

# **SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER**

## **POLICY AND PROCEDURE MANUAL**

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1/28/16; 8/19/20, 2/2/22**

### **Policy 230 – Positions and Salaries**

#### **I. POLICY**

The Chief Executive Officer will assure that programs are appropriately staffed. He/she will establish and monitors job qualifications, responsibilities, and salary standards for the employees.

#### **II. SALARY SCHEDULES**

Salary ranges and schedules will be determined for each job title for review by the Board of Directors annually. Changes in salary ranges or creation of salary ranges will be recommended by the Chief Executive Officer and approved by the Board of Directors. All budget projections are based on the salary schedules.

#### **III. POSITION CONTROL**

The Center will maintain position control by providing a monthly report which will include all available positions. Vacant positions will be marked as vacant. All others will include the employee's name.

#### **IV. CLASSIFICATION OF POSITIONS**

A. All positions will be classified as permanent, temporary, or part-time.

1. Permanent: Those employees who work a regularly scheduled 35 to 40-hour week in a designated position.
2. Temporary: Those employees who work a regularly scheduled 40-hour week in a position designated as temporary and lasts six (6) months or less.
3. Part-Time: Those employees who work a regularly scheduled time amounting to less than 35 hours per week.
4. PRN- Those employees working on as needed basis are required to provide at least one shift per month if hours are available.

- B. Temporary employees will become permanent employees after six (6) months of continuous employment. All benefits normally acquired by a permanent employee will be given from that date forward.