

Subject: Non-Union Compensation Policy Update

Recommendation:

BE IT RESOLVED THAT Council receive Report #2022-0257, Non-Union Compensation Policy Update for information;

AND THAT Council approve the Non-Union Compensation Policy S600-30, as amended.

Background:

In 2021 Council adopted a new compensation model for non-union staff, establishing a five step grid targeting the 55th percentile of the comparator group. Additionally, the Town and CUPE Local 1287 finalized the terms around job evaluation and compensation for the unionized staff. The non-union group is in need of a similar documented process for its compensation program.

Analysis:

The proposed amendments to Policy S600-30 are included in Appendix "A," and changes are highlighted. Along with the rules around acting pay, the updated policy now explains how jobs are evaluated and addresses job transfers, demotions and promotions, salary compression, red-circling, increases while on a leave of absence, and a step movement cut-off date for those hired midway through the year. Further, it includes the municipalities used for the 2021 compensation review, establishing a set municipal comparator group which is important to ensure future reviews remain consistent. It also now states that market reviews will be conducted every four years to ensure the pay philosophy approved by Council is maintained.

Financial Considerations:

There will be no changes to the current compensation model and implementing these policy changes will cost the Town zero dollars.

Alternatives Reviewed:

The Town should have a policy in place with clear rules around compensation for the non-unionized staff. This updated policy will provide staff with clarity on the

new process and ensure practices remain consistent and fair. As such, opting not to implement these proposed policy amendments is not recommended.

Strategic Plan Relationship: Strong Organization

Implementing this policy as a follow up to the new wage structure is in line with Council's strategic goal of building a strong organization. The proposed policy establishes a consistent compensation program that ensures both internal and external wage equity amongst the non-union group.

Consultation:

Policies from the City of Port Colborne and the City of Kawartha Lakes were referenced.

Other Pertinent Reports/Attachments:

Appendix "A" – Updated Non-Union Compensation Policy

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