



POLICY

RECRUITMENT AND RETENTION FOR C-SUITE

6033

Purpose:

Bullhook Community Health Center is dedicated to hiring the best employees and keeping the best employees. Bullhook Community Health Center believes that the best employees are the ones that will fill an organization's leadership pipeline and secure the future of the company. Tenure is an appreciating asset.

Bullhook Community Health Center believes that the value of an employee increases the longer the stay with an organization. As time passes, their knowledge and experience continues to grow making them an essential piece of a network. They build relationships with other employees and clients that are essential to the success of an organization.

The cost of turnover is high. The cost is estimated to be 2 times an existing employee's salary. With the rise in recruitment and training costs, in addition to the loss of productivity while a role isn't filled with a skilled employee, Bullhook Community Health Center believes in mitigating turnover when possible. Every employee is considered a company investment.

Definition of C-Suite Personnel:

Chief Executive Officer; Chief Operations Officer; Chief Financial Officer; Chief Medical Officer; Chief Dental Officer.

Employees in these positions must be .75 to 1 FTE to be eligible for this benefit.

Policy:

Benefit includes 6% of yearly salary in a Life Insurance/Retirement Plan designated by the Bullhook Community Health Center Board of Directors. Monthly payments will be made by Bullhook Community Health Center to each individual's designated plan.

Life insurance amounts for each individual are based on risk and other factors related to the individual. Bullhook will retain 22% or \$40,000, whichever is higher, of the ownership of death benefits of each individual plan with the designated beneficiaries assigned receiving the remaining 78%.

Retirement benefits are based on each individual's factors as defined by the board designated plan. Benefits may not be equal in all cases with the exception of the 6% of annual salary allotment.

Vesting Schedule/Cash Value

At completion of 4th year of employment, 30% of ownership of plan is transferred to the employee.

At completion of 7th year of employment, an additional 30% of ownership of plan is transferred to the employee.

At completion of 10th year of employment, the entire plan ownership is transferred to the employee.

Ownership rights of all policies are retroactive back to the hire date of the employee

All new policies would go into effect January 1, 2018 to be offered to the current C-Suite employees. The effective date of policies for new hires after July 1, 2017 will be the first day of the month following the end of the 6-month probationary period.

There will be no backdating of 6% allotments back to hire date, and all allotments will begin the date that the policy becomes effective. January 1, 2018 for current C-Suite employees should they choose to accept the offer of the policy. And for all future policies the effective start date of the policy is the first day calendar month following the end of the 6-month probationary period.

Assignment of Existing Policies with Non-Zero Balances

At this time, there are currently two policies with the ability to be rolled over to another employee with a starting balance greater than zero. These two policies differ in value and would be assigned to current eligible C-Suite employees based on the following factors:

- Factor in longevity to determine who would get the existing policies
- Highest value to highest longevity employee in C Suite and second highest individual getting next policy.

Future Policies with Non-Zero Balances

If an employee leaves prior to total assignment of policy then the policy or the unvested balance of the policy shall be used as a recruitment tool to attract the best employees to fill leadership roles within the organization. These existing policies will be offered as a recruitment incentive based on the oldest surrendered policy utilized first.

The CEO will have the discretion to use the cash value of the forfeited policy towards strategies for recruitment or for the operation of the Health Center.



CHIEF EXECUTIVE OFFICER

Date 8-13-18



CHAIR, BOARD OF DIRECTORS

Date 8-13-18

Date first adopted	11/13/2017
Date Revised/QI Board approval	10/25/2017
New date adopted/Board of Directors approval	11/13/2017