



RM of Loon Lake #561

Policy Type:	Human Resources
Policy Title:	Human Resource Compensation Policy
Policy Number:	900-01

Authority:	
Council Resolution #	15/21

POLICY STATEMENT

The RM of Loon Lake No. 561 endeavours to reward its employees in a way that provides an opportunity to gain fulfillment in their careers. The RM recognizes that it operates in a very competitive environment where a skilled and engaged workforce is valued for its contributions.

This policy will enable the RM to offer compensation that will attract and retain qualified employees to pursue and achieve its corporate objectives for the betterment of the RM. It is not intended for the RM to be a market leader; but rather to ensure pay structures are responsive to prevailing market conditions with a particular focus on the public sector; both locally and regionally.

PURPOSE

The RM seeks to ensure external competitiveness in the employment market through compensation practices that are fair, equitable, consistent, aligned, competitive, affordable and in accordance with the legal requirements of the *Labour Standards Act and Regulations and any other applicable legislation*.

1. It is the RM's policy to compensate its employees for their services in a way that attracts, retains and motivates competent people.
2. The RM will attempt to pay salaries which will compare favourably and competitively with similar occupations in the RM's market competitiveness comparator group based on external market conditions, legislation and internal factors.

SCOPE

This policy applies to all employees of the RM who have successfully completed their probation period including full-time, part-time, seasonal, temporary, casual and summer student employees of the RM.

TERMS & CONDITIONS

This policy may be amended time to time by resolution of Council. Effective January 1, 2021, this policy establishes the base salary schedule and general terms and conditions of

employment for RM Employees, (subject to satisfactory performance). It is understood that the RM's base salary plan is established using a market survey of core positions to measure and ensure external competitiveness for base salaries for the RM of Loon Lake No. 561, while maintaining internal equity, and is subject to change based on economic and labour market conditions, growth, and the RM's ability to pay.

RESPONSIBILITIES

The Administrator is responsible for conducting a market survey with a Council approved Market Competitiveness Comparator Group every five (5) years. The survey results will be reviewed against the RM's Base Pay Salary Schedule and the Base Pay Salary Schedule adjusted (increased or decreased) from time to time by resolution of Council.

In response to market conditions or other factors such as "hot skills" the Administrator may conduct a market survey outside of the five (5) years if the current base salary rates are not competitive enough to attract qualified employees. Such reviews must be substantiated by documented difficulty in recruiting employees, difficulty retaining staff or a skills shortage of a particular skill set in the local market and/or employment market research.

Market Competitive Comparator Group:

The Market Comparator Group shall, as much as possible, comprise of municipalities that are similar to the RM of Loon Lake No. 561 taking into consideration such factors as: total assessment, assessment distribution, population, municipal services, size, joint municipal office, local/regional labour market, economic environment, industry type, Urban and Rural Municipal Administrator's Association salary guidelines, etc., and any other conditions or factors that Council deems suitable.

BASE PAY SALARY SCHEDULE AND IMPLEMENTATION

Effective January 1, 2021 the following Base Pay Salary Schedule shall be applied and phased in. All Employees will be eligible for the applicable general economic increase on January 1, 2022 and thereafter progress through the salary grid for their position. Subsequent to January 1, 2022 the policy shall be applied to all Employees and they may progress to the appropriate step (next highest) in their salary grid "Schedule A" on their anniversary date, giving consideration to their performance, or placed in the appropriate grid step based on their qualifications and experience as determined by the Administrator and/or Public Works Foreman.

Salary Progression

An employee's salary may be increased annually on the employee's anniversary date (start/promotion date) based on the employee's performance. For seasonal/part-time employees this date will be adjusted based on hours worked. An Employee must have completed at least 2080 hours of work/service in order to progress to the next step in their salary grid. An employee shall only advance one salary grid per year even if total hours worked within the year exceeds 2080 hours of work/service.

On an annual basis commencing January 1, 2022, and having completed 2080 hours of service: If the Employee has satisfactorily achieved and consistently demonstrated the performance expectations for their position, including meeting or exceeding the overall performance objectives and expectations, and if they have conducted their work in a positive manner, the Public Works Foreman and Administrator may approve the progression of the employee to the next step in the salary grid for their position.

Employees may request or be required to complete training/development in order to progress through the salary grid for their position.

Progressive increases within salary grids are awarded to:

- recognize progressive attainment of the competencies required to achieve job mastery; job mastery occurs at the maximum of the salary for the salary grid for their position, and,
- recognizes employee contributions, both as individuals and as members of teams.

Once an employee reaches the maximum step in the salary grid, no further increases are awarded unless the Base Pay Salary Schedule is modified by resolution of Council subsequent to a market review. Employees are encouraged to apply for positions in higher salary grids.

The Administrator and Public Works Foreman are responsible for ensuring that compensation policies and practices are communicated and implemented in a fair and equitable manner for the employees whom they supervise. Council shall review the annual progression of the Administrator and Public Works Foreman.

Any wage adjustment outside the base pay salary schedule or salary progression that is expedited outside the provisions of this policy shall require a resolution of Council and a detailed report outlining the justification for the adjustment/expedited progression. To maintain integrity of the base pay salary schedule and this policy such adjustments shall be applied only for extenuating circumstances and/or to recognize Employees who have exceeded performance expectations and warrant special consideration/recognition.

Annual General Economic Increases to Base Pay Salary Schedule

Adjustments to the RM's Base Pay Salary Schedule as identified above shall be reviewed annually by Council. In conducting their annual review for determining the % increase to be applied to the Base Salary Schedule, Council shall consider the following factors:

- ✓ prior year's consumer price index for Saskatchewan,
- ✓ wage settlements for the Public Sector as reported by the Provincial Labour Relations and Mediation Branch,
- ✓ the regional and local labour market trends,
- ✓ population growth,
- ✓ assessment increases or decreases, and
- ✓ the RM's (tax payer's) ability to pay.
- ✓ SARM recommended cost of living increase
- ✓ SUMA joint office salary guidelines for Administrator

If an annual increase is warranted based on the review, Council will pass a resolution of Council no later than November 30 of each year establishing the % increase to be applied to the following year's Base Pay Salary Schedule. Increases to the Base Pay Salary Schedule will be adjusted annually to ensure the RM remains in line with current economic trends, is able to retain competent employees, and to avoid dramatic adjustments to the Base Pay Salary Schedule in future years.

The Base Pay Salary Schedule will be adjusted annually, unless there is evidence to support a 0% increase.

Salary Adjustments/Increases/Decreases

An employee's salary may be increased or decreased as a result of:

- An annual general economic adjustment to the Base Pay Salary Schedule;
- A progressive step increase in their salary grid on their anniversary date if their performance has been deemed to be satisfactory;
- Staffing changes (promotions, demotions, or promotions to management positions – employees are encouraged to discuss their career objectives with management)
- In circumstances where temporary transfer exceeding 3 months to another position occurs.

Temporary Performance of High Duties (TPHD)

Salary premiums for additional responsibilities are assigned by the Public Work's Foreman or Administrator at their sole discretion based on operational needs and on the following criteria:

- the temporary responsibilities must exceed 14 days duration and the assignment of temporary duties and responsibilities are in addition to the employee's regular position, and represents work normally performed by employees in a higher salary grid;
- the employee is responsible for a specific project of a duration of one to six months; and
- the employee is required to demonstrate additional skill, effort, responsibility or working conditions over and above their current responsibilities

TPHD premiums for assignment of additional temporary duties and /or special projects shall be \$3.00/hour and applied to the employee's base salary rate for the duration of the assignment or hours worked. When an employee performs work in a higher or lower salary grid for duration of less than eight (8) hours in a day no adjustment up or down will be made to the employee's base salary rate.

New Employees and Additional Positions

The Administrator shall report to council of any requirements for new or additional employment positions. In the case of a new employment position, council shall establish the salary grid for this position prior to hiring. Council may by resolution approve additional employees for in an existing position based on operational needs.

The Administrator or Public Works Foreman shall place all new non-management employees in the appropriate step in the salary grid for their position, based on their demonstrated skills, knowledge and experience. Step placement in the salary grid must reflect the current market conditions, and ensure adequate compensation for the skills, knowledge and experience the employee brings to the RM. The Administrator shall report to Council at their next meeting of new hires and placement on pay scale.

The Council shall place the Administrator or Public Works Foreman in the appropriate step in the salary grid for their position, based on their demonstrated skills, knowledge and experience.

Effective January 1, 2021 the following positions are approved by council of the Rural Municipality of Loon Lake No. 561

1. Administrator (CAO)- Full Time 1 position
2. Assistant Administrator/Office Assistant – Full Time 1 position
3. Office Assistant – Full Time 1 position
4. Public Works Foreman – Full Time 1 position
5. Heavy Equipment Operator – Full Time 2 positions
6. Heavy Equipment Operator – Seasonal 1 position
7. Labourer/Summer Student – Seasonal 1 position
8. Transfer Site Operator/Garbage Collection – Part time 1 position

Council shall be responsible for the hiring, suspension, dismissal and management of the Administrator and Public Works Foreman.

The Administrator shall be responsible for hiring, suspension, dismissal and management of Assistant Administrator and Office Assistants.

The Public Works foreman shall be responsible for the hiring, suspension, dismissal and management of all public work employees.

Part Time/Seasonal

Part-time employees are eligible for placement in the salary grid for their position on the same basis as full-time employees. Annual progress/performance increases are granted on the same basis as for full-time positions, provided that an equivalent number of full time hours have been worked by the part-time employee. Must have worked 2080 hours to progress to next step.

Retired/Terminated Employees

Retired or terminated employees are not entitled to any retroactive adjustments provided for in this policy.

Annual Vacation Entitlement:

0-10 years' service	3 weeks per year
After 10 years' service	4 weeks per year
After 15 years' service	5 weeks per year

If position is transferred from another municipality, credit for years of service and an increase in annual vacation entitlement may be provided by resolution of council.

To attract management employees, council may by resolution approve an increase of annual vacation entitlement as part of the hiring negotiations.

Public Holidays

Public Holidays shall be paid to all employees, regardless of length of employment as per the *Saskatchewan Labour Standards Act*. Public Holidays are listed as;

- New Year's Day – January
- Family Day – February
- Good Friday – March or April
- Victoria Day – May
- Canada Day – July
- Saskatchewan Day – August
- Labour Day – September
- Thanksgiving – October
- Remembrance Day – November
- Christmas Day – December
- Boxing Day – December (government)

Overtime and Banked Time

Overtime shall be paid according to *The Saskatchewan Labour Standards*. Employees cannot work overtime unless approved by immediate supervisor. All employees have the option to bank additional time worked over 40 hours per week as per 900-02 Overtime and Bank Time Policy.

The Administrator is not entitled to Overtime and Bank Time Policy as overtime is to be deemed part of the annual salary.

COMPLIANCE

Failure to comply with this Policy and its associated procedures could result in attraction and retention issues for the RM and in inconsistent application of progressive step increases and temporary adjustment to recognize additional duties and responsibilities.

EFFECTIVE DATE/REPEAL

This policy will come into effect on January 1, 2021 unless otherwise specified and shall be implemented as outlined in this policy. This policy repeals and replaces all resolutions and any policies pertaining to human resource compensation that have been consolidated into this policy and replaces all past practices. This policy may only be amended or repealed by resolution of Council.

Human Resource Compensation Policy

900-01 Schedule A

Effective date shall be the first pay period of 2021 which includes wages earned in the last week of December, 2020.

Salary Grid 1: Students/Labourer:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
15.59	17.10	18.61	20.12	21.63	23.14

Salary Grid 2: Office Assistant:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
17.10	18.61	20.12	21.63	23.14	24.65

Salary Grid 3: Assistant Administrator (must possess Class "C")

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
28.17	29.68	31.19	32.70	34.20	35.71

Salary Grid 4: Heavy Equipment Operator

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
25.65	27.16	28.67	30.18	31.69	33.20

Salary Grid 5: Public Works Foreman (hourly salary)

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
34.71	36.22	37.73	39.23	41.75	43.26

Salary Grid 6: Transfer Site Operator/Garbage Collection

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
19.11	20.62	22.13	23.64	25.15	26.65

Salary Grid 7: Administrator (must possess Class "C" and Urban Standard Certificate (annual salary based on 37.5 hours/week))

Salary shall follow the UMAAS joint office guidelines. Administrator step increases shall be based on number of points accumulated and satisfactory work performance. All administrator salary increases require a resolution of council.