programs are administered within appropriate guidelines and within the approved budget.
5. Determinations for each employee's salary increase will be the responsibility of the Library Director. This includes such responsibilities as determining the appropriate staffing levels, titles, position levels, merit and promotional increases and compensation.
6. The Board of Trustees shall set the salary, salary range, and specific components of the total compensation package for the Library Director.
7. The Library Director shall ensure that salary ranges are updated and individual jobs are market-priced at least once every three years and that pay equity adjustments are administered fairly among employees. The Library Director is responsible for ensuring that the total compensation program is managed for consistency and equity