

PEOPLE'S PLACE

Compensation Policy

Approved By: Board of Directors
Review/Revision Date: 10/01/09

I. PURPOSE

The purpose of this policy is to ensure that all agency employees are compensated based on the qualifications of the position in order to recruit and maintain a qualified work force.

II. POLICY STATEMENT

It is the policy of People's Place to legally and competitively compensate all employees based on the qualifications of the position.

III. APPLICATION

This policy applies to all People's Place staff.

IV. DEFINITIONS

- A. Compensation – Salary/wages and any fringe benefits offered to an employee in exchange for work performed.
- B. Pay Grade – set wage/salary range attached to a position.
- C. Salary Schedule – list of all pay grades.

V. STANDARDS

- A. The agency will maintain a wage and salary schedule and will review such every three years.
- B. All job positions will be assigned a job description and a pay grade. New staff will be hired at entry level for the approved pay grade. Exceptions must be justified by the supervisor and approved by the Associate Director. Exceptions will be based on additional years of experience, unique qualifications/certifications and/or difficulty in recruiting.
- C. Employees must receive prior approval to work any hours over 40 in a week.
- D. Employees in non-exempt positions will be paid at a rate of one and one half times their usual pay rate for any hours actually worked over 40 in one week.
- E. Employees in non-exempt residential positions will be paid at the rate of one and one half times their usual pay rate for working on an agency designated holiday. Employees in other non-exempt positions that are not residential may be approved to work the holiday and take the holiday at a later date or request to be paid.
- F. All wage garnishments must be sent to Director of Finance at the Administrative office at People's Place II, Inc.

- G. All questions regarding wages, hours and other compensation issues should be directed to Administration.
- H. Employees will be compensated every two weeks. Compensation occurs the week after the pay period ends.

VI. PROCEDURES

<u>Individual Responsible</u>	<u>Action</u>
Executive Team	<ul style="list-style-type: none"> 1. Maintains current wage & salary schedule. 2. Provides feedback on job descriptions and assigned pay grades.
Program Director	<ul style="list-style-type: none"> 1. Submits written justification for salary adjustments to the Associate Director.
Associate Director	<ul style="list-style-type: none"> 1. Approves/Disapproves salary adjustments based on justifications.

VII. REFERENCES

None

VIII. EXHIBITS

A. Salary Scale