



ABP Corporate Policy

Compensation

PHILOSOPHY AND OBJECTIVES

The American Board of Pediatrics (ABP) seeks to establish and maintain a system of compensation that will effectively attract, reward, and retain a well-qualified workforce within its available resources and general economic circumstances. To accomplish these objectives, the ABP, working in conjunction with an independent compensation and benefits consulting firm, will provide a compensation program that establishes and maintains competitive salary levels within relevant markets, and one which is consistent with job content, responsibilities, and the required knowledge, skills, and abilities. The program will emphasize and encourage excellence by rewarding individual performance and group contributions that reflect ABP values, such as consistency, excellence, reliability, and transparency.

Consistent with the above, salaries will lead relevant benchmarks when performance is *substantially above* established standards and expectations, and lag relevant benchmarks when performance is *below* established standards and expectations. The principles that will be followed in implementing the compensation policy include the following:

- The mission and values of the ABP will serve as the guiding consideration for all human resource actions;
- Total compensation, consisting of direct pay, employee benefits, and the work environment, will be considered collectively;
- Compensation structures will reflect the different markets in which the ABP competes for staff - local, regional, state, and national. While fairness and consistency are important principles, priorities and organizational needs will also be taken into consideration. Internal equity within the compensation structure is also of vital importance to the success of the organization.

ACCOUNTABILITIES

The following parties will assume active roles in the planning, administration, and management of the compensation system, consistent with their positions and responsibility within the organization:

Board of Directors and its Designated Committees

- Approve the Compensation Philosophy, Strategy, and Policy;
- Evaluate the performance of the President and set his/her salary;
- Annually approve compensation structures, job values, and compensation budgets.

President

- Establishes overall compensation policies, structures and aggregate budgets for approval by the Board of Directors;
- Ensures that positions are appropriately evaluated and slotted within the organization;
- Oversees the communication and distribution of all compensation adjustments to staff, ensuring that individual and aggregate adjustments are made within policy guidelines and approved budget allocations.



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Individual Managers and Supervisors (including the President)

- At least annually, conduct performance evaluations of supervisees and report results to the Vice President, Human Resources;
- Understand and be able to explain ABP's compensation policy to supervisees on a need to know basis.

Vice President, Human Resources

- Assists the President in the development and maintenance of the compensation package;
- Understands and is able to communicate compensation policy to staff;
- Schedules and coordinates staff calendars for annual individual performance assessments;
- Coordinates the process by which ABP's outside compensation and benefits consultant prices ABP's jobs to relevant marketplace benchmarks and slots jobs within the organization;
- Prepares and distributes written communication of salary adjustments to all staff.

Vice President, Finance

- Assists the President in the development and maintenance of compensation budgets.

Position Review Committee

This committee is comprised of select members of the Senior Management Team and includes the President, Executive Vice President, Chief Financial Officer and the Vice President, Human Resources. This committee

- Reviews and approves new jobs and job grade requests;
- Reviews and approves recommendations for upgrades of existing positions.