

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Pay Administration	Policy #: 1.6
Prepared by:	Revision #:
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1.6 Pay Administration

The Center's objective is to ensure a caring place for its patients, volunteers, and its employees. The balance between the three requires a pay structure that is fair and affordable.

Employees will be considered either "exempt" or "nonexempt" for purposes of the Fair Labor Standards Act. "Exempt" employees are not covered by the minimum wage and overtime requirements of that Act. "Nonexempt" is covered. The duties and responsibilities of the employee will determine the classification.

Employees will be reviewed annually for salary increases based on satisfactory accomplishment of performance objectives. These reviews will be on an ongoing basis to ensure that the Center remains competitive in its treatment of employees.