

## CORPORATE POLICY

**SUBJECT: The Pay Plan – Other Pay Provisions**

**CATEGORY: Human Resources**

**ORIGINAL DATE: May 1, 1996**

**REVIEWED DATE: November 28, 2017**

**REVISION DATE: November 28, 2017**

**I. POLICY:**

Circumstances may arise that require the Lake County Health Department and Community Health Center (LCHD/CHC) to offer employees a higher base wage or grant a lump sum increase. These circumstances may include but are not limited to:

1. Maintaining market competitiveness.
2. Making a salary offer to retain an employee with a unique skill set.
3. Making a salary offer to retain an employee who received a verifiable job offer at a higher wage.
4. Rewarding employees for superior performance outside of current programs outlined in other corporate policies governing compensation administration.

The Executive Director shall have the discretion to grant up to a 10% increase to address those circumstances.

**II. SCOPE:**

All Lake County Health Department and Community Health Center employees.

**III. PROCEDURE:**

A. Directors may request this action by submitting the request in writing to the Human Resources Director. The request should include the employee's name, the reason for the request and supporting documentation to include:

1. Written offers of employment with annual salary.
2. Examples of the incumbent's unique skills.
3. Evidence of superior performance.
4. Market information obtained through surveys conducted or verified by the Human Resources Director.

B. The Human Resources Director will review the request for completeness under the provisions described above and consult the Executive Director. The Executive Director will approve or deny the request and notify the Personnel Committee within seven days of the approval.

**IV. REFERENCES:**

None

**V. AUTHORS/REVIEWERS:**

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee.

**VI. APPROVALS:**

Lake County Board of Health President

Signature: \_\_\_\_\_

Date: \_\_\_\_\_