MOSCOW FOOD CO-OP

MEMO

To: **All Co-op Staff**

From: **Human Resources**

Re: **Wage Increase**

Date: **July 5, 2017**

Please take a moment to read this important memo.

The Co-op strives to be an amazing place to work. We recognize that one of the keys to achieving this is competitive pay. Based on the information in the CDS/NCG livable wage model and on comparative data from other employers in the community, the management team included systematic cost of living adjustments in our 2017-2019 Operating Plan. Our goal is to raise our starting wage above $10 per hour by the end of 2018. We are ready to take the first step towards achieving this goal.

The starting wage for the Moscow Food Co-op will increase to $9.50 effective July 16, 2017. This increase is a cost of living adjustment aimed at increasing the pay rate for our lowest paid employees. All employees that are in Pay Group 1 (Orange) and 2 (Light green) will receive a letter indicating their eligibility for an increase and any changes that are being made to their pay rate.

Wage Increase Parameters

Below are the guidelines that were used to determine the pay rate for each employee:

- Employees at $8.75 will receive a .75 cent raise to bring them to $9.50
- Employees currently paid between $9 and $12 will receive a .50 cent raise
- Employees currently paid between $12.01 and $13.00 will receive a .25 cent raise
- Employees currently paid $13.01 and higher will not be receiving a cost of living adjustment
- Employees that are in Pay Group 3,4, & 5 will not be receiving a cost of living adjustment
- Employees on Sub Status will not be receiving a cost of living adjustment unless they are below the starting pay of $9.50.

- Employees that have submitted their resignation will not be receiving a cost of living adjustment.

New Hire Pay Wage

Starting July 16, 2017, all new hires will be started at the minimum pay rate of $9.50.

Annual Performance Review Raises

Employees in all pay groups will be eligible for a pay increase at their performance review based on the new raise matrix and their job performance. Employees that are at the top or exceed their pay group are not eligible for a raise.