




THE ARLINGTON HOSPITAL

1701 North George Mason Drive, Arlington, Virginia 22205 (703) 558-5000

February 4, 1977

TO: Mr. John Sverha, Administrator
FROM: Walt Jacob 
RE: Promotion of Mrs. Katherine Updegrove

It has come to my attention that you and Miss Baker have considered promoting Mrs. Updegrove to Associate Director of Nursing and have agreed to do so. Both Kathy Muller and I have discussed the accompanying salary increase with Miss Baker. We agree that her recommendation of 15% - raising Mrs. Updegrove's salary from \$17,050 to \$19,600 - is appropriate

If Mrs. Updegrove's promotion and the implied identification of her as "second in command" of the hospital's largest, most essential department are to have meaning, then her compensation should reflect the extent of her new responsibilities and should be significantly greater than that of the Assistant Directors. In this situation we feel that a 15% increase, although somewhat in excess of the hospital's policy guidelines on promotional increases, is justified.

We are aware that Mr. Morris of SMS has recommended freezing the salaries of certain nursing personnel pending the outcome of the management position evaluation and salary administration study. However, we feel certain that no "red circle" or deceleration of salary growth will be necessary in Mrs. Updegrove's case and recommend that her promotion and promotional increase be effected in the very near future.