

Insert company Logo



| Policy Name: | **Employee Wage and Salary Policy** |
| --- | --- |
| Policy Number: |  |
| Version: | Effective Date: |

|  | **Name** | **Designation** | **Signature** | **Date** |
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| Prepared By: |  |  |  |  |
| Reviewed By: |  |  |  |  |
| Approved By: |  |  |  |  |

| **Date** | **Version** | **Summary of Change** |
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# **DEFINITION**

1. **Wage** means a fixed regular payment earned for work or services, typically paid on a daily or weekly basis.
2. **Salary** means a fixed regular payment, paid on a monthly basis but often referred as an annual sum, made by an employer to an employee.
3. **Company/ Organization** means all the businesses which are under the umbrella of ***“Company Name”*** group.
4. **Member/ Employee** means a person employed with ***“Company Name”*** at all levels for wages or salary.
5. **Management** means the group of individuals that operate at the higher level at ***“Company Name”*** and have day-to-day responsibility for managing all individuals and maintaining responsibility for all the key business functions.

# **PURPOSE**

* + To establish guidelines for managing “Company Name” pay practices;
	+ To maintain fair and competitive salary ranges consistent with “Company Name” economic requirements;
	+ To attract and retain qualified employees by maintaining a salary structure that is competitive with the external job market;
	+ To promote internal equity and consistency across diverse Cooperative functions; and
	+ To provide the foundation for a performance-based pay system. The Board of Directors, therefore, adopts this Wage & Salary Policy and Wage Scale.

# **APPLICABILITY-**

The policy is applicable to all members of the ***“Company Name”*** across all the locations and branches.

# **RESPOSIBILITY & ACCOUNTABILITY-**

Human Resources Department, Management

# **POLICY-**

A. It is ***“Company Name”*** policy to maintain a compensation structure consistent with its Equal Employment Opportunity/Affirmative Action program and other Cooperative requirements.

B. It is ***“Company Name”*** policy to compensate employees according to the nature of the job, required qualifications, training and experience, individual performance, the financial resources of the organization, and other relevant factors.

C. It is ***“Company Name”*** policy to pay competitive wages based on the market value of similar jobs in the power distribution industry, while maintaining fiscal control of salary growth. To achieve this goal ***“Company Name”*** has established and will conduct periodic reviews of its pay ranges compared to those in various salary surveys.

D. ***“Company Name”*** employees shall be classified as regular full-time, part-time, or temporary. Each employee shall be designated either as non-exempt or as exempt from the minimum wage and overtime pay provisions of the Fair Labor Standards Act. Therefore, all non-exempt employees will be entitled to pay at the minimum of time and one-half for all hours worked in excess of forty hours per week.

E. Upon adoption of this Wage & Salary Policy:

1. All employees will be assigned a title corresponding to the ***“Company Name”*** Employee Classification Plan.
2. All employees will be paid within the pay grade established for his/her job classification under the ***“Company Name”*** Wage Scale. Any employee whose salary exceeds the established maximum of the pay grade as a result of a market review will be frozen at their current salary until such time as the pay range for that grade level exceeds the employee’s pay or the employee is promoted to a classification in a higher pay grade.
3. Newly hired employee's pay shall be set at least at the minimum value of the pay grade to which the position has been allocated according to the Wage Scale, but pay shall not exceed the mid-point for the pay grade without advance approval from the Human Resources- Head and Management.

F. Expansion, reduction, or reorganization which may result in the creation of new jobs, or significant changes to existing jobs, should be recorded through the job evaluation process and allocated to the proper pay grade with the approval of the Management.

G. Each employee's job performance shall be evaluated at least once each year. Adjustments in pay for promotion and merit are to be made in recognition of exemplary or superior performance as recommended by the employee's supervisor and manager in accordance with guidelines established by the Management

H. The Human Resources Head and Management shall establish minimum time requirements for promotions for jobs with normal progression.

1. The CFO and Management shall continue to evaluate economic factors affecting the Organization and its employees and take such action as warranted and feasible. Nothing in this policy shall limit the Organization in exercising its management functions, including, but not limited to, directing the work force, discipline, and discharge. The Management reserves the right to amend, modify, and delete provisions of this and all other policies and procedures of the Organization.

# **RESTRICTIVE CLAUSE-**

* + Any exceptions to the above would be at the sole discretion of the Management.
	+ Management reserves the right to change and or modify the policy without stating any reason.
* The organization reserves its right to withdraw this policy without assigning any reason by using its sole discretion which will be binding on all members. The Employees hereby unconditionally agree to all such changes/ amendments/ additions/ deletions/ modifications.
* The Company's reputation and credibility are based upon its total commitment to ethical business practices and also on ethical conduct of its Employees. To safeguard the Company's reputation, Employees must conduct themselves in accordance with the highest ethical standards and also be perceived to be acting ethically at all times. Compliance with all policies of the Company, relevant applicable laws and regulations is the minimum standard which should be adhered to by all the Employees all the times.



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