**Compensation and Benefits** **Policy**

The purpose of this policy is to set guidelines for determining fair compensation for paid staff at the Foundation. The Juneau Community foundation reviews comparability data for similar organizations and positions to assist with determining base salary, salary ranges, yearly increases, and benefits. The compensation package for all employees will be determined based on the principles set forth in this policy.

Objective:

The Juneau Community Foundation’s compensation policy is to create compensation packages for the executive director and staff that:

* Retain and attract high performing, qualified, experienced employees;
* Ensure, if possible, that compensation packages remain competitive with local market conditions and with similar positions at comparable community foundations and non profits;
* Expend Foundation funds responsibly.

Salary and wages:

The Foundation maintains a policy of providing fair and reasonable compensation based upon the responsibilities of the position; knowledge, skills, abilities, performance and tenure of the employee; and salaries for similar positions at comparable organizations, and overall contribution to the Community Foundation.

The Board approves the total budget for salaries and benefits for all employees during the annual budgeting process. Benchmarking by the Finance Committee, with input from the Executive Director, may be used to determine a range of compensation, against similar positions at comparable organizations using relevant materials that provide reviews of nonprofit salary and benefits. Compensation for all Foundation personnel will be included in the Foundation operating budget.

* The Board of Directors determines the salary and benefits of the Executive Director after the annual performance review. The Board should consider salary tables for community foundations and other nonprofits of similar size.
* Level of pay for other staff is at the sole discretion of the Executive Director, based on annual performance reviews, consideration of any change in duties, overall performance, and salaries for similar jobs.
* Within the overall financial capacity of the Foundation, salaries/wages and other benefits may be adjusted annually to include inflation and the cost of living in Juneau.

Benefits:

Benefits for employees are reviewed and approved annually by the Board.

*Health Benefits***:**

* The Board will review the health benefits provided to all employees and compare to health benefits at comparable organizations.
* The Foundation will strive to ensure all employees have some level of health benefits.

*Retirement benefits*:

* The Board will review the retirement benefits provided to all employees and compare to retirement benefits at comparable organizations.
* The Foundation will strive to ensure that all employees have some level of retirement benefits.

*Bonus/incentives*

* Bonuses are intended to be infrequent and limited to exceptional circumstances. Employees should not rely on the expectation of annual bonuses.
* At the Board’s discretion and with approval of the Board, a bonus may be awarded to the Executive Director in recognition of overall performance and contribution to the mission and goals of the Foundation that goes far beyond what is required.
* The Executive Director may recommend to the Board that a bonus be awarded to an employee in recognition of an employee’s overall performance and contribution to the mission and goals of the Foundation that goes far beyond what is required.
* The Board may develop a merit pool based on Executive Director recommendation of bonus for other employees, with a final determination to be made after the year’s financials are completed.
* Bonus may be in the form of cash or additional paid time off, or in any other form that is deemed appropriate.
* The Foundation does not offer any other incentive compensation, such as commissions or profit sharing to employees.

*Holidays*

* All employees have eleven (11) paid holidays per year: New Year’s Day, Martin Luther King Day, Washington’s Birthday, Seward’s Day, Memorial Day, Independence Day, Labor Day, Alaska Day, Veterans Day, Thanksgiving Day, Christmas Day

*Paid Time Off*

Paid Time Off (PTO) is a benefit and not a form of compensation. PTO is not accrued, but is allocated as of January 1 of each year. PTO includes both vacation and sick leave.

* Each employee contract states the total number of PTO days for the employee.
* PTO includes vacation, family, and sick leave, and can be taken anytime during the year. Scheduling PTO must be arranged in advance and approved by the employee’s supervisor.
* PTO may be used in hourly or daily increments by employees who are exempt from overtime rules, and hourly by non-exempt employees.
* Employees may carry over all unused hours of PTO at the end of each calendar year, up to a total of one year’s accrued PTO hours.
* If an employee terminates, 50% of eligible hours of unused PTO will be paid out in the employee’s final paycheck. Eligible hours are based on the number of days worked during the calendar year an employee leaves.
* The Executive Director will notify the Board President when taking leave for more than two days and obtain approval for leave of a week or more. All staff leave is approved by the Executive Director.
* PTO is provided and increased at the following intervals: years 1-2, 20 days; years 3-5, 25 days; 6 years-9 30 days; and, 10 years or more 35 days.

Bereavement and Emergency Leave

Bereavement and Emergency Leave is a benefit and not a form of compensation. At the Board President’s discretion in the case of the Executive Director, or the Executive Director’s discretion in the case of other employees, the Foundation may grant a full-time employee reasonable bereavement or emergency time off without loss of pay. Employees will be allowed a maximum of 7 days of leave with pay for situations involving themselves or immediate family and direct relatives. This leave is neither accumulated nor carried over from one year to the next.