



Staff Report for Open Session: Approval of Salary Increase

Date: August 15, 2024

To: BCSD Board of Directors

From: Elaine Cervantes, General Manager

Subject: Consideration and Approval of Salary Increases for Executive Assistant Personnel

Purpose:

To seek approval for salary increases for the Executive Assistant, as outlined below.

Background:

The proposed salary increases aim to reflect the additional responsibilities, market competitiveness, and to ensure the retention of qualified staff within the organization. The following position has been identified for a salary adjustment:

1. Executive Assistant

- **Current Salary:** \$32,310.00 annually
- **Proposed Salary:** \$35,880 annually
- **Increase Justification:** The proposed increase of \$3.00 per hour is based on a reassessment of the role's responsibilities and the market rate for similar positions. This adjustment ensures the Executive Assistant's compensation remains competitive and equitable.
- the increased workload and the need to retain skilled maintenance staff, crucial for the upkeep of the organization's facilities.

Financial Implications:

The proposed salary increases are calculated based on the employees working 30 hours per week, resulting in a total of 60 hours every two weeks. With 26 pay periods in a year, the financial impact for each position is as follows:

- **Executive Assistant:** \$35,880 annually (reflecting a \$3.00 per hour increase)

The total annual financial impact on the budget is \$35,880.

Recommendation:

It is recommended that the Board approve the proposed salary increases for the Executive Assistant, effective August 16, 2024.

Conclusion:

These adjustments are necessary to ensure that the organization continues to attract and retain qualified employees while remaining competitive in the market. Approval of these increases will also support staff morale and operational efficiency.

Prepared by: Elaine Cervantes, General Manager