

POLICY AND PROCEDURE

WAGE AND SALARY ADMINISTRATION

6019

BCHC provides a competitive and equitable wage scale for all positions to attract, retain and motivate employees. Periodic wage surveys of the area are made so that our rates of pay may be kept current with the general trend of wages within the community and region. BCHC strives to maintain wage and salary rates that are competitive with those of other similar health care professionals in our area.

BCHC will maintain a salary program which will:

- Attract and retain highly qualified individuals
- Provide motivation and “ownership” of employees by paying salaries that reflect the individual’s experience, credentials and job performance.
- Promote a progressive work force through which BCHC can attain its short /long term objectives and personify BCHC’s mission statement

It is the policy of BCHC to provide equal pay for equal work under similar working conditions without regard for race, color, religion, sex, age, national origin, or handicap.

Every position at BCHC is reviewed on an on-going basis. This review includes skills, experience, competence, working conditions, level of responsibility, education level and similar factors affecting each position.

The wage/salary for each position is based upon currently wage/salary levels in the state and local area, plus consideration for experience and education.

Factors which may influence pay when hiring or rehiring a new employee include:

- Education
- Past Experience
- Past employment record
- Demand and supply
- Availability

The Board of Directors will determine the hiring salary of the Executive Director. The Executive Director will submit to the Board of Directors a compensation plan for this facility. The salary ranges in the plan will be based on Montana Department of Labor statistics. Once this compensation plan is approved by the Board, the Executive Director will use the plan to determine compensation for Bullhook Community Health Center, Inc. employees.

Increases in Pay

It is the philosophy of BCHC that employees are expected to at least meet the requirements of their duties and responsibilities to be eligible for pay increase consideration.

Consideration for a pay increase will be based upon the past year's performance as reflected in a current performance appraisal that substantiates the recommendation.

Pay increases are determinant on BCHC current financial state of affairs and future financial stability, viability as determined by the Board of Directors. There is no guarantee that BCHC can or will increase employee wage scale on an annual or regular basis.

Wage adjustments are made and become effective on the first day of the pay period following the anniversary or eligibility date for a wage adjustment, contingent upon a completed and satisfactory performance review. The employee will receive a written statement of their new wage rate signed by the Executive Director. A copy will be placed in the employee's personnel file.



CHIEF EXECUTIVE OFFICER

Date: 3-4-4



CHAIR, BOARD OF DIRECTORS

Date: 1/19/2011

Date: _____
Approved – Policy/Compliance Committee

Date: 1-15-2008
Approved - Board of Directors