

# UNITARIAN CHURCH OF MONTPELEIR

## COMPENSATION GUIDELINES

Adopted by the Executive Committee

November 16, 2010

**Introduction:** The Fair Compensation Task Force recommended in its report to the EC in March of 2010 that annual salary increases enable staff to move through their salary range over time, and should not necessarily be limited to the inflation based annual COLA increases granted to Social Security beneficiaries.

The Task Force agreed that performance based salary increases were not appropriate for an organization the size of UCM because it would require considerable additional organizational time and effort to set up performance criteria and a process for evaluation, put undue supervisory demands on the staff and committees and was likely to create unintended staff morale issues.

In the time available the Task Force was unable to reach a conclusion on guidelines that might best serve the Church, but strongly urged that this receive further study and discussion.

Following acceptance of the Task Force's recommendations, The EC asked, and the Task Force agreed to develop a proposal that could have discussion among a wider range of interests, i.e., Finance Committee, Personnel Committee, and Executive Committee. What follows is the Task Force's proposal.

### Compensation Guidelines

1. It is the goal of the Congregation that staff salaries be increased on an annual basis taking into account:
  - a. The position of the staff person within their identified range and the following compensation goals:
    - i. By the end of 4 years of service, a staff person's salary should be 25% into their salary range
    - ii. By the end of 8 years of service, a staff person's salary should be 50% into their salary range
    - iii. By the end of 12 years of service, a staff person's salary should be 75% into their salary range
    - iv. By the end of 15 years of service, a staff person's salary should be at the maximum salary range.
  - b. The annual COLA granted to SSA beneficiaries
  - c. The resources available to the Congregation

2. It is a goal to increase salaries of existing staff over the next three years to be consistent with these guidelines based on their years of service. This is to be accomplished through the annual budget process.
3. Salary increases should generally be a uniform percentage for all staff, except in unusual or extraordinary circumstances they could vary (more or less) if they are approved by the EC or included in the budget approved by the Congregation.
4. If a staff person has reached the top of their range, additional salary increases may be granted in the amount of half of the SSA COLA, unless an increase can be granted due to an adjustment in the range based on changes in UUA salary guidelines.
5. A new employee who is hired into the salary range based on their experience in a similar or equivalent position may have that prior experience recognized as equivalent years of experience with the UCM, if agreed to by the EC. The years that are recognized shall be explicitly stated in the selection and appointment process.
6. A new staff person who has been employed for less than 6 months at the start of the Church budget year shall not be granted an increase until the next church budget year.
7. If a staff person receives an unsatisfactory performance evaluation, a salary increase will be deferred for all or part of a year.
8. Staff salary ranges may be adjusted by the EC based on the recommendations of the Personnel and Finance Committees. Adjustments in the ranges are made to ensure consistency with the current UUA Fair Compensation Guidelines for a comparable UUA position description and for a church of our size and geo index area (2). However, adjustments to the ranges may not be necessary if all staff members are within the comparable UUA salary range.
  - a. If any staff salary is below the UUA range based on the comparable UUA position description, an adjustment should be made in next budget cycle to ensure that the salary meets the minimum of the UUA range.
  - b. The UUA guidelines should be examined annually to determine if adjustments to the ranges have been made for congregations of our size and geo area.