

Salary Administration Policy



Section	Date	By-Law Number	Page	Of
Human Resources	Nov1, 2024	154-2024	1	4
Subsection	Repeals By-Law Number		Policy Number	
Non-Union	33-2019		HR-3-1	

Purpose

To define and outline the City of Kenora's salary administration policy, and provide for a fair and competitive compensation package for Non-Union staff.

Policy Statement

The City of Kenora is committed to a policy of salary administration which is internally and externally competitive and equitable, and that also recognizes and encourages individual performance through goal-setting and successful evaluation. The City of Kenora recognizes the importance of maintaining competitive compensation programs and, as such, surveys external market trends. Other factors such as internal labour agreement settlements, pay equity, and approved budget funding are also considered in determining the City of Kenora's compensation strategy.

Responsibilities

Council Responsibilities:

1. Conduct annual performance review and approve next year's job plan for the CAO
2. Review and update job description for the CAO
3. Acts as an Appeal Board

CAO's Responsibilities:

1. Conduct annual Performance Review and formalize Job Plans with Senior Leadership Team Members
2. Review and update job descriptions for Senior Leadership Team Members
3. Recommend Management Pay Grid to Council for approval
4. Recommend staff salary adjustments

Senior Leadership Team Member Responsibilities:

1. Conduct annual Performance Review and formalize next year's Job Plans for applicable Non-Union staff
2. Review and update job descriptions
3. Budget funds for staff salaries for respective staff.

Salary Administration Policy

Policy Number	Page	of
HR 3-1	2	4

Director, Human Resources Responsibilities:

1. Conduct salary surveys
2. Co-ordinate notices of performance reviews to Senior Leadership Team Members for completion
3. Assist in the development and revision of job descriptions
4. Complete Pay Equity process on positions as required and forward results to CAO.

Compensation Program

A. Job Classification, Wages, and Progression

1. Rates of pay and job classifications shall be established in accordance with the approved Salary Structure Grid for Non-Union/Management Staff, hereto known as the Management Pay Grid.
2. There shall be no upward movement between levels in the Management Pay Grid for a specific job classification established through the Pay Equity process.
3. An employee shall be eligible to receive a one merit increase upon satisfactory performance evaluation effective upon the employee's anniversary date and conditional upon meeting requirements as outlined in section 6 below. For purposes of this policy, an employee's anniversary review date will be December 31st of each year.
4. One merit is required to move one step on the Management Pay Grid.
5. Normal progression on the Management Pay Grid will be January 01st of each year.
6. Appointed Non-Union supervisory staff shall complete Performance Reviews and Job Plans for their respective staff on an annual basis by January 31st of the next year in order to be eligible for their own merit increase.

B. Economic Adjustments

1. Economic adjustments to Non-Union pay grids may be authorized by Council through budget approval.
2. Factors to be considered when determining economic adjustment shall include:
 - Ability of the Municipality to pay based on approved budget guidelines
 - Wage and benefit package approved by Council for City employees covered by CUPE, IBEW, and KPFFA Collective Agreements

Salary Administration Policy

Policy Number	Page	of
HR-3-1	3	4

3. The CAO shall be authorized to update the respective pay grids following with economic adjustments as agreed to by Council through the budget approval process.
4. Effective date for any economic adjustment shall be January 01st or as otherwise approved by Council.

New Employees

When determining the start rate for a new employee, the employee shall be placed at the appropriate Level for the position and at the Start Rate. Recognition for qualifications and previous experience may be taken into consideration in establishing a higher than Start Rate on the Band as approved by the CAO and conditional upon available funding.

Other Salary Adjustments

1. Salary Survey
The Human Resources Department shall perform an external salary survey every five years or as requested by the CAO to compare the current salary levels for City of Kenora Non-Union staff to the external market. An external salary range shall be established between 90% and 110% of the midpoint of the survey results. Salaries for job classifications outside the established range shall be reviewed by the CAO. Where survey results are not available or incomplete, any recommendations may be based on internal job classification comparisons.

C. New/Amended Duties

Where a new job is created or duties of a current position are substantially altered, the following procedure shall be established:

- i) job description, responsibilities, qualifications, etc. shall be determined and formulated in a draft job description in discussion with the Senior Leadership Team member and the Director of Human Resources.
- ii) a 'tentative' Point Band shall be established as recommended by Director of Human Resources in consideration of comparisons with similar positions
- iii) the individual hired shall be paid at the Start Rate on the pay grid which is within the identified Point Band
- iv) after the job has been filled for a period of time which will allow the employee to become familiar with the job functions and

Salary Administration Policy

Policy Number	Page	of
HR-3-1	4	4

responsibilities, the employee shall complete a Pay Equity Questionnaire for review with their supervisor and Director of Human Resources or their designee. .

- v) a job description shall then be finalized and a Pay Equity Questionnaire shall be forwarded to Human Resources for formal evaluation of the job; total points will determine which Point Band and salary range for the job

D. Appeals

Appeals to the decision of the Director of Human Resources may be made to the CAO.