REGIONAL WATER AUTHORITY
POLICIES AND PROCEDURES MANUAL

Policy Type	:	Human Resources
Policy Title	:	Salary Cost of Living Adjustments (COLA) Policy
Policy Number	:	400.3
Date Adopted	:	September 9, 2004
Date Amended	:	

SALARY COST OF LIVING ADJUSTMENTS (COLA) POLICY

As part of the annual budget process, the Executive Director will have the discretion to apply a Cost of Living Adjustment (COLA) in January of every year to the current salary schedule for all regular employees of the Authority. The COLA will be calculated from the last available twelve months' data (i.e., November of previous year through November of most recent year) from the United States Department of Labor's Consumer Price Index (CPI) for All Western Small Cities (population under 1 million).

If the Executive Director determines that an increase in the CPI for the previous twelve months warrants an adjustment to the salary schedule, he or she is authorized to apply a COLA effective January 1st in an amount no greater than the increase in the previous twelve months' (i.e., November of previous year through November of most recent year) CPI. A COLA will be applied to all regular employee salaries, regardless of position within a salary range, up to the limits of the Board-approved labor budget for the fiscal year in which the COLA is paid. If the Executive Director authorizes a COLA within the approved budgetary guidelines, he or she will report the adjustment to the salary schedule to the Executive Committee at its next regular meeting.