

# Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	<b>Compensation Plan</b>	Policy No. <b>9008.00</b>
Category:	Employment Policy Manual	Date Adopted: 2/12/2021 Date Revised:
Reference:		

## Compensation Plan:

- 1.1. The compensation plan is also known as the salary schedule. It includes the list of approved job classifications and the pay range for each classification as established by the Great Rivers BH-ASO Governing Board.
- 1.2. The pay range may be a continuous range with only a minimum and maximum salary or a range with a series of pay steps.
- 1.3. The grouping of similar or comparable individual positions into broader job classifications helps to ensure pay equity among employees performing similar or comparable functions, as well as to streamline recruitment and administrative functions.
- 1.4. The plan also provides for several other administrative requirements, such as the Fair Labor Standards (FLSA) designation and Full-Time Employee (FTE).
- 1.5. The Chief Executive Director (CED) has the discretion and authority to establish practices to allocate individual compensation amounts for each employee within the approved range and budgetary constraints.

## Employee Categories & Market Position:

- 2.1. Great Rivers BH-ASO job classifications and employees are divided into various groups and categories for the purposes of making distinctions in pay, benefits, overtime eligibility, and other purposes as established by this policy manual. The salary schedule lists the current designation for each job classification.
- 2.2. Generally, Great Rivers BH-ASO strives to provide wages and benefits at approximately the average or median of the appropriate labor market. The definition of the labor market will vary somewhat from occupation to occupation and the ranking will vary for a number of reasons. Great Rivers BH-ASO uses "benchmark" jobs to determine its placement in the market and places considerable emphasis on internal salary relationships. Individual job classifications will not necessarily be tied directly to the external market and Great Rivers BH-ASO may consider several other factors in determining compensation.

## General & Individual Classification Salary Adjustments:

- 3.1. General salary adjustments, sometimes referred to as cost of living adjustments (COLA), are those made to all classifications or within an entire classification category or unit. They may be made annually or periodically as determined by the Great Rivers BH-ASO Governing Board. General and individual classification salary adjustments (increases or reductions) will be based on multiple factors, including but not limited to:
  - 3.1.1. Overall revenue limitations and expenditure requirements;
  - 3.1.2. Budgetary policies and priorities of Great Rivers BH-ASO;
  - 3.1.3. Salary trends within comparable classifications in the applicable labor market;
  - 3.1.4. Local and National Consumer Price Index (CPI) increases;

- 3.1.5. "Total compensation" considerations, including the costs of other forms of compensation and benefits, including the accommodation of alternative or flexible work schedules;
- 3.1.6. Changes in work responsibility levels and/or working conditions such as work hours required to perform the duties of the position.

**Types of Compensation or Salary Adjustments:**

- 4.1. Salary adjustments applied to an entire category may be made in any of several forms, including but not limited to:
  - 4.1.1. "Across-the-Board" increases applied to all steps in the range and/or granted to all regular employees. Probationary employees do not receive "across-the-board" increases until after having successfully passed or completed the probationary period and may be prorated to time served or any criteria as determined by the CED.
  - 4.1.2. Alterations to the range such as adding additional steps or changing the step intervals.
  - 4.1.3. "Salary Plan Structure Adjustments" in which the minimum and maximum salary range is adjusted but the individual salary allocated to the employee(s) within the range is not altered.
  - 4.1.4. Higher or lower compensation may be appropriate based on non-economic factors. Great Rivers BH-ASO may choose a higher market ranking in recognition of control over pay levels through performance-based pay or review programs to account for increased productivity, responsibility and accountability, as well as work assignment flexibility that might justify a higher salary on a regular or temporary basis.

**Effective Date of Salary Adjustments:**

- 5.1. In certain cases, the actual amount of a salary adjustment will not be determined until sometime after the adjustment is intended to be effective. These include:
  - 5.1.1. Across-the-board adjustments that may be granted on a specific effective date, but where a decision as to the amount of the increase may be delayed beyond that date.
  - 5.1.2. Step increases where the adjustment is due or scheduled to be effective on a particular date but is not processed until a later date.
  - 5.1.3. Reclassification situations where a study has been requested but not yet concluded and ultimately concludes that the employee was working at a higher classification beginning at some earlier point in time.
  - 5.1.4. Reclassification, realignments or other salary adjustments agreed to be made effective as of a specified date as part of a negotiated agreement or policy decision, as determined by the CED.
- 5.2. In all such cases the compensation paid to the employee between the date the adjustment is due, scheduled, promised, or intended and the date of final action by Great Rivers BH-ASO is deemed to be tentative, pending the final determination of salary for the time period in question. Any retroactive increases will be paid in accordance with Policy #9009 Salary Administration, and will not include any interests or additional compensation due to the delay.

**Eligibility for Retroactive Increases:**

- 6.1. Where a salary adjustment is granted to employees in a unit, category or classification(s) of employees on a deferred basis, the payment for the deferred portion will be made to employees currently eligible within the unit, category or classification.
- 6.2. As a matter of policy, Great Rivers BH-ASO will extend the adjustment to employees still employed by Great Rivers BH-ASO who were employed in the unit, category or classification(s) for any portion of the period for which the applicable payment is being made.
- 6.3. Unless otherwise required by law, employees who have separated from Great Rivers BH-ASO will not generally be eligible for such deferred or retroactive payments.

POLICY SIGNATURE

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*Vickie L. Raines*  
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Vickie Raines, Chair  
Great Rivers BH-ASO Governing Board

2/17/2021

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Date