

Personnel Policies and Pay Plans

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Commission (VA)

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Personnel Policies...your first line of defense!

- ▶ Finances and Personnel Policies - first priorities
- ▶ Foundation setting for agency culture
- ▶ Gives you cover to make hard decisions
- ▶ Performance section helps to manage mediocre performing staff

Process for Updates (NRVRC)

- ▶ Staff Committee (ID items for change)
- ▶ Staff signed up for chapters
- ▶ Research, draft text, share with committee
- ▶ Final draft reviewed by insurance provider (check with yours!)
- ▶ Board review and adoption

Process for Updates (GRADD)

- ▶ Staff Committee + ED + Board Chair
- ▶ KY peer ADDs review + local government
- ▶ Committee signed up for chapters
- ▶ Chapters presented, as developed to full staff meetings
- ▶ Revised sections presented to Executive Committee
- ▶ Final draft reviewed by ADD legal representative
- ▶ Board review and adoption

Recent Updates in Personnel Policies (NRVRC)

- ▶ Core office hours (9:00-3:30)
- ▶ Removed Inclement Weather policy
- ▶ Community volunteer time
- ▶ Social media use
- ▶ Political activity
- ▶ Nepotism
- ▶ At-will employment throughout document
- ▶ ‘Probationary Period’ > Initial Employment Period
- ▶ Employee sign receipt of policy document for file

Recent Updates in Personnel Policies (GRADD)

- ▶ Incorporate KY state association Transparency, Governing and Accountability Practices
- ▶ Added Conflict of Interest Disclosure Statement and signature page
- ▶ Added Public Records Inspection Notice
- ▶ Development of GRADD's Emergency Response Plan
- ▶ Armed Intruder Plan
- ▶ Researched dress codes

Pay plans...another line of defense

- ▶ State Association/NADO Compensation Studies
- ▶ NRVRC hired firm in 2017 for first Comp Study
- ▶ Evaluates position compensation against comparable agencies in relevant geography
- ▶ Evaluates compensation for person in the position
- ▶ Provides market-based range for each position
- ▶ Solid research to make salary determinations

Discussion...

