

**EXEMPT STAFF MERIT SALARY ADMINISTRATION POLICY**  
**Council Policy No. 114/18**

**PURPOSE:**

To determine a method of establishing compensation levels for exempt staff based on the following principles:

1. consistency within salary ranges and pay grades
2. comparability within the markets for local governments
3. performance

**POLICY:**

1. Establish an exempt staff wage grid based on the 60<sup>th</sup> percentile of the market average to be effective January 1, 2018:

Pay Grid	Position	Salary Range 2018			
		"Acting" 85%	90%	100%	110%
15	City Manager	177,710	188,163	209,070	229,977
12	General Manager	137,360	145,440	161,600	177,760
11	Director of Development	118,473	125,442	139,380	153,318
11	Director of Finance	118,473	125,442	139,380	153,318
11	Director of Protective Services	118,473	125,442	139,380	153,318
11	Director of Recreation & Leisure Services	118,473	125,442	139,380	153,318
11	Director of Public Works & Utilities	118,473	125,442	139,380	153,318
11	Director of Facilities & Grounds	118,473	125,442	139,380	153,318
11	Director of Strategic Services	118,473	125,442	139,380	153,318
11	Director of Human Resources	118,473	125,442	139,380	153,318
11	Fire Chief	118,473	125,442	139,380	153,318
11	Director of Legislative & Administrative Services	118,473	125,442	139,380	153,318
10	Deputy Fire Chief	104,737	110,898	123,220	135,542
8	Manager of Engineering	96,152	101,808	113,120	124,432
8	Manager of Human Resources	96,152	101,808	113,120	124,432
8	Utilities Superintendent	96,152	101,808	113,120	124,432
8	Roads Superintendent	96,152	101,808	113,120	124,432
8	Information Technology Manager	96,152	101,808	113,120	124,432
7	Planning Manager	85,850	90,900	101,000	111,100
7	Parks Manager	85,850	90,900	101,000	111,100
7	Deputy Treasurer	85,850	90,900	101,000	111,100
7	Facilities Manager	85,850	90,900	101,000	111,100
7	Pool Manager	85,850	90,900	101,000	111,100
7	RCMP Support Manager	85,850	90,900	101,000	111,100
7	Recreation Manager	85,850	90,900	101,000	111,100
6	Deputy Clerk	76,407	80,901	89,890	98,879
6	HR Advisor	76,407	80,901	89,890	98,879
6	Health & Safety Coordinator	76,407	80,901	89,890	98,879
6	Communications Coordinator	76,407	80,901	89,890	98,879
5	Executive Assistant	62,241	65,903	73,225	80,548
5	HRIS Administrative Assistant	62,241	65,903	73,225	80,548
5	Health & Safety Assistant	62,241	65,903	73,225	80,548

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**Policy:** (continued)

On January 1, 2018, the 2017 wage grid will be adjusted by 1% based on the market survey findings, to the 60<sup>th</sup> percentile. On January 1, 2019 the wage grid will be adjusted by 1% in between the survey years.

2. An external market review of salary ranges and pay grades will be conducted every three years to ensure the wage grid reflects market salary levels and trends. The next wage grid review will be completed in late 2019 for the 2020 calendar year.
3. Achievement Planning & Review Process (APRP) will be used to conduct performance reviews for exempt staff members prior to December 31<sup>st</sup> annually to determine merit based wage adjustments (performance rating) for the following year. Recommendations will be made to the City Manager regarding wage adjustments for exempt staff members based on the Annual Merit Salary Administration Chart (below). The City Manager must approve all wage adjustments for exempt staff. Council must approve adjustments to the City Manager’s salary. Adjustments to salaries will be effective January 1 of the following year.
4. Annual merit salary increases are based entirely on performance rating and the individual’s position in the following year’s wage grid as outlined in the chart below. There is no automatic wage increase as a result of the wage grid being adjusted by 1% (this year) based on market survey findings and recommendations.
5. The Update Factor (UF) for 2018 is established at 1%.

Annual Merit Salary Administration Chart (based on 2017 performance)	Total Annual Percentage Adjustment Based on Position in Range		
	<100%	100-105%	105%+
Needs Improvement	n/a	n/a	n/a
Expected	UF	UF	n/a
Good	UF + 1%	UF	UF
Excellent	UF + 2%	UF + 1%	UF
Exceptional	UF + 3%	UF + 2%	UF + 1%

6. The City’s wage grid is designed with 100% being the market salary at the 60<sup>th</sup> percentile. This means that if all the salaries for comparable positions across a wide area were arranged in order, the City’s salary would be better than 60% of them.

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7. For staff below the market level, the City's wage policy provides larger annual increases in order to move individuals to the market level at a faster rate.

Once an individual is earning at or over the 100%/market level, the rate of annual salary increase slows somewhat, particularly if the individual is at or over the 105% level.

8. In recognition of the hours of work required to perform the duties of their position, exempt staff in pay grids 5 and 6 will be provided with one (1) additional weeks' vacation in lieu of the extra hours required to perform the duties of their positions. Exempt staff in pay grids 7 and above will be provided with two (2) weeks' vacation in lieu and the City Manager will be provided with three (3) weeks additional vacation in lieu.
9. It is recognized that wellness and work/life balance is important and as a result exempt staff members will be provided with a "health and wellness" spending account in the amount of \$500.00 for the 2018 calendar year. Reimbursement for health and wellness related costs will be subject to approval as per Health & Wellness Allowance guidelines.
10. When required to perform duties under an authorized Provincial Emergency Program Task Number outside of their normal working hours, exempt staff members will record any hours worked beyond their normal working hours as overtime as per the Employment Standards Act of BC rules for daily overtime. The rate of time and a half will apply to the first four hours and the rate of double time will apply for all other hours worked. These overtime hours may not be banked and will be compensated as non-pensionable pay.