

Great Rivers Behavioral Health Administrative Services Organization

Policy Title:	Salary Administration	Policy No. 9009.00
Category:	Employment Policy Manual	Date Adopted: 02/12/2021 Date Revised:
Reference:		

Policy

- 1.1. Except as otherwise provided by this manual or approved by the Chief Executive Director (CED), all employees must be paid a salary that is within the approved range for their job classification. This policy applies to all full time and part time regular positions eligible for benefits.
- 1.2. Regular part-time employees in budgeted positions will receive compensation that is the applicable Full-Time Employee (FTE) percent to the regular full-time position in the same classification, or it may be allocated its own salary range if it is the only position. Regular part-time employees who are eligible for benefits may be entitled to changes in salary as provided in this policy.
- 1.3. Part-time employees that are not entitled to benefits and temporary employees will be compensated on an hourly basis. Employees in this category are not entitled to receive benefits and/or salary increases within their employment period, unless as approved by the CED.

Entry Rates:

- 2.1. It is the general policy of Great Rivers BH-ASO that new employees should be hired at the lowest step of the applicable range and advance/progress through the established range for that position as proposed and approved determined by Great Rivers BH-ASO management. Starting salaries of more than 5% of the lowest step in the range require the consultation with the CED during the pre-job offer discussion. However, it is recognized that a number of factors may justify a higher starting salary which may be requested and considered based on extraordinary qualifications, internal equity considerations or, as necessary, to attract a particular candidate to a specific position with Great Rivers BH-ASO. In such extraordinary circumstances, the situation must be discussed with the CED for consideration and decision.

Salary Increases:

- 3.1. Eligibility for increases within the established range may be based on a variety of factors as stated in Policy 9008 Compensation Plan, and as approved by the CED.
- 3.2. It is within Great Rivers BH-ASO's sole discretion to determine the amount and effective date of individual, group, or agency-wide increases. There is no express or implied promise of entitlement to salary increases, including the amount or the timing of increases.

Promotions & Transfers:

- 4.1. Great Rivers BH-ASO will generally offer an initial promotional increase to an employee accepting a promotion. A position will be considered a promotion when the lowest step of the new position is at least 5% higher than the lowest step of the new position. The employee will usually receive the entry or lowest step of the new classification or a 5% increase from current salary, whichever is highest. Generally, the 5% guideline should be followed but other salaries may be authorized by the CED. In some situations, increases of less than 5% may be appropriate, including but not limited to a situation of transfer in lieu of layoff due to budget cuts.

- 4.2. Promotional increase policies are predicated on the philosophy that any increases following promotion should be based on performance in the position over time and other factors, not based solely upon assumption of higher responsibilities as of the date of appointment. Therefore, subsequent increases following the promotion will be subject to the same policies as other salary increases.
- 4.3. Employees who are transferred, not in connection with corrective action, from one class to another class having the same pay range, will continue to receive the same step and/or pay rate.
- 4.4. Employees who are awarded a promotion or transfer will have a 6-month probationary period to assess and evaluate performance, but the employee will maintain their existing service seniority, benefits, and other program eligibility as if the job change had not occurred.

Reclassifications & Realignments:

- 5.1. Upward Reclassification:
 - 5.1.1. For the purposes of this section, upward reclassification describes those circumstances where an employee is found to be performing the duties of a higher classification and is distinct from realignments as addressed below.
 - 5.1.2. When an employee occupies a position or performs the essential functions of a higher classification for at least five (5) consecutive days, the employee is deemed to have been reclassified upward, and the employee's salary will be adjusted up to 5% increase from his or her current salary rate for the duration of the assignment and for no less than one (1) pay period.
- 5.2. Upward Realignment:
 - 5.2.1. Realignment refers to those situations where the salary range of a classification is adjusted upward as determined by Great Rivers BH-ASO and upon Governing Board approval. When the pay range for a classification is realigned upward, there is no implied automatic salary increase to employees from the current salary associated with the realignment, except for employees whose salary was at the previous entry level of the range. In such cases, it shall be brought to the minimum or first step of the new range.
- 5.3. Downward Reclassifications and Realignments:
 - 5.3.1. An employee whose position is reclassified downward or whose classification is placed at a lower salary range shall be placed at their same salary in the new range. If the salary is above the maximum of the new range, the CED may authorize the continuation of this salary to address certain reclassification, demotion, realignment, and layoff situations. Under such circumstances, these employees are not eligible for any salary increase until their salary falls within the approved range for their assigned classification.

Demotions:

- 6.1. Failed Probation:
 - 6.1.1. Employees may be demoted to their former classification based on failure to satisfactorily complete a promotional probationary period in a new position and may be placed at the range and step or position held immediately prior to promotion.
- 6.2. Voluntary Demotions or Performance and/or Disciplinary Demotions:
 - 6.2.1. Employees who demote voluntarily or in connection with performance and/or disciplinary reasons will be placed at the entry step of the new classification or as described under section 4.4 for job transfers.
 - 6.2.2. Employees who demote voluntarily or in connection with a performance or discipline will have a 6-month probationary period to assess and evaluate performance, but, the employee will maintain their existing service seniority, benefits and other program eligibility as if the job change had not occurred.

6.3. Change in Position in Connection with a Health Condition:

6.3.1. An employee may be temporarily placed in a position in a different job classification as a temporary means to facilitate working while managing a health condition. Their salary may be "identified" to continue the employee's former higher salary for a maximum of six (6) months, at which time, the employee is expected to return to their regular position and duties, or enter into an interactive process to assess whether long-term facilitation due to health/medical issues is a reasonable and available option under the circumstances. Great Rivers BH-ASO cannot guarantee that a different position will be temporarily or permanently available to accommodate a health condition. Each situation will be addressed on a case-by-case basis. If the employee is performing at least some of the duties of their regular job, the employee will maintain existing salary during the temporary modification. If the employee is not performing any of the essential duties of the position, the employee's salary will be the entry step of the new classification or as described under section 4.4 for job transfers.

6.4. Demotion due to Layoff:

6.4.1. Employees who demote downward in lieu of layoff may be placed at the applicable salary as described in section 2.1 for entry rates. Section 4.4 describes the applicable salary for employees who may be offered a higher classification in lieu of lay-off. Any special circumstances that warrant a different salary treatment must be approved by the CED.

Reinstatement & Reemployment:

7.1. In all cases of reemployment to same or new classification after a break in service shall be consistent with the policies for a newly hired employee, and as determined and approved by the CED.

Work Out of Classification:

- 8.1. An employee shall be eligible to receive out-of-class pay when assigned to perform substantially all the essential duties of a position in a higher classification that is a classification with a higher level of scope and responsibilities for at least a full pay period. When so assigned and approved by the CED, the employee shall receive a salary adjustment equivalent to a five percent (5%) increase for the duration of such assignment in pay period increments, or as approved by the CED.
- 8.2. An employee who is temporarily assigned to perform the essential duties of a position with a lower salary range generally will not receive a reduction in pay during the temporary assignment, subject to the provisions for a change in position related to a health condition or permanent demotions as described under section 6.3
- 8.3. Non-Exempt employees who work overtime while in a work-out-of-class situation shall be compensated at time and one half on the pay rate at the time of the assignment.

Overpayments & Underpayments:

- 9.1. Great Rivers BH-ASO will correct the pay rate or amount of any form of compensation or benefit found to have been overpaid or underpaid. Overpayments must be returned to the Great Rivers BH-ASO. Repayments shall be made by payroll adjustment unless other arrangements have been made with payroll. Upon request and approval by the CED (overseeing the Finance Unit), Great Rivers BH-ASO will consider repayments in installments when the amount is sizeable.
- 9.2. Underpayments by Great Rivers BH-ASO shall be paid to the employee in a single payment within the next available payroll upon completing research and assessment, and as soon as practicable.
- 9.3. Employees who receive excess compensation are expected to report the error to Great Rivers BH-ASO. Employees who knew or should have known of an overpayment and fail to report the matter are subject to appropriate corrective action.

- 9.4. Upon knowledge of overpayments, Great Rivers BH-ASO will notify the employee and order prompt necessary payroll corrections. As it determines appropriate, Great Rivers BH-ASO may devise a feasible plan to fix the overpayment in a manner that mitigates the impact to the employee's finances while complying with Great Rivers BH-ASO'S need to correct the error.
- 9.5. Employees who refuse to consent to the necessary payroll deduction upon notice of the overpayment and correction plan to complete the return of an overpayment are subject to corrective action up to and including termination.

POLICY SIGNATURE

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Vickie L. Raines
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2/17/2021

Vickie Raines, Chair
Great Rivers BH-ASO Governing Board

Date