



POLICY TITLE: **COMPENSATION**

POLICY NUMBER: OP-12

COMMITTEE APPROVAL: 09-07-2023

BOARD APPROVAL: 09-26-2023

POLICY #OP-12: This policy shall apply to Desert Healthcare District (“District”) employees, excluding the Chief Executive Officer (“CEO”), and Foundation employees, if applicable.

1. Compensation at Hiring of New Employees:

All newly appointed employees shall be compensated at a rate within the salary range for the position/job title as periodically approved by the Board of Directors.

2. Merit Advancement within Salary Range:

A Performance Evaluation is required for an employee to receive a merit advancement.

2.1 The Chief Executive Officer or other responsible managing employee shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee. Performance evaluations are completed annually on October 31 with a merit increase effective date of November 1.

2.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

2.2.1. New Employees. A person hired as a new employee shall have a merit advancement date as follows:



DESERT HEALTHCARE
DISTRICT & FOUNDATION

- 2.2.1. a. Appointment date between November 1 and April 30 eligible for merit advancement October 31.
- 2.2.1. b. Appointment date between May 1 and October 31 eligible for merit advancement October 31 one year later.
- 2.2.2. Promotion or Demotion. An employee who is promoted or demoted shall have their next merit advancement date which shall follow the advancement dates outlined in 2.2.1.
- 2.2.3. Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.
- 2.2.4. Position Reclassification. An employee whose position is reclassified to a new position shall have no change in merit advancement date.

3. Pay Increase within Salary Range

Pay increases outside of the annual merit increase and evaluation process are not common.

3.1 Pay increases for promotions would be authorized by the CEO and other managing employee within the salary range approved by the Board.

3.2 The introduction of any new positions will require approval by the Board of Directors.

3.3 Cost-of-Living Adjustments (COLA) to pay rates may be considered at the discretion of the Board per guidelines established in Policy#OP-12.1 – Cost-of-Living Adjustment (COLA).



AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

Revised	09-26-2023
Revised	09-28-2021
Approved	07-23-2019