

MARINWOOD COMMUNITY SERVICES DISTRICT

PAY SCHEDULE REVIEW OF NON-REPRESENTED FULL-TIME POSITIONS POLICY

Adopted by Board of Directors: June 13, 2023

Purpose:

Marinwood Community Services District (District) recognizes the need to provide fair and competitive wages to attract and retain exceptional personnel. This policy formalizes procedures and timing for annual review and potential adjustments of Pay Schedules for non-represented full-time positions.

Policy:

Annually, the Board of Directors shall review and approve Public Pay Schedules for District-wide employment positions. Pay Schedule adjustments for non-represented full-time positions shall be made in accordance with the Board's assessment of the District's ability to afford such adjustments.

Procedure:

The Board of Directors shall review and consider several factors in determining the District's ability to afford potential Pay Schedule adjustments for non-represented positions. In addition to those listed below, this shall include the District's most recent audited financial statements stating the District's total current assets and liabilities.

The below steps outline the other factors and associated timing to be included in the Board's annual review:

1. Each February staff shall prepare and present for review by the Board of Directors the following data sets:
 - a. Current District Pay Schedules of non-represented full-time positions within the following departments and functions:
 - i. Park
 - ii. Recreation
 - iii. Administrative

- b. Pay Schedules of similar positions identified within comparable agencies and/or organizations. To the extent possible and practical, the same agencies/organizations will be utilized each year as points of comparison, and those agencies will be made known to the Board of Directors.
- c. Consumer Price Index (CPI) change factor for the preceding December as published by the U.S. Bureau of Labor & Statistics (BLS).

Staff shall also present initial recommendations for potential Pay Schedule adjustments.

The Board of Directors shall provide consensus direction regarding potential Pay Schedule adjustments to be incorporated into forthcoming draft annual operating budgets.

- 2. Each March and April staff shall prepare and present for review by the Board of Directors a draft annual operating budget for the upcoming fiscal year. Draft budgets shall incorporate the consensus direction received from the Board of Directors during prior review(s) regarding any Pay Schedule adjustment recommendations.
- 3. Each May staff shall prepare and present for approval by the Board of Directors the final draft annual operating budget for the upcoming fiscal year. The final draft budget shall include final Pay Schedule adjustments as directed by the Board of Directors during prior draft budget reviews.
- 4. Each June staff shall prepare and present for approval by the Board of Directors the Public Pay Schedules applicable to the subsequent fiscal year for all District positions. Any Pay Schedule adjustments from the current fiscal year shall become effective with the first full pay period of the subsequent fiscal year, unless otherwise directed by the Board of Directors.