

Series: HR- Practices COA: HR 5.03, GOV 6.07
CFOP: NA

Procedure Name: Total Compensation & Benefits

Procedure Number: HR – 2501

Revision #/Date: NA

Effective Date: 09/06

Applicable to: All CBCB Staff

SUBJECT: Total Compensation and Benefit Programs

PURPOSE: To analyze on a regular basis the Agency’s total compensation and benefits plans in relation to industry practices, local market data and legal and regulatory authority. To provide competitive pay and benefits (pending funding) in order to attract and retain the skilled workforce required to serve the clients of the Agency and to minimize turnover due to inadequate total compensation programs.

PROCEDURE:

References

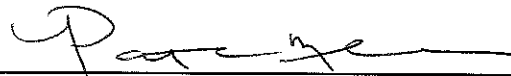
(to be added as applicable)

1. The Agency participates annually (or when available) in industry specific compensation and benefit surveys (which include health, welfare, time off practices and other benefits) to evaluate the level of its “total compensation” package with other like organizations in the defined market area. The Agency also accesses local market data through local surveys and voluntary participation by its partners in the System of Care network.
2. The Chief Personnel & Administrative Officer participates in these surveys and receives the survey data. The data is then analyzed in comparison to the Agency’s benefit and compensation plans.
3. When the analysis is completed, the Chief Personnel & Administrative Officer provides an executive summary to the Chief Executive Officer with an evaluation overview and any recommendations if applicable.
4. Based on the result of this discussion, the data and recommendations, if any, are presented to the Strategy Team members for review and consideration.
5. Any final recommendations regarding increases to the salary ranges are presented to the Board of Directors for approval and subsequent implementation. These are presented whenever recommendations to the salary ranges are made.
6. On an annual basis the Agency is provided with the health insurance renewal premiums and at this time, has the option to determine the cost sharing contribution of the Agency and the employee.

Community Based Care of Brevard, Inc. Policy and Procedure Manual

7. The Chief Personnel & Administrative Officer receives this data and completes a financial analysis of the increase to the Agency based on current cost sharing contributions. Based upon this analysis, an executive summary is prepared for the Chief Executive Officer to evaluate the impact to the Agency of the increases with and without changing the cost sharing percentages.
8. After this review, the data and resulting recommendations are presented to the Strategy team for consideration and discussion.
9. The Strategy Team addresses the financial impact to the Agency and staff and based on the factors included in the total compensation package will make a decision on the necessary adjustments, if any, for the coming renewal year. This is then shared throughout the organization at Division meetings.
10. The Agency, as part of its "Total Compensation" package has implemented a pay for performance merit system (pending funding). This program is based on an annual available pool for "merit" increases. Based on this pool determined by the Chief Financial Officer and Chief Executive Officer, the Chief Personnel & Administrative Officer creates a merit matrix which provides for specific merit increase percentage ranges based on the employee's annual rating on the performance evaluation and the employee's placement in the salary range for the position.
11. Managers are provided with merit worksheets that identify each individual, their current grade and quartile and the spreadsheet has columns for the recommended increase and calculates the annual costs of the increase based on the employee's date of increase for the balance of the fiscal year. Managers are responsible to ensure that merit increases do not exceed their allowable pool.
12. The Board of Directors conducts an annual evaluation of the Chief Executive Officer based on established goals and requirements for the year. The combined scores are averaged and the Chief Executive Officer is treated as all other CBC of Brevard employees per Board policy.
13. Pending funding the Agency has also afforded all staff the opportunity for Incentive Payments. When available, these are based on the annual performance evaluation score and all employees have the same opportunity to earn this Incentive Payment.
14. The Agency has implemented an "on-call" pay policy for those staff who serve in this capacity.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 3/5/09