

PEOPLE'S PLACE

Compensation Policy

Approved By: Board of Directors
Review/Revision Date: 09/01/2020

I. PURPOSE

The purpose of this policy is to ensure that all agency employees are compensated based on the qualifications of the position and available funding in order to recruit and maintain a qualified work force.

II. POLICY STATEMENT

It is the policy of People's Place to legally and competitively compensate all employees based on the qualifications of the position and available funding.

III. APPLICATION

This policy applies to all People's Place staff.

IV. DEFINITIONS

- A. Compensation – salary/wages and any fringe benefits offered to an employee in exchange for work performed.
- B. Pay Grade – set wage/salary range attached to a position.
- C. Salary Scale– list of all pay grades and salary ranges.
- D. Pay Period – the standard pay period begins at 12:01 a.m. Saturday and ends at 12:00 midnight the second Friday.
- E. Timesheet – official document for recording hours worked by employees.

V. STANDARDS

- A. The agency will maintain a wage and salary scale and will review such every three years.
- B. All job positions will be assigned a job description and a pay grade. New staff will be hired at entry level for the approved pay grade. Exceptions must be justified by the Program Director or designee and approved by the Executive Director or designee. Exceptions will be based on additional years of experience, unique qualifications/certifications, special conditions and/or difficulty in recruiting.
- C. Employees must document all hours worked.
- D. Non-exempt employees must receive prior approval to work any hours over 40 in a week.
- E. Employees in non-exempt positions will be paid for actual hours worked plus any paid leave taken and will be paid at a rate of one and one half times their usual pay rate for any hours actually worked over 40 in one week.

- F. Employees in non-exempt positions that are required to work an agency designated holiday will be paid at the rate of one and one half times their usual pay rate for working the holiday. Full-time non-exempt employees may take the holiday at a later date or request to be paid.
- G. Employees in other non-exempt positions may be approved to work the holiday. Employees that voluntarily work the holiday are not paid time and a half and may take the holiday at a later date or request to be paid.
- H. Non-Exempt employees will be paid for actual hours worked plus any paid leave taken.
- I. Exempt employees must work at least 50% of their scheduled work hours in a day. If less than 50% of scheduled work hours are worked then the exempt employee will be charged for all hours not present.
- J. All employees will turn in their completed timesheet to their supervisor on the designated days.
- K. All supervisors will verify and approve timesheets and deliver them to payroll by designated day and time.
- L. All wage garnishments must be sent to Director of Finance.
- M. All questions regarding wages, hours and other compensation issues should be directed to the supervisor.
- N. Employees will be compensated every two weeks. Compensation occurs the week after the pay period ends.

VI. PROCEDURES

A. Procedures for Establishing and Adjusting Salaries

Individual Responsible

Action

Executive Team

1. Maintains current wage & salary schedule.
2. Provides feedback on job descriptions and assigned pay grades.

Program Director

1. Discuss salary exceptions with their supervisor and documents it on the new hire form.
2. Discuss salary adjustments for current employees with their supervisor and documents it on the payroll status change form.

Executive Director or designee

1. Approves/Disapproves starting salary or salary adjustments based on justifications and program budgets.

Program Director

1. If starting salary is approved makes the offer to the applicant. If the salary adjustment is approved completes a payroll status change form and sends it to payroll.

VI. PROCEDURES (continued)

B. Procedures for Timesheets

Individual Responsible

Action

Employee

1. Complete the timesheet documenting hours worked and leave taken.
2. Sign and date the timesheet verifying the accuracy of the time sheet.
3. Submits timesheet to supervisor.

Supervisor/Program Director

1. Reviews the timesheet and verifies hours worked/leave taken.
2. Completes the supervisors' approval and summary of hours worked for the pay period at the bottom of the time sheet.
3. Forwards to payroll Tuesday at noon the week of pay day.

VII. REFERENCES

None

VIII. EXHIBITS

- A. Salary Scale
- B. Timesheet