

*Title:* Pay Rates

*Date issued / last revision:* December 29, 2003

*Date effective:* Immediately

## Pay Rates

*Statement:*

Cooperstown Medical Transport, Inc. (CMT) believes in compensating its employees in a fair and reasonable manner.

*Purpose:*

This policy and procedures is establishing guidelines for a rate of pay for its employees,

*Scope:*

This policy applies to all employees, full time, part time, per diem and interns.

*Policy:*

1. An employees' pay is determined by an individuals qualifications and by the position being filled.
2. Pay rate can either be hourly or by salary. Management, at their discretion, will determine this.
3. Employees can attain a pay raise during their anniversary of employment month based on job performance. Refer to *Evaluations* policy and procedure.
4. All job positions will have a minimum and a maximum rate of pay.
  - a. Management will determine at their discretion.
5. An employee will only receive a pay increase once management approves it.
6. An employees pay rate is considered confidential. It is expected that pay rates will not be shared amongst employees.