

Washington Center for Nursing Compensation Philosophy

Washington Center for Nursing “WCN” seeks to recruit and retain qualified, high performing, and motivated employees to fulfill the organization’s mission and support the organization’s strategies and values. Fair and transparent compensation programs are integral to this goal.

The policy of WCN is to provide compensation, including benefit programs, that is fair, reasonable, and consistent with market rate compensation paid in the nonprofit sector for positions of comparable complexity and responsibility. The goal of this policy is to recruit and retain high-performing employees and to motivate, recognize, and reward excellent performance in a way that meets the needs of early, mid-career, and veteran staff. As a small organization, retaining valued staff is a critical consideration in meeting the mission of WCN. In order to retain and support staff throughout their career WCN provides annual pay and performance reviews as well as a generous paid time off program is provided to promote work life balance.

The basis upon which compensation is provided to each employee shall be documented and reviewed by management and the Board of Directors. The compensation of the Executive Director is determined by the Board of Directors.

On an annual basis, the organization shall review the compensation level for each staff position. This review shall include a comparative analysis of compensation paid by WCN to compensation paid within the local King county non-profit employment market, including medical entity data where appropriate. For positions that require prior experience in a medical field or candidates that bring credentials such as a medical degree, clinical experience, research or contract work within the medical field, compensation determination shall include consideration of salary ranges paid within the medical sector.

~~As budget allows, Individual performance,~~ salary survey data, cost of living and ~~individual performance~~ within each position shall be considered as part of pay evaluation as budget allows. This process is designed to benchmark WCN’s practices against relevant market data.

Benefit programs provided by WCN shall be benchmarked according to relevant survey data. In lieu of benefit premiums, a stipend is provided as part of the total benefits package. This stipend combined with time off and other benefits, taxes and premiums paid by WCN currently meets or exceeds the approximate 30% of compensation allocated to benefits as reported by organizations to the Washington Department of labor.

Where possible, multiple data points shall be used to assess compensation for each staff position. In making such comparisons, job descriptions, special requirements and skills, and the level of complexity and responsibility related to each position are examined. Surveys recently used for benchmarking purposes include:

- Regional Nonprofit Sector Benchmark: Archbright Wage & Compensation Survey Nonprofit Report (Archbright). Used for Staff, Executive Director, and Benefit comparisons.
- For Executive Director position, National Benchmark: The National Forum of State Nursing Workforce Centers’ Membership Survey (The National Forum of State Nursing Workforce Centers)

(Note: The most recent or available survey within 2-3 years is reliable for most benchmarking and can be aged 2-3% per year. Only if the market is changing quickly is aging a concern.)

All employees shall receive an annual performance reviews conducted by their supervisor. The annual performance review of the Executive Director is conducted by the President and approved by the Executive Committee of the Board.

Compensation of the Executive Director is reviewed by a Executive Committee, which makes a recommendation to the Board of Directors.

Decisions regarding the Executive Director's compensation is the sole responsibility of the Board of Directors. The Board of Directors may not delegate the authority to set executive compensation to a member of the staff. The foregoing policy is adopted to ensure that no member of the staff has a vote on any matter concerning compensation paid to himself or herself.

Biennially the Board of Directors and Executive Director shall review this document and adjust it as necessary to remain competitive, to attain the WCN's compensation goals, or to reflect changing financial exigencies of the WCN. The Executive Director retains the prerogative of adjusting staff salaries as appropriate within the budget approved by the Board of Directors. Likewise, the Board of Directors and the Executive Director shall review periodically the goals and assumptions and policies of its compensation philosophy, adjusting them as circumstances dictate.

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