

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Compensation**  
**Section 308 – Salary Administration**

**1. General Information**

Salary administration at the Partnership for Children of Cumberland County, Inc. (PFC) establishes the principles and standards for consistent compensation practices in compliance with federal and state laws. Additionally, policies for the distribution of merit increases, equity adjustments, and bonuses are approved by the Board and will continue until such time as a revised plan is presented to the Board.

**2. Policies**

- a. Compensation will reflect the value of job duties and responsibilities and will provide competitive and equitable pay and future salary growth, based on the availability of funds.
- b. PFC's salary administration policies and programs are administered without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.
- c. **Performance.** Standardized performance pay increases are provided annually based on job performance standards and the availability of funds. The standardized performance increase will not exceed 2% as set by the Board. Performance increases do not apply to employees with less than 12 months of service. (See HR 206 for performance policy)
- d. **Equity.** Equity adjustments are provided periodically regardless of performance levels to all employees based on availability of funds. The amount of the equity adjustment as approved by the Board will not exceed 2%. Equity adjustments may be prorated for employees with less than 12 months of service.
- e. **Bonuses.** Occasionally, PFC may provide bonuses to employees based on availability of funds and an amount approved by the Board.