Salary & Wage Administration

**Purpose:**

The Township is committed to salary administration methods that deliver quality customer service and enable superior recruitment and retention of employees. The Township seeks to ensure fair compensation treatment for all employees by ensuring that pay practices are compliant with required laws and regulations (Pay Equity Act, for example) and allow for pay to be based on overall performance and relative contribution to the Township's objectives.

**Scope:** This policy applies to all permanent Township employee classifications.

**Policy:**

1. The wage and salary grid established by Council shall form the basis of compensation for permanent employees.

2. In the last quarter of the first year of the Council term, staff shall present a report for Council's consideration setting out wage and settlement information from various municipalities with a recommendation for any market adjustments deemed necessary to ensure the Township wage and salary grid reflects market conditions.

   The wage and salary grids shall be increased by the Ontario Consumer Price Index All-items (CPI) to a minimum of a 1.5% increase annually and a maximum of a 3.0% increase annually, at October 31st annually effective January 1st of the following year.

3. The policy for progression through the steps of the wage and salary grid shall be as follows, unless otherwise set out in the employment agreement:

   - Start employment, at the level on the grid negotiated at the time of hiring, with a six month probationary period,
   - After the six month probationary period, with a satisfactory performance evaluation, move up one step on the grid,
   - On the employment anniversary date and each year thereafter, with a satisfactory performance evaluation, move up one step on the grid until the top of the grid is reached.

4. Notwithstanding Section 3, with the approval of the C.A.O., where circumstances warrant, and with a satisfactory performance evaluation movement up the grid may be accelerated.
5. Notwithstanding Section 3, progression through the steps of the wage and salary grid may be tied to specific conditions negotiated at the time of hire and set out in the employment agreement.

6. It is recognized that from time to time it may be necessary for an employee to perform the duties of a higher paid position or duties of a supervisory nature that are in addition to his/her typical job description.

   • When an employee is assigned supervisory duties by his/her direct supervisor or Department Manager they may be eligible for a $1.00 per hour supervisory premium. The eligibility for this premium shall be determined by the respective supervisor or Department Manager and shall be approved on the timecard. Such assignment shall be temporary in nature.

   • When an employee performs the duties of a higher paid position for a minimum period of one week they may be eligible for a $1.00 per hour premium. The eligibility for this premium shall be determined by the respective supervisor or Department Manager and shall be approved on the timecard. Such assignment shall be temporary in nature.

7. Periodically, the Township may review the wage/salary grid to ensure changes in labour market comparables or in the duties and responsibilities of each position are appropriately adjusted on the grid.