

## Wage & Salary Administration

### **THIS POLICY**

Policy Number: 301  
Effective Date: 11/01/02  
Rev. Effective Date: 02/28/05  
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### **REPLACES POLICY**

Policy Number: 301  
Effective Date: 09/13/92

### **POLICY:**

Wesley Woods Senior Living, Inc. has established pay grades and salary ranges to ensure competitive, equitable and fair pay for all employees in the company.

### **GUIDELINES:**

1. Each position at Wesley Woods Senior Living, Inc. has been assigned a pay grade and a salary range.
2. Starting salaries for new employees will be determined by Human Resources according to the guidelines in the Wage and Salary Administration Manual.

Recommendations to pay and employee outside the established salary range must be approved by the President and the Director of Human Resources.

### **PROMOTIONS AND TRANSFERS:**

1. Employees receiving a promotion to a higher graded position will receive an increase in accordance with the guidelines set in the Wage and Salary Administration Manual. The employee's date in job will be changed to the date of the promotion.
2. If an employee is transferred to another position in the same pay grade the employee will retain their current rate of pay and their date in job will remain unchanged.
3. When an employee is transferred to a position in a lower pay grade, the employee's wages will be adjusted according to the guidelines in the Wage and Salary Administration Manual. The date in job will remain unchanged.

### **SALARY AND PERFORMANCE REVIEWS:**

Employees will receive a salary and performance review each year. The performance and salary review will be conducted according to the guidelines set forth in the new Performance Advantage process effective 9/1/2004.

*Approved By: Kenneth Weber, President/CEO, Wesley Woods Inc.*

*Margaret Bloomquist, Associate Administrator, Wesley Woods Human Resources*

*Date Reviewed: 11/01/02; Date Revised: 2/28/2005; Last Reviewed 9/01/2007 Adair Maller, Director Human Resources*