

### *II.3.0 Compensation of Staff change to:*

### **II.3.0 Hiring Practices and Treatment of Employees**

#### **Purpose**

This policy outlines the guidelines to be used for major employment events including but not limited to hiring, promoting, demoting, and re-hiring.

#### **Hiring Procedure**

1. When a new employee is hired, his or her salary will be set based on the line item of the salary scale on which the position lies. Other considerations will be years of relevant experience and education. Mountain Valley is an Equal Opportunity Employer.
2. Mountain Valley Developmental Services provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or genetics. In addition to federal law requirements, Mountain Valley Developmental Services complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.
3. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, demotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.
4. Mountain Valley Developmental Services expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Mountain Valley Developmental Services' employees to perform their job duties may result in discipline up to and including discharge.
5. Upon hiring an anniversary date of one year from the first of the month following the advent of a regular schedule of work with Mountain Valley will be set.

#### **Promotion Procedure**

1. When an employee is promoted to a new position, their new salary will be set based on the guidelines listed under "Hiring." A new anniversary date will not be set.
2. When promotions or transfers are offered to employees who are not licensed to administer medications, but who will have access to medications, a criminal background check will be conducted per CCR 1101-1 Chapter 24. An acceptable background check is a condition of the promotion or transfer.

#### **Demotion Procedure**

1. In the case of voluntary demotions, where an employee chooses to assume fewer responsibilities, the employee's pay will be adjusted accordingly. Employee's experience, longevity with the company, and prior salaries at Mountain Valley will be considered when resetting the salary. Again, the anniversary date will not be changed.
2. In the case of involuntary demotions each case will be considered individually.

However, the guidelines will be for involuntary demotions to be treated as voluntary demotions except in the case of extenuating circumstances.

### **Re-hiring Procedure**

1. When an employee elects to leave Mountain Valley, they nullify all accumulated seniority. As a result, former employees who apply for positions at Mountain Valley will experience no inherent benefit from their years of work at Mountain Valley except that which is required by law. Prior experience at Mountain Valley will be considered equivalent to experience in the field, and may influence starting salary only as the final criteria selected.

*1/15/2001, 7/1/2015, 1/12/2022*

## **II.3.1 Compensation**

### **Policy**

It is the intention of the organization to set salaries and hourly rates based on the education and relevant experience at the time of hire and then to offer merit and discretionary increases as appropriate and as funds are available.

### **Merit and Cost of Living Adjustment Raises**

1. At the time of hire, employees are offered a salary based upon their education, previous relevant experience, and training. After the time of hire, however, employees may be rewarded for higher performance with merit-based raises when the organization can afford to offer them.
2. On an annual basis, the Chief Financial Officer and Director of Human Resources may also make a recommendation to the Executive Director regarding cost of living raises or adjustments. Such decision will be made in consideration of budgetary concerns, increases in the cost of living, and existing salaries. The Board of Directors must approve these decisions.
3. In order to ensure consistency in the compensation, both within and across department boundaries, each employee must be evaluated by their direct supervisor using the Mountain Valley Performance Evaluation form. Annual evaluations will occur in the Winter/Spring and will consist of reviewing performance of duties as described in the job description and performance on Core Competencies. The job specific component is designed to determine employee's performance of the specific duties and responsibilities outlined in the job description. The general agency portion of the evaluation identifies core competencies, which Mountain Valley has identified as key to good job performance. This evaluation is not a complete litany of minimum job requirements, and should not be constructed as such.
4. When Merit Raises are in place, supervisors may be requested to recommend a raise of between 0% and 4% based on the results of the performance evaluation. Raise recommendations should be made based on the individual's performance as determined by Mountain Valley, the length of time they have held their position, the

growth observed in the past year, and their contributions to the improvement of their department, program, or facility. As an employee gains experience in the same position with Mountain Valley, it is expected that growth will be displayed by improvement in basic job performance, assumption of leadership roles, and increased contribution to the program in which they work. Mountain Valley Developmental Services reserves the right to distribute raises as appropriate for the individual and situation.

5. The Executive Director, Chief Financial Officer, and the Director of Human Resources, assess all performance evaluations and raise recommendations. This group will approve, deny, or modify the raise recommended by a supervisor in order to ensure that performance based raises are given in a consistent manner. No raise will be approved for an employee if training is not complete or necessary certifications are not current.
6. Both supervisor and employee must sign the performance evaluation before the raise is official. The supervisor is responsible for ensuring that the original, employee signed copy of the performance evaluation is returned to the Human Resources Department. The original copy of the performance evaluation will be maintained in the Personnel File. Individuals with access to the performance evaluation include the Chief Financial Officer, Director of Human Resources, Executive Director, the employee's direct supervisor, and the applicable department director. The employee may, at their request, receive a copy of the performance evaluation for their own records.

### **Discretionary Awards**

1. Mountain Valley Developmental Services is aware that, from time to time, employees respond to the needs of the organization in an extraordinary and exceptional manner. While Mountain Valley anticipates that supervisors will conduct recognition at the programmatic or facility level, some situations merit the attention of the organization as a whole. It is the intent of Mountain Valley to respond to such contributions with recognition calibrated to the event. All Mountain Valley staff may nominate another staff member for recognition. Recognition may come in the form of public acknowledgement, personal thanks, cash award, or appropriate gift, among others. All recognition is at the discretion of the Executive Director with the support of the program Director.
2. Individuals wishing to nominate a staff member for recognition may make a request for recognition in consideration of the context of the event, the consequences (both for the employee as an individual and for the organization as a whole), job duties and responsibilities, and the handling of the situation. Recognition requests will be reviewed and approved by the Executive Director except in cases that require the broader knowledge of the Administrative Team. The Director of Human Resources is responsible for collecting recognition requests and presenting them to the Executive Director.
3. In the time of staffing shortages or extraordinary events, shift bonuses can be utilized to entice employees to take on shifts in addition to their regular schedule, or to work more than their typical or expected hours. When employees qualify for a shift bonus, the amount will be meaningful but not necessarily comparable to their salary/hourly

wage for hours worked. In order to qualify for the bonus, the additional shifts/hours must be over and above the expected weekly number of hours worked by the employee; or other criteria as determined by Mountain Valley. All shift bonuses are at the discretion of the Executive Director and are not to be understood as permanent or on-going. Mountain Valley reserves the right to require employees to work additional hours as needed to ensure the health and safety of individuals served.

4. Nothing in this policy should be construed as a promise of payment. Mountain Valley does not guarantee that every employee will receive a discretionary award. Discretionary awards are designed to allow Mountain Valley to respond to unforeseeable events and outstanding work in an appropriate and appreciative manner.

*Effective: 9/21/2001; Revised: 9/2006, 7/2015, 1/12/2022*