

Municipality of Clare

Salary Administration Policy

PURPOSE

The purpose of the Salary Administration Policy is to maintain levels of compensation that are internally equitable, externally competitive and financially feasible.

OBJECTIVES

The objectives of the Salary Administration Policy are to:

1. outline the components of the salary administration program;
2. identify the circumstances under which an employee's salary may be changed;
3. provide for the starting salaries of new employees as part of the Offer of Employment; and
4. identify the specific responsibilities of the CAO, Directors/Supervisors and employees of the Municipality related to the administration of this policy.

SCOPE

All employees of the Municipality fall within the scope of this policy and must adhere to the policy statements contained within this document.

POLICY

Policy Statement

It is the policy of the Municipality of Clare to maintain a salary administration program that is internally equitable and externally competitive; affordable for the taxpayers of the Municipality; and promotes the recruitment and retention of qualified, motivated and productive employees.

Salary Administration Program

Job Descriptions

Every position in the Municipality's organization shall have a complete, accurate and up-to-date job description. To comply with this requirement, job descriptions will be prepared for all new positions added to the organization. As well, all current job descriptions will be reviewed and signed off annually during performance evaluations by the employee, her/his Supervisor and Director (if the Director is not the employee's direct supervisor).

In the event it becomes necessary to introduce significant changes to the duties and responsibilities of an existing position, the Director for the department the position falls within will prepare a revised job description in consultation with the employee(s) currently in the position. The revised job description will be forwarded to the CAO for final approval. The CAO will re-evaluate the approved job description as set out in this policy to determine if a change in salary is appropriate.

Job Evaluations

All new or revised job descriptions will be evaluated using a point score system based on the following criteria:

- Education
- Experience
- Supervision
- Responsibilities
- Communication
- Working Conditions
- Complexity of Duties
- Physical Effort

The evaluation of all new or revised job descriptions will be the responsibility of the CAO, in consultation with the Director. A point score will be calculated by the CAO and used to determine the salary level for all positions in the Municipality's organization.

Salary Level Adjustments and Surveys

Beginning in 2016, and every third year thereafter, the salary levels set out in the Salary Administration program will be determined following a market survey of a sample of positions from other municipalities of similar size, geographic location close to the Municipality of Clare and that are deemed potential competitors for municipal employees. Adjustments to salary scales during the two years between market surveys will be based on Cost of Living Allowance (COLA) for Nova Scotia as of December 31st of the preceding year.

A market survey of salaries for any one position may be undertaken at any time when there is evidence that the salary for that position is no longer externally competitive.

A separate hourly wage scale will be maintained for seasonal staff and summer students.

Performance Evaluations and Salary Increments

The performance of every employee will be evaluated by his/her Supervisor on an annual basis. All performance evaluations, signed by the employee, Supervisor, and Director (if the Director is not the employee's direct supervisor), will be submitted to the CAO by March 31st each year to be placed in the employee's personnel file.

Employees who have demonstrated good performance over the previous year and who have met all performance targets set out in the previous year's evaluation, will be considered for a merit increase equal to a one-step increment in her/his salary level. The CAO reserves the right to approve merit increases of more than one step for exemplary performance.

Employees who are hired after January 1st in any given year will not receive an April 1st increment until the following year at April 1st unless stated otherwise in their Letter of Offer.

There will be no salary increases for casual and term employees unless stated otherwise in their Letter of Offer.

Starting Salaries and Offers of Employment

An employee shall receive, at time of hiring, a salary that is at least equal to the first step of the salary level for the position s/he is being hired to fill. The normal starting salary at the time of hiring will be Step 1 of the salary level. Notwithstanding, current market conditions, the level of experience of the new employee or a combination of both, may warrant a starting salary greater than Step 1. Salaries included in all offers of employment require CAO approval.

Compensation for Temporary Assignments

When an employee is temporarily assigned to a more senior position they will immediately be paid in accordance with the salary scale of the position to which they have been assigned. Placement on the new scale will be the decision of the CAO based on a recommendation from the employee's Director. Temporary assignments should not extend beyond one year before the staffing compliment of the Department is reviewed.

When an employee is assigned the duties of another position in addition to his/her own job duties, no additional compensation will be paid if the assignment is less than three months. After three months, the employee's salary will be increased up to 10%, retro-active to the time the employee started performing the additional duties, and will continue to be paid over the period the employee is performing the additional duties. Such assignments require CAO approval to extend beyond six months and the staffing compliment and assignment of duties in the Department shall be reviewed by the CAO and Director.

GOVERNANCE

Roles and Responsibilities

Chief Administrative Officer

The Chief Administrative Officer (or designate) will:

- a. review and consider approval of all job descriptions;
- b. ensure every position in the Municipality's organization is evaluated and a point score calculated based on the job evaluation criteria identified in this policy;
- c. determine placement of all positions on the salary scale system;
- d. undertake a market survey for all positions included in the Municipality's organization in 2016, and every third year thereafter, and make any necessary recommendations to Council to ensure salary levels are externally competitive;
- e. review and consider approval of all requests for salary increases greater than one step in a salary level;
- f. approve all starting salaries for new employees hired.

Directors & Supervisors

Directors and Supervisors will:

- a. carry out annual performance evaluations of all employees reporting directly to them and submit signed copies to the CAO by March 31st each year; and
- b. ensure job descriptions for the positions in their department are current, accurate and up-to-date by reviewing them as part of the annual performance evaluation for each employee in his/her department.

Administrative Assistant to the CAO

The Executive Assistant will:

- a. maintain a data base of job descriptions for all positions in the municipal organization;
- b. maintain a record of performance evaluations completed and follow up on any that are not filed with him/her by March 31st each year.

Employees

Employees will:

- a. participate in the annual review of their performance and work with their Supervisor to ensure their job description is reviewed as part of that process.

Chief Administrative Officer's Annotation for Official Policy Book

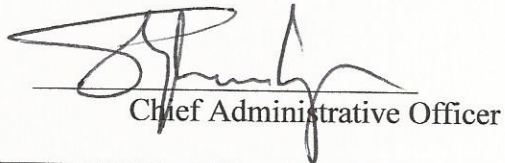
Date of First Reading: March 2, 2016

Date of Passage of Policy: March 16, 2016

I certify that this Policy was adopted by Council as indicated above.


Warden

March 16, 2016
Date


Chief Administrative Officer

March 16, 2016
Date