

**WELCOME STATEMENT,
APPLICABILITY STATEMENT, DISCLAIMER,
AND EMPLOYEE ACKNOWLEDGMENT**

Welcome to the IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG). This handbook was written to describe and outline some of the policies, procedures, employment benefits, and other matters concerning your employment with INRCOG. Some of the policies and benefits described in this handbook, such as the group health insurance plan, are covered in greater detail in official policy documents from the insurance carrier. You should refer to those documents for more information.

Any issues not covered by this document will be given individual attention and policy will be established as the need arises. In the event of a new policy or changes in old policy, each employee shall be given a copy of the revised policy for reference purposes. This document shall be periodically updated to keep current with policy changes. All employees are required to sign an "Employee Acknowledgement of Receipt of Handbook" (See Attachment A).

DISCLAIMER

This handbook is provided for informational purposes only. The policies, procedures, benefits, and plans described in the handbook may be revised by INRCOG without prior notice. INRCOG retains the exclusive right to revise the handbook at any time. When changes are made, you will receive a supplement or a new handbook. Any promises, representations or actions by an INRCOG official or employee that are contrary to this handbook are not the official policy of INRCOG, and have no force or effect.

This employee handbook is not intended to create any contractual rights in favor of you or INRCOG. This handbook is not to be construed as an employment contract or as a promise that you will be employed for any specified period of time. Employment can be terminated at any time by either you or INRCOG. Nothing in this handbook changes the at-will nature of your employment with INRCOG.

PAY PLAN FOR THE IOWA NORTHLAND REGIONAL COUNCIL OF GOVERNMENTS (INRCOG)

The purpose of this document is to establish and outline the various aspects of the Iowa Northland Regional Council of Governments (INRCOG) pay plan.

Pay Plan Goal

The goal of the pay plan is to provide an equitable compensation program for all employees, in order to be able to attract, retain and motivate employees through the payment of financial compensation that is commensurate with the individual's ability, responsibility and contribution to the organization. To accomplish this goal, INRCOG will analyze and assess, on an annual basis, the internal and external equity of pay for each job classification through the use of internal job evaluation methods and the external survey of similar job classifications in comparable agencies.

Scope Of Pay Plan

All exempt and non-exempt regular fulltime and regular part-time employees of INRCOG, with the exception of the Executive Director, shall be covered by the pay plan. The Executive Committee of the Board shall establish the annual salary for the Executive Director.

Part-time employees and interns employed by INRCOG and Transit Drivers employed by INRCOG/INRTC are not covered by this pay plan. The hourly wage rate of part-time employees and interns will be established at the discretion of the INRCOG Executive Director. Transit Drivers employed directly by INRCOG/INRTC are covered by a collective bargaining agreement, which establishes the hourly wage rate to be paid to those individuals.

All employees of INRCOG are considered to be employed at-will and nothing in this pay plan is intended to erode the at-will relationship between the employer and employees.

Salary Groups And Salary Ranges

Each job classification has been allocated to one of four Salary Groups (See Attachment # 1). In addition, each Salary Group has been assigned a salary range, consisting of a minimum, a midpoint and a maximum salary (See Attachment # 2). The salary range defines the pay opportunities for each job classification within the Salary Group.

Job Evaluation And Salary Group For New Job Classifications

If the Executive Committee of the Board approves a new job classification, the Executive Director shall determine the salary group for the new classification using standard job evaluation techniques.

Salary Guidelines For New Employees

Generally a new employee will be compensated in the minimum one third of the salary range for the job classification for which the employee has been hired. However, it is recognized that dependent upon education, experience, labor market conditions and the needs of INRCOG, a new employee's salary may be established anywhere within the salary range. The Executive Director will determine a new employee's starting salary.

Insurance Adjustment

An employee who declines coverage under INRCOG's health insurance plan(s) shall be granted an insurance adjustment payable each payday. The insurance adjustment shall not be figured into the employee's base salary for purposes of annual increases and the amount and continuation of the insurance adjustment shall be as determined annually by the Executive Director, subject to approval by the Executive Committee of the INRCOG Board. There shall be no adjustment given to an employee who elects not to take the dental plan, but continues in the INRCOG health insurance plan.

Salary Guidelines For Promotions

A promotion is defined as the transfer or assignment of an employee from a job classification in a lower Salary Group to a job classification in a higher Salary Group. The Executive Director, with approval from the Executive Committee of the Board, shall determine the promoted employee's new salary within the appropriate salary range. A promotional increase will become effective at the beginning of the pay period following the promotion. A promotion that results in an actual change in job function, as well as a change in the salary range, shall result in a change of anniversary date for the purposes of future of performance evaluations and potential future salary increases. An employee's anniversary date shall stay the same for purposes of performance evaluations and potential future salary increases if a promotion results only in a change of salary range, but not an actual change in job functions.

Salary Increase Matrix Chart

A salary increase matrix chart has been developed to illustrate the maximum annual percentage increase that an employee may receive under this pay plan. The basic concept of INRCOG's pay plan, as it relates to annual increases, is that job performance and the employee's current salary within the salary range, will be the key determinants of an employee's salary increase.

Consequently, the salary increase matrix chart utilizes the following two factors:

- (1) An employee's performance as measured by the annual performance evaluation, and
- (2) An employee's salary position within the salary range that has been established for the employee's Salary Group.

Annual Salary Increases

An employee shall be eligible, contingent upon at least a satisfactory annual performance evaluation and available funds for an annual salary increase on the employee's anniversary date of employment or promotion. The amount of increase shall be determined as outlined in the section of these guidelines titled "Salary Increase Matrix Chart", but cannot, except because of a "Salary Adjustment for Special Circumstances", exceed the maximum of the salary range. The performance evaluation shall be completed by the employee's Director prior to the anniversary date of the employee's employment or promotion, and reviewed and approved by the Executive Director. The Executive Director shall be responsible for completing the performance evaluation of Directors. The Executive Director shall discuss the results of each employee's annual performance evaluation with the Executive Committee of the Board and the Executive Committee must approve each employee's proposed annual salary increase.

Except as outlined in the section titled "Salary Adjustment for Special Circumstances", an employee who has attained the maximum salary for his or her Salary Group shall not be eligible for an additional increase until such time as the maximum salary for the Salary Group is adjusted. Following the adjustment of a Salary Group's maximum salary, an employee who has been at the top of his or her Salary Range, shall contingent upon receiving at least a satisfactory annual performance evaluation on his or her next anniversary date, be eligible for a salary

increase. The amount of the salary increase shall be based on the salary increase matrix chart, but cannot exceed the high point of the salary range.

Longevity Incentive After 15 Years of Service

In addition to the annual salary increase an employee who has completed fifteen years (15) years of service with INRCOG may be granted, as part of his or her fifteenth (15th) year annual performance review and each year thereafter, a longevity incentive consisting of a two percent (2%) lump sum employer contribution, of the employee's annual base salary, to the employee's deferred compensation plan. The longevity incentive is contingent upon the employee receiving at least a satisfactory annual performance evaluation. The deferred compensation contribution by the employer will not be included in the employee's base annual salary.

Salary Adjustment For Special Circumstances

The Executive Director may recommend to the Executive Committee of the Board that an employee receive a "Salary Adjustment for Special Circumstances". A special circumstance is defined as an occasional or unusual situation, including an employee at the top of his or her salary range, an employee who assumes additional responsibility because of the absence of another employee, an inequity in salary because of labor market conditions, or any other set of circumstances that in the Executive Director's opinion warrants a special pay adjustment. This salary adjustment may be a temporary pay increase, awarded for a period of time to be designated by the Executive Director, or may become a part of an employee's regular base pay. An employee shall be eligible for a "Special Salary Adjustment", based on the Executive Director's recommendation and the Executive Committee's approval.

Salary Administration

The administration of the pay plan shall be under the direction of the Executive Director. The Executive Director shall:

- (1) Recommend changes in the basic philosophy and goals of the pay plan.
- (2) Ensure that job descriptions are current and accurate.
- (3) Ensure that performance evaluations for annual salary increases are performed in a timely manner and make recommendations to the Executive Committee of the Board on performance evaluations.
- (4) Make recommendations to the Executive Committee of the Board on "Salary Adjustments for Special Circumstances".
- (5) Ensure that the Salary Administration Guidelines, including the salary ranges outlined on the Salary Range Chart and the percentages outlined on the Salary Increase Matrix Chart are implemented. Make recommendations to the Executive Committee of the Board for purposes of periodically updating the salary information on the Salary Range Chart and the percentages outlined on the Salary Increase Matrix Chart.

INRCOG SALARY GROUPS

Salary Group A

Secretary/Receptionist

Salary Group B

Community Planner I

Transportation Planner I

Salary Group C

Accountant

Community Planner II

Data Services Coordinator

Director of Administrative Services

Economic Development Coordinator

Environmental Planner

Housing Planner II

Housing Rehabilitation Administrator

RTC Operations Manager

Safety Coordinator

Transportation Planner II

Salary Group D

Director of Development

Director of Housing

Director of Planning and RTC

Director of Transportation and Data Services

Manager of Human Resources