

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: Salary Adjustments
POLICY NUMBER: HR-4.02
EFFECTIVE DATE: May 1998
SUPERSEDES: N/A
LAST REVISION DATE: January 2010

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) that the salary of an employee who meets or exceeds performance expectations may be adjusted to a higher salary, when the adjustment is necessary to meet SBHS objectives. However, a salary adjustment may not exceed the maximum of the pay range applicable to the job to which the employee's position is assigned unless authorized by policies listed below.

REASONS FOR ADJUSTMENTS:

- I. Salaries of employees may be adjusted to higher levels when necessary to meet facility objectives.
- II. In special circumstances, salaries may be adjusted beyond that authorized in SBHS Policy 19, Promotions, or Policy 53.01 Transfer of Employees. Examples of appropriate circumstances for requesting these types of salary adjustments include the following:
 - A. Placement in a location with management/program difficulties:
 - B. Position has been vacant because of extensive recruitment/retention difficulties:
 - C. Special skills of the employee that would enhance the job. Special skills and experience should specifically relate to the requirements of the job;
 - D. Significant permanent increase in responsibility which does not result in a promotion;
 - E. Significant inequity with other incumbents in the job, based on qualifications.

AUTHORIZATION FOR SALARY ADJUSTMENTS

The Chief Executive Officer (CEO) may approve salary adjustments above the employee's current salary during any twelve-month period. The Human Resource Manager will offer support to determine the appropriateness of the request. Primary factors to be considered are business need and legal/ethical issues.

SUBJECT: Salary Adjustments

Policy HR-4.02

Page 2 of 3

- I. The CEO may designate one individual, (e.g. Chief Financial Officer), who is authorized to approve salary adjustments in his/her absence. The name of this designee must be submitted to the Human Resource Manager.

- II. The CEO or named designee cannot recommend salary adjustments for employees transferring or being promoted from one department to another. If desired, the manager who has responsibility for overseeing the hiring/receiving department must approve a salary adjustment under these circumstances.

- III. Documentation of the rationale for approving salary adjustments is required and should be kept by the Human Resource Department.

OTHER PROVISIONS:

- I. Funds must be available in the appropriate budget to cover the cost of salary adjustments. Both the current budget and the budget prepared for the following fiscal year should be reviewed.

- II. A random audit of approvals may be conducted to ensure that decisions are made in compliance with this policy. Appropriate corrective action will be recommended in case of non-compliance.

REFERENCE:

Rules of the State Personnel Board – Rule 12 (Salary)

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date