

# Truckee-Donner Recreation and Park District Policy Handbook

**POLICY TITLE:** Compensation for Permanent Part-Time and Permanent Full-Time.  
**POLICY NUMBER:** 217

**217.10** This policy shall apply to all Permanent District employees.

**217.20** Compensation at Hiring.

**217.21** New Employees. All newly appointed employees shall be paid at the first step of the salary range for the position to which the employee is appointed except as provided elsewhere herein.

**217.22** Advanced Step Hiring. If the General Manager finds that qualified applicants cannot be successfully recruited at the first step of the salary range, he/she may authorize an appointment at an advanced step of the salary range.

**217.30** Merit Advancement within Range. Step increases will not apply or be authorized during times of salary freezes due to economics or budgetary constraints.

**217.31** Performance Evaluation Required for Permanent, Full-time and permanent part-time employees. All employees shall receive an evaluation of performance every year on their anniversary hire date. The evaluation shall be made by the employee's immediate supervisor and shall be reviewed with the employee prior to forwarding the evaluation to the General Manager. If an employee feels the evaluation does not correspond with the facts, he/she may appeal to the General Manager who shall make the final decision regarding the evaluation. Employees may receive a salary adjustment based on performance once a year on their anniversary date of hire. In steps 1-5, to be eligible for a single step increase, the employee's performance must be above average. In steps 1-5 to be eligible for a two-step increase, the employee's performance must be outstanding. In steps 6-7 an employee's performance must be above average to receive a single step increase. There are no two-step increases in steps 6-7. Step increases are determined by the employee's immediate supervisor with the approval of the General Manager. Salary increases will be effective at the beginning of the pay period immediately following the raise.

If an employee's classification changes within the District, the starting date in that new position will then become their anniversary date for evaluations and step increases.