



ELC COST OF LIVING ACKNOWLEDGEMENT

Date of Origin: *July 1, 2021*
Modification Date(s):
Date of Last Review: 11/9/21

I. Purpose

To monetarily recognize ELC staff who are no longer eligible for an annual cost of living wage adjustment.

II. Policy

Employees with satisfactory performance, as measured by their annual review, who are no longer eligible for annual cost of living pay increases will be eligible for an annual cost of living acknowledgement payment to be paid out after their annual work anniversary.

This cost of living acknowledgement payment will be equivalent to 2.5% of the employee's current annual salary, based on scheduled hours/status, up to maximum bonus of \$1,500.

This policy is subject to annual approval as part of the budget approval process.

Example 1: John Smith is on the top step of the C.N.A. scale and is making \$18.65 per hour. He works full-time, 40 hours per week. John's cost of living payment would be calculated as follows:

*$18.65 * 2080 \text{ (hours worked in a year)} = \$38,792 * .025 = \$969.80$*

John's cost of living acknowledgement payment is \$969.80

Example 2: Sally Jones is on the top step of the RN scale and is making \$40.43 per hour. Sally Jones works full-time, 35 hours per week. Sally's cost of living payment would be calculated as follows:

*$40.43 * 1820 \text{ (hours worked in a year)} = \$73,582.60 * .025 = \$1,839.57$*

Sally's cost of living acknowledgement is \$1,500, the maximum allowed.



Scott Tash, CEO

11/15/21

Date