



Staff Member Compensation Policy

Last Updated for January 2024

For Clinical Work:

Live Oak clinical staff members will earn a percentage of the receipts that they personally bring to the organization. For Live Oak staff members who received an offer letter after 1/1/20, this rate will not exceed 65%.

Live Oak staff members who received an offer letter before January of 2020 are eligible for a compensation rate that will not exceed 70% throughout the course of an individual's employment.

The following is used to identify the take home percentage of clinical receipts generated and documented weekly by Sunday at 10pm by staff in addition to all other benefits of employment.

2024 Full Time Clinical Compensation Model - Base Pay

Full Clinical Licensure	Years of post-grad Experience	Pre-grad Experience	Years Post LCPC, LCSW, LMFT, Licensed Psychologist	Percentage
Affiliate Psychotherapist without licensure				33%
Affiliate Psychotherapist with licensure and/or former LO trainee				35%
No	0-2	<5 yrs	No	45%
No	0-2	5+ yrs	No	47.5%
No	2+ (or former Live Oak trainee)	<5 yrs	No	47.5%
No	2+ (or former Live Oak trainee)	5+ yrs	No	50%
Yes	2+	<5 yrs	0+	50%

Yes	2+	5+ yrs	0+	52.5%
Yes	7+	Any	5+	52.5%
Yes	12+	Any	10+	55%
Yes	17+	Any	15+	57.5%

Compensation Increases available over time as a Clinical (Not salaried) Employee:

With the exception of licensure and certification completion, all increases in compensation for clinical work and supervision will take place in January of each year, and will be included on the January paycheck.

Reason	Increase in take home pay	Effective date	Notes
Full Clinical Licensure	2.5% increase	1st day of the month after documentation of licensure is given by newly licensed staff to Live Oak CEO	Available for: Licensed Psychologist, LCPC, LCSW, LMFT ----- Only given for the first licensure obtained
Doctoral Degree and/or clinical certification	2.5% increase	1st day of the month after documentation of certification or degree is given by newly certified/degreed staff to Live Oak CEO	(e.g., EMDR, IFS, CADC, SE) ----- Only given for the first doctoral degree or certification ----- Certification must have included supervised clinical experience and more than 1 year of training
Metric Expectations achieved	0.75% increase in clinical pay	January of each year	Full time psychotherapists and clinical supervisors who achieve 100% of a full year clinical targets (see below for metrics goals)
Documentation Expectations Achieved	0.75% increase in clinical pay	January of each year	Full time clinical staff members who are up-to-date on documentation during the end of year audit which occurs the 1st and 2nd weeks of December
Administrative Roles	Up to 2% increase in administrative pay	January of each year	For achievement of up to 4 role related goals to be identified with supervisor in December and to be completed in the year ahead

Documentation Expectations:

Staff members would get the percentage increase if all files have all of the documentation listed below scanned into TA by December 1st of the year::

All of the following are required in order to access the increase)

Correctly completed intake and annual paperwork scanned in for cases active more than 2 weeks (Common Errors to look out for):

- Staff should not sign the HIPPA form
- When using the Genius Scan+ app, you will identify a password attached to the document. Staff must identify this password within the TA account of the client, so that these documents are accessible when audited
- Clients must initial all areas that they authorize us to release on the "release of info"
- Include the fee on the "consent"
- For password protected paperwork, the password should be included in the TA account
- A quick note should be completed for any clients who were assigned to the therapist, but did not engage in services
 - This note should indicate any outreach efforts that were made, and the client's response to the same, as well as any referrals offered
 - Case should then be made inactive within 2 weeks of end of contact efforts
- All inactive cases should have a - \$0 - balance

Correctly completed annual paperwork for the current year for all cases more than 2 weeks old which should include:

- Updated releases and consents for audio/video for each year
 - Must include an identified person or agency to which information will be released
 - Must be signed by therapist
 - Must include the client's name (written on top and signature at the end)

Progress note/quick note documenting any breaks in treatment of one month or more including a plan for re-engagement

Case conceptualization for all clients that have been seen more than three times, with treatment start date 6 months ago or more

All progress notes completed and claims submitted as needed

All closed cases should have a scanned in "case closing" form and should be made inactive. Live Oak is mandated to keep all files that have been active/open in the last 7 years, so the audit will include cases that have been open during that period of time.

- Progress note code should match the content of the progress note (I.E. When using 90791, there should be information within the note to justify its use as well as a subsequently completed conceptualization)

EMDR and Group Clients - Beginning in 2020, all EMDR and group clients should have a brief conceptualization on file that specifically addresses the goals of the group or EMDR work

Supervisory Documentation for Staff, Interns, Post Graduate Fellows, and Affiliates

- End of year reviews scanned into TA accounts and e-mailed to the relevant staff and office manager for previous review periods
- Mid-year reviews scanned into TA accounts for the last review period and e-mailed to relevant staff and office manager
- 45 day reviews scanned into TA accounts and e-mailed to the relevant staff and office manager for staff members who have been here for more than 2 months
- Supervisory notes completed in TA account and "End of Day" selected
- Scanned in professional development plans as needed
- Notes addressing any areas of concern should be specific, and should include agreed upon actions

Note: Staff members who have been at Live Oak **at least 6 months** can access up to 50% of the full time accessible documentation increase if they achieve the expectations set out below. Staff members who have been at Live Oak **less than 6 months** will not have access to these percentage increases.

Part-time staff increases

- Staff members who have requested, and were authorized to maintain a part-time schedule (including part-time use of office space) will have access to prorated percentage increases upon achievement of their clinical targets and administrative/paperwork expectations.

Agreed Upon Hours	Hours of Office Space	Potential Increase Available
¾ time	30 hours	.5625 for paperwork .5625 for metrics achievement
½ time	20 hours	.375 for paperwork .375 for metric achievements

Part-time Requests:

Full time staff members who are undergoing a personal and/or family medical needs, or staff members needing to shift to part-time due to family demands, can make this request in writing, followed by an in-person meeting with the CEO.

Staff members who request a transition to ¾ time, will request that this transition take effect on a given date. ¾ time cannot be requested retroactively to address incomplete metrics goal.

If authorized, the effective date will mark the date of the transition to the new clinical goal for the year (I.E. If a staff member requests a transition to ¾ time on April 1st, will have their metric goal shifted down for the months of April-December of that year).

Part-time supervision

If more than one staff person participates in part-time work at one time, that staff member may be assigned to pair supervision with another part-time staff member.

Increases for Leave

Staff members who have an abbreviated clinical goal due to starting later in the calendar year, or taking time off for medical and or family leave, will have access to percentage increases that are prorated for the percentage of the calendar year in which they actively provided therapy services.

Weeks Worked	Status	Increase available
0-24 (Less than half year)	Full Time	No Increase Available
25 - 36 (Half year)	Full Time	.375 for paperwork .375 for metric achievements
36-46 (¾ year)	Full Time	.5625 for paperwork .5625 for metrics achievement
47+ (Full year)	Full Time	.75 for paperwork .75 for metrics achievement

Supervisory Compensation

For Clinical Work:

A percentage of the income that they personally generate, not to exceed 65% (70% for those who started before January of 2020). This percentage will be identified based on those supervisors' years of experience as a therapist, licensure, as well as by their achievement of their own personal targets in the years at Live Oak. See above for these categories.

For the provision of supervision

Yearly Pay for Supervision										
								Group - 1	Group - 2	Group - 3
Yrs of Experience	Rate / Hr	Pay for 48 weeks supervising one person (1 hr/ wk)	Pay for 48 weeks supervising two people (2 hrs/ wk)	Pay for 48 weeks supervising three people (3 hrs/ wk)	Pay for 48 weeks supervising four people (4 hrs/ wk)	Pay for 48 weeks supervising five people (5 hrs/ wk)	Additional pay for 12 week Orientation (1 hr/wk with 1, 2, 3, 4, or 5 supervisees)	Pay for Group as Solo Supervisor or (1.5 hours/w week)	Pay for Group w/ 1 partner alternating as group supervisor or	Pay for Group w/ 2 partners alternating as supervisors

0-2	\$50	\$2,400	\$4,800	\$7,200	\$9,600	\$12,000	\$600	\$3,600	\$1,800	\$1,199
2-4	\$55	\$2,640	\$5,280	\$7,920	\$10,560	\$13,200	\$660	\$3,960	\$1,980	\$1,319
4-6	\$60	\$2,880	\$5,760	\$8,640	\$11,520	\$14,400	\$720	\$4,320	\$2,160	\$1,439
6-8	\$65	\$3,120	\$6,240	\$9,360	\$12,480	\$15,600	\$780	\$4,680	\$2,340	\$1,558
8-10	\$70	\$3,360	\$6,720	\$10,080	\$13,440	\$16,800	\$840	\$5,040	\$2,520	\$1,678
10-12	\$75	\$3,600	\$7,200	\$10,800	\$14,400	\$18,000	\$900	\$5,400	\$2,700	\$1,798
12-14	\$80	\$3,840	\$7,680	\$11,520	\$15,360	\$19,200	\$960	\$5,760	\$2,880	\$1,918
14-16	\$85	\$4,080	\$8,160	\$12,240	\$16,320	\$20,400	\$1,020	\$6,120	\$3,060	\$2,038
16-18	\$90	\$4,320	\$8,640	\$12,960	\$17,280	\$21,600	\$1,080	\$6,480	\$3,240	\$2,158
18-20	\$95	\$4,560	\$9,120	\$13,680	\$18,240	\$22,800	\$1,140	\$6,840	\$3,420	\$2,278

Administrative Clinician Compensation

- Administrative work that is attached to clinical work (including documentation, billing, paperwork management, supervision, staff/community meetings, supervision mentoring, etc) are compensated as a component of the rate identified for clinical work. No additional compensation is offered for these tasks.
- Below you will find a matrix that represents project, managerial, directoral, and chief compensation

Role (With a Clinical Masters or Higher)	Hours	Starting Rate	Reports to
Clinical Staff offering Project Charter Support (i.e. Interviewing, orientation facilitation, office support)	First 0-200 hours per project	\$20/hr	Coordinator, Manager, Director, COO, and/or CEO
Clinical Staff offering Project Charter Support - increased expertise	Hours 201 + within a particular project	\$22.5/hr	Coordinator, Manager, Director, COO, and/or CEO
Coordinator (and Clinician)	All project/program hours	\$25/hr	Manager, Director, COO, and/or CEO
Manager (and Clinician)	All project/program hours	\$27.5/hr or \$55,000/year salary	Director, COO, and/or CEO
Assistant Director (and Clinician)	All role related work	\$32.5/hr or \$65,000/year salary	COO and/or CEO
Director (and Clinician)	All role related work	\$35/hr or \$70,000/year salary	COO and/or CEO
Training Facilitation	See Form	See Form	All Non-Salaried Staff

Role (Without a Clinical Masters Degree)	Hours	Starting Rate	Reports to
Project Charter Support (i.e. Interviewing, orientation facilitation, office support)	First 0-200 hours per project	\$15/hr	COO, and/or CEO
Project Charter Support - increased expertise	Hours 201 + within a particular project	\$17.5/hr	COO, and/or CEO
Coordinator	All project/program hours	\$20/hr or \$40,000/yr for full time/salary	Director, COO, and/or CEO
Manager	All project/program hours	\$22.5/hr or \$45,000/yr for full time/salary	Director, COO, and/or CEO
Assistant Director	All role related hours	\$25-\$27.5/hr or \$50,000-\$55,000/yr for full time/salary	CEO or COO
Director	All role related hours	\$27.5-\$30/hr or \$55,000-\$60,000/yr for full time/salary	CEO or COO
Training Facilitation	See Form	See Form	All Non-Salaried Staff

Administrative Role Definition:

When a need is determined, and a role is approved by the CEO, the following roles may be made available to clinical or non-clinical staff members within the organization.

<u>Project Charter Support</u>	A person (possibly also a supervisor) who offers project charter support and is responsible only for the tasks agreed upon in this role, not the overall management of any project or program
<u>Project Charter Support - Increased Expertise</u>	A person (possibly also a supervisor) who offers project charter support for an ongoing period, who demonstrates increased expertise in said area, and is offered (by a manager, director, or chief) to do so for more than 200 hours. This person is still responsible for the tasks agreed upon, but not for the overall management of any project of program.

<u>Coordinator</u>	A person (possibly also a supervisor) who has developed expertise within a particular program and/or project, and who will take over the day-to-day, month-to-month management of a project or program including coordinating with other coordinators, managers and all relevant parties to the project. This role will report to the Director, CEO, and/or COO. This role may be salaried or hourly.
<u>Manager</u>	A person (possibly also a supervisor) who has developed expertise within a particular program and/or project, and who will take over the day-to-day, month-to-month management of a project or program. This role may include supervision and/or management of a coordinator and/or project charter support person and/or administrative assistant. This role will report to the Director, CEO, and/or COO. This role may be salaried or hourly.
<u>Director</u>	A person (possibly also a supervisor) who is responsible for the day-to-day and month-to-month management of multiple projects/programs and possibly multiple individuals managing projects/programs, and reports to the CEO, and/or COO.
<u>Chief</u>	A person (and possibly a supervisor) who manages multiple long-term projects with a broad and thorough understanding of the organization's values, direction, capacity, economic circumstances, and goals. Projects and programs are managed with a great deal of independence, but decisions on which projects to prioritize, timing, implementation should all be done in collaboration with the CEO and COO.

Clinical Targets

Role	Hours		Avg. Session Fee / Receipts goal
Intern	400 ICF Under Review	Note: Groups not included for clinical target	\$65
Fellows	800 hours	Note: Groups not included for clinical target	\$100
Affiliates	250 hours	Includes groups and paid trainings that are documented in TA	\$100
Non-supervisory clinicians	1075 hours	Includes groups and paid trainings that are documented in TA	\$100

Supervisory Staff	1000 hours	Includes groups and paid trainings that are documented in TA	\$110
Directors/Managers	600 hours \$1500/week in receipts for total receipts of \$72,000/year	Includes groups and paid trainings that are documented in TA	\$120
CEO, COO, CPO	600 hours \$1625/week in receipts for total receipts of \$78,000/year	Includes groups and paid trainings that are documented in TA	\$130
Hours Reductions	Percentage	Staff members who take on a coordinator, manager, or other support role will be given a reduction in their clinical metrics goal that is consistent with the percentage of their time committed to that support work	I.E. If the staff member is asked to do 10 hours of project work, this will be considered 1/4th of their full time role, which will mean they will access a reduction in clinical metrics by 1/4th.

Reduction for Project Charter supporters

- Clinical Staff who work on project charters for at least 250 hours in a year are eligible to have their metric expectations reduced at the following rate:

Hours worked	Reduction in metric Expectations	New Metric Goal
250 +	Reduced by 1/8th	7/8ths of the original goal
500 +	Reduced by 1/4	3/4ths of the original goal

Compensation for Time Off of Work

Eligibility

- All employees are eligible to receive PTO and Sick Time immediately upon hire.
- PTO and Sick Time are calculated and renewed at the start of the calendar year.
- PTO and Sick time granted during your first and last year of employment will be prorated based on the percentage of the year worked:

Carryover

- Up to 20 hours of unused PTO can be carried over to the following year at the end of the following calendar year.

Separation of Employment

- Upon separation of employment for any reason, employees will be paid for earned but unused PTO (prorated for the percentage of a year worked). Holidays (when applicable) will not be paid out upon termination.

For Non-Salaried Staff

- Staff members who are paid hourly or who earn a percentage of the receipts that they collect for clinical work earn PTO and Sick Time according to the following scale.

Full Time PTO and Sick Hours				
Months of Service	Pay Per PTO Hour	PTO Hours Available	Sick Hours Available	Total Time Off/Sick Pay
0-24 Months	\$20	40 Hours	40 Hours	\$1600
25-48 Months	\$25	40 Hours	40 Hours	\$2,000
49-72 Months	\$30	40 Hours	40 Hours	\$2,400
73-96 Months	\$35	40 Hours	40 Hours	\$2,800
97-120 months	\$40	40 Hours	40 Hours	\$3,200
121-144 months	\$45	40 Hours	40 Hours	\$3,600
145 and beyond	\$50	40 Hours	40 Hours	\$4,000

¾ Time PTO and Sick Hours				
Months of Service	Pay Per PTO Hour	PTO Hours Available	Sick Hours Available	Total Time Off/Sick Pay
0-24 Months	\$20	32 Hours	32 Hours	\$1,280
25-48 Months	\$25	32 Hours	32 Hours	\$1,600
49-72 Months	\$30	32 Hours	32 Hours	\$1,920
73-96 Months	\$35	32 Hours	32 Hours	\$2,240
97-120 months	\$40	32 Hours	32 Hours	\$2,560
121-144 months	\$45	32 Hours	32 Hours	\$2,880
145 and beyond	\$50	32 Hours	32 Hours	\$3,200

For Salaried Staff

- Staff members who are paid a salary earn PTO and Sick Time according to the following scale:

Salaried Full Time PTO and Sick Hours				
Months of Service	Pay Per PTO Hour	PTO Days Available	Sick Days Available	Total Time Off/Sick Pay
0-5 years	Salaried	10 days	5 days	Salaried
5-10 years	Salaried	15 days	5 days	Salaried
10+ years	Salaried	20 days	5 days	Salaried

Holidays

- Salary staff have 6 days of Holidays to use per year within the Paylocity system. Salaried staff members are welcome to swap their holidays out for another day upon approval from the COO.