

Benefits & Policy

Hiring Resource

Wages

Hourly wages are \$_____.

- Checks are issued on the 7th and 21st of each month. Pay periods are the 1st through the 15th and from the 16th through the last day of the month. This means that hours worked from the 1st through the 15th are paid on the 21st, and hours worked from the 16th through the last day of the month are paid on the 7th of the following month. If the 7th or 21st falls on a weekend day or a national holiday, the payday will be shifted to the next business day.
- Overtime is payable at 1.5 times normal wages. Overtime hours accrue at greater than 40 hours worked in a one-week period.
- You must tabulate and sign your time card by the end of each pay period.

Personal Days

You are eligible for a paid personal day for each full quarter-year you work. If you were hired in the second quarter (May, for example), you would be eligible for two paid days for the rest of the year. These days cannot be split into fractions. You will be paid as if you worked an average length day. If you do not use your days, you will receive pay for them on the first payroll of the following year.

Vacation Days

After one full year of work, you are eligible for five paid vacation days. After the second year, you are eligible for ten paid vacation days. These paid days must be scheduled and verified by the doctor at least one month in advance.

- First year of employment... No paid vacation
- Second year of employment... Five days paid vacation
- Third year of employment... Ten days paid vacation

Holidays

The clinic will be closed for the six major Federal Holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

You will be paid your normal wage for an average number of hours for these six days.

Health Insurance Coverage

After 90 days of employment, you will receive a benefit to subsidize your health insurance premium. The subsidy will be 50% of your premium in the first year of employment, 75% in the second year of employment, and 100% in the third and subsequent years.

Performance Bonus

You become eligible for performance bonus after 90 days of employment. You will be paid a bonus based upon the monthly production goals of the clinic. The production goals will be re-tabulated on a quarterly/ semi-annual (circle one) basis. Your starting level is calculated for the quarter before you started employment here.

The four critical areas for bonus are:

1. New Patients
2. Office Visits
3. Services
4. Collections

The pay schedule is as follows:

First year (after 90 days)	\$25/category
Second year	\$50/category
Third year	\$75/category

These bonuses are paid on the first payroll of the next month. For example, May performance bonus will be paid on the June 7th payroll.

OR:

You become eligible for performance bonus after 90 days of employment. You will be paid a bonus based upon the monthly collection goals of the clinic. Your hourly starting wage is indexed to a base clinic monthly collection amount of \$_____. Your hourly wage will never go below this, regardless of clinic collections. However, for each \$1000 over the base amount that the clinic collects, your hourly wage will rise \$ [\$0.50] the following month. Thus, your wage will vary in proportion to the clinic collections.. The baseline clinic collections will be recalculated on a [quarterly semi-annual annual] basis, and the base wage adjusted accordingly.

A SAMPLE SCHEDULE:

Time period	Starting wage	Collections	Next month's wage
First 90 days	\$X/hr	Baseline	\$X/hr
4 th month	\$X/hr	Baseline +\$2K	\$X+\$1.00/hr
5 th month	\$X+\$1/hr	Baseline +\$1K	\$X+\$0.50/hr
6 th month	\$X+ \$.50/hr	Baseline +\$3K	\$X+\$1.50/hr