



Live Well. Health Matters.

POLICY TITLE: COMPENSATION
POLICY NUMBER: 3220

COMMITTEE APPROVAL DATE: 06/16/2021
BOARD APPROVAL DATE: 06/23/2021

WRITTEN/REVISED BY: HUMAN RESOURCES
SUPERSEDES: 09/26/2018

POLICY:

3220 It is the policy of the Beach Cities Health District (“District”) to maintain a compensation program that allows the District to recruit and retain the best qualified employees.

SCOPE:

3220.1 This policy applies to all District employees.

RESPONSIBILITY:

3220.2 It is the responsibility of management to understand, communicate, and enforce this policy among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures and to follow them accordingly.

3220.3 Human Resources is responsible for administering and maintaining the compensation program under the direction of the Chief Executive Officer (CEO). The CEO is responsible for reviewing and approving new positions or changes to existing positions.

CONTENTS:

3220.4 The District’s compensation program will be reviewed and updated on a periodic basis. Program changes having budgetary impact will be incorporated into the annual budgeting process and approved by the Board of Directors. Key components of the program are:

Definition of Labor Market

3220.4.1 The District hires staff from multiple industry sectors: private, public, and non-profit. Therefore, the District looks to compensation and benefits practices from these industries as a reference point. As a blended-market employer, the District’s goal is to offer a competitive program that fits within the District’s budget. Therefore, the District’s intention as a standard practice is to consider a variety of factors, including employee performance, budgetary impact and the market rate/average of the salary range determined from a variety of private and public sector entities in setting compensation.

Salary Ranges

3220.4.2 All positions within the District will be assigned a salary range. No employee shall be paid below the minimum of his or her assigned salary range. Conversely, no employee shall be paid above the maximum of his or her salary range. However, if a change is made to the salary structure that causes an employee’s pay to exceed the salary range maximum, the employee’s pay will not be reduced. Rather, the employee’s pay will be frozen until such time his or her salary falls below the salary range maximum.

Management Job Titles

3220.4.3 The District wants to ensure that management job titles reflect the scope and duties of the position, in accordance with established guidelines, outlined in the District's job-title leveling document.

Salary Budget

3220.4.4 An annual salary budget will be prepared and submitted as a recommendation to the Board of Directors for approval as a part of the annual budgeting process. The salary budget will include a merit increase and salary adjustment component. The CEO will be responsible for overseeing the administration of the annual merit and salary adjustment budget once approved by the Board of Directors.

Performance Evaluations

3220.4.5 The District conducts annual performance evaluations at the end of each calendar year (Policy 3640, Performance Evaluation). Eligible District employees who have completed ninety (90) days of employment and hold a position where an annual merit increase is included will receive a written performance evaluation and may be eligible for a merit increase.

3220.4.6 Merit and adjustment eligibility is a function of the budget, performance, and position in salary range.

Bonus Plan

3220.4.7 The District may also provide a quarterly bonus, as a percentage of base salary, to certain full time, exempt level Health & Fitness operations employees.

3220.4.8 The quarterly bonus plan is a discretionary bonus plan which may be amended, suspended or terminated in whole or in part at the discretion of the Chief Wellness Officer or Chief Executive Officer. Employee must be in good performance standing to be eligible for a bonus payout.

3220.4.9 The bonus plan should not be construed as an employment contract. The District shall have no obligation to pay any bonus hereunder nor to pay the maximum amount so calculated or any prorated amount based on service during the period of the bonus plan.

EXCEPTIONS:

3220.4.5 The Chief Executive Officer is the only person authorized to make exceptions to this policy.