

Section 5	Personnel Approving Authority: Morris Area Public Library District Board of Trustees
Subsection L	Pay Scale & Step Placement Policy Effective Date: 03/09/2026 Reviewed and Revised:

The Morris Area Public Library is committed to providing fair, consistent, and transparent compensation. This pay scale establishes clear wage ranges and step progression to recognize experience, responsibility, and growth while ensuring equity across positions.

Pay Grades

All library positions are assigned to a **pay grade** based on the scope of responsibility, required skills, and level of independence. Each grade includes a defined minimum and maximum rate.

Grade placement is determined by the position itself, not the individual. Current pay grade assignments can be found in the Appendix.

Pay Steps

Each pay grade contains **five (5) steps**. Pay steps reflect an employee’s experience and growth **within their current position**.

- Step placement is based on **years of service in the current position (grade)**.
- Advancement through steps typically occurs **annually**, subject to satisfactory performance and continued funding.
- Step increases are not automatic and may be delayed due to performance concerns or budget constraints.

Initial Placement

When the pay scale is implemented or when an employee moves into a new position:

- Employees are placed on the step that best reflects their experience **in that position**.
- Total library service may be considered at the time of **initial placement only**, but does not automatically transfer between positions or grades.
- No employee’s rate will be reduced as a result of pay scale placement.

Promotions & Reclassifications

When an employee is promoted or reclassified into a higher grade:

- The employee is placed at the step in the new grade that provides a reasonable increase over their current rate.
- Placement above Step 3 requires Director approval.
- Time in a previous position does not automatically carry over to step placement in the new grade.

Hiring Practices

- New hires typically begin at **Step 1** of the assigned grade.
- Starting above Step 2 requires Director approval.
- This practice helps maintain internal equity and prevents wage compression.

Pay Compression & Equity

The **Board of Trustees** reviews the pay scale annually to monitor internal equity and reduce pay compression, ensuring that employees with greater experience and responsibility are compensated appropriately in relation to newer staff.

Implementation of any adjustments is subject to **available funding and formal Board approval** through the annual budget process.

Step 5 / Maximum Step Employees

- Employees at the maximum step (Step 5) of their pay grade do not receive additional step increases.
- Cost of living adjustments (COLAs), if approved by the Board of Trustees, are applied to all employees, including those at Step 5, to maintain competitiveness and account for inflation.
- All step and COLA adjustments are subject to budget availability and formal Board approval through the annual budget process.

Review & Adjustments

The **Board of Trustees** reviews the pay scale annually and may consider **cost of living adjustments (COLAs)**, step adjustments, or structural changes as part of the Library's budget development process.

Any approved adjustments are contingent upon the Library's financial capacity, funding sources, and long-term sustainability, and are not guaranteed year to year.

This policy is intended to support consistency, transparency, and fairness while recognizing the contributions of staff and supporting the long-term sustainability of the organization. Nothing in this policy shall be construed as a contract or guarantee of future compensation increases.