



POLICY:

It is the policy of Chatham Area Transit Authority (CAT) to provide salary and wage increases in an effort to maintain consistency in the application and award of such adjustments and in accordance with the Fair Labor Standards Act (FLSA).

POLICY SPECIFICS:

Salary adjustments are divided into two main categories:

1. Annual budgeted salary adjustments, and
2. Other salary adjustments

All salary adjustments must be approved in accordance with directions and policy set by the CAT Board of Directors and must be approved by the affected employee's department manager and applicable Chief, in consultation with the Executive Director/CEO. Any out of budget increase must be approved by the Executive Director/CEO.

Annual budgeted salary adjustments

Annual budgeted salary adjustments are to be effective on July 1 of each year. Senior management will establish and communicate the percentage of monies to be allocated for annual pay increases. Pay increases are not granted on an automatic basis, but on the basis of demonstrated performance to CAT.

Recommendations made by the applicable department manager must be approved by the applicable Chief and submitted to the Director of Human Resources.

- Recommendations for those with an annual salary of less than \$100,000 must obtain approval from the applicable Chief, in consultation with the Executive Director/CEO.
- Recommendations for those with an annual salary greater than \$100,000 must be approved by the Executive Director/CEO.

Other salary adjustments

Individual salary adjustments may only be made throughout the year for the following reasons:

1. *Post probationary adjustments:* If outlined in an offer letter, post probationary adjustments may be made following successful completion of a probationary period. Approval must be given by both the department manager and the applicable Chief, in consultation with the Executive Director/CEO.
2. *Adjustments for change in position:* An employee who moves from one position to another with an increase in the level of responsibility may receive a salary adjustment appropriate for the new level of responsibility. Approval must be given by



CHATHAM AREA TRANSIT

Salary Administration

Effective Date: January 7, 2014

both the department manager and the applicable Chief, in consultation with the Executive Director/CEO.

3. *Internal equity and market adjustments:* On a case-by-case basis, significant market or internal inequities may arise outside the annual salary review process. In these unusual situations, a request for adjustment may be initiated. The decision to request an equity adjustment should include consultation Director of Human Resources and must be approved by the applicable Chief, in consultation with the Executive Director/CEO.

APPLIES TO:

All employees of Chatham Area Transit Authority.