



HIGHWAY 14 REGIONAL WATER SERVICES COMMISSION

POLICY AND PROCEDURE HANDBOOK

ADMINISTRATION

POLICY: SALARY GRID

Policy ADM 1.06

POLICY STATEMENT

To establish the provisions for the operation of a grid for the staff of the Highway 14 Regional Water Services Commission.

GUIDELINES

In order to establish a program for staff remuneration tied to staff retention the use of a wage grid is one of the tools available to an organization.

The use of the grid is to establish a job rate for a position. This rate would be what is considered the "norm", median, or mean of a survey of other locations.

Once the job rate is established then a factor for incremental increases is developed.

The grid should be reviewed every 2 to 4 years so that the job rate remains competitive.

PROCEDURES

Once the grid is established by the Commission administration uses the document for staffing in relation to increases and placement of new employees.

The established grid is used at budget time to set the budget.

Staff on the grid are permitted to advance upon the completion of a satisfactory performance evaluation, based on the Management by Objective model.

Staff are placed on the entry level where possible. Movement to the probationary level is achieved after the probation has been completed. Movement to the job rate is done on the one year anniversary of employment (or movement to the job rate is done at the date of January 1 of a given year as long as the employee has been with the Commission for the last 6 months)

Staff are advanced on the grid upon their anniversary date (or January 1)

Staff are "red lined" and are not advanced if a satisfactory performance evaluation is not achieved.



FUNDING

Funds are provided within the budget framework.

RELATED DOCUMENTATION AND LEGISLATION

None

DEFINITIONS

Job rate. The achievement of an individual to complete 85% of the normal workload of the position without assistance.

Performance evaluation. The practice of completing an evaluation of staff in reference to expectations, preferred outcomes, and measurable tasks.

Management by objective. The process of developing an agreed set of measurable, specific, achievable, reasonable and targeted goals and objectives for performance evaluation.

DUTIES AND RESPONSIBILITIES

Commission, to adopt the wage grid, to review the establishment of the job rate, and to provide monies in the budget to fund staffing.

CAO, to place staff on the grid, to evaluate or have evaluations done on staff, to recommend to the Commission the job rate after review, and to advance staff along the grid. (changes to grid levels are associated with the changes in the job rate not the experience)

PROCEDURES ASSOCIATED WITH THIS POLICY

The development, following, and adherence to, of a management by objective evaluation format.

PROCEDURES ASSOCIATED WITH THIS POLICY

Performance evaluation form.

Key incident journal and reporting form.

Grievance form.

AMENDMENT HISTORY

None

SCHEDULED REVIEW DATE

DIRECTOR'S APPROVAL MOTION # **18-88**

B. Smarke

CHAIRPERSON

Oct. 19 / 2018

DATE