

CITY OF ST. JOHN'S CORPORATE AND OPERATIONAL POLICY MANUAL	
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1.0 POLICY STATEMENT

The City's management compensation program is intended to assist in the recruitment, motivation and retention of a qualified management, and enable the City to attain its corporate goals and objectives.

The City's management compensation program strives to achieve the following specific objectives:

- to recognize the City's responsibility as a public sector employer;
- to enable the attraction of competent and capable leaders that share a passion for public service;
- to assist in retaining the services of a high quality management group;
- to promote achievement of the City's strategic plan;
- to recognize the relative worth and value of jobs based on consideration of relevant and objective job-related factors;
- to recognize external market forces, while balancing such forces against the City's need to be fiscally responsible;
- to respond to public and private market conditions on a local, regional and national basis, where applicable, including the relationship to current collective agreements.

1.1 JOB ANALYSIS AND EVALUATION

Job analysis or evaluation is a systematic process whereby the value of a position is determined in relation to other positions. Job analysis and evaluation methods differ among the bargaining units and may be outlined in the respective collective agreements.

Job analysis and evaluation for management positions is outlined below.

The purpose of the Job Evaluation System is to ensure that each management position is placed on the appropriate pay band within the Management Pay Plan in relationship to the established benchmark positions and the other management positions. The positions of City Manager, Deputy City Manager and City Solicitor are excluded from the Job Analysis and Evaluation process.

1.1.1. Initial Position Evaluation (New Jobs)

Human Resources, with input from the position's supervisor and Budget/ Division Manager, will apply a preliminary rating to the position after reviewing the completed position description, including seeking clarification and additional information where required.

1.1.2 Evaluation by the Position Allocation Committee

- a) Job evaluations will be conducted by a Position Allocation Committee (PAC) comprised of director or manager level employees, one from each major department and will be chaired by the Head of Human Resources. The decisions of the PAC will be reported to the SEC for comments and potential referral back to the PAC.
- b) Each management position shall have a position description outlining examples of work, levels of complexity, effort, reporting relationships, responsibility and qualifications;
- c) Each pay band on the salary grid will have category definitions, with the PAC to select a minimum of two (2) positions as benchmark positions for each pay band meeting the category definitions which will then be the standard against which all other positions will be compared in order to assign a pay band;
- d) Management employees shall complete a position description as prescribed by the Human Resources Division to be signed off by the Division Manager as well as the responsible Deputy City Manager; employees and business unit management may be contacted, at the discretion of the PAC, to answer any questions the team may have during their review of the position;
- e) The initial position allocation, that is the assignment of a specific position to a pay band on the management salary grid, will be conducted by the PAC. At his/her request, and with the support of their Division manager and their Deputy City Manager the incumbent in the position may make a presentation to the PAC and respond to questions;
- f) The PAC will review each position description taking into consideration the category definitions and benchmark positions and assign it to the appropriate pay band. Comprehensive notes of the position description review and rationale for the decision will be kept by the committee secretary and retained by the Human Resources Division;

1.1.3. Notification of Rating

Upon completion of the rating and SEC approval Human Resources will notify the incumbent employee (if one exists) and the Division manager of the rating decision.

1.1.4. Appeal of the Rating

The incumbent and the Budget / Division Manager may request that a job evaluation decision be reviewed. Human Resources will support the parties in determining whether to proceed with a review.

- a) An employee with the support of their Budget / Division Manager may appeal the job evaluation decision to the SEC. An employee requesting an appeal must do so in writing and submit such notice to the HR Service Centre, within twenty working days of receipt of their result from the Human Resources Division;
- b) The SEC will review the appeal in consultation with Human Resources.
- c) The request for appeal shall detail a substantive rationale for the appeal based on the criteria in this policy and the rating requested. The employee may present his/her rationale for the appeal in person. The employee's appeal will be reviewed within forty-five working days of receipt of the appeal.
- d) SEC will notify Human Resources of the outcome of the appeal.
- e) Human Resources will notify the appellant and budget / Division manager of the results of the appeal and action any salary adjustments if applicable.
- f) Salary adjustments resulting from the decision of the SEC will be effective as of the date of the filing of the appeal to the HR Service Centre;

1.1.5. Re-evaluation of Existing Positions

- a) Where a management employee, budget/ division manager or human resources is of the opinion that there has been significant and substantial changes in the assigned duties and responsibilities of a position, they may request a review of the position allocation by the PAC. Salary adjustments resulting from the decision of the PAC will be effective as of the date of the filing of the request for review to the HR Service Centre; Budget/ Division Managers are responsible for ensuring that positions submitted for re-evaluation meet the guidelines for sufficient grounds for review. Grounds for review include the following:
 - a significant and substantial change in assigned duties and responsibilities;
 - a significant and substantial change regarding internal relativity within the business unit and the City as a whole.

- the need for a future review may be included in the initial assessment of a position; particularly where the position is not yet fully developed or where the position has not been occupied for a reasonable period of time, allowing for a more informed decision.
- where it is determined by Human Resources or the Budget/ Division Manager that there has been significant and substantial change in the position description or a whole group of related positions.

In those cases where re-evaluation is not warranted, the manager will advise the incumbent employee.

b) Documentation

The employee/ budget manager must complete the new position description on the prescribed form which must be reviewed and approved by the responsible Division Manager and Deputy City Manager and submitted, in writing to Human Resources.

c) Review Process

In all cases, Human Resources in consultations with the Head of the appropriate department will gather the information required and submit to the PAC for reevaluation. Business unit management may attend in order to provide additional information or clarify comments at the outset of the meeting.

Incumbents and management may be contacted by the PAC to answer any questions the team may have. The PAC will reach a decision based on the individual factors that have changed, as well as other factors that have an inter-relationship, and arrive at an overall job rating.

d) Final Decision

In order for the results of the original job evaluation decision to be overturned, a decision of the PAC and approval from the SEC will be required. The decision may result in a position rating going up, down or staying the same. The incumbent and the manager of the business unit will receive written notification of the decision of the review team from Human Resources-

e) The decision may be appealed and a request for review put in, in accordance with the process described in 1.1.4.of this policy.

1.2. POSITION QUALIFICATIONS

1.2.1 Determination

- a) Qualifications for the position are to be established at a level consistent with comparable positions within the City and in keeping with legislative requirements and industry standards.
- b) Qualifications will not be arbitrary or discriminatory and will not be based on those held by individual employees.
- c) The business unit in consultation with their assigned Human Resources Advisor determines qualifications for a position. If the employing business unit and Human Resources cannot agree, the matter will be referred to the Head of the Business Department for resolution.

1.2.2. Changes to Qualifications

- a) It is recognized that, as a result of organizational change and / or technological advances, the qualifications of a position may change.
- b) If the incumbent no longer meets the amended qualifications of the position, he / she will not be penalized (i.e., designated as an under fill). In most instances, the incumbent has acquired a comparable level of knowledge and skill through directly-related work experience. Where there is a fundamental change in the qualifications, the original position may be made redundant.
- c) Employees holding the position in the future must possess the new qualifications.
- d) Individuals acquiring or having qualifications above the requirement of a position does not provide grounds for reevaluation/ reclassification as provided in Sec 1.1

1.3. POSITION TITLES

- a) Titles should reflect both the duties assigned to the position and the level of responsibility within the City.
- b) Use of titles will be consistent throughout the City.
- c) The employing Budget Manager in consultation with their assigned Human Resources Advisor will determine titles prior to the Job evaluation process.
- d) Organizational charts are designed to reflect the responsibility and reporting relationships existing within the City of St. John's. These charts depict the current reporting relationships and are used for discussion related to job classification, issues of reorganization and auditing. Therefore, it is imperative that these

charts accurately reflect the current reporting structure and be developed and adopted formally

e) Position Titles and Organizational charts cannot be changed once the Job Evaluation has been completed unless reviewed by the Head of the Human Resources and approved by the City Manager.

1.4. MOVEMENT OF PERSONNEL

The City of St. John's values its employees and therefore makes available employment opportunities and encourages internal employee movement. The City informs employees of available job vacancies through the normal posting / advertising process and gives due consideration based on the merit principle to those employees applying.

1.4.1. Appointment

Each employee shall, upon appointment, be given a letter of offer by Human Resources. The offer letter shall specify status, initial salary, salary band, probation / trial period and other matters pertaining to the appointment. All new management employees will be provided with a copy of this Policy Statement at the time of hire.

There are occasions where the City may decide to make a direct appointment to a position rather than an appointment through competition. All such cases will be approved by the City Manager on recommendation from the Department Head and the Head of Human Resources

1.4.2. Reporting Relationships

a) Normally, an employee reports to only one authority. In some cases, there may be more than one reporting relationship for an employee. The supervisory areas should identify the authority and accountability for administrative (e.g. work hours) and technical (e.g. functional) matters.

b) Change in reporting relationship alone will not be grounds for reevaluation / reclassification of the position as provided in Sec1.1

1.4.3. Reassignment of Duties

From time to time, the City may reassign employees to other positions and classifications or reassign duties and responsibilities in situations including but not limited to work shortages, work reductions, reorganizations, accommodations, etc. The City reserves the right to reassign and reorganize employees and duties and responsibilities as deemed necessary.

1.4.4. Reversion to Union Positions

Employees who have been promoted from bargaining unit positions to management positions may be eligible to revert, or be reverted, subject to the terms of the collective agreement for the bargaining unit from which they were promoted. Consult the appropriate collective agreement to determine if an option to revert exists and, if so, the time frames for exercising the reversion option

1.5. SALARY ADMINISTRATION

The compensation management structure is integrated with one salary grid applicable to all management personnel, and another for executives exclusive of the City Manager. A job evaluation system as outlined in 1.1 determines the specific pay band on the grid for each management position.

Exceptions to an employee's compensation as outlined in this section may be approved by the City Manager. Council is responsible for determining in its discretion economic pay adjustment changes on an annual basis.

1.5.1. Salary Structure Adjustments

The purpose of the Management Pay Plan is to compensate management employees in a fair and equitable manner providing salaries that are competitive with those for like or similar positions at a local and regional level.

a) Effective Jan 2014, a single salary grid applies to all management personnel, not inclusive of the Executive, which includes compensation for all regular and any additional hours worked. The salary grid does not apply where manager's salary is established by term contract.

b) Effective Jan 2014, a single salary grid applies for the executive group which shall not include the City Manager, which includes compensation for all regular and any additional hours worked. The salary grid does not apply where any of the Executive salary is established by term contract.

c) All management personnel are deemed to be salaried employees without compensation being calculated on the basis of the regular hours of work established for each of the City's work locations.

d) The management and executive salary grids are subject to a triennial review to ensure that the salaries attached to the benchmark positions at each pay band are competitive with salaries paid for like or similar positions at the local and regional levels in the public and private sectors, with the final approval of any proposed changes to the salary grids being determined by Council.

1.5.2. Pay Bands and Salary increases

- a) The City has two management pay plans which are approved by Council:
 - 1. Management Pay Plan which consists of eight (8) pay bands with steps from 1 through 10. Each pay band has a salary range with a minimum and a maximum salary. The principles governing step 11 to 13 are referenced in 1.5.4(e).
 - 2. Executive Pay plan which consists of three (3) pay bands with steps from 1 to 13.
- b) The specific salaries associated with each pay band are set out in a separate document available from Human Resources.
- c) Yearly step increases up to step 10 will take place on the salary anniversary date for Management. Employees who are on Management steps 11 to 13, shall receive the general increase as a percentage of step 10 of the pay band, if applicable in that year, as a pensionable “general increase payment” which will not be added on to their base pay. This payment will be paid along with normal biweekly pay.
- d) Yearly step increases up to step 13 will take place on the salary anniversary date for Executives
- e) Economic pay adjustments, if any, will be established and approved at the discretion of Council and communicated on an annual basis.

1.5.3. External Hires

Where an employee is recruited externally for a management position within the organization, the new employee shall be placed on step 1 of the pay band applicable to the position.

Upscale hiring:

There may be situations where it may be necessary to hire above Step 1 of the pay band in order to attract the best candidate for the position. In such circumstances the Department Head must seek prior written approval as follows:

- a. Up to and including Step 4 of the pay band applicable to the position - approval of the Head of Human Resources
- b. Above Step 4 of the pay band applicable to the position - approval of the City Manager.

- c. Deputy City Manager salary level will be determined by the City Manager in consultation with the Head of Human Resources.

1.5.4. Existing Employee

Promotion, demotion and transfer policy would usually be applied to an existing City employee who moves into a management position.

a) Promotions

Where a management employee receives a promotion to a more senior management position, he/she shall be placed on the step 1 on the pay band applicable to the new position or the step closest (not less) than 5 percent above the employee's current salary whichever is greater.

In exceptional circumstances, where the employee's qualification and / or experience are considered far above the minimum requirements of the new position, the Head of the receiving department may request for the employee to be placed at a higher step up to a maximum of step 4. This would need approval from the Head of Human Resources and the City Manager in accordance with Upscale Hiring process.

In cases where the employee's salary is greater than step 10 of their current position, the increase would be based on 5 percent of step 10 of their current pay band. This increase would be added to the employee's current salary. The employee will then be placed at the closest step on their new pay band.

b) Underfill Promotion

A promoted employee, who is within one year of meeting the minimum qualifications for the job (i.e. an underfill), may be placed at the step closest to their current salary on the new pay band. When the employee meets the minimum requirements, the employee's salary will be adjusted to 5 percent greater than their salary before the promotion or the next step as applicable.

If a promoted employee is already paid within the applicable pay band, the employee's salary may be frozen until the employee meets the minimum requirements. Once the employee meets the minimum requirements, the employee's salary may be adjusted in accordance with the promotion policy noted above.

Note: In either case, the effective date of the salary adjustment would be the date the employee met the position requirements.

c) Position Reclassification

Where, as the result of a job evaluation review of an employee's position as per section 1.1 it is determined that a higher pay band should apply to the employee's position, the employee shall be placed on the step on the new pay band that is 5 percent above the employee's current pay step or step 1 on the pay band for the position, whichever is the greater; Any change in salary or salary band which results from a re-evaluation of an employee's position in accordance with this Policy shall be made effective from the date on which the employee's Request for Review was first received by the Human Resources Service Centre.

d) Downward Position Reclassification

Where the pay band for an employee's current position is reduced as a result of a job evaluation/ restructuring where no demotion for cause is intended and the employee's current pay exceeds the top of the scale on the new pay band, the employee's pay shall be "red circled" at his/her present rate of pay until the top of the scale for the revised position equals or exceeds that rate.

e) Application of Red-Circling

- When an employee's salary is red-circled, the employee's current rate of pay is fixed (or frozen) until the maximum of the new evaluated band for the position (i.e. the band after reclassification) equals or exceeds the rate actually being paid to the employee. At that point the red-circling will be removed and the employee would then be eligible for wage or step increases as applicable.
- Normally applies when a position review results in a downward reclassification, redundancy, demotion without cause.
- Applies only to the employee who occupies the position at the time.

f) Demotion

Where an employee is demoted due to incompetence, inability, or as a result of disciplinary action, the salary he/she receives shall be immediately reduced by 5 percent of current salary and the employee will be placed on the next highest step on the new band. All other benefits and allowances are also to be immediately reduced to the band applicable to the new position. The demoted employee shall immediately become eligible for any general increases which are granted to the new position.

g) Pay Protection

Transfer

Normally, upon transferring into a position within the same pay band, an employee maintains their existing rate of pay.

Transfer - Special Circumstances

Any increase in pay on transfer would usually be based on the employee's, relative qualifications, competencies or experience related to the new position and as compared to other existing staff in identical positions.

h) Employee appointment / reassignment

The City will endeavor, wherever practicable, to place employees impacted by position redundancies in suitable alternative positions.

Employees subject to appointment or reassignment will be provided the appropriate notice period and thereafter compensated in accordance with the approved pay rate for the position to which they have been reassigned. In specific circumstances employees may be red circled at the approval of the City Manager.

1.5.5. Relief Pay

a) Differential Pay

General

- Differential pay provisions apply to any employee who relieves a management position at a higher pay band, except where specifically prohibited by collective agreement.
- This relief is of mutual benefit to the employer and the relieving employee. The employer benefits from having necessary duties carried out while the employee receives a developmental opportunity.
- To be considered to be in a Differential situation, an employee shall be required to perform the principal duties for the higher level position; at the same time, the employee may also be required to perform some or all of the duties of their regular position.

Eligibility for Differential Pay

- To be eligible for Differential pay, Differential duties are normally taken on for a minimum period of 3 consecutive weeks.
- On completion of the minimum qualifying period in a Differential assignment, an employee shall be eligible for Differential pay for the total period of Differential, including the qualifying period.

- The maximum period an employee may be on differential pay on a continuous basis may not exceed 6 weeks after which the position may need to be temporarily filled.

Calculating Differential Pay

- Where an employee is assigned to fill a management position on a temporary or acting basis, the employee's pay while in the position will be 5 percent above the employee's current pay or step 1 on the pay band for the position to which he/she has been assigned, whichever is the greater.

Impact of Differential on Pension

- Management Differential pay is not pensionable.

b) Special Duties / Projects

- An employee who is requested to assume significant special duties that are in addition to their normal work; or related to a special project of a limited time frame, which is beyond the scope of work normally encompassed within the pay band, may be paid a supplementary amount of up to 5 percent of current pay for the duration of the project.

Approval for special duties pay or differential pay must be obtained prior to the commencement of the assignment from the City Manager on recommendation from the Deputy City Manager and Human Resources.

c) Special Duties / Projects and Differential Pay situations are not grounds for Job Evaluation reviews as per section 1.1

1.5.6 Pay Adjustment

In situations, where a manager's base pay is less than the base pay of their direct report, a rate of five percent (5%) above the annual rate of pay, excluding pay premiums of the highest paid subordinate, will be applied. In all circumstances, the 5 percent will not be calculated beyond step 10 of the direct report's band.

1.5.7. Statutory Holidays

Management employees are entitled to statutory holidays from the date of commencement of work for the City.

Banked Statutory Holidays

Subject to operational requirements, employees scheduled to work on a statutory holiday will be scheduled for another day off within the calendar year. Under circumstances where the cost to the City exceeds a straight time payout, a

straight time payout at the end of the calendar year may be considered on the approval of the City Manager.

1.6 SALARY ANNIVERSARY DATE

1.6.1 Change in Salary Anniversary Date

An employee's salary anniversary date will change whenever the employee's salary changes as a result of:

- a) Promotion - The date of the promotion will become the employee's new salary anniversary date. All subsequent increments will be calculated from the new salary anniversary date.
- b) Demotion - The employee's salary anniversary date may change to the date of demotion, if there is change in rate of pay.

1.6.2 No Change in Salary Anniversary Date

An employee's salary anniversary date will not change as a result of:

- a) Transfer to a position with the same maximum rates provided an increase in salary is not awarded as a result of the transfer.
- b) Change of the pay rates for an entire classification or pay band.
- c) Economic pay adjustments on the pay bands.

1.7 PROBATION AND TRIAL PERIODS

1.7.1. Probationary Period

A new employee hired for a management position shall be required to successfully perform during a six-month probationary period during which time their suitability shall be considered by their supervisor. An employee terminated for unsuitability at any time during the probationary period will be provided with only that amount notice or pay in lieu of notice expressly provided in the Labour Standards Act; that being no notice or 1 weeks' notice depending on the length of service during the probationary period.

1.7.2. Trial Period

A six-month trial period is applicable when a management employee moves to a different management position after permanency with the City has been achieved. A trial period is not a probationary period however it is a period of evaluation in the new position and the employee would be subject to more diligent performance discussions and performance evaluations at this time. If

unsuccessful, the employee may be reassigned to another position where possible or terminated with the appropriate notice period or pay in lieu of notice at the City's discretion.

1.7.3. Less than Full-Time Hours

The probationary / trial period for employees who work less than full-time hours shall continue until the employee has worked the equivalent of six months of full-time employment.

1.7.4 Extensions of Probationary / Trial Periods

At management's discretion and in consultation with Human Resources, it may be deemed necessary to extend management employee's probationary or trial period up to a maximum of six (6) additional months. This should be done through due process of regular performance discussions with the employee.

a) Reasons for extending a probationary or trial period may include, but are not limited to, the following:

- absences from work during the probationary / trial period;
- inconclusive assessment of performance during the initial six-month period;
- changes to work assignments or supervision during the initial six-month period;
- allowance of adequate time to properly assess positions with a yearly cycle.

b) A probationary / trial period will not be extended beyond a maximum period of twelve months of full-time employment, or the equivalent of twelve months of full-time employment in the case of part-time employees

1.8 BENEFITS

As part of its total compensation package, The City makes available a range of benefits

- Basic Employee Life Insurance
- Dependent Life Insurance
- Basic Accidental Death & Dismemberment Insurance
- Long Term Disability Insurance
- Optional Employee & Spousal Life & Accidental Death & Dismemberment Insurance
- Extended Health Care Benefit (Includes Hospital, Prescription Drugs, Travel Insurance & Extended Health Benefits)

- Dental Care Benefit
- Employee Assistance Program;
- Retiree Benefits (Life Insurance, Extended Health Care Benefit & Dental Care Benefit).

Note: Information regarding benefits is provided upon employment, or refer to the information about employee Benefits on “My City”

1.9 MEMBERSHIPS

1.9.1 Professional

Where maintenance of membership in a professional organization is a requirement of holding a particular position or maintaining a relevant certification, the City will reimburse the employee for 100 percent of the annual membership fees with the budget manager’s approval.

1.9.2 Association

Employees are encouraged to actively participate through membership in associations that are directly related to their field of work. Approval of full or partial payment of an employee’s association membership fees will be at the discretion of the Budget manager if in their opinion, it provides value to the City.

Where employees are nominated for executive positions in associations, which require time away from work and / or expense to the City, formal approval of the Budget Manager shall be obtained prior to standing for office.

2.0 APPLICATION

The purpose of this policy is to document specific principles applied by the City to its management and executive employees regarding the compensation paid to employees as the result of job evaluation or various other considerations. The City, through Council, reserves the right to make adjustments with respect to compensation and benefits where necessary.

3. 0 RESPONSIBILITIES

3.1 HUMAN RESOURCES DEPARTMENT

- Human Resources will review the pay bands triennially and make recommendations to the City Manager.
- Human Resources will review inflation, market factors, union wage increases and other relevant factors and make a recommendation to the City Manager and Council for any economic pay adjustments for the management & Executive group. This will normally be done annually before March 31st.

- When a budget manager has determined that a job evaluation review is warranted, Human Resources will review the information supplied and determine whether it is a new job classification or sufficient change has occurred to warrant a full evaluation. If a full evaluation is warranted, the position will be evaluated in accordance with 1.1 of this policy and any other related procedures
- Human Resources has a responsibility to determine if a position needs to be re-evaluated given its corporate responsibility to maintain fair and equitable systems.
- Job descriptions, organizational charts and HRIS must be updated when organizational or structural changes occur.
- Human Resources will be responsible to implement pay adjustment in accordance with this policy or any other applicable policies.

3.2 BUDGET / DIVISION MANAGERS

- Managers have a responsibility to bring to Human Resources' attention, in a timely manner, either: positions that require review; or organizational changes that will affect the current duties and responsibilities of positions.
- Where management initiates a request, it should be directed to Human Resources along with the required documentation and an explanation of the reason for the review.
- Managers are responsible for consulting and notifying Human Resources, prior to action, whenever an employee needs to be moved from one position to another or is the subject of a promotion, demotion, temporary assignment, position title change, leave of absence, etc.
- Managers must consult and inform Human Resources when significant changes to a position, including changes to responsibilities, qualifications and reporting relationships are planned.
- Managers and Supervisors must know what work is assigned to each and every position in their respective units. Primary job accountabilities are not permanently interchangeable between positions except for those initiated by management and reviewed by Human Resources for evaluation purposes.
- Managers must consult and inform Human Resources when positions are transferred between work units.
- Managers must consult and inform Human Resources immediately of any changes to an employee's employment status.
- Managers must record and track time off in lieu or payment needed for statutory holidays worked and advise Human Resources.
- Managers are responsible to ensure accurate information is provided for position records being maintained in the HRIS by Human Resources.

3.3 POSITION ALLOCATION COMMITTEE (PAC)

- The role of the PAC is to maintain consistency and accuracy of system application; team members are not advocates for any particular job.
- The PAC shall review and rate the position and submit ratings to the SEC for their comments.
- The Chair of the Committee shall advise the manager or incumbent of the outcome.

3.4 EMPLOYEES

- Employees are to be diligent with respect to their compensation and should report any discrepancies to Human Resources as soon as they are discovered.
- Any overpayment will be recovered and underpayment will be issued to the employee.

3.5 CITY MANAGER

- Recommend to the Council any generalized wage changes for management employees based on best practice, union wage increases, inflation, market factors, the City's budget and any other relevant factors.
- Make exceptions to the policy when deemed necessary with respect to individual wage changes or other aspects of this policy.

3.6 COUNCIL

Council is responsible to review and approve / disapprove the recommendation from the City Manager pertaining to any annual wage adjustments which are normally determined before June 1st of the implementing year.

4.0 DEFINITIONS

- a) Base Position - the position that an employee is permanently assigned.
- b) Base Rate - the salary established for a position exclusive of any special adjustments (e.g. pay premiums or other allowances)
- c) Benchmark Position - a position with characteristics such that other positions can be compared to it; involves jobs utilized for making pay comparisons
- d) Budget Manager – a position in the organization that has the responsibility to manage budgets and may manage people as well. This includes the Division Manager and the Deputy City Manager.
- e) Business Unit – a group with specific functions led by a manager or a group of managers and under a department
- f) Classification - the assignment of a position to a pay band.
- g) Demotion - the movement of an employee to a position with a lower maximum pay rate than the employee's base position.
- h) Department – a grouping of business units; headed by a manager who reports to the City Manager.

- i) Department Head: for the purpose of this policy, the Department Head is any position which would be considered the head of a particular department reporting into the City Manager irrespective of whether the position is a Manager, Director, or Deputy City Manager.
- j) Economic Pay Adjustments – all pay adjustments made to the entire pay plan (i.e pay bands and salaries) due to either general increases or due to market / industry benchmarking.
- k) Employee – for the purpose of this policy, any employee who is part of the Management Pay plan.
- l) Evaluation or Job Evaluation - the appraisal of a position to determine its classification.
- m) Human Resources - for the purpose of this policy, "Human Resources" means any role within Human Resources which has the primary responsibility for the relevant job function. This may be the HR Advisor, The Head of Human Resources, The HRIS Program Manager or any other.
- n) Incumbent - an individual occupying a position.
- o) Manager / Supervisor – any person who supervises employees and / or manages a budget
- p) Minimum Qualifications - the combination of education and experience that an individual must possess in order to fulfil the responsibilities of the position and maintain a satisfactory level of performance.
- q) Pay premiums – any pay elements apart from the base salary. e.g. shift differential.
- r) Promotion - the movement of an employee to a position with a higher pay band than the employee's current position.
- s) Reclassification – a change in classification.
- t) Red-Circling Protection – a form of pay or wage protection whereby an individual's rate of pay is fixed or frozen at its current level for a period of time.
- u) Salary Anniversary Date – The date when an employee may be entitled to a step increase on the pay band when they have completed 12 months of service either continuously or cumulatively.
- v) Step - a salary rate within a pay band established for the position
- w) Temporary – refers to a position / vacancy, which is expected to exist, for a specified, and limited, period of time.
- x) Temporary assignment - the assignment of the major duties and responsibilities of another position to a fully qualified individual for a defined period; typically in excess of 6 weeks.
- y) Transfer - the movement of an employee to a position having the same maximum pay rate as the employee's base position.
- z) Trial Period - A trial period is a period of evaluation for an employee who is in a new role but has already completed their probationary period previously. The employee would be subject to more diligent performance discussions and performance evaluations at this time.
- aa) Triennially – any event that occurs once every 3 years.
- bb) Underfill - the situation where the incumbent does not possess the minimum qualifications for a position, but may qualify within twelve months.

5.0 REFERENCES

- Labor Standards Act
<http://www.assembly.nl.ca/Legislation/sr/statutes/l02.htm>
- Management Pay Plan
- Executive Pay plan
- Pension and Insurance
- Management Position Description Template
- Procedure for classification requests
- Management Differential Form
- Organizational chart amendment Form

6.0 MONITORING AND CONTRAVENTION

Section 1.1 does not apply to the positions under the Executive category.

The monitoring of this policy shall be done as per the responsibilities laid out in section 3 of this policy.

Any willful misuse or malicious negligence of responsibilities, may result in disciplinary action up to and including dismissal.

An audit of the implementation of the policy will be carried out on a periodic basis.

7.0 APPROVALS

Indicate the following:

- Position Title of Policy Sponsor / owner: City Manager
- Position Title of Policy Writer: HR Advisor- Policy and Program Development
- Date of approval from Corporate Policy Committee / Senior Executive Committee / Finance & Administrative Committee:
- Date of approval from Council:

8.0 REVIEW DATE

The recommended time period for review is every 4 years.