Policy No.	8-1	This policy applies to:	
Policy Name:	Salary Administration	√	Board of Directors
Revised Date:		√	Exempt
		√	Non-exempt

It is the policy of CASA to establish and maintain salary levels, which reflect position responsibilities, are competitive with the external market, and are capable of attracting, retaining, and motivating competent employees who are qualified to contribute to attaining CASA's mission. All salary administration decisions are subject to budgetary considerations.

CASA's Salary Administration Program establishes and maintains sound, practical guidelines and procedures for effective salary administration. These guidelines and procedures are designed to create a better understanding of the principles of salary administration and to permit delegation of authority and responsibility for the administration of salaries within the framework of the salary policy.

The Salary Administration Program strives to provide:

1. A job classification system based on a market-pricing model, which systematically results in fair and consistent assignment of job grades.

2. A program that is understood and supported by the CEO and the Board of Directors.

3. A program that is easily explained and justified to employees and supervisors within a system of checks and balances.

4. A system that considers employment practices and trends in the competitive labor market.

5. A system that is easy to administer.

Elements of Salary Administration Program

The basic elements of Salary Administration Program consist of:

- *Position Definition*: Establishes written job descriptions, which define the duties and responsibilities of each position.

- *Salary Ranges*: Establishes the minimum and maximum dollar limits to be paid for each position classified within a given pay grade based on competitive salary information and the relative value of each position to CASA.

- *Salary Reviews and Adjustments***:** Establishes the criteria and procedures for employee salary reviews and salary adjustments.

Procedure

To ensure the successful implementation and administration of the Salary Administration Program, the following have been assigned specific areas of responsibility:

Board of Directors

- Annually approves the personnel budget.
- Annually reviews and approves CEO compensation.
- Annually documents that CEO Compensation was approved by independent persons, used comparability data for determination and documents contemporaneous substantiation of the deliberation and decision for compensation.
- Annually reviews Employee Handbook and Volunteer Handbook.

CEO

- Coordinates development, implementation, and administration of the program.
- Works with departments to ensure that compensation policies are communicated, understood, and applied.
- Reviews and approves (or disapproves) all recommended changes in the grades of current jobs and assignment of new jobs into grades.
- Ensures that individual employee annual and promotion increases are within authorized guidelines.
- Reviews and evaluates out-of-policy salary activity in coordination with the Board of Directors and makes recommendations to the Board of Directors.
- Reviews and approves annual salary structure adjustments and salary increase budgets.
- Annually approves salary structure and salary increase budgets.
- Reviews and approves adjustments to the salary grade structure.
- Reviews and approves all exceptions to salary policies, as appropriate, for all positions.
- Reviews and rules on disputed new position or re-classification requests.

Managers and Supervisors

- Maintains a thorough knowledge of salary administration policies and procedures and applies them in recommending adjustments.
- Keeps employees informed on a timely basis of all aspects of the Salary Administration Program and related procedures.
- Considers the performance of each subordinate as part of the compensation review process. Advises CEO of significant changes in the scope or responsibility of subordinate positions.
- Conducts an annual formal performance evaluation for employees under their supervision.
- Discuss all salary increases individually with each employee under their supervision, connecting performance to salary increase.