



## **Rio Salado Sportsman's Club, Inc. Policies and Procedures**

### **Policy and Procedures # 11 – Employee Raises and Salaries**

This policy describes employee salaries and raises. It does not apply to the Range Manager who is covered by a separate agreement.

#### 1. Starting Salaries:

New employees will be hired at the following rates. The Range Manager must get Executive Board approval before hiring an individual at a higher starting salary, and must provide the Executive Board specific documented reasons for the higher rate based on the proposed employee's skills and experience.

- A. Lead Range Safety Officer (LRSO): Start at \$10.50
- B. Range Safety Officers: The Starting Salary is \$6.90 per hour. \*
- C. Administrative Assistant: Start at \$7.50.
- D. Maintenance Man - \$10.00. After 1 year - \$11.00
- E. Maintenance Man Helper - \$7.50.

#### 2. Raises:

Employees will receive a \$0.25 per hour raise after each year of fully successful employment. Raises will take effect the first pay period after their employment anniversary date or anniversary date of their last raise. A LRSO will receive any raise on his/her anniversary hire date or promotion date, if promoted. Employees will not receive a raise if their current salary exceeds the pay caps listed below. The Range Manager will be responsible for informing Payroll in sufficient time for the raise to be timely. The Range Manager will not submit recommendations for raises for employees exceeding the salary cap for their level. Individual raises are based on satisfactory performance and must be approved by the Executive Board prior to being granted.

#### 3. Pay Caps:

All salaries will be capped at the following rates.

- A. Lead Range Safety Officer: \$12.00

B. <u>Range Safety Officers:</u>	\$ 9.00
C. <u>Administrative Assistant:</u>	\$11.00
D. <u>Maintenance Man:</u>	\$11.00
E. <u>Maintenance Man Helper:</u>	\$ 9.00

4. Annual Bonuses: The Board of Directors may determine in November of each year any bonuses employees may receive.

Approved as revised by the Board of Directors: \_\_\_\_\_  
RSSC Secretary Date

\*AZ minimum wage increased to \$6.90 effective January 2008.