

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

NUMBER: DA1055

NAME: STARTING PAY FOR NEW EMPLOYEES AND STAFF TRANSFERS

INITIAL APPROVAL DATE:	05/31/1994	BY: Sanilac CMH Board
(LAST) REVISION DATE:	08/19/2021	BY: Policy Committee
(LAST) REVIEW DATE:	09/21/2023	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

I. **OBJECTIVES**

1. To establish new employee starting pay levels for all non-salary staff.
2. To establish pay levels for promotions/reclassifications that are non-salary.
3. To provide a consistent formula to establish starting pay level that recognizes the importance of prior direct experience.
4. To provide guidelines for the determination of what constitutes prior direct experience.

II. **PAST DIRECT EXPERIENCE/STARTING PAY FOR NEW EMPLOYEES**

At the point of hire, all new employees' resumes will be evaluated by the Human Resources Manager and/or designee to determine credit for past direct experience. Past direct experience will be determined from information contained on the applicant's original resume submitted at the time they interviewed for the position. Definition of what constitutes past direct experience will be established by the job description prior to the interview process for the position. Deviations from the established criteria will be at the discretion of the CEO. Deviations will only be considered prior to posting, deviation may be considered for critical positions that have gone unfilled.

Any questions on past experience credits will need to be brought to the HR Manager's attention within 5 days of receipt of a job offer letter. Deviations will not be considered after that time.

III. **PAY SCALES STEPS**

It is our practice to give credit for any past experience that is considered to be directly related to the employee's new job on a one-day for one-day basis at the time of hire when the past position was full time. Part-time positions would be granted a half credit for past direct experience.

IV. **SUBSTITUTE AND TEMPORARY PAY**

Substitutes are classified as staff that are scheduled on an as-needed basis and are paid as such. There are no benefits associated with substitute, temporary or 1099 contract positions, including time off or holiday pay. Note that staff that work in substitute or temporary positions may be subject to the ACA Rules as outlined in the Affordable Care Act/Medical Benefits Policy.

A substitute, contract or temporary employee that worked with Sanilac CMH prior to the Agency's direct hire date will be given credits as outlined in Section III. Effective August 11, 2021, their step increase/future pay increase date will be the direct hire date with the Agency.

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Substitute staff that work at professional levels (RN, BA, MA Level) will be paid within the Union contract pay scales based on experience.

Substitute Technicians and Receptionists will be paid at the entry level of the corresponding classifications.

VII. PROMOTIONS/RECLASSIFICATIONS

When the position of an employee is reclassified upward or an employee is promoted, that employee shall be paid at the lowest pay step in the range for the higher pay scale that provides a salary increase. This increase will be a minimum of \$ 1.00/hour (excluding Supervisory promotions) or they will be moved to the next pay step, not to exceed the current pay scale. The increase will be a minimum of \$3.00/hour for employees that are promoted into the Supervisors' Association, not to exceed the current pay scale.

When an employee is transferred to a position with a lesser pay scale, they will be compensated at the closest pay line within the pay scale, without going below their current pay when able, but not to exceed the current pay scale.

VIII. REFERENCES

BA154 Affordable Care Act/Medical Benefits