POLICY TITLE: COMPENSATION

POLICY NUMBER: OP-12

COMMITTEE APPROVAL: 09-14-2021

BOARD APPROVAL: 09-28-2021

POLICY #OP-12: This policy shall apply to Desert Healthcare District ("District") employees, excluding the Chief Executive Officer.

1. Compensation at Hiring.
   1.1 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.
   2.1 Performance Evaluation Required. 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:
          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
2.2.2. Promotion or Demotion. An employee who is promoted or demoted shall have a new 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.

AUTHORITIES
Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY
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