

Compensation Policy

Outagamie Waupaca Library System

Policy

The Outagamie Waupaca Library System (OWLS) is committed to offering employees an equitable, non-discriminatory wage according to clearly-established guidelines. The Board of Trustees regularly reviews and revises, as necessary, its position classifications and pay ranges in order to provide a competitive, employee-friendly package.

Guidelines

1. All OWLS positions are included within one of five position classifications: Page/Substitute, Library Assistant, Professional I, Professional II, Director.
2. OWLS maintains a separate pay range for each classification; each pay range includes a base level, a mid-point, and a top level.
3. OWLS employees are ordinarily hired at the base of the pay range for their classification, but at the Director's discretion, candidates may be hired at any pay level within their pay ranges.
4. Each year the OWLS Board will determine a cost of living percentage and adjust all pay ranges by that percentage, effective October 1.
5. OWLS employees shall receive any pay adjustments annually on their employment anniversaries. The rate of pay for any employee may not exceed the top level of the pay range for his or her classification.
6. Employees demonstrating satisfactory performance are eligible to receive any cost of living increase on their anniversaries.
7. Employees may also receive merit increases or bonuses.
 - a. All merit increases and bonuses are based on employee performance and are determined by the Director. No merit increase or bonus will be given to an employee demonstrating unsatisfactory performance.
 - b. Any merit increase or bonus for the Director must be acted upon by the Board.
8. The OWLS Board will annually determine the funds available for pay adjustments.
9. Changes or exceptions to any of these guidelines must be approved by the Board.