

**RESOLUTION
BOARD OF DIRECTORS
EASTERN RIO BLANCO METROPOLITAN RECREATION & PARK DISTRICT**

**RESOLUTION ADOPTING A DISTRICT COMPENSATION PHILOSOPHY AND
APPROVING A COMPENSATION PLAN FOR FISCAL YEARS 2023-2024**

WHEREAS, the Eastern Rio Blanco Metropolitan Recreation & Park District ("***District***") is a political subdivision of the State of Colorado, organized pursuant to C.R.S. § 32-1-101, *et seq.*, to provide park and recreation services to residents within, and to individuals passing through, its jurisdiction;

WHEREAS, pursuant to C.R.S. § 32-1-1001(1)(h) and (i), the District's Board of Directors ("***Board***") has the power to hire and appoint employees, and to manage, control, and supervise all of the District's business and affairs, including business and affairs related to the compensation of District employees;

WHEREAS, the District's senior staff have presented the Board with a proposed compensation philosophy and compensation plan to assist the Board in evaluating and setting ranges of pay across all District positions. The adoption of a compensation philosophy and compensation plan will assist the Board in its long-range financial planning, will enhance the Board's ability to assess its pay ranges relative to similarly situated park and recreation departments, and will create predictability and transparency in pay for employees; and

WHEREAS, the Board has considered the proposed compensation philosophy and compensation plan, and has determined that it is in the best interests of the District to adopt the compensation philosophy and compensation plan as set forth in this Resolution.

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
THE EASTERN RIO BLANCO METROPOLITAN RECREATION & PARK DISTRICT:**

1. The Board hereby approves and adopts the use of a tiered salary-grade structure for setting District employee pay. The Board will evaluate such tiered salary-grade structure every two years, and, in its sole discretion, the Board may adjust or amend the tiered salary-grade structure at such times, or at any time, if determined by the Board to be necessary or appropriate.
 - a. In determining whether to adjust or amend the tiered salary-grade structure, the Board will consider the Employers Council job descriptions and annual compensation survey in order to assess the prevailing market pay ranges in similarly situated park and recreation departments, and may further consider the District's financial condition and operational needs, and any other factors the Board may deem applicable in the best interests of the District. Pay raises

for individual employees within a pay range are not guaranteed, and are generally based upon performance, the District's financial condition and operational needs, and such other factors as may be considered by the Board.

- b. Prior to the Board's determination whether to adjust or amend the tiered salary-grade structure, the Executive Director and Human Resources Administrator will review the then-current pay received by all District employees to determine whether any employee's pay falls below the appropriate salary grade, and will develop a proposal for adjusting the pay of any such employee, which proposal will be presented to the Board.
2. The tiered salary-grade structure for the 2023 and 2024 fiscal years ("**2023-2024 Compensation Plan**"), attached hereto as Attachment, is hereby approved and adopted, effective January 1, 2023.
3. In making any future adjustments or amendments to the tiered salary-grade structure, the Board will strive to maintain the following principles:
 - a. The percentage change between pay grades (depicted in Column D of the 2023-2024 Compensation Plan) is anticipated to change in any future adjustment or amendment of the tiered salary-grade structure based upon the degree of change from the previous Employers Council survey considered by the Board, information available to the District regarding local and regional ranges of pay at similarly situated park and recreation departments, and the District's existing tiered salary-grade structure and Board considerations of internal equity.
 - b. The position range spread (depicted in Column H of the 2023-2024 Compensation Plan) establishes the difference between the minimum and maximum pay for each position. This amount increases by 2.5% at each additional salary grade, and is expected to remain constant in any future adjustment or amendment of the tiered salary-grade structure.
4. The District's Executive Director, Human Resources Administrator, and Department Manager(s), if deemed appropriate by the Executive Director, are authorized to work collaboratively to reclassify District positions to meet the operational needs and best interests of the District, and to establish a pay range for such reclassified positions, provided that: (a) such pay range fits within, and is consistent with the general framework of, the-current tiered salary-grade structure; and (b) does not require an additional appropriation of expenditures for the District's annual personnel wages. The Executive Director must notify the Board of any such position reclassifications and/or establishment of a related pay range.

5. This Resolution supersedes and replaces any prior Resolution of the Board or other Board or District rule, policy, procedures, or guidelines related to the establishment of a District compensation philosophy or compensation plan.

ADOPTED this 19th day of July, 2022.
BOARD OF DIRECTORS OF THE
EASTERN RIO BLANCO METROPOLITAN RECREATION & PARK DISTRICT

By: 
Director

By: 
Director

By: 
Director

By: Absent
Director

By: 
Director

**ERBM Recreation and Park District Compensation Plan
Salary Grades - Hiring Ranges**

Attachment: Resolution 2022-04, July 19, 2022

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H
Salary Grade	Position(s)	FLSA Status	% of Increase Between Ranges	Range Minimum	Range Midpoint	Range Maximum	Range Spread
10	Lifeguards (39080/39394) Recreation Assistants (39014) Childcare Attendant (39006/39342)	Non-Exempt		\$12.56	\$14.45	\$16.33	30%
20/25	Custodian (16621,16612) Head Lifeguard (39394) Swim Instructor (39052) Seasonal Park Laborer I (39010,39064)	Non-Exempt	10/5	\$13.60/\$14.28	\$15.81/\$16.69	\$18.01/\$19.10	32.5%/33.75%
30/35	Guest Services Representatives (39061,16036) Seasonal Park Laborer II (39010,39064)	Non-Exempt	10/5	\$14.96/\$15.71	\$17.57/\$18.56	\$20.19/\$21.40	35%/36.25%
40/45	Specialty Instructor I (39433) Parks & Facilities Administrative Assistant (16038,16001) Maintenance Technician (39064,39036)	Non-Exempt	10/5	\$16.45/\$17.27	\$19.54/\$20.40	\$22.62/\$23.54	37.5%/38.75%
45/50	Specialty Instructor II (39433) Recreation Coordinator (39005 & 39014) Guest Services II (16038, 16092, 39061) Administrative Operations Specialist (16029,16026,16002) Custodian Lead (16621,16612) Maintenance Lead (39036,39039)	Non-Exempt	10/5	\$18.10/\$18.92	\$21.72/\$23.73	\$25.34/\$27.69	40%
60	Athletic Specialist (39009,39051) Aquatics Specialist (39009,39051) Marketing Generalist II (16364,16365) Maintenance Specialist (39039)	Non-Exempt	15	\$21.76/Hr. \$45,260.80/Yr.	\$26.39/hr. \$54,891.20/Yr.	31.01/Hr. \$64,500.80/Yr.	42.5%

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Supervisors							
70	Administrative Services Supervisors (16824,93123) Recreation Supervisor (39025) Aquatics Supervisor (39048,39053) Parks & Maintenance Supervisor (39008,39009)	Exempt	15	\$25.03/Hr. \$52,062.40/Yr.	\$30.03/Hr. \$62,462.40/Yr.	\$36.30/Hr. \$75,504.00/Year	45%
Human Resources/Marketing & IT Specialist							
80	Marketing & IT Specialist (16364, 16365, 48299) HR Administrator (16886,16379)	Exempt	15	\$28.79/Hr. - \$60,777.76/Yr.	\$34.91/Hr. \$72,612.80/Yr.	\$41.05/Hr. - \$85,384.00/Yr.	47.5%
Managers							
90	Administrative Services Manager (16918,39412) Recreation Manager (39018,39121) Parks & Maintenance Manager (39019,39007)	Exempt	20	\$34.55/Hr. - 71,864.00/Yr.	\$43.18/Hr. - \$89,814.40/Yr.	\$51.82/Hr. - \$107,785.60/Yr.	50%
Executive Director							
100	Executive Director (39001)	Exempt	25	\$43.18/Hr. - \$89,814.40/Yr.	\$54.51/Hr. - \$113,380.80/Yr.	\$65.84/Hr. - \$139,588.800/Yr.	52.5%