

COPLEY HOSPITAL, INC.
FY2019 PROPOSED BUDGET
SALARY INFORMATION

Copley Hospital has submitted in Adaptive Insights a full copy of its Form 990 (for Actual 2017), including the most current version of Schedule H (filed in 2018) that has been submitted to the Internal Revenue Service as part of the hospital organization's Form 990 reporting obligations under Section 501(c)(3) of the Internal Revenue Code.

A. Following is the requested salary range table derived from CY2017 data:

Salary Range	Total # of Staff	Total Salaries (Box 5 from 2017 W-2s)	Employer Health Ins Coverage	Employer Retirement Contributions
\$0 - \$199,999	535	\$21,745,679	\$3,017,985	\$596,023
\$200,000 - \$299,999	6	\$1,496,437	\$73,723	\$54,513
\$300,000 - \$499,999	8	\$3,113,609	\$122,765	\$54,454
\$500,000 - \$999,999	4	\$2,649,515	\$74,900	\$43,200
\$1,000,000 +	0	\$0	\$0	\$0

**Notes – All amounts in this table are the results of actual direct reporting
– Employer Health Ins Coverage includes only medical and vision*

B. The hospital's policy on executive, provider, and non-medical staff compensation is attached below.

C. Following are responses to additional questions regarding compensation at Copley Hospital:

- i. Outside consultants relied on for benchmarking:
 - Wage & Management Personnel Survey provided by VAHHS/NHHA (All Non-Provider Employees)
 - MGMA Benchmarking (Providers)
 - Astron Consulting (Organization wide Market Analysis, Executives)
- ii. Peer groups to which the hospital benchmarks:
 - All of New England for Non-Providers, with emphasis on peer hospitals in Vermont.
 - Nationally for Providers & Executives.
- iii. Compensation targets in terms of percentiles for each staff category:
 - 50th percentile in pertinent market for all Non-providers.
- iv. The hospital's actual compensation level, compared to target, for each employee group (e.g. executive, provider, non-medical staff)
 - Non-provider Staff: within 10% +or- of the 50th percentile of peer market.
 - Executives: within 10% +or- of the 50th percentile of peer market.
 - Providers: within 10% +or- of the 50th percentile of MGMA Benchmarking whenever possible. We strive to start negotiations below the 50th percentile but there are times the demand is greater than the supply in certain specialties.



Current Version Number: 04/01/2018

Subject: **Employment Practices**
Policy: **Employee Recruitment and Compensation**
Approved by: Human Resources Director, CEO

Subsidiaries: X Copley Hospital X Copley Woodlands X Copley Terrace

Policy Statement:

Copley Hospital is committed to compensating staff in a manner that is fair, consistent, reflective of the external market, and provides recognition for the achievement of individual goals, corporate objectives and professional competency. It is our goal to hire and retain qualified, motivated employees at all levels within the Health System, while meeting our responsibility to the community. This philosophy is the foundation of our compensation process to maintain alignment with our mission, values, and strategic objectives.

All recruitment for open positions will be coordinated by Human Resources Services. It is the responsibility of the hiring manager/director to complete the electronic job requisition form on ICIMS. Job Requisitions must be approved by the Department VP and the CEO or COO, whichever is applicable.

Policy Provisions:

1. A department manager/director with a vacant position must complete an electronic Job Requisition Form to initiate the recruitment process. The job requisition can be created online at <https://chsi.icims.com/>. Job Requisition Forms must be submitted for approval to the Department Vice President and the CEO or COO. It is the responsibility of the hiring manager/director to obtain all of the appropriate signatures and submit the completed form to Human Resource Services by 4pm Wednesday for posting on Thursday. Any requisitions received after this time will be posted the following week.
2. Job postings will be updated and distributed on Thursday of each week. They will be posted within the hospital, on the hospital website, and on jobsinv.com.
3. All postings will remain for 7 calendar days before final selection of a candidate is made.
4. Additional external advertisement for positions will be coordinated by the department manager/director in conjunction with Human Resource Services. Payment for such advertising shall be the responsibility of the hiring department.
5. A Notice form ICIMS will be sent to the hiring manager when new qualified applications/resumes are available for review. The hiring manager is responsible for contacting applicants directly to schedule interviews.
6. Resumes/applications received from a source other than Human Resource Services must be forwarded to Human Resources for review prior to any action being taken, i.e., phone calls, interviews or offers.
7. Human Resources will be consulted for assistance with rates of pay for candidates who are to be made an offer. Human Resources will do an analysis of the current workforce, and outside source salary information which accurately reflect our current market. Some resources which may be used; Wage & Management Personnel Salary Survey provided by VAHHS/NHHA, MGMA, Astron Consulting, and Professional Association information.

8. Once a candidate is selected the hiring manager will complete a confirmation of job offer form and send it to the Human Resources Department. Once received the posting will be taken down and a formal written offer letter will be sent to the applicant from Human Resource Services.
9. Recruitment for travelers shall be coordinated by Human Resource Services with the submission of a Traveler Job Requisition Form completed by the hiring manager/director. All calls/emails from agencies to the hiring manager/director must be forwarded to Human Resource Services.