

# Operations Policy and Process

# Annual Staff Compensation

# Cost of Living Adjustments

## Policy

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All staff at UUAA will be afforded an annual and uniform Cost of Living Adjustment (COLA). This adjustment will be pegged to the U.S. Bureau of Labor and Statistics (BLS) local data that covers Ann Arbor, drawing on the annual 12-month inflation report that is released closest to the start of UUAA's new fiscal year.

The relevant BLS data that covers Ann Arbor/Washtenaw County is located here:

[https://www.bls.gov/regions/midwest/data/consumerpriceindexhistorical\\_detroit\\_table.pdf](https://www.bls.gov/regions/midwest/data/consumerpriceindexhistorical_detroit_table.pdf)

## Process

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During the first round of early fall budget planning, the staff member with lead on budget preparation (currently the Administrator) will review the latest BLS 12-month inflation data for Ann Arbor/Detroit. The person will use the inflation rate reflected in that report as the staff-wide COLA percentage for the new year's draft budget.

If a newer BLS 12-month inflation report is issued before the start of the new fiscal year and indicates a different or updated 12-month inflation rate, the COLA percentage will get revised.

- The percentage gets revised **down** if there is no way the congregational budget can reasonably accommodate a COLA that would match the 12-month inflation rate.
- The percentage gets revised **up** if the actual amount of previous COLAs was insufficient to meet the inflation rate from previous years. In other words, a current year COLA could be higher than the reported BLS 12-month inflation rate if UUAA is catching up on COLA shortfalls from earlier year(s).

These compensation adjustments are automatically included in the draft budget that the Board receives, with whatever appropriate annotation or explanation feels helpful to the Board.

These policies are subject to change without notice. Changes in policy must be approved by the Senior Minister or their designee.

<b>Revision History</b>		
<b>DATE</b>	<b>DESCRIPTION OF REVISION</b>	<b>REVISED BY</b>
September 17, 2019	Created policy and process, in consultation with the Board of Trustees (May 2019)	Rev. M. Mishra-Marzetti