



**NORTHERN INYO HEALTHCARE DISTRICT
NON-CLINICAL POLICY AND PROCEDURE**

Title: Compensation of the Chief Executive Officer		
Owner: Board Clerk and CFO Assistant	Department: Administration	
Scope: Board of Directors, Chief Executive Officer		
Date Last Modified: 06/24/2024	Last Review Date: 06/24/2024	Version: 2
Final Approval by: NIHD Board of Directors	Original Approval Date: 05/16/2018	

PURPOSE: The Chief Executive Officer (CEO) of Northern Inyo Healthcare District (NIHD) is the person responsible for the efficient operation of NIHD. Therefore, it is the desire of the NIHD Board of Directors (BOD) to provide a fair compensation (salary and benefits) to the CEO.

POLICY:

1. Annually (as of hire date) the NIHD Board of Directors shall evaluate the performance and review the compensation of the Chief Executive Officer to determine if an adjustment to compensation is appropriate.

PROCEDURE:

1. The BOD Chair shall appoint two members of the BOD as an Ad Hoc committee to research comparability data of similar organizations and similar qualified individuals.
2. At a BOD meeting (may be during closed session), the Ad Hoc committee will make a recommendation to the full BOD for any compensation (salary and/or benefits) adjustments based on a review of the data and CEO Performance Review.
3. During the Open Session of the Meeting Agenda, the BOD Chair will report any action taken on the recommendation. The meeting at which the compensation adjustment is approved the minutes are to include the documentation of how the BOD reached its decisions and the effective date.

REFERENCES:

1. 5 U.S.C. § 5304 - U.S. Code - Unannotated Title 5. Government Organization and Employees § 5304. Locality-based comparability payments Current as of January 01, 2018.
2. Office of Human Resource Management; *Locality-based comparability pay*. <https://www.commerce.gov/hr/practitioners/compensation-policies/general-pay/locality-based-comparability-pay>.

RECORD RETENTION AND DESTRUCTION:

Records related to CEO compensation must be maintained for term of employment, plus ten (10) years.

CROSS REFERENCED POLICIES AND PROCEDURES:

1. Chief Executive Officer Compensation Philosophy
2. Compensation of the Chief Executive Officer

Supersedes: v.1 Compensation of the Chief Executive Officer
