



Policy Type: Human Resources

Policy #: HR-700-14

Approved by Council on: June 25, 2018

Human Resources – Non-Union Staff – Salary Administration

Policy

The Town is committed to a policy of salary administration which is internally and externally competitive and equitable and that also recognizes and encourages individual performance. Salary administration for non-union staff is an effective part of the Town's management process, therefore, the salary structure and its use must not become restrictive.

Objective

To provide guidelines for ongoing salary administration and direction to management and non-union staff as to how the non-union salary grids will be managed.

Procedure

Salary Structure and Rate Ranges

The salary structure and rate ranges shall be those approved by the CAO and the Town Council from time to time and will be based on the established job evaluation tool.

Cost of Living Adjustments

Annual cost of living adjustments are necessary to maintain an equitable compensation system for non-union employees; it assists with reducing the compression between unionized and non-unionized positions and provides an annual increase that is fair.

Annual adjustments to non-union rates will mirror the percentage increase awarded to CUPE as per the current Collective Agreement.

All adjustments will be effective January 1st of each year.



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Classification

The various steps in the grid are meant to represent the following:

- Steps 1 and 2 – Training and Orientation Phase
- Steps 3 and 4 – Skill and Education Development
- Step 5 – Represents the Full Job Rate, with the employee capable of performing all related tasks as outlined in their respective job descriptions.

An employee will normally start at the first step or minimum rate on the salary range for his/her position unless otherwise approved by the CAO (Town Council when dealing with the CAO).

Salary Step Increases

No progression on the salary schedule shall be automatic but rather by recommendation of the Manager and approval of the CAO (Town Council when dealing with the CAO) at his/her discretion based on a positive performance review, and having achieved at least 80% or more of their goals and objectives as set at the previous performance review.

Performance reviews will be done during probationary periods, and at a minimum annually on or before November 30th each year, with any relative annual increase being effective on following anniversary date. This will provide ample opportunity for the financial impact of any salary changes to be accommodated in the subsequent year's annual operating budget. Probationary increases will be relative to positive performance reviews at the end of the given probationary period agreed to in their Offer of Employment.

Acting Pay

When an employee is in an acting position they will receive the minimum rate within the salary range of the higher paid position, which affords an increase in pay. The employee will return to their regular rate of pay upon the completion of their acting assignment. An acting assignment must be approved by the CAO for all positions or Town Council when dealing with the CAO position, before it commences.

Eligibility for Acting Pay is for any assignment in excess of two (2) weeks.



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Reclassification

When an employee is promoted to a higher paid position, the employee shall receive the minimum rate within the salary range of the higher paid position, which affords an increase in pay.

When an employee voluntarily moves to a lower paid position, the employee shall be paid a salary that does not exceed the maximum of the new salary range.

When an employee is involuntarily demoted to a lower paid position for cause, or due to performance related issues, the employee shall be paid a salary that does not exceed the maximum of the new salary range.