

- Copy of Acknowledgment of Receipt (of Personnel Policies)
- Copy of Employee's Job Description
- Personnel Action Form/Evaluation
- Any Correspondence
- Confirmation of Receipt of Personnel Manual

Disclosure of personnel information to outside sources, other than your designated representative, will be limited. However, the LMCHD will cooperate with request from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required.

LMCHD will only verify, not provide, information regarding an employees' present salary, position, or employment to prospective creditors or employers. LMCHD may not verify information regarding an employee's present salary, position, or employment to prospective creditors or employers without the employee's consent. LMCHD does not make recommendations regarding the employment or credit worthiness of its present or former employees.

## **2007 COMPENSATION**

### ***Rates of Pay***

LMCHD shall endeavor to ensure that, when resources permit, the rate of pay for any position shall be comparable to the prevailing rates of similar positions in the community. Further, LMCHD shall endeavor to ensure that pay relationships among positions within the LMCHD are equitable, and that common criteria, including job performance, are applied uniformly to determine compensation levels for individual staff members. **With respect to senior management staff, LMCHD and its Board of Directors is committed to providing compensation and benefits comparable to similarly situated organizations with similar missions and operating budgets.**

### ***Salary Structure***

The REAL Committee shall annually recommend a salary structure documenting wage and salary grades or ranges for each job classification within the organization to be approved by the Board. The Executive Director shall make a recommendation regarding individual compensation levels within the approved grades or ranges.

### ***Salary Increases***

Each employee's work performance will be reviewed annually a few weeks before the end of the fiscal year. Raises, if any, will be based on a formal regular performance review/evaluation of each employee's performance during the past year. Raises are also