



October 2016

STAFF PAY REVIEW POLICY

It is the policy of ADG that all staff members who wish to discuss and review their wages, must go directly to their Practice Manager as the first contact in the Chain of Command.

The Practice Manager is ultimately responsible for any decisions about reviewing pay and if they feel that they do agree that a review is necessary then they will elevate the request to head office.

Pay reviews are only to be put through to head office after the Practice Manager conducts a Performance Review. If this review has deemed outstanding performance and that there has been growth and improvement to one's work, then this will be advised to Gilda in head office who will gain approval from Dr Ian Ho.

If this has been successfully approved, then our Payroll team will ensure that all changes are made accordingly in the next processing of pays.