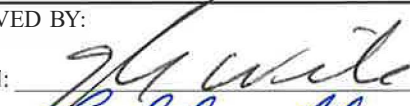
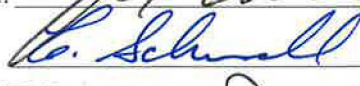
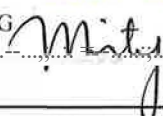
 <p>MORONGO BASIN HEALTHCARE DISTRICT</p>	<p>DEPARTMENT / MANUAL: ADMINISTRATIVE MANUAL</p>
<p>ORIGINAL DATE: 9/97 September 1997</p>	<p>REVIEW & REVISION DATES: (supersedes 304) 12/01, 7/11, 6/13, 4/17, 9/22</p>
<p>TITLE: Compensation and Wages</p>	<p>APPROVED BY:</p> <p>ADMIN:  Date: <u>9-1-22</u></p> <p>CEO:  Date: <u>9-1-22</u></p> <p>GOVERNING BOARD:  Date: <u>9-1-22</u></p>

PURPOSE

To establish standards for administering employee compensation and determination of wage ranges.

POLICY

Morongo Basin Healthcare District (MBHD) establishes wage scales based upon salary data from a variety of recognized resources as appropriate. Salaries are reviewed as needed to ensure the District is competitive in the marketplace and therefore able to retain staff.

PROCEDURE

1. Base wage ranges will reflect the labor market value as determined by the analysis of various compensation resources (i.e., survey data from NACHC or CPCA, Salary.com, Indeed, Monster and Bureau of Labor). The labor market range will be determined by comparison to similar rural areas and job types.
2. Base pay rates may be adjusted based on performance as reflected in annual performance reviews. Market adjustments may be implemented based on the above guidelines to avoid internal compression of salaries and maintain internal equity.
3. Changes in base pay will be effective the first day of a pay period. All changes to base pay rates will be approved by the Chief Executive Officer prior to implementation.
4. Using the above data, a wage scale is defined with minimum, mid-point and maximum point configuration. New hires with minimal experience in a specific role are hired at the minimum range. Mid point is used for employees with 3 to 5 years of experience in the specific role. Any hires or promotions above the midpoint must be pre-approved by the CEO. The scale will be adjusted as needed with approval from the CEO.