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SALARY AND BENEFIT POLICY	Approved:	
		 Maxwell Ohikhuare, M.D. Commission Chair

PURPOSE It is the purpose and intent of First 5 San Bernardino to establish policies and processes in determining salaries and benefits for its employees.

POLICY As required by Health and Safety Code Section 130140(d)(6), the First 5 San Bernardino (F5SB) Commission shall adopt, in a public hearing, policies and processes for establishing the salaries and benefits of employees of the County Commission, that conform with all applicable State and Federal laws, County government employment policies and established county commission policies.

GUIDELINES All F5SB employees are contract employees of San Bernardino County. As a part of the contract between the Commission and the County, employee salaries and benefits are established through general job classifications based on specifications of the County of San Bernardino and are linked to the San Bernardino County Code and a designated General Memorandum of Understanding (MOU).

Per F5SB Salary and Benefit Policy 16-02 A1, the Commission, in cooperation with the San Bernardino County Director of Human Resources or designated representative, and the San Bernardino County Division Chief for Human Resources or designated representative, along with the F5SB Appointing Authority (Assistant Executive Officer for Human Services), has the authority to recommend and approve new employee classes and structure, employee reclassifications, employee recruitment/retention salary adjustments for increased compensation in situations where such a need exists.

Such actions are subject to agreement by Human Resources and the Board of Supervisor's review and approval. Such increases or adjustments must be reasonable and appropriate for the employee role within the organization, and must be supported by the Commission's revenue, long-range financial plan and adopted budget.

All employment policies and processes such as formal recruitments through Human Resources, establishing eligible lists of candidates to be interviewed and considered to fill vacancies, adherence to adopted pay scales and benefit levels with annual work performance salary increases, support of background clearances, physical clearances, and grievance procedures, establishment of employee adherence to the San Bernardino County Code of Conduct and Personnel Rules, adherence to regulations governing work hours, leave provisions, etc. all remain as compliance requirements of the Commission.

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GUIDELINES
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Employee hiring, termination, payroll, pay increases and benefits are processed through the County's Department of Human Services and Auditor-Controller's Office. Compliance with these County employment policies allows F5SB to procure these services for contract employees through the County's Human Services and payroll systems.
