

EARLY LEARNING COALITION OF OSCEOLA COUNTY

WAGE ADMINISTRATION

ITEM: 206C.43

EFFECTIVE DATE: 2-23-06

REVISED: 6-24-21, 3-17-22

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POLICY STATEMENT

In compliance with the Florida Governor's Executive Order number 20-44. The Coalition strives to compensate employees based on their overall performance and contribution. To remain competitive, employees may also be compensated through pay adjustments to offset increased cost of living expenses.

PROCEDURE

Pay Raises

Performance reviews for the purpose of determining pay raises are given once a year, prior to the end of each fiscal year, regardless of when the employee was hired. All promotions and merit increases are based on performance and length of service and are contingent on the financial ability of the Coalition to make pay increases. Every effort will be made to reward employees for positive performance with incremental pay raises that reflect the value of their contribution to the organization and its mission. Promotions and pay raises will go into effect on July 1st of each fiscal year, unless otherwise approved by the Coalition Board.

Pay Adjustments

The Coalition is committed to rewarding employees for good job performance and does so with annual merit adjustments depending upon the availability of funding. Employees may also receive pay adjustments based upon current market rates and/or cost of living considerations.

Merit pay adjustments are subject to annual budget factors and are not guaranteed. If given, however, they will generally not exceed 5% per year.

Bonuses/Incentive payments: According to 45 CFR § 98.54(a)(1)) and 45 CFR 75.430(f) Bonuses or incentive compensation must be planned in advance with a written agreement between the ELC and employees before services are rendered. A notification of work expectation and bonus structure are subject to annual budgets factors and are not guaranteed.

Market rate adjustments may be given periodically subject to funding availability, in addition to merit adjustments, and are computed based upon the results of periodic wage and salary surveys of the local labor market.

Pay adjustments may also be made upon an employee's promotion and will be based upon the market rate value of the new position. Sometimes an employee may receive a reduction in pay as a result of being reassigned to a lower-paying position.

All pay adjustments are computed on your base salary only. Such adjustments will also result in a change to the amount which is deducted for federal taxes, FICA, and Medicare.

Severance Payments: Severance pay is any compensation and or benefits (beyond those included in/described by the employer's standard HR/employee's policy manual) offered to an employee after

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their employment is over or stops since this payment are not required by federal and/or state laws, this type of compensation is not authorized by the Division of Early Learning/Department of Education from grant, grant program income, or matching funds

Deferred compensation/retirement benefits: Deferred compensation is an arrangement in which a portion of an employee's earned income is paid out later after which the income was earned. This type of compensation is allowable, if authorized and included in/described b the employer's standard HR/employee policy manual.

Reporting Requirements

ELC shall submit required supplemental reporting for compensation changes in the DOE/DEL prescribed template.

PARTIES AFFECTED

Current Coalition employees

ASSOCIATED DOCUMENTS / FORMS

N/A