

CrossOver Healthcare Ministry		Policy/SOP No.:	HR-21
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Committee:	HR	Committee Chair Sig:	
Staff Lead:	Board Chair	Full Board:	Yes

Policy Name: Chief Executive Officer Compensation Policy

The Chief Executive Officer is the principal representative of the Organization and the person responsible for the efficient operation of the CrossOver Healthcare Ministry. Therefore, it is the desire of the CrossOver Healthcare Ministry Board to provide a fair, yet reasonable and not excessive compensation for the Chief Executive Officer.

Salary Range

At least every three years, the Human Resource Committee will recommend a salary range for the CEO to the full Board of Directors. The recommended range will be based on a review of data that documents compensation levels for similarly qualified individuals in comparable positions at similar organizations. This data may include, but is not limited to:

- Salary and compensation studies by independent sources;
- Written job offers for positions at similar organizations;
- Documented telephone calls about similar positions at both nonprofit and for-profit organizations; and
- Information obtained from the IRS Form 990 filings of similar organizations

The Human Resource Committee must document how it reached its decisions, including the data on which it relied, in minutes of the meeting during which the compensation ranges were approved.

The Board will vote on the salary range recommendation. If the Board approves the recommendation as presented, then the CEO compensation will remain within this range. If the Board rejects the proposed range, then the committee will revisit the analysis considering input from the Board and other data. The committee will present the revised recommendation at the next meeting of the Board of Directors.

Annually, the CEO will receive a performance review per Personnel Policy 32. Based on the results of the performance review the CEO may receive a salary adjustment. The amount of this adjustment will be recommended by the Board Members administering the Review and approved by the Executive Committee of the Board, contingent on the availability of funds. Full Board approval for the salary adjustment is not required as long as the adjusted salary is within the Board approved salary range.

Note: The Chair of the Human Resource Committee, who is a volunteer and not compensated by the CrossOver Healthcare Ministry, will operate independently without undue influence from the Chief Executive Officer.