

**Unitarian Universalist Congregation of Fairfax  
Operational Policy**

**Subject: Staff Salary Increases**

**Number: VI.B.**

**Effective Date: June 1, 2010**

**Approved By: Coordinating Team**

**Revised: June 26, 2019**

**Policy and Procedures**

1. The board will determine the salary increase for the Senior Minister. The Senior Minister will recommend salary increases for the second Minister, the Operations Manager and the Finance Manager to the Board for approval.
2. In February or March of each year, depending on the budget development schedule, the CT will determine, based on prevailing economic conditions, a projected percentage wage and salary increase for each level of staff performance: exceeds expectations, meets expectations, meets most expectations, below expectations.
3. Supervisors will conduct performance reviews in June of each year and assign to each person an overall performance rating.
4. Senior Minister and The CT will review all proposed performance ratings for consistency.
5. Recommended wage and salary increases, including those approved by the Board, will be incorporated in the draft budget for review by the Coordinating Team. If the draft budget, following Annual Giving Campaign results adjustments, will not support the proposed increases, then the increases will be reduced by whatever percentage is necessary to bring the budget into balance.
6. Once the budget is finalized at the Annual Meeting and ratings have been reviewed by the Senior Minister and the CT, supervisors will inform employees of their pay rates for the following congregational year.
7. Any pay adjustments required to conform salaries to prevailing market standards will be determined separately by the CT in consultation with the supervisor.