

## COMPENSATION PROCEDURES

To ensure CORE employees are compensated equitably, the following compensation procedures will be implemented effective immediately and will apply to all compensation requests. If you have any questions or concerns regarding these procedures, please contact Human Resources.

Pay Type	Compensation Rate	Approval
New Hires and Rehires	<75% Market	HR Director
	>75% Market	Managing Partner
Merit, Promotions, Market Adjustments, and Other	0-3% and <75% Market	HR Director
	>3% and/or >75% Market	Managing Partner
Bonus and Incentive Payouts	All Bonus and Incentive Payouts must be approved by a Managing Partner	

**MARKET RATE** – HR will provide this information when the supervisor submits the request for the proposed pay rate. Please discuss all rates with HR prior to discussing pay with the candidate or employee.

To submit a pay change, please use the attached compensation form. For Bonuses and Incentives, please use the Bonus or Incentive form. These forms should be returned to Human Resources for all required approvals before discussing with the employee. Human Resources will notify the supervisor when all approvals are received or if the request requires further discussion. Once approved, Human Resources will provide the supervisor with a compensation notice detailing the change to review with the employee and to have the employee sign. All forms will go in to the employees' file.

### Resources:

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