

## ORLEANS CONSERVATION TRUST

### Compensation Policy Adopted March 29, 2022

This document states OCT's policy on staff compensation and describes the factors that should be considered for setting and changing staff compensation. Compensation includes base salary for salaried employees and the hourly pay rate for hourly employees. It also includes bonuses and benefits such as health benefits, retirement benefits, paid leave, and opportunities for professional development.

***Compensation Philosophy/Policy:*** OCT endeavors to be an outstanding organization that uses its limited resources wisely. To achieve those goals it is critical that OCT attract staff with the requisite skills and experience and retain staff who perform at an excellent level. Staff compensation is one important tool that OCT uses to attract and retain such staff. Accordingly, OCT's compensation is meant to be above the average for similar organizations in the labor market. In addition, OCT believes that the quality of staff performance is the most important factor when making raise decisions and that changes in base pay or benefits are more appropriate uses of limited resources than bonuses. While OCT prioritizes base pay and benefits over bonuses, it realizes that the strategic use of relatively small bonuses to reward staff for notable individual or collective performance is sometimes useful for morale and retention. OCT also believes that all compensation should be equitable and in accord with existing statutes and regulations.

***Implementation of the policy:*** Implementing this policy requires good information about compensation levels at similar organizations for similar positions and good information on the quality of staff performance. It is responsibility of the OCT Personnel Committee to provide guidance on the compensation levels at similar organizations and assure that performance evaluations produce accurate information on staff performance. It is also the Personnel Committee's responsibility to advise the Board and the Executive Director about appropriate salary ranges for OCT's positions and when those ranges or benefit levels need to be changed to maintain OCT's relative position in the labor market. The Board determines the eligibility for benefits and benefit levels for all staff and the pay and any bonuses for the Executive Director. The Executive Director determines the pay and any bonuses for the remaining OCT staff. Pay raises are typically considered annually.