	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR702
		Effective Date	May 1, 2010
	Subject Supplemental Pay for Foreign Business Travel	Page	1 of 2
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## PURPOSE

On occasion employees are asked to travel to a foreign location to perform consultative or other duties on behalf of JHM. This work adds value to JHM and provides an excellent experience for the employee. While this work is done as a part of their JHM duties, it is the intent of JHM to consider some reasonable monetary recognition to those employees who perform this work abroad. Consideration for supplemental pay will be given during the regular annual incentive review process.

## POLICY

All work done abroad on behalf of JHM must be done only with the prior approval of a Vice President and will be considered work time. The employee will be paid their regular salary during this assignment. Consideration for a bonus may be given during the fall bonus review process.

## PROCEDURES:

The employee requesting to work for JHI abroad must complete the [Request to Participate form](#). The request must be approved by the employee's supervisor and Vice President prior to travel commencing.

During the fall of each year, consideration is given for bonuses related to extraordinary service provided during the previous fiscal year. Each VP may request additional compensation be granted to the employees who have done consultative work for JHI during the prior year. If the employee is already part of a bonus program, this request may be over and above the bonus considered through the usual process.


All requests will be compiled and reviewed by a group of Vice Presidents. The group will be led by the Vice President of Human Resources and will be made up of all Vice Presidents who have affected employees that year.

## SPONSOR

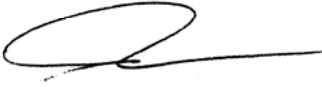
Vice President, Human Resources.

## REVIEW CYCLE

3 years

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**APPROVAL**




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Vice President, Human Resources

May 1, 2010

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Date