

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: ADVANCED SALARY HIRING
POLICY NUMBER: HR-4.03
EFFECTIVE DATE: July 2004
SUPERSEDES: N/A
LAST REVISION DATE: January 2009

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) that individuals hired by SBHS who are new to employment or returning after a break in service, are generally hired at the entry salary for the job. When determined appropriate, individuals may be hired at a higher salary within the pay range for the job in accordance with this policy.

ADVANCED SALARY HIRING AUTHORIZATION UP TO MIDPOINT:

- I. The Chief Executive Officer (CEO) or named designee are authorized to approve advanced salary hiring for individuals not to exceed the midpoint of the pay range for the job. The Human Resource Department will offer support to determine the appropriateness of the request. Primary factors to be considered are business need and legal/ethical issues.
- II. The Human Resource Manager is available to evaluate requests or provide information and consultation prior to CEO or designee approval.
- III. Documentation of the rationale for approving advance salary hiring is required and should be kept by the Human Resource Department.

ADVANCED SALARY HIRING AUTHORIZATION ABOVE MIDPOINT:

- I. Documentation for advanced salary hiring for individuals above the midpoint must be submitted in writing to the Human Resource Manager. If approved, the request and supporting documentation are to be forwarded to the Human Resource Department.
- II. The CEO or designee will make the final determination regarding advanced salary hiring requests following consultation with the Human Resource Department.
- III. If denied, a notice will be sent to the requestor.

OTHER PROVISIONS:

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

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- II. Advanced salary hiring may be approved for individuals without current employees receiving salary adjustments.
- III. A random audit of approvals maybe conducted to ensure that decisions are made in compliance with this policy. Appropriate corrective action will be recommended in case of non-compliance.

APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RECISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

Date

Committee Chairperson

Date

Committee Chairperson

Date