

## SCLC Executive Committee Special Meeting July 13, 2020

9am

### Zoom Meeting URL:

https://us02web.zoom.us/j/85833887835?pwd=QkNBMGpPcEI5UldBL0tkUlphbnByQT09

### <u>Agenda</u>

All items may be considered for action.

- 1. Call to Order and Roll Call
- 2. Public Forum
  Opportunity for any guest or member of the public to address the committee on any item of Executive Committee business.
- 3. Adoption of Agenda
- 4. Revision of Salary Schedules FY15/16 FY19/20
- 5. Adjourn

## **ACTION ITEMS**



Meeting:	SCLC Executive Committe	ee Meeting	
Date:	July 13, 2020	<del> </del>	
Library:			
Name:			
Signature:		Date:	
Agenda Item:		Agenda Item:	
Aye	Motion	Aye	Motion
Nay	Second	Nay	Second
Abstain		Abstain	
Agenda Item:		Agenda Item:	
Aye	Motion	Aye	Motion
Nay	Second	Nay	Second
Abstain		Abstain	
Agenda Item:		Agenda Item:	
Aye	Motion	Aye	Motion
Nay	Second	Nay	Second
Abstain		Abstain	
Agenda Item:		Agenda Item:	
Aye	Motion	Aye	Motion
Nay	Second	Nay	Second
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**ACTION** 

DATE: July 13, 2020

TO: SCLC Executive Committee FROM: Carol Dinuzzo, Controller SUBJECT: Salary Schedule Update

BACKGROUND: SCLC has historically provided a salary schedule with a base pay for the Executive Director and not placing step increases or a maximum pay rate. This allowed for salary commensurate with experience. It has been discovered by the retirement of Diane Satchwell that SCLC must have salary schedules dating back five years on record that includes the minimum and maximum salary of the Executive Director.

Pursuant to California Code of Regulations section 570.5, the requirements for a publicly available pay schedule are as follows:

### 570.5. Requirement for a Publicly Available Pay Schedule

- (a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:
  - (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;
  - (2) Identifies the position title for every employee position;
  - (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
  - (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
  - (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;
  - (6) Indicates an effective date and date of any revisions;
  - (7) Is retained by the employer and available for public inspection for not less than five years; and Final settlement pay is excluded from payroll reporting to PERS, in either payrate or compensation earnable.

The impact is Diane Satchwell has been placed on Inactive status, rather than retired. She will not be paid until the attached salary schedules are approved and submitted. It also results in no medical coverage until this is resolved.

FISCAL IMPACT: None

RECOMMENDATION: It is recommended that the attached salary schedules dating back to FY15/16 are retroactively approved.

Attachment

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			FY15/1	6 Pa	ay Rates & S	tep In	ncreases	by	/ Job Class	sifica	ation											
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			Full Time	Pos	sitions																	
Classification		Step 1	Step 2		Step 3	Step	4	St	tep 5	Ste	p 6	Ste	ер 7	Ste	ep 8	St	ер 9	Ste	ep 10	Step 11		
					-				•													
1) Executive Director	Per Hour	\$ 65.50																			72.12	
	Annual	\$136,240.00																		150,00	00.00	
) Finance Manager	Per Hour	40.27	41.2		42.32		43.38		44.46		45.57		46.71		47.88		49.08		50.31		51.56	
	Annual	\$ 83,765	\$ 85,85	54	\$ 88,028	\$	90,224	\$	92,484	\$	94,788	\$	97,156	\$	99,589	\$	102,086	\$	104,648	\$ 10	7,252	
3) Reference Librarian	Per Hour	26.54	27.2		27.88		28.59		29.29		30.03		30.78		31.55		32.33		33.14		33.97	
NO CURRENT EMPLOYEES	Annual	\$ 55,198	\$ 56,57	76	\$ 57,996	\$	59,460	\$	60,924	\$	62,453	\$	64,024	\$	65,617	\$	67,253	\$	68,933	\$ 70	0,655	
) Development Officer, Administrative Officer		29.88	30.6		31.43		32.23		33.06		33.91		34.78		35.67		36.57		37.48		38.41	
& Project Manager	Annual	\$ 62,151	\$ 63,74	14	\$ 65,381	\$	67,038	\$	68,760	\$	70,526	\$	72,334	\$	74,185	\$	76,058	\$	77,953	\$ 79	9,890	
6) Admin Asst, Ref Admin Asst	Per Hour	21.87	22.4		22.98		23.56		24.15		24.75		25.37		25.99		26.65		27.31		28.00	
NO CURRENT EMPLOYEES	Annual	\$ 45,489	\$ 46,63	30	\$ 47,792	\$	48,998	\$	50,225	\$	51,473	\$	52,765	\$	54,057	\$	55,435	\$	56,812	\$ 58	8,233	
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S) Accounting/Technical Assistant	Per Hour	18.66	19.1		19.60	•	20.10	•	20.60	•	21.12	•	21.65	•	22.19	•	22.75	•	23.32		23.90	
IO CURRENT EMPLOYEES	Annual	\$ 38,815	\$ 39,78	34	\$ 40,774	\$	41,807	\$	42,841	\$	43,939	\$	45,037	<b>\$</b>	46,156	<b>\$</b>	47,319	<b>\$</b>	48,503	\$ 49	9,708	
') Delivery Driver	Per Hour	15.15	15.5	- 1	15.93		16.32		16.74	ļ.	17.15	ļ.	17.58	l	18.03	1	18.49	1	18.94		19.42	—
NO CURRENT EMPLOYEES	Annual	\$ 31,517				\$	33,950	Ф		\$	35,672	¢	36,576	æ	37,502	Ф		¢.	39,396		0,387	
NO CORRENT EMPLOTEES	Ailluai	φ 31,31 <i>1</i>	φ 32,3 	14	φ 33,132	Ф	33,930	Φ	34,011	Φ	33,072	Φ	30,370	φ 	37,302	Φ.	30,449	Φ	39,390	Ф 40 	0,367	
COLA or CPI increase (if approved):																						
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Executive Director is authorized to award an	emplovee u	to a 2 step inc	crease in an	v aiv	en vear.																	_
Merit increases beyond two steps in a given y						Admir	nistrative	Со	ouncil.													_
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Each salary amount upgraded annually with o	ouncil appr	oved cost of liv	ing percenta	ae.																		

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				FY16/17	Pay I	Rates & S	tep	Increases	s by	y Job Class	ific	ation											
																					EX	Item 04b	
			Fu	II Time Po	sitio	ons																	
Classification		Step 1	St	ep 2	Ste	ep 3	Ste	ep 4	S	tep 5	St	ер 6	Ste	p 7	Ste	p 8	Ste	ep 9	Ste	p 10	Ste	p 11	
1) Executive Director	Per Hour	\$ 72.12																				74.28	
	Annual	\$ 150,000.00																			1	54,502.40	
2) Finance Manager	Per Hour	40.27		41.28		42.32		43.38		44.46		45.57		46.71		47.88		49.08		50.31		51.56	
	Annual	\$ 83,765	\$	85,854	\$	88,028	\$	90,224	\$	92,484	\$	94,788	\$	97,156	\$	99,589	\$	102,086	\$	104,648	\$	107,252	
Reference Librarian	Per Hour	26.54		27.20		27.88		28.59		29.29		30.03		30.78		31.55		32.33		33.14		33.97	
NO CURRENT EMPLOYEES	Annual	\$ 55,198	\$	56,576	\$	57,996	\$	59,460	\$	60,924	\$	62,453	\$	64,024	\$	65,617	\$	67,253	\$	68,933	\$	70,655	
4) Development Officer, Administrative Officer	Per Hour	29.88		30.65		31.43	_	32.23	L	33.06	_	33.91		34.78		35.67	_	36.57		37.48	_	38.41	
& Project Manager	Annual	\$ 62,151	\$	63,744	\$	65,381	\$	67,038	\$	68,760	\$	70,526	\$	72,334	\$	74,185	\$	76,058	\$	77,953	\$	79,890	
5/ 4 1 . 4 . 1 . 5 . 4 . 4		04.07		00.40		00.00		00.50		04.45		04.75		05.07		05.00		00.05	ļ	07.04		00.00	
5) Admin Asst, Ref Admin Asst NO CURRENT EMPLOYEES	Per Hour	21.87	•	22.42	Φ.	22.98	Φ.	23.56	\$	24.15	Φ	24.75	Φ.	25.37	Φ.	25.99	Φ.	26.65	Φ.	27.31	Φ.	28.00	
NO CURRENT EMPLOYEES	Annual	\$ 45,489	\$	46,630	<b>)</b>	47,792	Þ	48,998	<b>Þ</b>	50,225	Ф	51,473	<b>)</b>	52,765	<b>Þ</b>	54,057	\$	55,435	<b>&gt;</b>	56,812	Ъ	58,233	
6) Accounting/Technical Assistant	Per Hour	18.66	-	19.13		19.60		20.10		20.60		21.12		21.65		22.19		22.75		23.32		23.90	
NO CURRENT EMPLOYEES	Annual	\$ 38.815		39,784	¢	40,774	Ф	41,807	\$		\$	43,939	\$	45,037	¢		\$	47,319	Φ.		\$	49,708	
NO CONNENT LIMI LOTLES	Ailiuai	ψ 30,013	Ψ	33,704	Ψ 	40,114	Ψ	41,007	Ψ	42,041	Ψ	40,000	Ψ	40,007	Ψ	40,100	Ψ	47,013	Ψ	40,000	Ψ	49,700	
7) Delivery Driver	Per Hour	15.15	1	15.54	1	15.93		16.32	1	16.74		17.15		17.58		18.03		18.49	1	18.94		19.42	
NO CURRENT EMPLOYEES	Annual	\$ 31.517		32,314	\$	33,132	\$	33,950	\$		\$	35,672	\$	36,576	\$		\$	38,449	\$		\$	40,387	
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COLA or CPI increase (if approved):																							
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* Executive Director is authorized to award an e	employee up	to a 2 step inc	rease	e in any giv	en y	ear.																	
Merit increases beyond two steps in a given ye	ear must be	approved by th	е Ех	ecutive Co	mmi	ttee and A	dmi	nistrative (	Cou	ıncil.													
<ul> <li>Each salary amount upgraded annually with c</li> </ul>	ouncil appro	oved cost of livi	ng pe	ercentage.																			

EX Item 04c

# SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

### FY17/18 Full Time Job Classification and Salary Schedule



			STEP 1	STEP 2	STEP 3		STEP 4	STEP 5
1)	Executive Director	Per Hour	\$ 62.50					\$ 76.51
		Annual	\$ 130,000.00					\$ 159,140.80
2)	Deputy Executive Director	Per Hour	\$ 50.00	\$ 52.50	\$ 55.13	\$	57.88	\$ 60.78
_		Annual	\$ 104,000.00	\$ 109,200.00	\$ 114,670.40	\$	120,390.40	\$ 126,412.65
3)	Controller	Per Hour	\$ 50.00	\$ 52.50	\$ 55.13	\$	57.88	\$ 60.78
_		Annual	\$ 104,000.00	\$ 109,200.00	\$ 114,670.40	\$	120,390.40	\$ 126,412.65
4)	Project Manager	Per Hour	\$ 40.00	\$ 42.00	\$ 44.10	\$	46.31	\$ 48.62
-		Annual	\$ 83,200.00	\$ 87,360.00	\$ 91,728.00	\$	96,324.80	\$ 101,129.60
5)	Project Assistant	Per Hour	\$ 25.00	\$ 26.25	\$ 27.56	\$	28.94	\$ 30.39
		Annual	\$ 52,000.00	\$ 54,600.00	\$ 57,324.80	\$	60,195.20	\$ 63,211.20
6)	Administrative Assistant II	Per Hour	\$ 33.18	\$ 34.84	\$ 36.58	\$	38.41	\$ 40.33
		Annual	\$ 69,014.40	\$ 72,467.20	\$ 76,086.40	\$	79,892.80	\$ 83,886.40
7)	Administrative Assistant I	Per Hour	\$ 15.00	\$ 15.75	\$ 16.54	\$	17.36	\$ 18.23
		Annual	\$ 31,200.00	\$ 32,760.00	\$ 34,403.20	\$	36,108.80	\$ 37,918.40
	COLA or CPI increase (if approved):							
	t Formation Director in the circulate		. 0 . 1					
	* Executive Director is authorized to award Merit increases beyond two steps in a giv					strat	tive Council.	
	* Each salary amount upgraded annually w							

EX Item 04d

# SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

### FY18/19 Full Time Job Classification and Salary Schedule



1)			STEP 1	STEP 2	STEP 3		STEP 4	STEP 5
٠,	Executive Director	Per Hour	\$ 62.50					78.8
	Executive Director	Annual	\$ 130,000.00					\$ 163,914.92
2)	Deputy Executive Director	Per Hour	\$ 50.00	\$ 52.50	\$ 55.13	\$	57.88	\$ 60.78
		Annual	\$ 104,000.00	\$ 109,200.00	\$ 114,670.40	\$	120,390.40	\$ 126,412.65
3)	Controller	Per Hour	\$ 50.00	\$ 52.50	\$ 55.13	\$	57.88	\$ 60.78
		Annual	\$ 104,000.00	\$ 109,200.00	\$ 114,670.40	\$	120,390.40	\$ 126,412.65
4)	Project Manager	Per Hour	\$ 40.00	\$ 42.00	\$ 44.10		46.31	\$ 48.62
		Annual	\$ 83,200.00	\$ 87,360.00	\$ 91,728.00	\$	96,324.80	\$ 101,129.60
5)	Project Assistant	Per Hour	\$ 25.00	\$ 26.25	\$ 27.56	\$	28.94	\$ 30.39
		Annual	\$ 52,000.00	\$ 54,600.00	\$ 57,324.80	\$	60,195.20	\$ 63,211.20
6)	Administrative Assistant II	Per Hour	\$ 33.18	\$ 34.84	\$ 36.58	\$	38.41	\$ 40.3
		Annual	\$ 69,014.40	\$ 72,467.20	\$ 76,086.40	\$	79,892.80	\$ 83,886.40
7)	Administrative Assistant I	Per Hour	\$ 15.00	\$ 15.75	\$ 16.54	\$	17.36	\$ 18.2
		Annual	\$ 31,200.00	\$ 32,760.00	\$ 34,403.20	\$	36,108.80	\$ 37,918.40
	COLA or CPI increase (if approved):							
	COLA OF CET INCREASE (II approved).							
	45 4 5 4 4 4							
	* Executive Director is authorized to awar Merit increases beyond two steps in a gi					trat	tive Council.	
	* Each salary amount upgraded annually							

EX Item 04e

California Library Congression

### SOUTHERN CALIFORNIA LIBRARY COOPERATIVE

### FY19/20 Full Time Job Classification and Salary Schedule

#### Proposed

