

**Title: Compensation Review**

**Policy No: 1033**

**Effective Date: October 12, 2021**

**Motion Number: 21.10.506**

**Supersedes Policy No: NONE**

**Review Date: October 12, 2024**



**Purpose:** Greenview will provide for fair and equitable overall compensation to all staff based on internal equity and market comparison. Compensation will be structured so as to attract and retain competent and qualified staff and to appropriately reward performance.

## 1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer of the M.D of Greenview No. 16.
- 1.2. **Greenview** means the municipal corporation of the M.D of Greenview No. 16.
- 1.3. **Pay Grid** means the salary structure that determines how much an employee is paid as a wage or salary, based on one or more factors such as the employee's level, rank, or status within the organization, the length of employment, and the difficulty of the job.
- 1.4. **Pay Rate** the individual salary or wage of an employee.
- 1.5. **Percentile** A value on a scale of one hundred that indicates the percent of a distribution that is equal to or below it. The 75th percentile is the point below which 75 percent of the data falls.

## 2. POLICY

- 2.1. Greenview's compensation package includes, competitive pay, employee benefit programs, vacation entitlements and paid leaves. Other elements include: Opportunities for employee learning and development, occupational health and safety, and other entitlements under the Staff Agreement.

## 3. COMPENSATION REVIEW

- 3.1. Greenview will engage an external consultant to conduct a compensation review at least every three years by surveying similar sized municipalities in Alberta, other public sector organizations in Alberta, and the broader public sector in Western Canada, to examine overall compensation provided to similar positions of relatively equal responsibility. A recommendation for changes will be made by the CAO to Council.

- 3.2. In addition, Council may annually, at their sole discretion upon the recommendation of the CAO, apply a cost-of-living factor to the pay grid, in order to maintain the Greenview pay structure in a competitive position.
- 3.3. Greenview strives to set pay for all positions at the 75% percentile of current pay levels of other similar sized municipalities in Alberta, other public sector organizations in Alberta, and the broader public sector in Western Canada.

#### 4. PAY GRID

- 4.1. The pay Grid is based on a robust job classification process designed to ensure internal equity across all jobs at Greenview.
- 4.2. A pay range within Greenview's pay grid will be assigned to each employment position that is appropriate in relation to both the external market and relative internal responsibilities.
- 4.3. Compensation upon hiring will be based on the successful applicant's past experience and qualifications, as well as general market conditions.
- 4.4. An employee's movement within each range will be based upon the overall performance of the incumbent as determined by a performance review conducted prior to the end of their probationary period and in the employees annual performance review.
- 4.5. An employee who is not at the top of their wage range may be eligible for a step increase, dependent on their performance, at the recommendation of their immediate supervisor, and with the approval of their General Manager or CAO.

#### 5. BENEFITS PROGRAM

- 5.1. Greenview provides an attractive package of affordable benefits for employees. Greenview's benefits offerings are intended to provide insurances for the financial consequences of health-related events and to promote over-all good health.
- 5.2. Benefits plan designs endeavor to balance sustainability and affordability while offering a package valued by current and potential employees. As with pay ranges, Greenview's benefits provisions are competitive with the benefits packages offered by other similar sized Alberta municipalities and other public sector organizations in Alberta.

#### 6. STAFF AGREEMENT

- 6.1. Greenview provides a range of other benefits, including annual vacation entitlements, illness leave and special leaves, ensuring employees are treated in a fair and equitable manner. These provisions are included in the Staff Agreements and other policies.

#### 7. COUNCIL COMPENSATION REVIEW

- 7.1. Annually Council will review travel, milage and subsistence rates to ensure Greenview remains comparable with the recommended rates established annually by the CRA Directives on Travel.
- 7.2. In the year prior to a General Election, Council will establish the Council Compensation Review Committee and appoint Members to the Committee to review the full compensation package and make recommended changes for the future Council's consideration.