



**POLICY: EMPLOYEE DIVERSITY, COMPENSATION AND  
BENEFITS REVIEW**

It is the policy of Catholic Charities, Inc. to analyze on an annual basis employment patterns and the demographic diversity of its defined client population, employees and volunteers. It is also the agency policy to review compensation (salary) and benefit of its employees in order to maintain a qualified and diverse workforce.

**PROCEDURE:**

1. The Director of Human Resources, under the guidance of the Executive Director, will undertake an annual review of salary and benefit compensation. This will be scheduled to coincide with the budget planning timeline of the agency that may contain salary adjustments for employees in the coming fiscal year.
2. Should the Director of Human Resources need additional information or assistance in completing this annual review, he/she will receive approval from the Executive Director to contract and/or consult with appropriate human resource management professionals in the community to produce a comprehensive and complete review.
3. During this annual review should the cultural characteristics of agency employees and volunteers not appropriately reflect the cultural characteristics of our defined client service population, the Director of Human Resources will implement a plan and timeline to review recruitment and employment strategies to promote broad, diverse outreach to applicants for employment, and to encourage diversity in the agency's workforce.
4. The plan shall be approved by the Executive Director and Board of Directors prior to implementation.
5. The plan will establish goals for implementation relating to recruitment, employment and promotion of a demographically diverse workforce and volunteer cadre.



## **EXECUTIVE DIRECTOR COMPENSATION**

**PROCEDURE:** An executive compensation review committee, consisting of at least two (2) Catholic Charities board members (as appointed by the Chair) and the Moderator of the Curia and/or other designee of the Bishop, shall be formed for the purpose of reviewing and recommending to the Board of Directors the compensation of Catholic Charities' Executive Director.

### **Procedure for Approval of Compensation - Specific Requirements.**

The executive compensation review committee shall undertake the following procedures in reviewing and recommending the compensation for Catholic Charities Executive Director.

- 1. Use of Comparability Data.** In its review and approval of compensation, the executive compensation review committee shall review and use data and surveys of comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations. Data will be used from sources such as the Wichita Business Journal, National Association of Church Personnel, Chronical of Philanthropy and other comparable data surveys.
- 2. Approval by Persons Without a Conflict of Interest.** The actions of the executive compensation review committee and its recommendations regarding the Executive Director's compensation shall be reviewed and approved by the Board of Directors, excluding any board members who have a conflict of interest with respect to the compensation arrangement at issue. For this purpose, a conflict of interest is deemed to exist for any Director who (a) benefits from or participates in the compensation arrangement; (b) receives compensation or other payments subject to the approval of any person benefitting from or participating in the compensation arrangement; and/or (c) has a material financial interest affected by the compensation arrangement.
- 3. Recording Compensation Deliberations.** The Board of Directors will annually, no later than at its April meeting, accept the recommendation of the executive compensation review committee. Consideration and acceptance of this report will be documented in Catholic Charities Board meeting minutes.