

POL-ADM.2018.101 Title: *Salary Administration*



Type: Human Resources
Authority: CEO
Resolution No: BMPL 2018-221 on 11-15-18;
POL-ADM.2018.101

Associated Documents:
Original Approval: 11-15-2018
Amended On: 04-16-2020
Reviewed On:

ADM.2018.101.1 Purpose Statement

The Blue Mountains Public Library follows the Town of The Blue Mountains staff and student grids. However, the Board and CEO are responsible for preparing job descriptions and job fact sheets which are then evaluated by a third party using a job evaluation process to ensure equity and placement on suitable pay grade.

ADM.2018.101.2 Scope

This procedure applies to all Library, Museum and Gallery employees including permanent full-time, part-time and contract positions. Any exception requires a business case and approval from the CEO and Board, after which it will be presented to the Town's Director of Human Resources and Director of Finance and Information Technology for evaluation and placement on the grid, prior to any action being taken.

ADM.2018.101.3 Commitment Statement

1. It is the Board's strategy to compensate employees for their services in a way that attracts, retains, and motivates competent people and is legislatively compliant.
2. It is the policy of the Board to be externally competitive with the employment market while providing internal equity with the Town through compensation practices that are fair, equitable, consistent, competitive, fiscally responsible and in accordance with all applicable legislative requirements. The purpose of this procedure is to provide a consistent approach in the administration of compensation.

ADM.2018.101.4 Definitions

1. **Pay Grade**
Provides a framework for compensation by defining the internal structure hierarchy and placing each job on the appropriate grade as determined by the job evaluation process. The Town currently has 17 pay grades within the compensation structure.
2. **Salary Range**
The range or levels of pay established for each pay grade. A salary range has a minimum and maximum rate on a scale of 5.
3. **Maximum Rate (Job rate)**
The maximum wage an employee can earn, within each pay grade. Also referred to as job rate.
4. **Annual Economic Adjustment**
A common percentage salary increase, which is typically applied on an annual basis to the Town's

salary structure and affects all permanent full-time and permanent part-time staff of the BMPL and others as specified.

5. Red-Circling

Occurs when an employee is in a position where the current salary of the employee is greater than the maximum rate of the salary range. The employee will not be eligible for increases, including annual economic adjustments, until their salary drops below the maximum rate of the salary range.

6. Reclassification

The re-evaluation of a position through the Job Evaluation process and its placement in a higher or lower pay grade than the current position.

7. Performance Appraisal

The assessment of the employee's performance over a calendar year, while actively at work.

8. Promotion

A move to a position in a higher pay grade than the employee's current position.

9. Lateral Transfer

A move to another position or project within the same pay grade as the employee's current position. Lateral transfers may be permanent or temporary. Temporary transfers are normally given as a growth or learning opportunity.

10. Demotion

A move to a position in a lower pay grade than the employee's current position. Demotions are usually a result of an unsatisfactory performance. Documented efforts by the Manager or CEO to improve performance through coaching and counselling normally precede demotion.

11. Secondment

A secondment involves an external organization and occurs when there is a mutual benefit for both organizations and employees. It involves an individual who temporarily transfers to the BMPL from an external organization or an internal employee who temporarily transfers to an external organization, usually the Town or another library/museum.

12. Acting Assignment

A temporary move to a position in a higher pay grade where an employee is designated to fulfill the assigned duties and responsibilities of a permanent full-time or permanent part-time position for a minimum of thirty (30) consecutive calendar days.

ADM.2018.101.5 Disclosure

1. Individual salaries under \$100,000 annually, are and should remain confidential, as they fall under the legislated requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).
2. *The Public Sector Salary Disclosure Act* mandates that the Employer disclose annually the names, positions, salaries and total taxable benefits of employees paid \$100,000 or more in a calendar year. Any BMPL positions which meet this criteria will be publicized accordingly.

ADM.2018.101.6 Salary Adjustments

1. Starting Salary for New Employees

- 1.1. The starting rate for new hires will normally be at the minimum of the salary range for the designated pay grade.

- 1.2. There may be circumstances in which a candidate is highly experienced and would quickly become fully competent; brings advanced credentials not required for the position, but which the CEO deems will benefit the organization; or where market pressures may necessitate hiring at a higher salary. These circumstances must be discussed and agreed upon between the CEO and the Hiring Committee Chair. At no time may a position be offered at a rate higher than the job rate.
- 1.3. All new employees are subject to a three (3) month probationary review for full-time staff (prorated for part-time staff). The Manager or Supervisor will complete a formal probationary review with the employee, prior to the end of the probationary period and submit the Probationary Evaluation Form to the CEO. Following a successful review, the new employee is designated permanent. A wage increase to the next level within the pay grade shall go into effect once the employee has surpassed 850 hours, and is recommended to have passed probation by the CEO.

2. Annual Economic Adjustment

- 2.1. Annual economic adjustment rates are established by Town Council as part of the budget process, and reflect the external labour market and economic conditions.
- 2.2. Economic adjustments to the salary ranges and part-time rates are determined by the Town and are effective on the first pay in each calendar year. Payment of this increase typically occurs following the approval of the Town budget.
- 2.3. Employees are eligible for an annual economic adjustment provided that they are actively at work and their salary has not been “red-circled” at a rate higher than the maximum of their salary range.
- 2.4. Once an annual economic adjustment has been approved by Council, the Human Resources Department initiates the salary change for all eligible employees and notifies the BMPL CEO.

3. Reclassification

- 3.1. In the event that an existing position has undergone significant and/or material changes, an employee may request review and consideration in consultation with the CEO to determine if the magnitude of changes warrants a re-evaluation, in accordance with job evaluation standards.
- 3.2. An employee whose job is reclassified to a higher pay grade will be placed in the new grade at a level which is no less than their current salary. Any increase will be effective the date the job evaluation is finalized. Any salary change resulting from an organizational restructuring will be effective on the date the organizational changes take effect.
- 3.3. An employee, whose job is reclassified to a lower pay grade, will have their salary red-circled if their salary is higher than the maximum rate of the position in the lower pay grade for the legislated notice period, or as otherwise approved by the CEO and the Director of Human Resources. After which, the employee’s salary will be amended to reflect the maximum rate of the lower salary range of the position.

4. Promotion

- 4.1. Employees who are promoted will receive a promotional salary increase as determined by the CEO based on qualifications, experience, knowledge, education, and skills.
- 4.2. All promotions are subject to the probationary review period as defined earlier in this policy. The Manager or CEO will complete a formal probationary review with the employee, prior to the end of the probationary period.

5. Transfer

- 5.1. Employees who transfer to a position in the same pay grade maintain their current salary rate. There is no adjustment to the employee's salary.
- 5.2. Employees who voluntarily apply and accept a permanent position at a lower pay grade will either be compensated at the maximum rate for the new pay grade or the employee's current salary, whichever is less. Therefore, a voluntary lower grade transfer salary may result in a decrease in salary.

6. Demotion

- 6.1. When an employee is demoted, the employee's salary may be red-circled.

ADM.2018.101.7 Secondment

1. Only the CEO may approve a secondment for employees; and only the Board may approve a secondment of the CEO.
2. An employee who is seconded to an external organization will continue to be paid by the BMPL at their current salary, and receive qualifying benefits. The BMPL will be reimbursed, in full, by the outside organization for these costs. Additional fees, such as travel, may be charged to the contracting organization and be passed on to the seconded employee.
3. The employee continues to be an employee of the BMPL for Workers Safety Insurance Board (WSIB) purposes. If injured while seconded to an external organization, the injury shall be reported to the Town.
4. An external employee who accepts an approved secondment opportunity to a lower level position at BMPL will continue at the salary rate of their home position.
5. The CEO does not qualify for a secondment outside of The Blue Mountains Public Library or The Town of The Blue Mountains without a Board resolution.

ADM.2018.101.8 Acting Assignment

1. Employees who possess the qualifications to fulfill all the assigned duties and responsibilities of a position may be designated to fulfill a permanent full-time or permanent part-time position in a pay grade at a higher rate of pay and which the employee is expected to fill for a minimum of thirty (30) consecutive calendar days.
2. During the term of the acting assignment an employee will retain their current rate of pay, but receive a premium.
3. The acting premium will be removed at the end of the assignment or if the employee is unable to fulfill the duties and responsibilities of the acting position.
4. The employee's position or a position at the same pay grade will normally be protected while taking an acting position for up to one year, however, if this would cause undue disruption to the operation of the BMPL, the CEO or Board in the case of an Acting CEO, may decide not to protect the employee's position, in which case the employee will be advised prior to placement or extension in the acting position.