

2024-2026

COMPENSATION PLAN



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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

Overtime and Hourly Rates

HVCC makes every effort to fill our open positions in our program team. Challenges in hiring and retaining staff can affect our ability to provide our services. This has required staff members to work additional hours and cover additional positions.

For exempt staff, we are approving up to 10 hours of overtime each week. Hours worked by staff members exceeding 12 hours in each work day, and exceeding 40 hours each week will be paid at time and a half.



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

Health insurance benefits become available on the 1st on/following 2 months after hire.

Employee pays whole premium for dependent.

401k

Current HVCC employees , 18 years of age, are eligible to participate in the 401K plan:

- 100% matching contribution not exceed 3% of compensation
- Plus 50% of contributions which exceed 3% but do not exceed 5% of your compensation

Four-Day Workweek

Our afterschool program will operate from Tuesday through Friday of each week.

The summer work week will be Tuesday through Thursday week with flexible work hours on Mondays or Fridays. Children are on-site from Tuesday-Thursday.

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 Holiday pay 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.

Snow Days

Typically, if Del Norte Schools are on a snow day, HVCC will be closed and staff will receive Holiday Pay.

COMPENSATION STRUCTURE

*2023 CNA data by Focus of Service: Youth Development (or budget where program data is not available)

Executive Staff

Proportionality and Executive Compensation

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Program/Department Directors

25th percentile	50th percentile	75th percentile	Average
\$60,013	\$64,111	\$79,750	\$68,819

HVCC RANGE: \$54,007 - \$69,264 (\$28.85 - \$37.00 PER HOUR)

Program Coach (Manager)

25th percentile	50th percentile	75th percentile	Average
\$50,000	\$54,131	\$57,803	\$54,282

HVCC RANGE: \$45,003- \$52,023 (\$24.04 - \$27.79 PER HOUR)

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

25th percentile	50th percentile	75th percentile	Average
\$42,838	\$46,790	\$49,929	\$46,466

HVCC RANGE: \$38,563 - \$44,928 (\$20.60 - \$24.00 PER HOUR)

Support and Junior Staff

25th percentile	50th percentile	75th percentile	Average
\$34,882	\$38,480	\$46,550	\$41,493

HVCC RANGE: \$15.00 - \$18.50

COMPENSATION STRUCTURE

*2023 CNA data by Focus of Service: Youth Development (or budget where program data is not available)

Executive Staff

25th percentile	50th percentile	75th percentile	Average
\$80,468	\$90,000	\$103,950	\$95,124

HVCC RANGE: \$72,428 - \$93,506 (\$38.69 - 49.98 PER HOUR)

Program/Department Directors

25th percentile	50th percentile	75th percentile	Average
\$60,013	\$64,111	\$79,750	\$68,819

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