

Procedure Title:**Employment Status & Records****PROCEDURE NUMBER: 2-1-2****Policy Title:**

Salary Administration

Effective Date:

2/1/2003

Revision Date:

10/1/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. The salary administration program at Keystone was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and other competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, Keystone is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similar situated employees in other organizations in the area.
2. Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. Keystone periodically reviews its salary administration program and restructures it as necessary.
3. Employees are encouraged to keep their payroll information private and should bring their pay related questions or concerns to the attention of their immediate supervisors, who are responsible for the fair administration of department pay practices. The Payroll Department is also available to answer specific questions about the salary administration program.

NOTES: