

POLICIES AND PROCEDURE MANUAL

Chapter:	Human Resources		
Title:	Employee Compensation Policy		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/> Page: 1 of 2	Review Cycle: Annually Author: Deputy Director	Adopted Date: 11.04.2014 Review Date: 09.10.2019 Revision Eff. Date:	Related Policies: Personnel Manual Position Management

Purpose

This policy is established to provide guidelines for compensating all Mid-State Health Network (MSHN) direct employed positions.

Policy

- A. Objective: It is a MSHN objective to have a total compensation program that enables the organization to attract, retain, and motivate the number of high-caliber employees needed to achieve the organization's objectives as cost effectively as possible. Thus, the total compensation is intended to:
 - a. Provide for fair treatment of all employees;
 - b. Be efficient to administer;
 - c. Be easy to understand and communicate; and
 - d. Comply with all applicable laws and regulations.

- B. Strategy: To accomplish its objective, MSHN has adopted specific compensation program goals to:
 - 1. Provide base compensation at or near the market median;
 - 2. Provide a total compensation program (including pay and benefits) that attracts and retains the qualified staff needed to accomplish our mission;
 - 3. Provide suitable working conditions that promotes high degree of morale and job satisfaction. (including such items as coffee/tea/bottled water/snack items). MSHN will also supply a refrigerator, microwave and paper/plastic goods for employee use during break and meal periods.

- C. Accountabilities:
 - 1. Employees are responsible for collaborating with management with the operation, compliance and updating of the compensation program;

- D. Position Descriptions: MSHN maintains a job description for each of its direct employed positions.

- E. Position Titles: The Deputy Director will work the CEO to develop the appropriate job title for a new or changed position. Effort shall be made to assure position titles and descriptions are comparative to industry norms so compensation levels can be reasonably compared.

- F. Position Evaluations: Position evaluation is the process by which MSHN determines the relative value to be placed on various jobs within the organization through their placement within the pay structure.

- G. Salary Grade Assignments:
 - 1. The Deputy Director shall evaluate any newly created job before the recruitment process begins.
 - 2. The MSHN CEO shall review and approve all grade assignments. New employees may be placed in a salary grade at the discretion of the CEO commensurate with their level of education and experience.

- H. Pay Increases: Pay increases are intended to keep MSHN pay levels competitive to the marketplace. To do so, MSHN employees may receive two (2) types of pay increases depending on their pay rate, the competitive market conditions, and the availability of resources. A general increase may be granted when pay ranges are adjusted to keep them competitive with the market. The other type of pay increase is a “step” increase, that is based on the length of time an employee is in a job classification.
- I. Communication: All employees will receive general information regarding the administration of the compensation program, and will be informed of changes to program components, as appropriate.
- J. Periodic Review: Mid-State Health Network shall procure a market salary study not less than once every three years and will adjust salary scales based on the evidence accumulated in the market salary study for all positions.

Applies to:

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
 - MSHN’s Affiliates: Policy Only Policy and Procedure
 - Other: Sub-contract Providers

Definitions:

CEO: Chief Executive Officer

Other Related Materials:

Human Resources: Employee Compensation Procedure

References/Legal Authority:

Fair Labor Standards Act

Change Log:

Date of Change	Description of Change	Responsible Party
09.2014	New Policy	Chief Finance Officer
11.2015	Annual Review/Update	Deputy Director
06.2017	Annual Review	Deputy Director
05.2018	Annual Review	Deputy Director
05.2019	Annual Review	Deputy Director