MOSCOW FOOD CO+OP

December 29, 2021

Memo to the Board

From Heather Nelson, Human Resources Manager

Re: General Manager Salary and Benefits

I have researched the payroll history of General Manager, Melinda Schab, and the following is a brief summary of my findings:

Melinda began as GM with a salary of $55,000/year in 2012. In 2013, that went to $60,000/year. In 2015, her gross increased to $75,000/year, and in 2018 her salary increased to $77,000. In 2020, her salary increased to $80,850. In 2021, The Co-op had a $3 cost of living adjustment store wide and that adjustment brought Melinda's salary to $87,090/yr.

She has been paying the routine portion of dependent medical insurance coverage - as per personnel policy - since December of 2012.

She has received the routine 50% matching on the 401K plan since January of 2014.

Her Paid Time Off (PTO) accrues at the rate proscribed by our personnel policy and her accrued balance is reduced each time she uses it.

Sincerely,

Heather Nelson