

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Personnel

POLICY NO: 03-013

SUBJECT: Salary Adjustment

EFFECTIVE DATE: January 1991

Policy:

Each year at the annual Board of Trustees meeting, the board will consider the agency budget as presented by the Finance Committee. The Board will determine a percentage, if any, to be used for annual salary adjustments. Cottonwood, Inc. is under no contractual obligation to make wage adjustments. Wage increases are not automatic and are at the sole and total discretion of the Board of Trustees. Any adjustments shall be implemented at the time of the employee's scheduled evaluation. These increases are intended to reward high level job performance, and are based on performance evaluation.

Procedures:

1. A Supervisor may recommend an increase for the individual employee in conjunction with regular performance evaluation. This increase is determined based on an employee performance evaluation.
2. A Personnel Action Form should be completed through Paycom, noting the salary adjustment, as determined above. After this electronic document is approved by the employee and their direct supervisor, it will be forwarded to the Service Director for approval, and then to Human Resources and the Finance department for payroll processing.
3. The Personnel Action Form and the evaluation will be retained in the employee's personnel records within Paycom..
4. In the case of exemplary performance, recommendations for salary adjustments outside of the board-approved range may be awarded subject to the approval of the CEO, Administrator of Services and CFO.