**Process for Determining CEO compensation**

**Annual Raise Policies.**

**a. Attorneys.** Attorney salary scales may be increased each year by a cost-of-living adjustment which is calculated using the Bureau of Labor statistics.\* At January 1 of each year, attorney staff advance to the next year of experience on the scale; attorneys who are hired with no experience following a June graduation but before January 1st of any year will stay at 0 years of experience on the scale. A ceiling has been placed on attorney salaries at the 24th step. Inter-city cost-of-living differentials (aka locality differentials) are paid to attorneys in the District of Columbia and in Alaska and are surveyed and revised each year prior to January 1. Salary schedules are reviewed every two years (even numbered years), by the Executive Committee of the Board of Directors, to make sure NARF's salary schedule is competitive with comparable positions.\*\*

**b. Executive Director.** The Executive Director's salary shall be calculated according to the NARF staff attorney salary schedule which is based on years of experience. The amount of $33,655.00 will be added in order to compensate for the additional responsibilities required of the Executive Director. Raises are calculated according to the method used for staff attorneys. An exception to this policy will be made where necessary in order to ensure that the Executive Director's salary is at least $1,000.00 above the highest paid staff attorney's base salary. In the event of the departure of an attorney which would cause the Executive Director's salary to be out of line with this policy or the exception, no raises will be given until the Director's salary is again in accordance with this policy or the exception.

\* An Executive Committee decision can override the Federal cost-of-living adjustment.

\*\* Salary ceilings are established annually to equal the average pay range maximum for similar positions in other local area positions. When an employee is at or above the NARF ceiling, only the annual cost-of-living adjustment will be given until the ceiling advances.