

2022-2023

# COMPENSATION PLAN

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# COMPENSATION PLAN

HVCC 2022-2023



## Compensation Philosophy

HVCC strives to be a leader and model program for our youth participants, the URGSD area, and our staff. We do this through our high-quality programming, which is only possible by recruiting and retaining the highest-quality staff. This is achieved by ensuring the following:

- Competitive Compensation
- Flexible, family-first scheduling
- Fair and equitable hiring practices
- Opportunities for advancement

## Proportionality and Executive Compensation

We monitor HVCC staff wages and salaries against benchmarks noted through the Colorado Nonprofit Association Salary Survey for similar organizations and positions. Executive compensation is reviewed and approved annually.

## Process

Salaries, benefits and fringe are approved by the board of directors at least every five years.

## Annual Rate Increases

Salary ranges are approved by the board of directors at least every five years. Salaries are increased by a rate of three percent each year.

## Bonuses

Annual bonuses will be awarded at a graduated rate. The first year bonus is .5%, second year is one percent, third year is 1.5% and anything after four years is two percent of the employee's annual salary. Bonuses are dependent upon the availability of funds and a successful annual evaluation.

### Example Bonus Rates:

	Year 1	Year 2	Year 3	Year 4
\$26,000	\$130	\$260	\$390	\$520
\$40,000	\$200	\$400	\$600	\$800
\$58,000	\$290	\$580	\$870	\$1,160

## Flexible schedule and PTO

Staff are encouraged to attend family events, games, and to prioritize a healthy work/life balance. During the school year, we follow the school district's calendar including snow days and holidays. We offer a flexible schedule with generous time off. HVCC offers approximately six weeks of Paid Time Off to help compensate for HVCC closures during Thanksgiving Break, Winter Break, Spring Break, and two weeks during the summer. We operate on a four-day work week and offer one hour per every 28 hours of regular work in sick time.

## Health Insurance

HVCC offers health insurance and covers 70% of monthly premiums for full-time employees.

# COVID-19 STAFF RETENTION PLAN

HVCC 2022-2023



## COVID-19 Response and Challenges

HVCC has experienced a number of challenges during the COVID-19 pandemic. One of the most difficult has been the ability to attract new staff and retain our current staff. While we will continue to work toward recruiting new staff members, we are especially focused on retaining our current staff during the "Great Resignation". We are committing to the following from 2022-2023:

- Approve health insurance plans for staff
- Four-day workweek
- Approve overtime for all full-time staff for up to 10 additional hours per week

## Health Insurance

HVCC has committed to covering the following for eligible staff members who elect to purchase health benefits:

- 70% of staff health insurance premiums for full-time staff
- Vision
- Dental
- Short-term disability
- Life insurance

## Four-Day Workweek

HVCC has been operating on a four-day workweek for the 21-22 school year. In order to help staff maintain their mental health and wellbeing, we are committing to a four-day workweek through the 2021-2022 school year. Our afterschool program will operate from Tuesday through Friday of each week. The summer program will be open from Monday through Thursday week, with children on-site from Tuesday-Thursday.

## Overtime and Hourly Rates

HVCC has made every effort to fill our open positions in our program team. Hiring and retaining staff is a wide-spread concern, which has affected our ability to provide our services. This has required staff members to work additional hours and cover additional positions.

For hourly, non-exempt staff, we are approving up to 10 hours of overtime each week. Hours worked by staff members exceeding 10 hours in each work day, and exceeding 40 hours each week will be paid at time and a half.

For exempt staff, we are approving 10 additional hours per week to be paid at their regular hourly rate (determined by their salary).

# COMPENSATION STRUCTURE

HVCC 2022-2025

\*2018 CNA data by Focus of Service: Youth Development (or budget where program data is not available)

## Executive Staff

### Proportionality and Executive Compensation

We monitor HVCC staff wages and salaries against benchmarks noted through the Colorado Nonprofit Association Salary Survey for similar organizations and positions. Executive compensation is reviewed and approved annually.

## Program/Department Directors

25th percentile	50th percentile	75th percentile	Average
\$45,000	\$48,000	\$59,990	\$52,350

**HVCC RANGE: \$45,000 - \$60,000 (\$24.04 - \$32.05 PER HOUR)**

## Program Coach (Manager)

25th percentile	50th percentile	75th percentile	Average
\$37,000	\$44,749	\$48,051	\$44,794

**HVCC RANGE: \$35,000 - \$45,000 (\$18.69- \$24.04 PER HOUR)**

## Coordinators (Program, Kitchen, Office, Sports, Maintenance)

25th percentile	50th percentile	75th percentile	Average
\$33,000	\$33,000	\$37,000	\$35,141

**HVCC RANGE: \$31,200 - \$40,000 (\$16.67 - \$21.37 PER HOUR)**

## Support and Junior Staff

25th percentile	50th percentile	75th percentile	Average
\$29,120	\$31,200	\$34,697	\$30,929

**HVCC RANGE: \$23,400 - \$30,000 (\$12.50 - \$16 PER HOUR)**

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