

2010 Fiscal Year Non-Bargaining Unit Salary Planning Guidelines

Presented by the
Department of Human Resources
Office of Compensation



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Compensation Strategy/ Objectives

- Maintain market competitive position
- Attract
- Motivate
- Retain
- Fiscal Responsibility / Cost-Effectiveness



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FY2010 Salary Range Structures

- Clinical
- Non-Clinical
- Management
- Information Technology
- Nursing



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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



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Annual Performance Review

- Flat increase if proficient rating or better
 - 1.5% for base wage =< \$16.00/hr (1,514 employees)
 - 1% for base wage from \$16.01/hr to \$47.99/hr (6,578 employees)
 - 0% for executives, administrators, directors and any staff with base wage => \$48/hr (606 employees)



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- Annual evaluations due as usual

Annual Performance Review

- Effective for all anniversaries on or after July 1, 2009 through June 30, 2010
- Employees at Salary Range Maximum
 - Not eligible for base wage increase
 - Lump Sum increases will not be awarded for FY10
- “Outstanding” performance rating require approval from the department’s Vice President



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**The Johns Hopkins Health System Corporation
& The Johns Hopkins Hospital
FY 2010 Salary Planning Guidelines
Effective: July 1, 2009**

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

Promotions

- Up to 5% of employee's pay or minimum of new pay grade
- Any promotional increase greater than 5% requires HR approval
- Annual review to be completed if within 6 months of promotion – complete performance evaluation
- Increase will not be pro-rated – employee will be given flat rate increase based on hourly rate



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Employee Transfers

- If greater than 6 months since employee's last review, manager of sending department may:

- Copy the last review
- Submit ISR Lite form

- This will expedite the employee's transfer to new department



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Advancements

Only positions in established career ladders qualify for advancement increases

Employees who receive advancements do not have a change to their performance review date

Flat rate increase will be awarded at the time of performance evaluation



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Other Pay

- Requests for any “other pay” must be pre-approved by Compensation, prior to any communication with employees
- Exempt employees do not qualify for overtime pay due to their exemption status as defined by FLSA



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Upcoming Policy & Benefits Changes

Processing HR transactions late:

- Performance reviews
- Terminations
- Status Changes
- Cobra Violation

403B Changes

- Effective July 1, 2009



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Office of Compensation

Sharon Kemp, Director

Debbie Aversa, Expatriate Specialist

Jessie Carroll, Specialist

Avisa Hwang, Specialist

Cheryl Miller, Specialist

Jeremy Zuck, Specialist

Venina Mitchell, Supervisor

Sandra Reed, Coordinator

Joyce Love, Staff Assistant

5-6781



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Questions?

Policies and Manager resources
found at:

<http://www.hopkinsmedicine.org/jhhr>



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