



SALARY/WAGE REVIEW POLICY

Introduction

This Salary Review Policy outlines the guidelines and procedures for conducting salary reviews at Empowering You Disability Services. Our organization is committed to providing fair and competitive compensation to all employees while ensuring fiscal responsibility. This policy is designed to promote transparency, equity, and consistency in our salary/wage review process.

Purpose

The purpose of this policy is to:

- Ensure that compensation at Empowering You Disability Services is competitive within the industry and local market.
- Establish a systematic and transparent process for salary/wage reviews.
- Support our commitment to attract, retain, and motivate talented employees.
- Maintain fiscal responsibility and align compensation with company performance.

Eligibility

All employees of Empowering You Disability Services are eligible for salary/wage reviews based on the following criteria:

- Completion of a probationary period (if applicable).
- Achievement of performance goals.
- Performance reviews indicating satisfactory or higher performance.
- Managerial discretion in accordance with company policies and market standards.

Salary/wage Review Process

1. Review Frequency

Salary/wage reviews will be conducted annually, and additional reviews may be conducted as necessary due to changes in job responsibilities, market conditions, or other relevant factors.

2. **Salary/wage Review Factors**

Salary/wage reviews will consider the following factors:

- Individual performance and contributions.
- Market competitiveness for the employee's position.
- Company financial performance.
- Internal equity.

3. **Salary/wage Review Procedure**

The salary/wage review process includes the following steps:

- Employees will have an annual performance review with their manager to assess performance and set performance goals.
- Managers will provide recommendations for salary adjustments, based on individual performance, market data, and company financials.
- Recommendations will be reviewed by HR and senior management for approval.
- Salary adjustments, if approved, will be communicated to employees.

Salary/wage Adjustment Types

The following types of salary/wage adjustments may be considered:

1. **Merit Increases:** Merit-based salary/wage increases will be granted to employees who have consistently met or exceeded their performance goals.
2. **Award adjustments:** Adjustments will be provided to keep salaries/wages in line with the award being paid.
3. **Promotions and Job Changes:** Salary/wage adjustments may be made when employees are promoted, or their job responsibilities change significantly.

Communication

All salary/wage adjustments and their justifications will be communicated to employees in a timely and transparent manner, respecting confidentiality and privacy.

Record Keeping

HR will maintain records of all salary/wage reviews and adjustments for auditing and compliance purposes.

Confidentiality

All information related to salary/wage reviews and individual compensation is confidential and should be treated as such by all employees.

Review of the Policy

This Salary/wage Review Policy will be reviewed periodically to ensure its effectiveness and compliance with applicable laws and regulations.