

## LDWA PERSONNEL POLICIES & PROCEDURES

### SECTION XIII: COMPENSATION PLANNING

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1. **GENERAL POLICY.** The LDWA Board members shall be responsible for the development and maintenance of a uniform and equitable pay plan, including method of merit increases, for all LDWA employees and will be based on the following factors:
  - A. The economic conditions and financial status of LDWA.
  - B. Prevailing rates of pay for similar employment in equivalent not-for-profit organizations.
  - C. Other benefits received by employees.
2. **APPOINTMENT.** Pay for newly hired employees shall normally be set with concurrence of the LDWA Board, subject to the availability of funds.
3. **MERIT INCREASE.** The LDWA Board must complete an employee's performance evaluation bi-annually and merit increases will be considered by the Board based on employee performance evaluations and the economic conditions and financial status of LDWA.
4. **REASSIGNMENT.** Except when due to a demotion or a disciplinary action, an employee's wages will be adjusted according to the job duties and responsibilities as reassigned, and reassignment of job duties may increase or decrease employee's wages.
5. **DEMOTION.** If an employee is demoted, either voluntarily or involuntarily, the LDWA Board may reduce the wages or salary with quorum approval of the Board.
6. **BENEFITS.** Part-Time, Seasonal and Temporary Employees are not eligible for any benefits.