

Johns Hopkins Health System Corporation & The Johns Hopkins Hospital
FY 2010 Salary Planning Guidelines
Frequently Asked Questions
Effective July 1, 2009

1. *What changes have been made to the pay ranges for FY10?*

Johns Hopkins Hospital and Health System review all salary ranges annually as part of the salary planning process. For FY10, market data shows that our pay ranges are competitive in the market; therefore, there is no change in the ranges.

2. *Will we be giving merit increases for FY10?*

We will give flat rate increases to employees if they score a proficient rating (2) or better. The increases will be based on the following criteria:

- 1.5% for base wage =< \$16.00/hr
- 1% for base wage from \$16.01/hr to \$47.99/hr
- 0% for executives, administrators, directors and any staff with base wage => \$48/hr

3. *Are we required to complete annual performance reviews?*

Yes; please complete performance reviews for all employees on their review date. You will still be required to submit the performance score and the percent increase (based on the criteria established in question #2) via an ISR Lite to ISR Central before the raise is processed.

4. *Will employees at the maximum of their pay range be getting a lump sum payment?*

No. Employees at Salary Range Maximum are not eligible for a base wage increase and will not receive a lump sum award for FY10. They should still have their performance review completed as usual on their review date.

5. *For transfers and promotions, will I need to complete a performance review for my employee?*

If it has been greater than 6 months since an employee's last review, the manager of the sending department will be required to complete a performance review. They may:

- a. Copy the last review, and
- b. Submit an ISR Lite form

6. *Will the employee be getting a pro-rated increase if they transfer or are promoted?*

If a performance review is required for the employee they will not be getting a pro-rated increase. Instead, they will be getting a flat rate increase based on the criteria in question #2.

7. *Do these new guidelines apply to all Hopkins entities?*

No, the new guidelines apply to just JHH and JHHSC employees. Each affiliate has its own salary planning guidelines. The School of Medicine is currently not implementing any raises.

8. *Does this apply to union employees?*

No; represented employees received their most recent raise in December 2008, and after the upcoming contract negotiations are finalized, they will receive their next increase in December 2009.

9. *What are other area hospitals doing in terms of salary planning?*

To our knowledge, other institutions are either going with a flat increase, across-the-board structure or having no increase at all.

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Performance Ratings:

OVERALL PERFORMANCE SCORE/POINTS	RATINGS
0-1.80	Does not meet expectations. (1) Rating
1.81-2.50	Proficient. (2) Rating
2.51-2.69	Highly Proficient. (3) Rating
2.70+	Outstanding. (4) Rating

Flat Rate Increase Guidelines:

HOURLY RATE	PERCENT INCREASE
=<\$16.00/hr	1.5%
\$16.01/hr to \$47.99/hr	1%
Executive, Administrative Director Plan Participant or any staff =>\$48.00/hr	No Increase

Shift Differentials – No change:

<u>FY10</u>	<u>Non-Clinical</u>	<u>Clinical</u>	<u>Management</u> (applicable only to permanent assignments)
Evenings	\$1.00	\$1.75	\$1.50
Nights	\$1.50	\$2.20	\$2.00
Weekends	\$1.25	\$1.25	\$1.25