

Arts Council Silicon Valley

Policy #

Policy Name Compensation Policy

Date Approved May 28, 2009

Arts Council Silicon Valley maintains a compensation program reflective of its mission and values. The total compensation program offered includes wage/salary, incentive pay opportunities as applicable, and a wide range of benefits. ACSV considers the competitive market place, the relative value of each position to the organization, individual performance, qualifications, and experience when compensating employees. The compensation program is designed to enable ACSV to successfully attract, develop, retain, and reward employees for their knowledge and contributions.

ACSV compensates all employees on an equal basis without regard to race, color, sex, national origin, age, disability or veteran status. The compensation program is administered in accordance with Federal and State Wage and Hour Laws, and other applicable governmental guidelines. Employment at the organization is "at-will" and is dependant on funding availability.

Compensation principles

Salary allocations at ACSV take into account differences in the scope of responsibilities of personnel and typical positions of similar responsibilities in comparable organizations. Where relevant, comparisons are made with local not for profit art organizations. Arts Council wishes to compensate staff in a manner that is competitive in the marketplace.

Annual performance evaluations and change in compensation

All employees are evaluated annually. Directors using the standard evaluation document, evaluate staff who report to them. Directors also do a self evaluation following the guidelines of another evaluation document, specific to directors. All evaluations are provided to the Executive Director who in consultation with the Finance Committee and within the organizational fiscal limits determines salary adjustments. All raises, each year, are documented and signed by the Executive Director.

The Executive Director, following the same pattern, does his own self evaluation for the fiscal year along with his accomplishments and provides this document to the Treasurer and Board President for his subsequent evaluation by them.

All performance evaluations must be completed prior to September 30 of the following fiscal year (i.e. the performance evaluations for the fiscal year ending June 30, 2009 must be completed by September 30,2009). Subject to timely completion of performance evaluations, all raises are retroactive to the beginning of the fiscal year, July 1-st.

At times there may be a need for salary adjustment for a certain employee due to change in responsibilities or high merit. This increase/decrease will be implemented by the Executive Director in writing. Under certain conditions salary adjustments may be necessary either due to economic conditions or other conditions.

The Finance Committee will review and approve all salary adjustments and such adjustments should be within the approved budget of a given year. If not, Executive Committee approval is required.

Periodic reviews

Finance Committee will periodically review compensation of positions in regard to job description, productivity and available surveys in the area.