

POL-ADM.2018.33 Title: *Job Classification and Salary Scales*



Type: Human Resources
Authority: CEO
Resolution No: BMPL 2018-77 on 4-19-18; POL-ADM.2018.33
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Policy Statement

It is a priority of the BMPL to attract and retain well-qualified employees, and to compensate all employees at a level which reflects their education and experience and which is consistent with geographic and professional norms of the skills employed. Accordingly, the Board has elected to align its salary scales with those of the Town of the Blue Mountains and shall update such scales when the Town increases or updates its scales.

ADM.2018.33.1 Minimum Wage

1. BMPL shall pay all employees no less than the Ontario Minimum Wage.
2. BMPL shall abide by all legislated increases to the minimum wage.
3. Any increase in the minimum wage will apply to any employee where the new minimum wage surpasses their current hourly wage.

ADM.2018.33.2 Salary Grid

1. The salary of the CEO is set by the Board and is consistent with municipal department heads.
2. For all subordinate positions, the CEO determines which job classification a position meets and sets wages according to the grade schedule. The rate of pay is for the job performed, not for qualifications of the employee. (e.g. An MLIS may be hired as a Library Assistant).
3. When an employee assumes increased responsibility or new duties, the job description will be revised and compensation will be provided according to the revised job classification.
4. Where an employee is appointed in an Acting capacity:
 - 4.1. The employee shall receive the minimum rate of pay established for the position in which the individual is acting; or
 - 4.2. Shall receive a rate of pay at the minimum, but less than the maximum for the position being filled, or a rate of pay at least five percent higher than the employee's present rate of pay.