



Department <b>Human Resources</b>	Policy No. <b>HR 004</b>	Page <b>1 of 2</b>
Policy Title <b>SALARY ADMINISTRATION</b>		

Council Resolution

No. 110-03

Date: February 25, 2003

EMOS  
*[Signature]*

CC  
*[Signature]*

Cross Reference

Effective

February 25, 2003

## PURPOSE

Parkland County will apply consistent principles and practices for determining compensation for employees, including commencement salaries, increments/adjustments, and movement within Parkland County (promotions, transfers).

## POLICY

Parkland County is committed to compensating employees fairly and equitably, in recognition of their experience, qualifications, background, contributions to the organization within the context of their position. The total compensation package is determined on the basis of competitive practices within the comparative market for local municipal governments, fiscal responsibility and stewardship, recruitment and retention difficulties, and budgetary limitations.

A compensation plan (salary grids or other such plan) will be used for the administration of salaries, with the exception of the County Commissioner.

Where a collective agreement varies from the provisions of this policy, the collective agreement reference prevails.

## PROCEDURES

### 1. Appointment Salary

- Commencement appointment salaries take into consideration the background and qualifications of the individual, the recruitment market for the position, and internal equity.
- New employees meeting the minimum qualifications for a position will normally be hired at the first step on the pay scale/ grid.
- New employees may be hired up-range to reflect additional experience that exceeds the minimum for the position.
- Recommendations that exceed the minimum compensation package and/or do not comply with the standard conditions of employment established for that position, must be approved by the General Manager up to Step 3 on the grid or by the County Commissioner if over Step 3.
- Appointment of salary under this policy shall also adhere to Policies – Market Value Salary Evaluation - HR 005, and Employee Complement, Recruitment and Selection - HR 008.

### 2. Anniversary Date

- The salary anniversary date for new employees will be the month and day of their commencement, with the exception of those employees on the Management/ Professional/ Administrative (MPA) grid who will move to a common salary anniversary date.
- When recruiting employees on the MPA grid, synchronization to the common anniversary date will be discussed and negotiated as a part of their offer for employment, and details will be specified in their offer of employment letter.
- The effective date of a promotion or reclassification becomes the Employee's salary anniversary date, (unless otherwise stated in writing at the time); with the exception of those

employees on the Management/ Professional/ Administrative grid who will move to a common salary anniversary date.

- d. Employees will advance on the grid by one step each year, based upon satisfactory performance. This applies to all employees except casual.
- e. A change in status (from either part or full-time to full or part-time) will not result in an anniversary date change. If an employee becomes part or full-time with the county, after casual service with the county, their commencement in the full or part-time position will be their anniversary date.
- f. A Leave of Absence greater than six months will result in a change in anniversary date equivalent to the length of the leave, for Technical Support Staff.
- g. MPA staff that take a Leave of Absence greater than six months will miss their grid move(s) on their next common anniversary date(s).

### **3. Promotion or Reclassification to Higher Level Positions**

- a. Employees whose positions are reclassified upwards to a higher band on their grid or who are promoted, shall advance to the next appropriate step to ensure that their new salary provides at least one increment. Salaries upon promotion will not exceed the maximum salary for the class/ grid level.
- b. Employees, who are promoted or reclassified within 3 months of their next salary anniversary date, will advance to the next appropriate step that ensures at least one increment. An additional step, at the manager's discretion, may be awarded if approved by the next level of management.
- c. An individual, who acts in a position prior to being appointed to it permanently, shall have the time as acting incumbent recognized for both salary anniversary date and increment purposes.

### **4. Exceptions to Salary/Salary Anniversary Date**

- a. Any recommended exceptions to these guidelines for salaries or salary anniversary dates must be discussed with the Human Resources Coordinator, Manager and the General Manager. Any unresolved exceptions are forwarded to the County Commissioner for review and decision.