

**EXEMPT STAFF SALARY ADMINISTRATION POLICY**  
**Council Policy No. 114/22**

**PURPOSE:**

To attract, motivate and retain high level of talent necessary to operate successfully the City must provide its exempt employees with competitive, market based compensation and other conditions of employment. To determine a method of establishing compensation levels for exempt staff the following principles will be used:

1. transparent, fair and equitable level of remuneration
2. consistency within salary ranges and pay grades
3. planned approach providing a level of continuity
4. comparability within the markets for local governments

**POLICY:**

1. The City's wage grid is designed with 100% being the market salary at the 60<sup>th</sup> percentile. This means that if all the salaries for comparable positions across a wide area were arranged in order, the City's salary would be better than 60% of them. Establish an exempt staff wage grid based on the 60<sup>th</sup> percentile of the market average to be effective January 1, 2023 and January 1, 2024 (increase grid below by 1%):

Pay Grid	Position	100 % of Salary Range		
		Jan 1/22	Jan 1/23 1%	Jan 1/24 1%
15	Chief Administrative Officer (CAO)	230,023	232,323	234,646
14	Deputy CAO	195,519	197,474	199,449
12	Chief Financial Officer (CFO)	177,795	179,573	181,369
12	Chief Human Resources Officer (CHRO)	177,795	179,573	181,369
11	Director of Community Services	153,348	154,882	156,430
11	Director of Finance	153,348	154,882	156,430
11	Director of Planning & Engineering	153,348	154,882	156,430
11	Director of Public Safety/Fire Chief	153,348	154,882	156,430
11	Director of Public Works & Utilities	153,348	154,882	156,430
10	Corporate Officer	135,569	136,924	138,294
10	Deputy Fire Chief	135,569	136,924	138,294
8	Facilities Manager	124,456	125,701	126,958
8	Information Technology Manager	124,456	125,701	126,958
8	Maintenance Manager	124,456	125,701	126,958
8	Manager of Economic Development	124,456	125,701	126,958
8	Manager of Engineering	124,456	125,701	126,958
8	Manager of Health & Safety	124,456	125,701	126,958
8	Manager of Human Resources/Labour Relations	124,456	125,701	126,958
8	Roads Superintendent	124,456	125,701	126,958
8	Utilities Superintendent	124,456	125,701	126,958
7	Aquatics Manager	111,122	112,233	113,355

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7	Arts & Culture Manager	111,122	112,233	113,355
7	Deputy Corporate Officer	111,122	112,233	113,355
7	Deputy Treasurer	111,122	112,233	113,355
7	Parks Manager	111,122	112,233	113,355
7	Planning Manager	111,122	112,233	113,355
7	RCMP Support Manager	111,122	112,233	113,355
7	Recreation Manager	111,122	112,233	113,355
7	Communications Manager	111,122	112,233	113,355
6	Payroll & Benefits Coordinator	98,899	99,888	100,887
6	Health & Safety Coordinator	98,899	99,888	100,887
5	Executive Assistant	80,563	81,369	82,182
5	Health & Safety Assistant	80,563	81,369	82,182
5	HRIS Administrative Assistant	80,563	81,369	82,182

**Policy:** (continued)

2. The established range for each pay grid will be between 85% to 110% to allow for opportunity for growth and development.
3. An external market review of salary ranges and pay grades will be conducted in two years to ensure the wage grid reflects market salary levels and trends. The next wage grid review will be completed in late 2024 for the 2025 calendar year. In between survey years, the wage grid will be increased each January 1<sup>st</sup> by 1%.
4. Achievement Planning & Review Process (APRP) will be used to conduct performance reviews for exempt staff members prior to December 31<sup>st</sup> annually to set performance goals and personal development. Performance review must be completed and submitted to Human Resources to be eligible for exempt annual wage increase.
5. Exempt employees will receive an annual wage increase of 3% each year for 2023 and 2024. Upon the next market review of the exempt wage grid, internal exempt employees will retain their current placement on the salary grid if the exempt salary wage grid is required to be adjusted to reflect the 60<sup>th</sup> percentile of the market average.
6. The annual wage increase will be capped to bringing the individual up to 110% of the exempt wage grid. Once an individual is earning 110% of the wage grid, the annual increase will be only the annual wage grid movement where they will maintain the placement at 110% of the new wage grid, but will not exceed.
7. Exempt employees hired after September 1<sup>st</sup> will participate in APRP but will only be eligible for the annual wage grid movement increase for the next calendar year.
8. In recognition of the hours of work required to perform the duties of their position, exempt staff in pay grids 5 and 6 will be provided with one (1) additional weeks' vacation in lieu of the extra hours required to perform the duties of their positions. Exempt staff in pay grids 7 and above will be provided with two (2) weeks' vacation in lieu and the Chief Administrative Officer will be provided with three (3) weeks additional vacation in lieu.

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9. Exempt managers assigned to an “on-call” rotation schedule to cover after work hours calls will be compensated at a fixed rate of \$750.00 per week.
10. It is recognized that wellness and work/life balance is important and as a result exempt staff member will be provided with a “health and wellness” spending account in the amount of \$500.00 annually. Reimbursement for health and wellness related costs will be subject to approval as per Health & Wellness Allowance guidelines.
11. When required to perform duties under an authorized Provincial Emergency Program Task Number outside of their normal working hours, exempt staff members will record any hours worked beyond their normal working hours as overtime as per the Employment Standards Act of BC rules for daily overtime. The rate of time and a half will apply to the first four hours and the rate of double time will apply for all other hours worked. These overtime hours may not be banked and will be compensated as non-pensionable pay.