

CITY OF CHESTERMERE

POLICY HANDBOOK

EFFECTIVE DATE: March 19, 2018		SECTION: 800	POLICY: 838
APPROVED BY: Council	APPROVED DATE:	POLICY TITLE: Compensation Disclosure Policy	
REVIEW DATE:	AMENDMENT DATE: September 17, 2018	PAGE NO.: 1 of 3	
POLICIES AMENDED / RESCINDED:		POLICY TYPE: Council	

1. PURPOSE

In terms of Council Policy # 834, being the Human Resources Policies and Procedures Framework, it is the policy of the City of Chestermere to attract and retain exemplary employees, to support and develop these employees, and to hold them accountable for maintaining acceptable standards of behavior and achieving corporate outcomes.

In the spring of 2018, City Council voted to adopt a compensation disclosure list. Annually, the City of Chestermere will publish position titles, salary ranges and information about pensions and benefits. The City's compensation disclosure list provides transparency while respecting the privacy and security of its employees. Employee names and actual salaries are not included in the list. Unlike other organizations where disclosure of employee compensation only occurs over a specific amount, such as \$100,000, the City's list does not have a threshold.

2. SCOPE

This Policy applies to all City of Chestermere employees.

3. DEFINITIONS

"Employees" means all City of Chestermere employees including part-time and seasonal employees.

4. POLICY STATEMENT

It is the policy of the City of Chestermere to attract and retain exemplary employees, to support and develop these employees, and to hold them accountable for maintaining acceptable standards of behaviour and achieving corporate outcomes.

5. **RESPONSIBILITIES**

5.1 Administration to publish Compensation Disclosure List annually

Annually, the City of Chestermere will publish position titles, salary ranges and information about pensions and benefits.

5.2 How is pay determined?

- 5.2.1 We are committed to pay our staff equitably and consider both internal and external factors when determining pay.
- 5.2.2 We survey a similar market for skills on a regular basis and participate in what is known as the Small Municipality Human Resources Team (SMHRT) salary survey. This salary survey compares a variety of jobs at all levels of the organization.
- 5.2.3 In order to create the City of Chestermere salary grid, we placed each position that can be matched to a corresponding position in the SMHRT salary survey hierarchy/ rank order based on salary.
- 5.2.4 Internally, jobs are classified by measuring their value relative to other jobs at the City. This ensures objective, consistent and gender-neutral job evaluation.
- 5.2.5 In order to match jobs to Classification Levels, we do not match jobs based on job title, as duties under each job title may vary greatly between organizations. Nor do we match jobs based on personal contributions. We match on what the job is required to do for the City as outlined in the job description. The following factors as described in the job description are considered when matching jobs to a Classification Level: leadership accountability; scope; decision making; relationship building (internal and external); education; knowledge, skills and abilities, and working conditions.

5.3 Who has a “say” on pay?

- 5.3.1 Due to external factors such as economic conditions and our external comparator marketplace, the City does not intend to lead the market but instead strives for pay that is responsive to comparator market conditions and economic conditions prevailing at any given period.
- 5.3.2 Internally, Human Resources administers the City’s compensation program using internal and external data. Some of Human Resources responsibilities’ include considering all available data, market trends and unique circumstances that may exist solely within the City. This leads to developing compensation policy, designing and maintaining systems including the salary grid, conducting market surveys, classifying jobs and providing recommendation and advice to management. As part of the budget approval process, Council must approve increases to pay, as well

budget approval process, Council must approve increases to pay, as well as economic adjustments. These adjustments are achieved through a relevant combination of; Movement Through the Range (MTR), Market Comparison Increase (MCI) and Cost of Living Adjustments (COLA). The MTR is performance based and ensures that staff move incrementally through their pay range to ultimately reach the maximum of their pay range. The MCI ensures that our salaries remain competitive. If an MCI is approved, the salary / wage grid is adjusted accordingly. The COLA is based on the Calgary Consumer Price Index rating for July of the previous year. If a COLA is approved, the entire salary/wage grid is adjusted accordingly to ensure that base wages keep pace with inflation.

5.4 Notes for salary grid

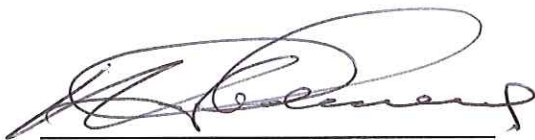
Positions that are similar in function have been grouped together. Positions that are similar in function and operate at various skill levels have been grouped by pay level. Full-time hours vary by position between 37.5 to 42 hours per week.

6. REFERENCES AND RELATED POLICIES

- Employment Standards Code (Alberta) as amended by the Fair and Family-Friendly Workplaces Act
- Council Policy 834 - Human Resources Policies and Procedures Framework
- Pay Principles and Pay Administration Policy

Adopted by Council: Sep 17, 2018

Resolution Number: 389-18



Mayor



CAO