

# Truckee-Donner Recreation and Park District Policy Handbook

**POLICY TITLE:** Compensation for Part-Time and Seasonal Employees  
and Part-Time Benefited Employees  
**POLICY NUMBER:** 236

**236.10** This policy shall apply to all part-time and seasonal District employees.

**236.20** Compensation at Hiring.

**236.21** New Employees. All newly appointed part-time and seasonal employees and part-time benefited 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.

**236.22** 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.

**236.30** Merit Advancement within Range. This section will not apply or be authorized during times of salary freezes due to economics or budgetary constraints.

**236.31** Part-time and seasonal employees and part-time benefited employees are eligible for a single step increase each fiscal year. This increase is not automatic, and is at the discretion of the employee's immediate supervisor. Employees may receive more than a single step increase if determined by the employee's immediate supervisor and with the approval of the General Manager.

Employees may receive a salary adjustment based on performance during the employment period at the discretion of the employee's immediate supervisor and with the approval of the General Manager. The employee's performance must be above average per employee evaluation to receive an increase during the employment period.

Salary increases will be effective at the beginning of the pay period immediately following the raise.