

SALARY ADMINISTRATION PROGRAM

PURPOSE

To maintain a program of internal and external equitable salaries.

SCOPE

This policy applies to all The Center for Family and Child Enrichment employees

POLICY

The Center for Family and Child Enrichment strives to pay salaries competitive with those in our community and industry, recognizing individual effort and contribution to the success of the Agency.

PROCEDURES

Each position in The Center for Family and Child Enrichment has been placed in a salary grade that establishes the value of the position in the organization.

Each *salary* grade has been assigned a salary range. Within this framework, the employee's salary will be related to demonstrated performance. Employees will receive a salary that is within the range limits of the applicable grade.

The minimum of the appropriate salary range will be paid to qualified employees when first hired. The maximum of a salary range provides an upper limit of what employees in that grade may earn as a result of satisfactory performance evaluations and length of employment. Salaries are not to exceed the upper limits of the maximum range.

Review for salary increases are conducted annually. Increases, if granted, are granted on an annual basis, as determined through the budgeting process. Salary increases are not granted automatically, but

only as a result of demonstrated performance documented by the job-related performance appraisal. Salary ranges of The Center for Family and Child Enrichment pay structure will be reviewed by the Administration on an annual basis to determine their adequacy for business conditions and a recommendation will be made to the Board of Directors.

Salaries are paid bi-weekly. A pay period is two (2) weeks long. A pay period begins on Monday and ends on Friday. Salaries will be paid on the Friday following the end of the pay period. When the regular pay day falls during an employee's vacation, the salary is paid on the working day prior to vacation, contingent upon the availability of funds. It is the policy of the Agency to pay salaries that are commensurate with training and experience comparable to the levels in the community. The Board of Directors gives annual consideration to revision of the Agency scale and ability to grant cost of living and merit increments to employees, contingent upon the availability of funds.