

**SALARY ADMINISTRATION, SALARY REVIEWS, WAGE INCREASE POLICY**  
**UNION AND NON-UNION EMPLOYEES**  
**Council Policy No. 19/00**

POLICY:

The City of Fort St. John is committed to a policy of salary administration which is internally and externally competitive and equitable and that also recognizes and encourages individual performance.

The City of Fort St. John recognizes the importance of maintaining competitive compensation programs and, as such, continually surveys external market trends, locally and nationally, and economic factors such as cost of living, to ensure its competitive edge.

OBJECTIVE AND GOALS:

**Objective**

This policy will define and outline the City of Fort St. John's salary administration policy.

**Goals**

1. Ensure the fair and equitable salary treatment of the City of Fort St. John's employees.
2. Set salary levels which will enable the City of Fort St. John to recruit and retain qualified employees.
3. Provide guidelines for ongoing salary administration.

JOB CLASSIFICATION, WAGES AND PROGRESSION:

1. Rates of pay and job classifications shall be in accordance with the salary grid or the applicable Collective Agreement wage schedules.
2. The grades, levels, classifications and rates are for pay purposes only.
3. All progression will be authorized by the City Manager.
4. The normal progression date for an employee will be the anniversary date of the last hiring, or promotion.
5. Management will review employee job performance at least once a year.

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JOB CLASSIFICATION, WAGES AND PROGRESSION: (continued)

6. All BCGEU and IAFF classifications, reclassifications and salary adjustments will be approved by the City Manager and comply with the respective collective agreements.
7. All exempt employee classifications, reclassifications and salary adjustments will be recommended by the City Manager and approved by City Council.

PROCEDURE FOR NEW EMPLOYEES:

1. The Manager of Corporate and Human Resources will determine the rates of pay and job classifications as per current salary grids or Collective Agreement wage schedules.
2. All rates of pay and job classifications must be approved by the City Manager.

PROCEDURE FOR SALARY RANGE SCALES AND ADJUSTMENTS:

1. All salary structures are developed by the Manager of Human and Corporate Resources and approved by the City Manager.
2. The Manager of Human and Corporate Resources develops salary recommendations based on salary survey data and comparison to other jobs in the organization.
3. Where a new job, reclassification or the duties of a current position are substantially altered the Department Head will prepare a request to the Manager of Corporate and Human Resources to review the employees' classification and wages scale. The Manager of Corporate and Human Resources will determine where the position fits into the Salary Range Scale and classification and is recommended to the City Manager for approval.