

		Policy Number: ER-013
Subject:	WAGE AND SALARY ADMINISTRATION	
Section:	EMPLOYEE RELATIONS	
Effective Date: 11/01/2010	Review Date: 12/2015	
	Revised Date: 10/15/2010	
<input type="checkbox"/> New Policy	<input checked="" type="checkbox"/> Supersedes Policy Dated: 01/01/2004	
Issued by: HR Administrator	Concurred with and Approved by: Jim Burns, Director Initial: _____	
Cross Reference:		
Distribution:	All employees of Family Focus, Inc.	

PURPOSE:

The primary purpose of Family Focus, Inc.'s wage and salary program is to attract and maintain a satisfied and stable work force. Therefore, wage and salary policy and administration should be fair and equitable; consistently applied; non-discriminatory; in compliance with applicable federal and state laws and regulations; and achieve both employee relations and economic objectives of Family Focus, Inc. as set forth by management and the Board of Directors.

GENERAL INFORMATION:

Family Focus, Inc.'s wage and salary administration program is subject to various federal and state laws and regulations. It is Family Focus, Inc.'s objective to achieve and maintain compliance with all applicable laws governing wage and salary administration including, but not limited to:

1. The Fair Labor Standards Act of 1938, as amended.
2. The Civil Rights Act of 1964.
3. The Equal Pay Act of 1963.
4. The Age Discrimination in Employment Act of 1967, as amended.

It is Family Focus, Inc.'s policy not to discriminate in any aspect of employment with regard to race, creed, color, nationality, religion, age, sex, or disability.

COMPENSATION OBJECTIVES:

1. To attract and maintain a stable, high quality workforce.
2. To be competitive as necessary for manpower resources in the geographic labor market in which Family Focus, Inc. competes.

3. To recruit and retain needed professional personnel in management designated staff shortage area positions for which a critical need exists.
4. To be as equitable in employee compensation as possible, both internally and externally, given the constraints in resources, which may exist.
5. To foster high employee motivation and productivity by rewarding performance.
6. To incorporate and maintain flexibility in the compensation system so that Family Focus, Inc. can better respond to both favorable and unfavorable changes in the fiscal budget and changing workforce needs and values.
7. To enhance Family Focus, Inc.'s ability to deliver high quality client care, which is both cost efficient and cost effective.

DEFINITIONS AND TEXT:

1. **Exempt Personnel:** An employee who is exempt from overtime provisions of the Fair Labor Standards Act of 1938, as amended.
2. **Non-Exempt Personnel:** An employee who is subject to overtime provisions of the Fair Labor Standards Act of 1938, as amended.
3. **Pay Category Classification:** Family Focus, Inc. maintains different pay category classifications of employee status:

a. Classification	Scheduled Hours
b. Full Time	76 to 80 hours per pay period
c. Part Time Eligible	Minimum of 60 hours and less than 76 hours on an average basis
d. Part Time	Minimum of 59 hours or less
e. Contractual	Undetermined set of hours may be worked by this population

4. **Work/Pay Period:** Family Focus, Inc. has established a work period beginning the start of the 11:00 p.m. shift on Saturday and ending two weeks following on Saturday at 10:59 p.m. A full time shift consists of eight and one-half hours with 30 minutes allotted for a meal period. Payday is on Friday, after the Saturday midnight on which the work period ends.
5. **Work Period for Calculating Overtime Pay:** During busy periods, Family Focus, Inc. may require employees to work extended hours. In accordance with wage and hour provisions, Family Focus, Inc. has established the "over 40 method" to be used as the basis for computing overtime. Under the "over 40 method" the employee will receive overtime compensation at a rate of one and one-half times his/her regular rate of pay for all hours worked in excess of 40 hours in a given 168 hour, seven day work week period. Vacation, sick or holiday time does not apply toward hours worked.

6. **Authorization for Overtime Pay:** Before working any overtime Field staff must notify their supervisors by calling and/or completing an overtime authorization form. If authorization is not obtained the Performance Improvement process may be initiated.
7. **Direct Banking:** Payroll checks are direct deposited into employees banking institute of choice.
8. **Holiday Pay:** Please see Employee Relations policy titled ER-010 "Holidays."
9. **Payroll Deduction:** In accordance with federal and state laws, Family Focus, Inc. will withhold from the employee's paycheck the necessary deductions for income tax and Social Security. Other deductions for health insurance, tax deferred annuity, garnishments, and other miscellaneous deductions are to be arranged through the Human Resource Representative.
10. **Promotions:** An employee may be assigned to a new position in a higher pay grade, or an employee's position may be reclassified to a higher pay grade (both considered a promotion) because of an increase in responsibilities for the position, market wage data justifying a wage increase, recruiting purposes, or other reasons as appropriate. In the event that the employee is reclassified to a higher pay grade, his/her wage rate should be increased at least to the starting level of the new rate. However, if the employee is currently being paid at a rate close to the beginning rate of the higher pay rate, then they may be considered for an additional increase within the new pay range if considered appropriate by management.
11. **Starting Pay for Newly Hired Employees:** Newly hired employees are to be paid at the appropriate starting rate for the corresponding job classification and pay grade of their position at the time of their employment. Usual percentage for new hires is 1% for every year experience related to the position with a maximum of 10%. However, there may be circumstances where the newly hired employee has certain exceptional qualifications of expertise, training, and experience for the position. If so, he/she may be paid at a rate higher than the normal starting rate. All rates higher than normal starting rate must be approved by the Director. Subsequent periodic wage increases based on tenure should then follow the normal range established for periodic increases.