

ST. JOSEPH ACADEMY  
(SJA)

Department:	Human Resources
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Policy:

St. Joseph Academy believes it is in the best interest of both the organization and its employees to fairly compensate its workforce for the value of the work provided. A high-quality compensation plan is designed to attract and retain qualified employees, as well as promote internal equity.

St. Joseph Academy maintains a compensation structure consistent with its Equal Opportunity/Affirmative Action program. Compensation practices will be objective and non-discriminatory in theory, application and practice.

St. Joseph Academy will compensate employees according to the nature of the individual's job; required qualifications, training and experience; individual performance; the financial resources of the organization; and other relevant factors. Salaried employees who work beyond their contracted day or assist with extra duties, will not receive additional compensation.. Time served beyond the contracted day will be considered as voluntary time.

Employees who are salaried are required to work any hours necessary to perform the duties of the job. Salaried employees do not receive overtime, compensatory time, or additional pay for hours worked or travel time outside their regular schedule.

SJA has an established compensation structure and continues to review positions.

Approved by:   
President/CEO

Date 8/4/23