

EXEMPT STAFF SALARY ADMINISTRATION POLICY
Council Policy No. 114/25

PURPOSE:

To attract, motivate and retain high level of talent necessary to operate successfully the City must provide its exempt employees with competitive, market based compensation and other conditions of employment. To determine a method of establishing compensation levels for exempt staff the following principles will be used:

1. transparent, fair and equitable level of remuneration
2. consistency within salary ranges and pay grades
3. planned approach providing a level of continuity
4. comparability within the markets for local governments

POLICY:

1. The City's wage grid is designed with 100% being the market salary at the 60th 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. Establish an exempt staff wage grid based on the 60th percentile of the market to be effective January 1, 2025 and January 1, 2026 (increase grid below by 2% and 1%):

Pay Grid	Position	100 % of Salary Range		
		Jan 1/24 1%	Jan 1/25 2%	Jan 1/26 1%
10	Chief Administrative Officer (CAO)	234,646	239,339	241,733
9	Deputy CAO	199,449	203,438	205,473
8	Chief Corporate Services Officer (CCSO)	181,369	184,997	186,847
8	Chief Human Resources Officer (CHRO)	181,369	184,997	186,847
7	Director of Community Services	156,430	159,559	161,155
7	Director of Finance	156,430	159,559	161,155
7	Director of Development Services	156,430	159,559	161,155
7	Director of Public Works & Utilities	156,430	159,559	161,155
6	Corporate Officer	138,294	141,060	142,471
5	Facilities Manager	126,958	129,498	130,793
5	Information Technology Manager	126,958	129,498	130,793
5	Civic Properties/Fleet Manager	126,958	129,498	130,793
5	Manager of Economic Development	126,958	129,498	130,793
5	Capital Projects Manager	126,958	129,498	130,793
5	Manager of Health & Safety	126,958	129,498	130,793
5	Manager of Human Resources/Labour Relations	126,958	129,498	130,793
5	Roads Superintendent	126,958	129,498	130,793
5	Utilities Superintendent	126,958	129,498	130,793
5	Planning Manager	126,958	129,498	130,793
4	Deputy Corporate Officer	113,355	115,623	116,780
4	Deputy Treasurer	113,355	115,623	116,780

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4	Parks Manager	113,355	115,623	116,780
4	Aquatics Manager	113,355	115,623	116,780
4	RCMP Support Manager	113,355	115,623	116,780
4	Recreation Manager	113,355	115,623	116,780
4	Communications Manager	113,355	115,623	116,780
4	Community Safety Manager	113,355	115,623	116,780
4	Manager of Executive Services	113,355	115,623	116,780
3	Payroll & Benefits Coordinator	100,887	102,905	103,935
3	Health & Safety Coordinator	100,887	102,905	103,935
1	Executive Assistant	82,182	83,826	84,665
1	Health & Safety Administrative Assistant	82,182	83,826	84,665
1	HRIS Administrative Assistant	82,182	83,826	84,665

Fire Dept Exempt Wage Grid

Pay Grid	Position	100 % of Salary Range	
		Jan 1/25 2%	Jan 1/26 1%
2	Director of Public Safety/Fire Chief	172,559	174,285
1	Deputy Fire Chief	154,060	155,601

- The established range for each pay grid will be between 85% to 115% to allow for opportunity for growth and development.
- An external market review of salary ranges and pay grades will be conducted in two years to ensure the wage grid reflects market salary levels and trends. The next wage grid review will be completed in late 2026 for the 2027 calendar year. In between survey years, the wage grid will be increased each January 1st by 2% for 2025 and 1% for 2026.
- Achievement Planning & Review Process (APRP) will be used to conduct performance reviews for exempt staff members prior to December 31st annually to set performance goals and personal development. Performance review must be completed and submitted to Human Resources to be eligible for exempt annual wage increase.
- Exempt employees will receive an annual wage increase of 3% for 2025 and 2% for 2026. Upon the next market review of the exempt wage grid, internal exempt employees will retain their current placement on the salary grid if the exempt salary wage grid is required to be adjusted to reflect the 60th percentile of the market.
- The annual wage increase will be capped to bringing the individual up to 115% of the exempt wage grid. Once an individual is earning 115% of the wage grid, the annual increase will be only the annual wage grid movement where they will maintain the placement at 115% of the new wage grid, but will not exceed.

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7. Exempt employees hired after September 1st will participate in APRP but will only be eligible for the annual wage grid movement increase for the next calendar year.
8. In recognition of the hours of work required to perform the duties of their position, to acknowledge that the responsibilities of exempt staff may occasionally extend beyond their scheduled hours, the following provision are in place. Exempt staff in pay grids 1 to 3 will receive one (1) additional week paid vacation annually. Exempt staff in pay grids 4 and above and Fire Department exempt staff will receive two (2) additional weeks paid vacation annually, and the Chief Administrative Officer will receive three (3) additional weeks paid vacation annually. These additional paid days off are provided in recognition of the potential for occasional work beyond regular hours, rather than as an expectation of routine overtime.
9. Exempt staff assigned to an “on-call” rotation schedule to cover after work hours calls will be compensated at a fixed rate of \$750.00 per week. This does not apply to Fire Department Exempt Positions.
10. It is recognized that wellness and work/life balance is important and as a result exempt staff member will be provided with a “health and wellness” spending account in the amount of \$1,000.00 annually. Reimbursement for health and wellness related costs will be subject to approval as per Health & Wellness Allowance guidelines.
11. 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.