

Chapter Title	Chapter #		Subject #
Human Resources	HR		520.3
Subject Title	Adopted	Last Revised	Reviewed
Establishing Initial Pay, Terms of Employment, and Probationary Period	11/4/15	2/12/19	04/10/17; 2/12/19

PROCEDURE

Application

This procedure shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1.0 Initial Pay

- 1.1 All staff shall be placed on the current The Right Door for Hope, Recovery and Wellness 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.

2.0 Determination of Initial Pay

Determination and placement on the current The Right Door for Hope, Recovery and Wellness 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 Right Door for Hope, Recovery and Wellness 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

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requirements.

3.0 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 The Right Door for Hope, Recovery and Wellness 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.

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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 The Right Door for Hope, Recovery and Wellness.

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 The Right Door for Hope, Recovery and Wellness (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 =

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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. $1.23 = 1 + 1 = \text{step 2}$; $1.56 = 2 + 1 = \text{step 3}$).

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 Eligibility for Step Increase

- 4.1 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.
- 4.2 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.

5.0 Probationary Period

All new employees of The Right Door for Hope, Recovery and Wellness will have a probationary period beginning upon hire.

- 5.1 During the first 6 months, employees shall have a maximum of 24 hours of PTO available to be used, as authorized. The supervisor, along with the CEO, may authorize additional PTO for the employee if extenuating circumstances arise.
- 5.2 During the first 12 months of employment, the employee shall not transfer to a different position within the agency, unless specifically requested to by the CEO.

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Kerry L Possehn, Chief Executive Officer	Date		