

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Salary Plans

CHAPTER: VI

SECTION: 2

EFFECTIVE DATE: 1/81

REVISION DATE: 5/91, 8/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

An employee's salary is determined based on which job group their title is allocated to and which union (if applicable) they are represented by. The applicable Civil Service Commission determines which job group a title is allocated to, to ensure consistent and equitable pay. Nearly every B&ECPL title has been formally assigned to a job group or has been assigned an hourly rate.

II. GUIDELINES

A. Salary Plan

1. The salary ranges for each job group and the overall salary plan are administered by the County Personnel Department.
2. Modifications to the plans, as applied to employees covered by union contracts, are negotiated with the collective bargaining agents.

B. Exclusions

Employees who receive flat salaries and employees in seasonal or non-regular employment are excluded from the regular salary rules.