



Authorized by: IDF Board of Directors

WAGE AND



SALARY POLICY



**INTEGRATED DEVELOPMENT
FOCUS, SOMALIA - IDF-S**

PURPOSE

The purpose of the Integrated development focus-somaia Wage & Salary Policy is to:

- Establish guidelines for managing IDF-s pay practices;
- Maintain fair and competitive salary ranges consistent with IDFseconomic requirements;
- Attract and retain qualified employees by maintaining a salary structurethat is competitive with the external job market;
- Promote internal equity and consistency across diverse NGOfunctions; and
- Provide the foundation for a performance-based pay system.

The Board of Directors, therefore, adopts this Wage & Salary Policy and Wage Scale.

POLICY

- A. It is IDF's policy to maintain a compensation structure consistent with itsEqual Employment Opportunity/Affirmative Action program and other requirements.
- B. It is IDF's 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 IDF's policy to pay competitive wages based on the market value of similar jobs in the power distribution industry, while maintaining fiscal controf salary growth. To achieve this goal IDFs has established and will conductperiodic reviews of its pay ranges compared to those in various salary surveys.
- D. IDF's employees shall be classified as regular fulltime, 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 IDF's Employee Classification Plan.**
 - 2. All employees will be paid within the pay grade established for his/her job classification under the IDF's 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 Manager and Department Executive Manager.**
- 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 Board.**
- 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 Executive Director.**
- H. The Human Resources Manager and Department Executive Manager shall establish minimum time requirements for promotions for jobs with normal progression.**
- I. The ED shall continue to evaluate economic factors affecting IDF 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. IDFs reserve the right to amend, modify, and delete provisions of this and all other policies and procedures of the organization.

This Policy, as amended on March 10, 2020, supersedes all previous

policies and memoranda concerning the subject matter.



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