

Title:	Requesting Recommendations for Compensation Levels and Estimated Recruiting Expenses for New Positions	Effective Date:	02/09/2018
Author:	Ian Castronuovo	Last Review Date:	06/24/2022
Location:	All Locations	Last Revision Date:	06/24/2022
Functional Area:	New Business Development		

POLICY

To remain competitive, Liberty Healthcare Corporation must set compensation levels which will enable the organization to gain new business, as well as recruit and retain employed and subcontracted personnel.

A request for recommended compensation levels and estimated recruiting expenses for new positions may be needed by a Contract Manager, hiring manager, or member of the new business development team (collectively requestor).

The following procedure outlines the steps to request and obtain recommendations for compensation levels and estimated recruiting expenses for new positions.

PROCEDURE

1. The requestor emails a request for compensation levels and estimated recruiting expenses to the Vice President of Recruiting. This request should include any available background information, as well as a due date when the information is needed. To allow sufficient time for research and processing, the request should be submitted at least one week before the final recommendations are needed by the requestor.
2. Upon receipt of the request, if more information is needed to formulate the recommendations, the VP of Recruiting and VP of Human Resources (HR) will contact the requestor.
3. The VP of Recruiting will create a template to be used in the final presentation of the recommended compensation levels and estimated recruitment expenses. This template will be forwarded to the VP of HR.
4. Data elements from a variety of sources will be provided for compensation comparisons and recommendations.
5. The VP of Recruiting and the VP of HR will meet and formulate one recommendation based on the information obtained.
6. A final conversation is held with requestor, VP of Recruiting and VP of HR to discuss final recommendations and optimally achieve a consensus. After a consensus is reached the VP of Recruiting will email the spreadsheet to the requestor.

Approved By _____

Revision History

Version	Date	Author	Summary of Changes
#1	02/09/2018	Ian Castronuovo	Policy Created
#2	06/30/2020	Ian Castronuovo	Policy reviewed with no changes needed
#3	06/24/2021	Camille Tanner	Change #4 to reflect 4 data points
#4	06/24/2022	Ian Castronuovo	Changed the policy location from Corp HQ to All Locations