



## **ALTECO Policy for Salary and Housing Allowance Changes**

ALTECO is committed to ensuring that its employees (those receiving a W-2) have the opportunity to change their salaries or housing allowances as needs arise, subject to approval by the ALTECO Executive Committee. Such changes should be substantiated through each employee's personal ministry account.

### **Procedure for Approval from the ALTECO Executive Committee**

#### **Request Submission:**

- When a need arises for adjustments to salaries or housing allowances, ALTECO employees can initiate the process by utilizing the Housing Allowance Expense Report and/or completing a new budget.
- These documents and a detailed written proposal must be submitted to the ALTECO Executive Committee for review and approval.

#### **Review Process:**

- The ALTECO Executive Committee will review the submitted documentation, evaluating the necessity and rationale behind the requested changes.
- In cases of housing allowances, detailed information regarding the need for the change, such as a relocation or family-related circumstances, should be clearly articulated.
- The ALTECO Executive Committee will review the employee's ministry account balance and monthly income to verify that their ministry account has sufficient funding for the change.

#### **Approval Notification:**

- The ALTECO Executive Committee will issue a formal letter indicating the approved salary or housing allowance adjustments upon approval.
- The letter will be authored by a designated individual and stored securely in the ALTECO records for documentation and reference.

#### **Record Keeping:**

- All documentation related to salary or housing allowance changes, including proposals, approvals, and communication, will be securely maintained in ALTECO records for future reference and auditing purposes.

**Compliance and Transparency:**

- ALTECO is committed to compliance with all relevant laws and regulations governing nonprofit organizations and employment practices.
- Transparency in decision-making processes regarding salary and housing allowance changes is essential for organizational accountability.

**Regular Review:**

- This policy shall undergo periodic review and potential amendment to align with evolving organizational needs, industry best practices, and regulatory requirements.