

Employee Compensation and Benefits Policy

Effective Date: January 1, 2024 | Version 2.3

1. Salary Structure

All positions are assigned to a salary band based on job family, level, and market data. Salary bands are reviewed annually and adjusted based on market conditions.

Band	Level	Min Salary	Mid Salary	Max Salary
A	Entry	\$45,000	\$52,500	\$60,000
B	Associate	\$55,000	\$67,500	\$80,000
C	Senior	\$75,000	\$92,500	\$110,000
D	Lead/Manager	\$95,000	\$117,500	\$140,000
E	Director	\$120,000	\$150,000	\$180,000
F	VP/Executive	\$150,000	\$200,000	\$250,000

2. Annual Merit Increase Guidelines

Merit increases are determined by performance rating and position within salary band. Increases are effective April 1st following the annual review cycle.

2.1 Merit Increase Matrix

Performance Rating	Below Mid	At Mid	Above Mid
5 - Exceptional	10-12%	8-10%	6-8%
4 - Exceeds Expectations	6-8%	5-6%	4-5%
3 - Meets Expectations	3-4%	2-3%	1-2%
2 - Needs Improvement	0%	0%	0%
1 - Unsatisfactory	N/A	N/A	N/A

3. Bonus Program

Eligible employees may receive an annual bonus based on individual performance and company results. Bonus targets are set as a percentage of base salary.

Level	Target Bonus	Max Bonus	Company Weight	Individual Weight

Entry/Associate	5%	7.5%	50%	50%
Senior	10%	15%	40%	60%
Lead/Manager	15%	22.5%	50%	50%
Director	20%	30%	60%	40%
VP/Executive	30%	50%	70%	30%

4. Promotion Guidelines

4.1 Eligibility Requirements

To be eligible for promotion, employees must meet the following criteria:

- Minimum 12 months in current role
- Performance rating of 4 or higher in most recent review
- Demonstrated competency at next level for 6+ months
- Manager recommendation and skip-level approval
- Completion of required training/certifications for target role

4.2 Promotion Salary Adjustment

Upon promotion, salary is adjusted to at least the minimum of the new band. Typical promotion increases range from 8-15% depending on current position within band.

5. Special Circumstances

5.1 Equity Adjustments

Equity adjustments may be made outside the annual cycle when significant market shifts occur or internal equity issues are identified. These require HR and Finance approval.

5.2 Retention Increases

Retention increases may be granted to address flight risk for critical talent. Must be accompanied by documented business justification and VP approval.

This policy is subject to change. For questions, contact HR at hr@company.com