

## *Name of organisation* **Remuneration Policy**

*Name of organisation* offer a base salary plus benefits and allowances which are set as appropriate to each position. Salaries are set within salary ranges which are based on experience, service, job complexity, levels of skill required, educational achievement, levels of responsibility and performance.

*Name of organisation* base salary rates are aligned to public service rates.

*Name of organisation* offer a range of cash and non cash benefits, these may include:

- Informal dress standards
- Free car parking
- Educational assistance
- Flexible work schedules
- Family friendly work environment
- Supplementary leave
- Study leave

These are allocated as appropriate to each position.

1. Remuneration includes base salary and access to a vehicle and phone if required for the position.
2. The board sets the remuneration for the Manager and approves an annual budget which will include a total for salaries including an annual cost of living adjustment.
3. The Board and Manager determine the salary rates of the staff within the limits of the approved annual budget.
4. We will keep up-to-date data on public and private sector pay rates for similar work.
5. We will keep job descriptions up-to-date and have the positions sized on a regular basis.
6. Performance appraisals will be conducted annually.
7. Salaries will be determined by the work to be done, responsibilities and complexities of the position, experience, educational achievement, service and performance.

**Date approved by Board:**

**Reviewed and approved:**