

Goffstown Public Library Merit-based Pay Increase

All employees of the Goffstown Public Library shall receive an annual review and evaluation. The Library Director will be reviewed by the Board of Trustees; all other paid staff will be evaluated by the Library Director or designee using a 'point system' to provide feedback on job performance and a basis for awarding merit-based pay increase. All parties will be presented with their evaluation results and will have an opportunity for response and feedback. All employees who have completed one year of service from April 1 to March 31 will be eligible for a merit-based pay increase using the Goffstown Public Library approved pay Matrix.

On or before the regular June meeting of the Board of Trustees, the Director shall forward a summary list of completed staff evaluations to the Board for consideration of a merit-based pay increase as per the current Merit Matrix (Attachment A).

Staff will be notified of their individual merit-based pay increase in private correspondence from the Library Board of Trustees Human Resources committee on or before June 30th. Information on the merit-based pay increase will be given to the Town of Goffstown Finance Director by June 30th.

Effective date of this Policy begins with the April 1, 2018 annual review period.

Revised and approved by Goffstown Library Board of Trustees:

18 April 2012
16 January 2013
18 March 2015
21 February 2018

Attachment A
Merit for Library Staff Annual Pay Adjustment

Minimum/Maximum Point Scale of Staff Evaluation:

Hourly=13/20

Salaried= 25/40

Director= 25/40

	Full Time – 40 hour	Part-time, 15-30 hour	Less than 15 hour
<u>Below Expectations</u> Review Level 1,2 Hourly less than 9 Salaried less than 17 Director less than 17	No Merit, Direction to Improve; Longevity if applicable	No Merit, Direction to Improve; Longevity if applicable	No Merit, Direction to Improve; Longevity if applicable
<u>Met Expectations</u> Review Level 3 Hourly 9-12 Salaried 17-24 Director 17-24	Longevity if applicable	Longevity if applicable	Longevity if applicable
<u>Exceeded Expectations</u> Review Level 4,5 Level 4 – Hourly 13-16 Salaried 25-32 Director 25-32 ----- Level 5- Hourly 17+ Salaried 33+ Director 33+	Merit and Longevity if applicable -----	Merit and Longevity if applicable -----	Merit and Longevity if applicable -----

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