

SECTION: PERSONNEL	SUBJECT: PAY POLICY – All employees	Pg. 1 of 2 DATE: January 26, 2016 Repealing October 2009
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It is the policy of the Town of Kirkland Lake to:

1. Provide equal pay for equal work, regardless of who is performing the job.
2. Insure that the pay of all employees is administered in a fair and equitable manner.
3. Provide rates of pay that are competitive with those of other major employers in the Municipality and other similar sized municipalities in the country.
4. Promote improved performance through the use of pay incentives.

JOB REVIEW:

Each Director shall be responsible for ensuring that Job Descriptions for all positions in their areas are kept up-to-date. Job Descriptions will be reviewed once a year, to ensure that they are accurate. Changes in Job Descriptions shall be made as changes in job duties and responsibilities occur. Classification or evaluation of each position will be the joint responsibility of the Administrator and Job Evaluation Committee. Positions will be reviewed by the committee as warranted by changes in duties and responsibilities on the recommendation of the Director.

SALARY STRUCTURE

The salary structure and its corresponding pay rates are established by Council upon the recommendation of the Chief Administrative Officer. Salary ranges will be reviewed annually. All employees are eligible to receive pay increases that result from increases to salary ranges.

SALARY RANGES

Each salary range shall consist of several steps. Employees must be paid at one of these steps - no employee may be paid at a rate that falls between steps. No employee may be paid at a rate lower than the minimum rate or higher than the maximum rate without the prior approval of the CAO.

Before hiring a new employee at a rate above the minimum rate, care shall be taken to ensure that there will be no inequities of salaries of other employees.

OVERTIME PAY

Refer to OVERTIME POLICY.

SALARY INCREASES (MERIT)

The salary of every employee shall be reviewed at least once annually on the anniversary of the date of employment. For part-time employees, performance evaluations will be done annually and step increases will incur, if warranted by satisfactory performance on achievement of hours equivalent to one year for that

job description. If an employee has been promoted since joining the Municipality, then the annual salary review shall take place on the anniversary date of their promotion.

At the times of the salary review, and where warranted by satisfactory performance and evaluation, a salary increase to the next highest step in the salary range shall be granted to the employee. A salary increase shall not be granted to an employee who has reached the maximum rate for the salary range. In the case of an employee who has shown truly outstanding performance, salary may be reviewed more frequently than once per year or a two-step increase may be awarded.

PROMOTIONS

Where an employee is promoted, he or she may be awarded an increase in pay. The new pay rate shall be the step of the new salary range that is the next highest to the rate the employee was being paid in the old salary range.

Following promotion, the employee's annual salary review shall be on the anniversary date of the promotion. In cases where an employee is transferred to another job - a job that has the same salary range as the previous job, then it is not considered a promotion - and is referred to as a lateral transfer, and it should not be recognized by an increase in salary.

PERFORMANCE EVALUATIONS

A performance evaluation is intended to be a constructive and positive experience. It is viewed as an opportunity for employees to get to know where they stand relative to their job performance, goals and objectives. At the same time, it offers employees a chance to become involved in determining their future career development and to map out ways in which they can be true participants in achievement of success.

The Corporation maintains a policy of evaluating the job performance of its employees as a means of measuring efficiency and effectiveness of the organization's operations; providing employees with meaningful information about their work; and aiding the organization in making personnel decisions related to such areas as training, compensation, work assignments, retention and long-range planning of its operations.

DEMOTION

Where it becomes necessary to demote an employee because of unsatisfactory performance, the rate of pay should be reduced to an appropriate step in the lower salary range. In deciding the new rate of pay, consideration should be given to the employee's employment history, and past performance record, particularly any past performance in the position to which he or she is being demoted. Consideration should also be given to the rates of pay of other employees at the lower level position.

Following demotion, the employee should retain his or her salary review date and salary should then be administered as for a new employee.

Approved By: Council Resolution

Date: January 26, 2016