



## The Corporation of the Town of Tecumseh

# Policy Manual

**Policy Number:** 67

**Effective Date:** November 30, 2009

**Supersedes:** ~~N/A-PC 35/09 November 30, 2009~~N/A

**Approval:** ~~PC 35/09 November 30, 2009~~PC ??XX/20 December 8, 2020

**Subject:** Compensation and Salary Administration Policy

### 1.0 Policy Statement

1.1 A policy to ensure the fair and consistent administration of salary compensation for Town of Tecumseh (Town) employees.

### 2.0 Application

- 2.1 To all management and non-union administrative support employees.
- 2.2 Union staff compensation is contained in the respective collective bargaining agreements.

### 3.0 Purpose

- 3.1 Establishing and maintaining a current and effective compensation and salary administration policy is essential for attracting and retaining employees to the Town. Competitive compensation ensures the Town is able to achieve organizational objectives with the necessary leadership in place to fill its management and administrative support positions.
- 3.2 The Town as an employer will aim to establish pay practices which are fair and reasonable in relation to the work performed, qualifications required and responsibility assumed while reflecting the competitive job market and the Town's ability to pay.

### 4.0 Definitions

**Director** – Department Head

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**Employee** – management and non-union administrative support staff

**Job Classification** – each position within the organization shall be rated and represented by a classification for such position. Multiple steps will reflect the levels or grid for each classification

**Grid** – represents the various levels of job classifications

**Steps** - represents the various salary ranges within the job classification for each position

## 5.0 Compensation

5.1 Annual salary increases may be based on the following:

- Annual economic adjustment, as approved by Town Council and reflected in The Management and Non-union Administrative Support Staff Salary Schedule;
- Advancement within the grid for the pay grade of the management and non-union administrative support staff employees, based upon completion of the Performance Evaluation, which includes achievement of the objectives established for the year and satisfactory performance in the competencies and demonstrated abilities applied by the employee in their duties for the year, as attested by their Director and the Chief Administrative Officer.

5.2 Compensation as established in the Compensation and Salary Administration Policy is the responsibility of the Chief Administrative Officer, as recommended to the Personnel Committee and based on annual operating budget approvals.

## 6.0 Annual Economic Adjustment:

6.1 In each year, an adjustment to The Management and Non-union Administrative Support Staff Salary Schedule will be made, to be effective January 1st and in doing so shall be made- [taking into consideration](#):-

- [The annual economic adjustment based on the Consumer Price Index \(CPI\) year over year;](#)
- [The OMERS annual increase;](#)
- [Municipal comparators' general percentage increase;](#)

- The average/median range adjustments for Municipalities/Public Sector employers;
- Negotiated increases with the Local Bargaining units;
- Compression; and
- Ability to pay.

Any changes to salary ranges will be recommended and approved through the annual Budget process.

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~~6.36.2~~ Adjustments will be made to all steps within each classification

~~6.46.3~~ Any changes, based on the Consumer Price Index (CPI), year over year, or as otherwise recommended by the Personnel Committee, would be presented as part of the annual operating budget for the consideration and approval of Town Council.

## **7.0 Annual Review:**

### **7.1 Performance Evaluations**

7.1.1 Performance Evaluations shall occur in the first quarter of each year. In cases of unsatisfactory performance, no salary adjustment will be made.

### **7.2 Management and Non-union Administrative Support Staff**

7.2.1 The salary ranges will be reviewed on an annual basis. The effective date of any salary changes resulting from the annual performance review shall normally be effective on January 1st of each year.

### **7.3 Deferments**

7.3.1 The date for a salary review may be deferred under certain circumstances, e.g. when an employee fails to meet the performance standards of his/her position or was on a leave of absence (other than maternity or parental leave) and insufficient time in the position for Director to assess performance.

7.3.2 When it is evident that an employee's performance is below the level that is expected of the position, the CAO/Director must undertake corrective action. He/she must meet with the employee to:

- Discuss the possibility that a salary increase may not be earned; and
- Indicate unsatisfactory performance, formally review areas of weakness and set objectives for improved performance by which the employee will be measured.

7.4 This review meeting must be done sufficiently in advance of the salary review date to allow the employee an opportunity to improve his/her performance.

### **8.0 Step Advancement in Salary Grid:**

- 8.1 The salaries referenced in this policy are based on ten (10) job classes, as illustrated in The Management and Non-union Administrative Support Staff Salary Schedule, Schedule 1.
- 8.2 Positions are rated and assigned an appropriate salary grade. The Chief Administrative Officer shall be responsible for ensuring that assignment of salary grades is kept up to date. Currently, each salary grade has a range of five (5) steps.
- 8.3 Appointments are normally at step one. However, if an employee has experience that is related to the position or has exceptional qualifications, the hiring rate may be at a higher step. When an employee is placed in a step higher than step one, he/she is eligible for a salary adjustment no earlier than a minimum of six (6) months employment.

### **9.0 Periodic Evaluation:**

- 9.1 Every five (5) years, commencing in the first quarter of 2011, a salary survey and evaluation will be conducted to review The Management and Non-union Administrative Support Staff Salary Schedule as they relate to market comparators and comparable positions in both the public and private sectors. Adjustments will be recommended for consideration by the Chief Administrative Officer to the Personnel Committee.
- 9.2 In the event that the job description and/or duties and responsibilities of a position are altered from the time of the original ratings assigned to the position, an employee may request that the position be re-rated. In this instance, the Chief Administrative Officer will determine if such re-evaluation is warranted or can defer the request to the review process.
- 9.3 Periodic reviews for purposes of compliance with Pay Equity legislation may be required from time to time. It is recommended that this review, to the extent possible, be included with the salary survey and evaluation process.

## 10.0 Contact

Human Resources – ~~Corporate Services & Clerk Department~~

Chief Administrative Officer

## 11.0 Approvals

~~GAO Recommended: March 28, 2009~~

~~Personnel Policies and Priorities~~ Committee Approval: ~~November 30, 2009~~ December 8, 2020

**Schedule 1**

<u>Level</u>	<u>Job Title</u>
-	-
<u>11</u>	<u>Chief Administrative Officer</u>
-	-
<u>10</u>	-
-	-
<u>9</u>	<u>Director Financial Services</u>
-	<u>Director PW &amp; Environmental Services</u>
-	<u>Director Planning &amp; Building Services</u>
-	<u>Director Corporate Services &amp; Clerk</u>
-	<u>Director Parks &amp; Recreation</u>
<u>8</u>	<u>Director Fire Services &amp; Fire Chief</u>
-	<u>Director Information &amp; Communication Services</u>
<u>7</u>	<u>Manager Engineering Services</u>
-	<u>Manager Planning</u>
-	<u>Manager Water &amp; Wastewater</u>
-	<u>Manager Roads &amp; Fleet</u>
<u>6</u>	<u>Deputy Treasurer &amp; Tax Collector</u>
-	<u>Deputy Fire Chief</u>
-	<u>Manager Building Services &amp; CBO</u>
<u>5</u>	<u>Manager Recreation Programs &amp; Events</u>
-	<u>Manager Parks &amp; Horticulture</u>
-	<u>Manager Town Facilities</u>
-	<u>Deputy Clerk</u>
-	<u>Manager Strategic Initiatives</u>
<u>4</u>	<u>Manager Committee &amp; Community Services</u>
<u>3</u>	<u>Human Resources Officer</u>
-	<u>Supervisor Recreation Program &amp; Events</u>
<u>2</u>	<u>Executive Assistant to CAO</u>
-	<u>Administrative Assistant to Director Corporate Services &amp; Clerk</u>
-	<u>Administrative Assistant to Council (PT)</u>
-	<u>Fundraising Coordinator</u>