

Policy: Employee Development and Evaluations

Policy Number: HR03

Effective Date: 2/10/23

Board Approved: 3/28/23

The ELCFV is committed to enhancing employees' capabilities and education, as well as improve productivity. To accomplish this, a staff development and training program will be implemented for all ELCFV employees. Higher education will be encouraged by the implementation of a tuition reimbursement program contingent on availability of funds.

The ELCFV will maintain a competitive and consistent salary administration scale, designed to reward education, experience and additional responsibilities. All changes in employee compensation are contingent on agency funding availability.

In addition to maintaining competitive salaries, the ELCFV is committed to offering pay additive special project compensation incentives. An activity that consists of a work assignment outside an employee's normal scope of duties as defined by their position description, or outside of normal established Coalition work hours, may warrant the approval of pay additive or special project compensation.

A pay additive is an increase in pay in addition to the base rate of pay that may be temporary or permanent in nature, whereas a special project compensation is a total compensatory amount distributed in the employee's paycheck or retirement account at the sole discretion of the Chief Executive or Chief Operating Officer for specific activity or project.

The "pay additive rate" or "special project compensation" total will be determined by the Chief Executive or Chief Operating Officer and may differentiate by position and/or assignment of duties. Non-exempt employees will be paid according to the special rate and will be paid any overtime owed, as required by law.

The ELCFV is committed to providing employees with regular feedback on performance. The development and maintenance of an evaluation method is critical to the success of ELCFV employees and the organization. Through this process, grant funded positions will also be evaluated.

The Board of Directors Executive Committee will complete an annual employee performance evaluation for the CEO.