

HEALTHCARE INITIATIVE FOUNDATION

Executive Compensation & Performance Appraisal Policy

The process below includes these elements: (1) review and approval by the Board of Trustees; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

1. Salary

Starting salary will be considered based on the following criteria:

- Educational level
- Experience
- Comparable salary scales
- Economic strength of the organization

Subsequent increases are based on:

- Performance
- Comparative salary scales
- Cost of living
- Economic strength of the organization

Comparable salary data for Foundation executives is available from such sources as the Council on Foundations, Guidestar and executive search firms.

Salary increases are not automatic. Raises are subject to board approval. Salary is reviewed annually and any salary adjustment is made on the anniversary date of the staff member's employment. The President's salary and any increase will be approved by the board of trustees and the decision documented in writing.

Salary, net of all income, employment and other taxes required to be withheld under applicable federal state and local law, will be payable every two weeks.

2. Job Description

The President will have a clearly stated job description designed to ensure that important and essential elements of the job are identified and described. The position description was first adopted by the board of trustees on September 11, 2007.

Modifications to the position description shall be agreed to by the President and the Chair as the job evolves and/or at the time of annual performance reviews. The job description will be reviewed, revised and approved by the full board prior to the hiring of each subsequent President.

3. Performance Appraisal and Planning

Performance appraisals will be conducted annually in proximity to the employee's anniversary date. The position description and annual work plan are the basis for performance appraisal. The board will meet in executive session to review a self-evaluation. The appraisal will focus on the employee's areas of strength, needed improvement and opportunities for professional development in light of the position's responsibilities. A discussion between the Chair and the President will follow the board's executive session within two weeks. The appraisal will then be summarized in writing. Upon conclusion of the appraisal process, the President will promptly draft a work plan for the coming year.

Adopted May 4, 2009