



The Corporation of the Town of Tecumseh

Chief Administrative Officer - People & Culture

To: Personnel Committee

From: Michelle Bonnici, Director People & Culture

Date to Council: April 26, 2022

Report Number: CAO-PC-2022-03

Subject: Amended Compensation and Salary Administration Policy 67

Recommendations

It is recommended:

That the amended Compensation and Salary Administration Policy No. 67 appended to Report No. CAO-PC-2022-03 as Attachment 1, **be approved**.

Background

The 2021 Compensation Review Report (Report) highlighted a number of recommendations, including the requirement to update and amend the Compensation and Salary Administration policy to address the outputs of the review. The Report was approved by Council last October and accordingly, the purpose of this report is to present the amended policy (Attachment 1).

In addition to the amendments highlighted by the Report, the policy was also amended to incorporate appropriate definitions, streamline language and clarify specific processes related to the performance management process as well as the periodic evaluation timelines.

Comments

The policy amendments incorporate language that speaks to fair and equitable compensation and salary and highlights that the Town is an employer that aims to prioritize pay practices that are fair and equitable in relation to the work being performed, qualifications required and responsibility assumed while reflecting the competitive job market and the Town's financial capabilities.

In addition, the amendments clarify the processes for step advancement within the salary grid, provisional economic adjustments, performance evaluation processes and deferments.

The Town of Tecumseh's compensation philosophy has been included in the policy and establishes that our salaries are aligned with the 60th percentile of comparator organizations.

The periodic evaluation of our compensation structures have been established at three to five years commencing in the first quarter of 2022. This has also been incorporated into the policy language.

Schedule 1 of the policy has also been updated with the relevant job titles and levels of all non-union job classifications.

Consultations

Chief Administrative Officer

Financial Implications

None.

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities. |
| <input checked="" type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
| <input type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Michelle Bonnici, BA, LL.M
Director People & Culture

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

| Attachment Number | Attachment Name |
|------------------------------|--|
| 1 | Compensation and Salary Administration Policy No. 67 (amended) |