

RESOLUTION NO. 2018-13

**A RESOLUTION OF THE MASON TRANSIT AUTHORITY BOARD
AMENDING RESOLUTION NO. 2017-09 BY ADOPTING AND APPROVING
AN AMENDED COMPENSATION PHILOSOPHY AND PLAN.**

WHEREAS, by Resolution No. 2017-09, adopted on April 18, 2017, the Mason Transit Authority Board approved and adopted a Compensation Philosophy and Plan of non-represented employees; and

WHEREAS, MTA staff proposes that the plan be updated to provide the ability to apply a portion of compensation based on performance exceeding expectations as measured in the annual performance appraisal process, as well as authorizing the Board with the ability to set the salary of the General Manager;

NOW THEREFORE, BE IT RESOLVED BY THE MASON TRANSIT AUTHORITY BOARD that Resolution No. 2017-09 be amended by adopting and approving the attached amended Compensation Philosophy and Plan.

Adopted this 20th day of November, 2018.



Kevin Shutty, Chair



Wes Martin, Vice-Chair

John Campbell, Authority Member



Terri Drexler, Authority Member

Kevin Dorcy, Authority Member



Randy Neatherlin, Authority Member

Deborah Petersen, Authority Member



Don Rogreba, Authority Member



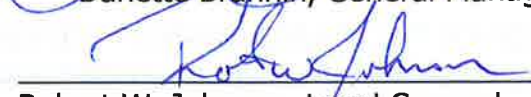
Sandy Tarzwell, Authority Member

APPROVED AS TO CONTENT:




Danette Brannin, General Manager

APPROVED AS TO FORM:



Robert W. Johnson, Legal Counsel

ATTEST:



Tracy Becht, Clerk of the Board

DATE:

11/20/18

**MASON TRANSIT AUTHORITY
COMPENSATION PHILOSOPHY & PLAN 2019
Board Approved: November 20, 2018**

COMPENSATION PHILOSOPHY

In support of fulfilling our mission, Mason Transit Authority shall maintain a total compensation plan that includes salary, health benefits, life insurance, retirement, and a paid leave program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation and benefits shall be externally competitive and internally equitable.

COMPENSATION PLAN

Current Employees

Eligible, non-represented employees will receive an annual General Wage Increase (GWI) on January 1 based on the prior 12-month average of the U.S. Department of Labor Consumer Price Index (CPI) as of August each year. The maximum GWI increase will not exceed 2.25% per year. An employee whose wage is above the salary matrix for their job classification will receive an increase once the salary matrix is above the employee's wage.

An eligible employee is described as an employee who has completed their probation period and is not on a Performance Improvement Plan (PIP).

An employee on a PIP who is due an increase will receive a GWI when the PIP has been successfully completed. The increase will not be retroactive to original increase date.

New Employees

The Salary Matrix will be used as the instrument in determining the hiring range of new employees. Skills, knowledge and experience will also be a factor in the determination.

New employees will receive the current year CPI increase upon successful completion of their probation period (minimum of six months).

Worker-Drivers

Worker-Drivers are those employees who specifically drive coaches to and from the Puget Sound Naval Shipyard, then work at the shipyard. Wages for the Worker-Drivers will receive a minimum 1% GWI annually. This will be reviewed on a yearly basis for adjustment.

Managers

Managers follow the guidelines established above except Managers will receive a minimum 1% GWI and two additional personal days. This formula will be reviewed on a yearly basis.

Performance Evaluation, Compensation and Completion of Probation

Employees that exceed expectations and perform higher than expected will be eligible for an additional increase above CPI not to exceed 1.5%.

Eligibility for an increase will be based on annual employee performance evaluations and supported through the annual budget process.

Employee evaluations are to take place each March, with potential performance compensation increases effective April 1 each year.

Summary of Performance Scoring Criteria

- An employee must receive at least eight (8) Exceeds Expectations on the Employee Performance Appraisal (11 categories available) or five (5) Exceeds Expectations on the Leadership Performance Appraisal (7 categories available) to be eligible for a performance compensation increase.
- An employee receiving a Needs Improvement rating in any area on the performance appraisal would not qualify for a performance compensation increase.
- An employee on a PIP would not qualify for a performance compensation increase.
- The manager of the department will recommend a performance increase for an employee if applicable.
- Administrative Services Manager and General Manager will review and approve recommended increases prior to the employee evaluation meeting.

Upon completion of probation, a new employee may receive an increase of up to 1% based on performance in addition to the current year CPI.

General Manager

The annual salary of the General Manager will be determined by the Mason Transit Authority Board.

Compensation Plan Review

The compensation plan may be reviewed annually but at a minimum the plan will be reviewed every three years.

Examples of a Successful Employee's Performance:

- Meets job expectations and job description
- Is timely – arrives to work on time; returns from breaks and lunch on time
- Gets along with co-workers; resolves conflicts
- Adheres to guiding principles
- Performs work safely
- Is accurate in work products produced

Examples of an Exceeds Expectations Employee's Performance:

- Above qualities listed plus
 - Solution orientated; brings a solution to a problem
 - Volunteers for extra duty and projects; puts in extra time
 - Seldom misses work unscheduled
 - Willing to learn and take on extra duties
 - Proactive approach; does not need a lot of guidance
 - Sets an example for others; exhibits leadership qualities regardless of position
 - Mentors others

The above lists are not meant to be exhaustive and are meant to provide examples of qualities an evaluator would consider when appraising an employee.