

**COLUMBIA COUNTY  
INDUSTRIAL DEVELOPMENT AGENCY  
EMPLOYEE COMPENSATION PROGRAM**

**Introduction**

The Columbia County Industrial Development Agency hereby adopts a written protocol for determining employee compensation. The compensation program includes employee base compensation, COLA and related fringe benefit costs (collectively, the “Employee Compensation Program”).

**Employee Compensation Program Procedures**

The Finance Committee shall propose a preliminary budget for employee compensation, including base compensation and any recommended salary adjustments, together with fringe benefits and COLA annually. Base compensation and salary adjustments shall be proposed after taking into consideration the existing compensation ranges and fringe benefit programs and appropriate economic, geographic, and competitive salary ranges and fringe benefits for comparable positions in the region and with respect to New York State IDA’s in particular. The Finance Committee will also consider the experience of the individual, the Columbia County Industrial Development Agency’s budget constraints, and other appropriate discretionary factors in establishing the individual base compensation will be considered.

The Executive Committee will then submit the proposed preliminary budget for employee and executive compensation to the Board for its review and approval. The Agency Board shall then approve the budget for employee compensation with any modifications that they deem necessary.