

	POLICIES AND PROCEDURES	INDEX NO. 4012	APPROVAL LEVEL EB
	SUBJECT Wage Review Board	EFFECTIVE 8/2024	SUPERSEDES 6/13
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POLICY

A Wage Review Board will be established annually to carry out the procedures as described in this Policy and Procedure.

The members of the Wage Review Board will be:

1. The National President who will serve as chairman
2. The National Vice President
3. The National Treasurer
4. The Executive Director will serve as a non-voting member of the board.

PROCEDURE

The duties of the Wage Review Board are as follows:

1. Direct that a compensation survey be conducted every two (2) years.
2. Within budget, review and approve or disapprove salary and incentive award(s)/bonuses and promotions as recommended by the Executive Director.
3. Within budget, review and approve or disapprove the salary and incentive award/bonus of the Executive Director as recommended by the President.
4. Recommend to the Finance Committee the total budget for salaries each year.