

Summary and Timeline of Poudre Libraries' Compensation Administration 2022 - 2024

Phase/Action	Purpose	Timeline	Status
2023 Annual Pay Increases	Regular annual pay increases. Classified staff received 4% and hourly staff received up to approximately 11% to bring them closer to the midpoint of their grade.	Jan 2023	Complete
Compensation Study/Market Study	Assess the external labor market to determine market cost of wages as compared to an organization's current pay rates	Sept 2022 - Dec 2022	Complete
Update pay plan based on results of market study and obtain Board approval	Bring Library pay plan into alignment with market	Jan 2023 - Feb 2023	Complete
Implement pay plan	Build new pay tables in payroll system, move employees to new/correct pay grades, pay adjustments associated with implementing new plan such as 'bring to minimum' (BTM) increases (includes employees moving to new grades) and any market adjustments necessary to mitigate immediate compression issues related to active recruitment	Feb 2023 - Apr 2023	Complete
Processing time	Manual work involved to calculate pay increases, data entry/processing of information and 1st payroll run under new pay plan at the City	Apr 2023 - May 2023	Complete
Pay Analysis	Extract updated data after full implementation and processing of new pay plan. Data is analyzed to determine where employees' pay falls under the new pay plan and relative to our pay philosophy. This analysis reveals pay compression - where newly hired employees' pay is too close to or exceeds longer term employees in the same job(s); and/or where employee pay is catching up to manager pay	Jun 2023 - Aug 2023	Complete
Develop market pay strategy based on results of pay analysis; present options to the Board for review and approval	Review results of pay analysis and explore strategies to: address pay compression and align Library employee pay to the current market based on time in job. Strategies are relative to the Library's pay plan/pay philosophy, and within the scope of our budget.	Aug 2023 - Sept 2023	In Process
Market pay adjustments	Move employees to the current market pay rates based on time in job, and correct any pay compression issues. These pay adjustments are relative to the current year labor market pay rates for the same or similar jobs in the labor market. Essentially market adjustments bring employees' pay into alignment with the current labor market, and into realignment with our pay plan and philosophy.	Oct 2023 - Nov 2023	Pending
Bilingual Pay	Compensate bilingual employees for language skills that are used on a regular basis in their jobs.	May 2023 - Nov 2023	In Process
<i>Preliminary action items:</i>	Review survey data for bilingual pay, gather staff input, gather data from other libraries, determine guidelines, policies, testing, amount and method of pay and make related decisions.	Jun 2023 - Jul 2023	Complete
<i>Post approval action items:</i>	Obtain bids from third party testers, establish guidelines, write policy, create forms, build structure in payroll system, develop communication and rollout plan, identify all bilingual staff and begin implementation process that would include testing (if applicable) and filling forms, submit forms/data to the City for processing, identify effective date (pending City timeline), send out guidelines/policy.	Aug 2023 - Oct 2023	In process
Pay Plan annual review	Review and update pay plan on annual basis to stay up-to-date with shifts in the market. The labor market has shifted quickly and significantly since the pandemic began.	Oct 2023 - Nov 2023	Not started
Annual pay increases for 2024	Bring to minimum and market pay adjustments associated with the comp study are to bring employee pay into alignment with the current market and/or catch up with the market if behind (which the Library is). Not every employee received a BTM pay increase and not every employee will receive a market pay adjustment. Annual increases in the coming year should be in alignment with the shifts in the labor market and with projected pay increases in the market. Market adjustments should not be made in lieu of annual pay increases unless budget constraints are legitimately at play. Skipping or giving below market annual increases perpetuates lagging or falling behind the market and interferes with the Library's ability to provide competitive pay that attracts and retains talented staff.	Annual pay increases would be effective between Jan and May 2024.	2024 Personnel budget and planning are currently in process

Compensation Philosophy: Provide competitive pay in alignment with the public and private sectors within the scope of our budget and relevant to time in job.