

PROFESSIONAL SUPPORT STAFF COMPENSATION & BENEFITS PLAN

- PURPOSE:** To describe the administrative and professional support staff compensation and benefit plan adopted by the Legal Aid Society of the District of Columbia. The objectives of the plan are:
- To provide compensation and benefits that will enhance our ability to recruit and retain staff who will provide the highest possible level of service to our clients;
 - To offer compensation and benefits that equal or exceed those offered by peer legal services organizations in the District of Columbia;
 - To establish a staffing structure of progressively more responsible positions, each with an established range of salaries, so that staff will have a predictable opportunity to obtain higher levels of compensation based on increasing experience and demonstrated performance.

POLICY: There are 4 categories of staff covered by this policy:

Intake Specialist/Investigator/Legal Assistant/Administrative Assistant

Senior Legal Assistant/Senior Intake Coordinator/Project Coordinator

Receptionist

Operations Manager/Case Manager/Public Benefits Specialist/Tenant Support Specialist

The Board of Trustees has established the salary ranges below. The Board will review the salary ranges on an annual basis in connection with adoption of the fiscal year budget. Taking into account budgetary constraints, market conditions, and changes in the cost of living, the Board will determine whether cost of living or other adjustments should be made to the ranges. Compensation within the established salary ranges will depend primarily on years of relevant poverty civil legal services experience.¹ Subject to Legal Aid's ability to fund and annual performance evaluation by the Executive Director in consultation with the Operations Director and Legal Director, staff included in this scale performing satisfactorily can expect to progress within the range for their position each year or, if promoted to a more senior position, to attain the higher salary associated with that position. The Board, taking into account budgetary constraints and other circumstances, may from time to time approve payment of a bonus to staff.

¹. At the discretion of the Executive Director, credit may be given for other relevant work experience.

**Professional Support Staff Annual Salary Ranges and Steps
PROPOSED Effective 1/1/2024**

Step	Receptionist	Intake Specialist/ Investigator / Legal Assistant/ Administrative Assistant	Senior Intake Coordinator/ Project Coordinator/ Senior Legal Assistant	Case Manager / Operations Manager/ Public Benefits Specialist / Tenant Support Specialist
0	34,502	48,303		50,603
1	36,146	49,931		52,363
2	37,766	51,536	53,922	54,122
3	39,386	53,139	55,526	55,882
4	41,007	54,743	57,129	57,640
5	42,627	56,348	58,733	59,401
6	44,247	57,951	60,337	61,161
7	45,868	59,555	61,941	62,920
8	47,487	61,159	63,544	64,679
9	49,107	62,763	65,149	66,439
10	50,727	64,368	66,754	68,199
11	52,278	65,971	68,358	69,882
12	53,828	67,574	69,961	71,565
13	55,379	69,178	71,564	73,249
14	56,929	70,781	73,168	74,932
15	58,480	72,384	74,771	76,615
16	60,030	73,988	76,374	78,298
17	61,581	75,591	77,978	79,981
18	63,131	77,194	79,581	81,665
19	64,682	78,798	81,184	83,348
20	66,232	80,401	82,788	85,031
21	67,783	82,004	84,391	86,714
22	69,333	83,608	85,994	88,397
23	70,884	85,211	87,598	90,080
24	72,434	86,814	89,201	91,764
25	73,984	88,418	90,804	93,447
26	75,535	90,021	92,408	95,130
27	77,085	91,624	94,011	96,813
28	78,636	93,228	95,614	98,496
29	80,186	94,831	97,218	100,180
30	81,737	96,434	98,821	101,863
31	83,287	98,038	100,424	103,546
32	84,838	99,641	102,028	105,229
33	86,388	101,244	103,631	106,912
34	87,939	102,848	105,234	108,595
35	89,489	104,451	106,838	110,279

In order to recognize longevity and commitment to Legal Aid, any staff member covered by this policy will receive an additional step increase on their third anniversary of employment.

In addition, Legal Aid offers all staff the following benefits:

- Health insurance.
- Long Term disability insurance.
- Participation in a highly portable, 401(k) retirement plan affording each staff member the opportunity to shelter pre-tax income in a variety of investment options. A post-tax Roth option is also available.
- Discretionary Employer 401(k) match, the amount of which is determined annually by the Board.
- Participation in a flexible benefits (“cafeteria”) plan affording each attorney the opportunity to set aside pre-tax income for health and dependent care costs.
- Paid annual leave, in accordance with Legal Aid’s personnel policy.
- 15 days of paid sick leave per year.
- 3 days of paid personal leave per year.
- Employee paid pre-tax MetroCheck.