

Employee Benefits Procedures
(Approved February 12, 2020 JCP/MJF Board)

This document lays out the steps and procedures for determining the salaries and benefits of employees of Jewish Community Partners, Inc. (the “Company”).

Two committees of the Company will be involved with the process:

1. Compensation Committee
2. Personnel Committee

Committee Duties and Responsibilities

Compensation Committee

Members:

- Chair of the Company
- Immediate Past Chair
- Treasurer
- Chair of the Personnel Committee

Duties:

- Oversees process of hiring and firing the President and conducts annual evaluation.
- Prior to the annual budgeting process, meets to review and approve compensation and benefits of the President of the Company and review the President’s recommendations for employee salaries and benefits.
- Prepares total salary and benefit figures which are then provided to the budget committee for inclusion in the budgeting process.

Personnel Committee

Members:

- Chair who is a member of the Company Board of Directors
- Up to 4 additional members of the Board of Directors

Duties:

- Conducts bi-annual review of employee manual and drafts changes when deemed necessary.
- Reviews the benefits package bi-annually including non-salary related benefits such as retirement plan, paid-time-off and medical benefits.

Board of directors ultimately approves salary and benefits as part of the total operating expenses of the Company.