

# Law Enforcement Officers' and Firefighters' Plan 2 Retirement Board

## 4.05 Exempt/WMS Salary Setting and Banding Policy

Date of Issue: November 1, 2003

Date Modified: April 27, 2005

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### PURPOSE

This policy addresses the process for resolving issues or concerns related to band placement and salary determination for the Exempt and Washington Management Service (WMS) positions placed in a salary band.

### SCOPE

This policy applies to Exempt and WMS employees of the LEOFF Plan 2 Retirement Board.

### POLICY

Open communication between management staff and their supervisors is expected. The Executive Director will provide written notification to incumbents' whose salaries have been approved for Exempt and WMS banding and will be notified of the assigned pay, salary band, evaluation points, and any pay adjustments for the position.

If the incumbent has an issue or concern relating to pay, they may discuss it with the Executive Director. The Executive Director will meet with incumbents to discuss, and if possible, resolve any issues.

The Executive Director may call upon the members of the Department of Personnel to participate in the discussion. All discussions will be informal and will not include a hearing. The Executive Director's decision will be final.

### COMPENSATION

The LEOFF Plan 2 Retirement Board has developed a compensation framework for the Exempt/WMS positions that have been approved for salary banding that is consistent, objective, and fair to incumbents pursuant to the Washington State Personnel Resources Board resolution adopted October 15, 1999, on broad banding salaries of Exempt Management and Washington Management Service positions. The Executive Director will be guided by this resolution, the guidelines provided by the Department of Personnel, and the salary adjustment factors outlined below.

Salary adjustments will be based on one or more of the following factors:

- Salary alignment or compression within the agency;
- Salary alignment with similar jobs in the state or other jurisdictions;
- Recruitment or retention needs or issues;
- Changes to the scope of the job or increases to duties and responsibilities;
- Exceptional achievement of specific agreed upon goals, or significant job related development, training, or additional education obtained by the incumbent.

## **SALARY ADJUSTMENT LIMITATIONS**

Single salary adjustments may not exceed ten percent above the existing salary range for the position without the prior approval of the Director of the Department of Personnel (DOP). Cumulative salary adjustments over the life of the position may not exceed a total of twenty percent above the top step of the existing salary range without the prior approval of the Director of Personnel prior to implementation. In addition, movement of a position between bands requires the DOP Director's approval prior to implementation.

## **COST-OF-LIVING INCREASES**

The Executive Director has the authority to authorize cost-of-living salary increases awarded to state employees through the budget process and designated by legislative action, at his/her discretion to WMS/Exempt employees. A cost-of-living increase for the Executive Director may be authorized by a majority vote of Board Members in an open, public meeting.

## **SUBMISSION OF SALARY ACTIVITY REPORTS TO THE DEPARTMENT OF PERSONNEL**

The LEOFF Plan 2 Retirement Board will provide salary reports to the Director of the DOP, through the assigned DOP Human Resources Consultant, upon request by DOP.

## **GENERAL PROVISIONS**

Salary banding for *existing* Exempt/WMS positions require the approval of the Director of the Department of Personnel, and banding requests for new classifications require the approval of the Personnel Resources Board.

The salary banding authority applies to only those positions already exempted by the Personnel Resources Board.

Approved by \_\_\_\_\_





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## BOARD ADOPTED POLICIES

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**POLICY NUMBER:** 1.00.120

**EFFECTIVE DATE:** 8/1/03

**TITLE:** Administrative Committee Charter

**SUPERSEDES:** WSIB Policy 2.00.300,  
3/17/93

**BOARD ADOPTION:** 8/1/03

**APPROVED:** *Joseph A. Dea*

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### **INTRODUCTION**

- 1) The Board has established an Administrative Committee to assist the Board in overseeing the governance, operational, financial, legal, and human resource functions of the WSIB.

### **DUTIES AND RESPONSIBILITIES**

#### Governance

- 2) The Administrative Committee will:
  - a) Recommend to the Board charters for committees of the Board, the Board Chair, Vice-Chair, committee chairs, the Executive Director, and the Board itself;
  - b) Recommend to the Board modifications to the board committee structure;
  - c) Recommend to the Board policies to ensure appropriate governance practices on the part of the Board, including a conflict of interest policy;
  - d) Coordinate the board self-evaluation process.

#### Operations, Finance and Legal

- 3) The Administrative Committee will provide the Board with recommendations on the following matters:
  - a) Strategic/business plans;
  - b) Operating budget;
  - c) Organizational structure;
  - d) Settlements or other legal actions involving the WSIB; and
  - e) Suitability of office location.

#### Human Resources

- 4) The Administrative Committee will:
  - a) Recommend a human resources policy for the WSIB addressing at a minimum:
    - i) General principles that will guide the management of the WSIB's human resources;

- ii) The compensation philosophy and guidelines of the WSIB, including compensation goals and objectives, relevant comparison groups and target compensation levels.
- b) Recommend the appointment and compensation of the Executive Director.
- c) Coordinate the process for evaluating the performance of the Executive Director and establishing his or her compensation.

Appointment of Service Providers

- 5) The Administrative Committee will recommend to the Board the appointment of any human resource consultants hired to address matters involving the Executive Director and administrative matters.

Monitoring and Reporting

- 6) The Administrative Committee will assist the Board with its oversight responsibilities by:
  - a) Monitoring implementation of the strategic and/or business plans;
  - b) Monitoring compliance with the operating budget;
  - c) Monitoring compliance with, and the continued appropriateness of, the Board's governance and human resource policies; and
  - d) Monitoring litigation matters involving the WSIB.
- 7) The Administrative Committee will perform any other duties that may be assigned to it by the Board.
- 8) The Administrative Committee will report regularly to the Board on its activities.

Charter Review

- 9) The Board shall review this Charter at least once every three (3) years to ensure that it remains relevant and appropriate.



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**BOARD ADOPTED POLICIES**

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**POLICY NUMBER:** 2.01.050**EFFECTIVE DATE:** 10/16/03**TITLE:** Cost-of-Living Increases**SUPERSEDES:** SIB Policy 2.00.500  
Effective 1/1/92  
Board Adoption 2/18/92**BOARD ADOPTION:** 2/18/92**APPROVED:** *Joseph A. Dan*

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**PURPOSE:**

This policy provides for automatic cost-of-living salary increases for the Executive Director and the Executive Secretary.

**POLICY:**

All cost-of-living salary increase awarded to state employees through the budget process and designated by Legislative action will be applied to the salary of the Executive Director and the Executive Secretary.

This policy is to take effect as of January 1, 1992, and continue into the future until such time as the Board takes action to amend it.

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Original Policy Adopted 8/8/83

Revised 2/18/92

Revised 10/16/03