# PROCEDURE

## Application

This procedure shall apply to all employees of Ionia County Community Mental Health Authority (ICCMHA).

1. **Initial Pay**

1.1 All staff shall be placed on the current ICCMHA pay schedule indicating

 pay grade and step at the time of original hire.

1.2 The CEO shall confirm the initial pay and step with a final signed letter of

 offer indicating start date, bi-weekly pay, hours to be worked (FTE status),

 benefits and any negotiated conditions of employment. Verbal agreements

 that are not documented in the letter of offer shall not be valid.

1. **Determination of Initial Pay**

Determination and placement on the current ICCMHA pay scale shall be made by the CEO and CFO. The determination of placement requires the signature of these individuals on the experience-based pay worksheet.

2.1 The experience-based pay worksheet will be completed and the starting pay

 grade and step will be finalized by the CEO or CFO prior to an offer of

 employment.

2.2 New employees shall not exceed a starting pay step in excess of step 6

 (the midpoint) of the ICCMHA pay schedule.

 2.2.1 The midpoint is considered the "market rate" and also serves to

 honor long term agency employees whom may have reached the

 maximum step on the scale due to longevity.

 2.2.2 The CEO may make exceptions and place a new employee above

 midpoint due to current market demands or to comply with legal

 requirements.

### Experience Based Worksheet

3.1 A standardized experience-based worksheet shall be completed for all new

 employees. Once completed, the worksheet shall be reviewed, signed and

 given to the Human Resources Department for inclusion in the employee

 personnel file.

3.2 Experience-based worksheets shall be comprised of eight cells. Each cell

 shall be completed in the following manner:

 3.2.1 Months worked in each previous job or position shall be recorded

 in each cell.

 3.2.2 Full-time vs. Part-time: For purposes of the worksheet, full-time vs.

 part-time is not considered relevant. A staff whom has worked as a

 0.50 FTE for 2 years in another organization still is presumed to

 have conducted all of the tasks required of a Full-Time Employee.

 The difference in weekly hours is inconsequential in determining

 beginning pay step.

3.3. **Same Job:** Employee shall be given experience credit for the job the

 employee will be performing at ICCMHA based on the following:

 3.3.1 The same job at another CMH shall be given full credit (100%) in

 terms of months worked.

 3.3.2 Same job at a CMH contract agency shall be given 75% credit for

 months worked. For purpose of experience based worksheet, a

 CMH contract agency is determined to be one that had a contract

 with a CMH and required employees to have received DCH/CMH

 recipient rights training.

 3.3.3 Same job at other agency or organization, but not a CMH contract

 agency or organization, shall be given 50% credit.

 3.3.4 Same job as a volunteer at another agency or organization,

 including a CMH shall be given 25% credit.

 3.3.5 All military time shall be given 25% credit for months worked.

3.4 **Different Job:** Employees shall be given experience credit for a job

 different than the one they will be performing at Ionia CMH.

 3.4.1 Employees shall be given 75% credit for performance of a different

 job at another CMH different than the one they are employed to do

 at Ionia CMH. (For example, a person previously employed as a

 CSM for another CMH, but who will be employed as an OPT at

 Ionia will be given 75% credit for the other CMH experience.)

 3.4.2 A different job at a "CMH contract agency" is 50% credit.

 3.4.3 A different Human Service or non-profit job at a non-CMH

 organization is 35% credit.

3.5 Determining Level of Placement

 All new employees shall start out on Step 1 before being adjusted for

 experience. It is entry level with zero experience.

 3.5.1 Multiply months in each cell by the percentage assigned to each

 cell on the experience based worksheet (e.g. 13 months x .5 =

 6.5 months).

 3.5.2 Add up all adjusted month totals from each of the eight cells on the

 worksheet (e.g. 6.5 months + 8 months + .25 months = 14.75

 months).

 3.5.3 Divide the total months sum from (3.5.2 of this procedure) by 12 to

 calculate the adjusted experience based years of experience. This

 calculation should be rounded to the nearest whole number (1.23 =

 1; 1.56 = 2).

 3.5.4 The adjusted years calculated in 3.5.3 should be added to "1" (as

 step 1 is considered the entry step with zero years of experience) to

 determine step placement (e.g. 1.23 = 1 + 1 = step 2; 1.56 = 2 + 1

 = step 3).

 If the calculation is determined to be a "7" or above, the placement

 of the employee is still at a step "6", the midpoint of the scale (see

 2.2). This is considered market rate and is adjusted by the ICCMHA

 board each year. Exceptions may be made by the CEO as

 described in 2.2.2 of this procedure.

4.0 New employees who begin employment before July 1st will be eligible for a

 step increase on the following January 1st contingent on a satisfactory

 employment evaluation.

4.1 New employees with a start date on or after July 1st shall not be eligible for

 a step increase on the following January 1st. An employee must be employed for more than 6 months prior to receiving an annual step increase.

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| Robert S. Lathers, Chief Executive Officer | Date |