

PMCDD STAFF PAY POLICY

Base salary and base benefits approval shall require more than one higher level of approval as follows:

The PMCDD Board shall determine the pay package for the District Manager.

The District manager shall propose the pay package for the Operations Manager, but the package requires Board approval.

The Operations manager shall propose the pay packages for the Access Control Manager and landscape supervisor, but the package will require approval by the District Manager. The Board would have to approve any increases in prior level salaries or unique benefits not available to the entire staff.

The Operations manager shall propose the base pay package of the remaining workforce, but the package will require the approval of the District Manager.

Any compensation not considered as staff base benefits would require Board approval.

The decision to issue supplemental pay to any PMCDD staff member would be at the discretion of the PMCDD board and would be evaluated annually based upon the financial performance of the PMCDD for a particular year.

All payments to PMCDD staff members would be gross payments.

GUIDELINES TO CONSIDER SUPPLEMENTAL INCOME

Any supplemental income is totally discretionary on the part of the Board of Supervisors.

-Supplemental income may be in the form of a Holiday gift, a performance supplement, or any other supplement approved by the Board

-There is no assurance of supplemental income in any year.

-Repeat annual negative financial performances may negate **consideration of** any supplemental income in a positive financial year following a negative year.

-Positive financial performances shall be reviewed for Revenue that was not directly related to staff actions.

-Supplemental income will not be added to base salaries

-End of year Holiday gifts may be established based upon past traditions, but are at the discretion of the Board each year. Holiday gifts may be established with or without any other supplemental pay.

-A “target” performance supplement may be established by the Board based upon the amount of positive financial performance.

ANNUAL HOLIDAY GIFT

Any annual holiday gift is based upon only seniority and not performance or position level within the staff. **Any** Holiday gift and its amount shall be determined each year in November.

If granted, the Holiday Gift along with its incremental 6% pension will be charged to the budget year when it is issued and shall be noted as a separate line item combining both elements of the gift and pension under Expenditures – Prof & Adm in the Financial report to keep the payment transparent. The Holiday Gift line item shall include both the budgeted amount and the actual amount issued for the Holiday Gift.

The basis for calculating the amount of the Holiday gift shall apply to all PM CDD staff members, plus the District manager is as follows:

Less than 1 year employment -\$107; 1-5 years employment -\$212; Over 5 years employment \$317.

The actual total amount for the **2011-2012 calendar years /2012 budget year** will be \$13,469. The budget will be designated as such.

These amounts may be changed at the Board’s discretion.

The District Manager shall be responsible to issue these Holiday gifts.

PERFORMANCE SUPPLEMENT

The granting of any performance supplement is totally at the discretion by the Board of Supervisors.

-The performance supplement **opportunity** shall apply only to (4) **individuals**: the District Manager, Operations Manager, Access Control Manager, and Landscape Supervisor.

-The “target” performance supplement, when appropriate, shall range between \$ 0 and \$2,500 **per individual** for any particular **fiscal** year.

-If awarded the individual shall be given a maximum percentage of the “target” performance bonus based upon their positions and performance as follows:

District manager	- 100%
Operations manager	- 100%
Access Control manager	- 50%
Landscape supervisor	- 50%
Total supplement	-300%

The PMCDD Board shall **determine** the performance supplement annually at a time of its choosing and **if granted**, shall be charged to the year when it is approved.

Any reduction of the recommended target bonus for any particular **individual** shall require board approval.

The maximum \$2500 target performance supplement may result in a total **maximum** payout of \$7500 for the Performance Supplement and \$360 for the additional pension contribution for a total of approximately \$7860. The District Manager gets no pension benefit

The target performance supplement and the related extra 6% pension contribution should be carried as a separate lump sum line item under Expenditure- Prof & Adm in the financial report to keep the payout transparent. The line item should NOT be budgeted and the actual noted when and if an amount is approved by the Board.

The PMCDD Board shall monitor the District operations to assure that standards are maintained and not sacrificed to result in favorable financial operations results.

This policy is effective **as of** the approval date by the PMCDD Board.

FOR BOARD REVIEW-

highlighted items are Tony's comments.

Underlined items are changes by the chairman.