



Date 2 May 2011

City Council Committee Report

To: Mayor Canfield & Members of Council

Fr: Karen Brown

Re: Non-Union Pay Grid

Recommendation:

That Council hereby approves an economic adjustment of 2.7% to the City's Non-Union pay grid effective 1 January 2011; and further

That Council hereby approves grid movement for non-union staff in 2011 in accordance with the provisions as set out in City policy HR-3-1.

Background:

In the second half of 2010, the City went through a non-union pay equity and market survey review through an independent consultant. City Council adopted the recommendations contained within that consultant's report for 2010, which included the adoption and posting of an amended pay equity plan and implementation of a revised 2010 pay grid for non-union staff.

As part of this approval, Council directed administration to make the new Council aware of the recommendations included in the McDowall Associates report for their consideration, which included:

- An economic adjustment of 2.7% to the non-union grid for 2011 to ensure the grid remains competitive to market in 2011

The 2.7% adjustment was included in the City's 2011 operating budget and discussed as part of that review. Council approved the allocation of these funds in the budget as part of the budget process.

Under the City's salary administration policy, #HR-3-1, the following section applies to economic adjustments to the non-union salary grid:

B. Economic Adjustments

1. Annual economic adjustments to the Management Pay Grid may be authorized by Council.

2. Factors to be considered when any adjustment is to be made to the Management Pay Grid 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
3. Effective date for any economic adjustment to the Management Pay Grid shall be January 01st or as otherwise approved by Council.

In accordance with policy, the economic adjustment for non-union staff as included within the budget is now being brought forward to Council for consideration.

Also approved within the City's budget was grid movement for non-union staff. This grid movement would be done in accordance with City policy #HR-3-1. The relevant section is as follows:

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.

Budget:

The economic adjustment and grid movements have both been factored into the City's 2011 operating budgets, and were discussed during the 2011 budget

deliberations. These items were approved for inclusion in the budget by the budget committee of Council and form part of the final approved budget.

Communication Plan/Notice By-law Requirements:

An updated non-union pay grid will be provided to the appropriate staff in the City's Human Resources and Finance departments.