



## The Corporation of the Town of Tecumseh

Chief Administrative Officer - People & Culture

**To:** Personnel Committee

**From:** Michelle Drouillard, Director People and Culture

**Date to Council:** Tuesday, February 25, 2025

**Report Number:** CAO-PC-2025-03

**Subject:** Compensation and Salary Administration Policy Update

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### Recommendations

It is recommended:

**That** Report CAO-PC-2025-03 entitled, “Compensation and Salary Administration Policy Update” **be received**;

**And that** the revisions in Attachment 1 to Report CAO-PC-2025-03 “Compensation and Salary Administration Policy Update” **be recommended** by the Personnel Committee for approval by Council at the March 11, 2025, Regular Council Meeting.

### Background

People & Culture recently completed a total compensation review of the Non-Union group of employees. Based on the approved changes that have been implemented January 1, 2025, the Compensation and Salary Administration policy must be updated to reflect current practices.

Ensuring this policy is current also falls in line with the People Strategy Objective of “Deploy Effective Talent Acquisition and Retention Strategies” with a focus on a total compensation strategy that establishes our program and differentiates us as an employer of choice.

## **Comments**

The fully revised policy can be found as Attachment 1 and the changes made reflect the current Compensation and Salary Administration practices. All changes made to the policy are detailed below.

### **Definitions & Step Advancement in Wage Grid**

Through completion of the job evaluation process, the wage grid has been amended from thirteen (13) levels of job classes to eleven (11). The following clauses have been amended to reflect this change:

4.4 Wage Grid – The wage grid represents the eleven (11) grid levels of job classes which is one component of the compensation framework that is used for salary administration and pay related decisions.

4.5 Steps - represents the salary ranges within each of the eleven (11) levels.

8.1 The salaries referenced in this policy are based on eleven (11) job classification levels.

### **Compensation**

The Town of Tecumseh's compensation philosophy has been increased to the 65<sup>th</sup> percentile from the 60<sup>th</sup>. This will ensure that the Town is able to recruit and retain top talent. The below clause has been revised to reflect this change.

5.2 The Town of Tecumseh's compensation philosophy is to align salaries established in our wage grid with the 65th percentile of comparator organizations established in the periodic compensation evaluation administered every three to five years.

### **Annual Review**

Due to time constraints with performance appraisals and feedback from the senior leadership team, the effective date of step increases has been amended to January from October.

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

7.1.2 Step increases 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 or as otherwise indicated.

## Schedule A

Schedule A (Wage Grid) has been removed from the Compensation and Salary Administration Policy. This document is a key part of the Town's Pay Equity Plan and will be included when the Town's plan document is renewed to reflect recent revisions and posted.

## Consultations

Financial Services  
Chief Administrative Officer

## Financial Implications

All financial implications have been included in the recently adopted 2025 Town budget.

## Link to Strategic Priorities

Applicable	<a href="#">2023-2026 Strategic Priorities</a>
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

## 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:

Amanda Schram, CHRL  
People & Culture Advisor

Reviewed by:

Michelle Drouillard, BA Hons., CHRL  
Director People & Culture

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	CAO-PC-2025-03-Attachment 1- 67 Compensation and Salary Administration Policy - Updated