

Beaumont Hospital, Grosse Pointe Employee Salary Increase Request

met c [unclear] 10:00
8/31/16
provided flexible
benefit
plan
+ discuss
CFO

To evaluate your request to increase this employee's salary, complete the following information and discuss and obtain your Administrator's approval. Your Administrator will confer with HR and if supported, will take your request to the Position Review Council for approval.

Employee: [REDACTED]

Job Title: Assistant Nurse Manger

Supervisor: Anne Stewart

Hire Date: 5/5/1988

Years in Position: 9 + years

Reason

(Check one): ☐ Equity ☒ Merit ☐ Other _____

Amount Requested: Mid-Point of EX04 paygrade [REDACTED]/hr Effective Date: 9/1/2016

Provide a justification as to why this employee should receive an increase. Include achievements, contributions, etc.

To be consistent with the other Beaumont Health hospitals, the day shift Assistant Nurse Manager (ANM) role is being eliminated in the emergency center and on the inpatient units. Those employees in the dayshift ANM role will be re-classified to the Administrative Nurse Manager role. This change will move the employees from an NN10 PayGrade to EX04 PayGrade. [REDACTED] has been in a leadership position at BGP, and previously at Bon Secours (9+ years in a leadership role). For these reasons, I would like to increase [REDACTED] to the mid-range of the EX04 PayGrade ([REDACTED]/hr).

What would the potential unintended consequences be if this employee were to receive an increase?

N/A - this is an initiative to be consistent with Beaumont Health System

Stewart, Anne

From: Ludwig, Dana
Sent: Friday, August 19, 2016 9:03 AM
To: Stewart, Anne
Cc: Walker, Pandora
Subject: RE: Administrative Managers Pay Rates

Hi Anne,

I found out, they will get paid for any unused CTO time prior to the transfer. They will be prorated for this year and we cannot tell them what they will be eligible for next year because the new benefit has not been announced. They will get 19.33 hours for each full month on Executive payroll and will need to use the time by 12/31/16. No payoff of unused time under the executive time off.

Example: Hired 9/1/16 they would get September – December accrual = $4 \times 19.33 = 77.32$

If they are hired 9/2/16 CTO would start the following month October – December = $3 \times 19.33 = 57.99$

Dana Ludwig

Human Resources

Beaumont – Grosse Pointe

Beaumont Health

Phone: 586-498-4981

Fax: 586-498-4956

Dana.Ludwig@beaumont.org

Beaumont

From: Stewart, Anne
Sent: Friday, August 19, 2016 7:36 AM
To: Ludwig, Dana
Cc: Walker, Pandora
Subject: Re: Administrative Managers Pay Rates

Thanks so much Dana; do you have info on CTO and the accrual? I believe that is one of the big differences (maybe not?).

On Aug 17, 2016, at 9:03 AM, Ludwig, Dana <Dana.Ludwig@beaumont.org> wrote:

Good Morning,

In preparation for our meeting this afternoon, I have attached the rate of pay of current Administrative Managers in the legacy Beaumont system. Also, attached to this email is an overview of the Executive Benefits information. I look forward to working with you on the promotion of our ANM's.

Sincerely,

Dana Ludwig

Human Resources

Beaumont – Grosse Pointe

Beaumont

2016 Flexible Benefits Program Full-time Executives, Physicians, & Residents

All benefits are effective the First of the month following your date of hire.

Medical and Prescription Drug Coverage

Benefit plan options include: Beaumont Employee Health Plan Choice Account (BEHP Choice), Beaumont Employee Health Plan Health Savings Account (BEHP HSA), Beaumont Employee Health Plan Classic (BEHP Classic) and Blue Cross Blue Shield of Michigan (BCBS).

<u>Full-time Employees</u>	<u>BEHP Choice</u>	<u>BEHP HSA</u>	<u>BEHP Classic</u>	<u>BCBS</u>
Employee Only	\$37.57	\$27.02	\$84.73	\$265.30
Employee plus Spouse*	\$56.20	\$33.18	\$159.01	\$552.71
Employee plus Child(ren)	\$47.05	\$30.60	\$122.50	\$432.85
Family*	\$62.83	\$35.38	\$185.44	\$654.98

Dental Coverage

Dental Choice and Dental Choice Plus Options offered through Delta Dental of Michigan.
Costs shown reflect per-pay-period price tags:

<u>Full-time Employees</u>	<u>Dental Choice</u>	<u>Dental Choice Plus</u>
Employee Only	\$4.50	\$21.10
Employee plus Spouse	\$8.66	\$39.89
Employee plus Child(ren)	\$8.53	\$47.77
Family	\$14.45	\$74.65

Vision Coverage

Vision Plus

Costs shown reflect per-pay-period price tags:

<u>Full-time Employees</u>	<u>Vision Plus</u>
Employee Only	\$2.85
Employee plus Spouse	\$5.59
Employee plus Child(ren)	\$7.02
Family	\$9.86

Basic Life and Accidental Death and Dismemberment Coverage

- Basic Life- 2 times annual salary with a cap of \$400,000 at no cost.
- Accidental Death & Dismemberment- 2 times annual salary with a cap of \$400,000 at no cost.

Short Term Disability Insurance

- Full salary continuation for 6 months.

Long Term Disability Insurance

- 60% of salary with maximum \$15,000 per month until age 65.

Optional Insurance

- Supplemental Life – Coverage for employee only.
- Dependent Life – Coverage for eligible dependents.
- Voluntary Accidental Death and Dismemberment – Coverage available for employee and eligible dependents.

Additional Optional Benefits

- Includes: Long-Term Care Insurance, Accident Insurance, Hospital Stay Indemnity Insurance, Critical Illness Insurance with Cancer Coverage, Group Legal, Identity Theft Coverage, Commuter Public Transportation Benefit, and Auto & Home Owner's Insurance.

Flexible Spending Accounts

- Health Care FSA (annual maximum \$2,550 – subject to reduction for highly compensated employees per IRS regs.)
- Dependent Care FSA (annual maximum \$5,000 – subject to reduction of highly compensated employees per IRS regs.)

*Employed Spousal Surcharge of \$62.50 per -pay-period may apply.

This benefit summary has been designed to provide you with an overview of your healthcare coverage options. It is not intended to be all-inclusive. For specific information, call the Benefits Administration Department at 248-551-0712.