
Employee Compensation and Review Policy

Department: Human Resources
Adopted: June 13, 2023

Policy No: N/A
Amended: N/A

1. Purpose

It is the policy of the Town of Berwick to ensure that employees are provided with information on salaries, wages and benefits offered by the Town and that they are adequately remunerated for the work they undertake for the Town.

2. Scope

This Policy is applicable to all employees not covered by a collective agreement; salary increases will be administered in relation to the terms of the applicable collective agreement.

3. Objectives

The objectives of this Policy are to:

- 3.1. provide a definition of compensation for the purpose of non-union employees of the Town;
- 3.2. provide guidelines for determining non-union employee compensation to be considered in the annual operating budget process;
- 3.3. require a market survey be undertaken every four years;
- 3.4. ensure the fair and equitable compensation of non-union employees of the Town, both internally and externally with other comparable employers;
- 3.5. set salary levels which will enable the Town to recruit, retain and motivate qualified employees; and
- 3.6. Separate any linkage to the negotiation of compensation by unionized employees of the Town.

4. Responsibilities

- 4.1. Council will:
 - a. Review, amend and adopt changes to the Employee Compensation and Review Policy;
 - b. Authorize any changes in the overall compensation and benefits provided to the Chief Administrative Officer; and

- c. Approve or amend employee compensation plans as provided by the Chief Administrative Officer.

5. Policy

- 5.1. It is the policy of the Town of Berwick that all employees receive a level of compensation that is cost effective, internally equitable and externally competitive and that will ensure the recruitment and retention of qualified, motivated, and productive employees. Council reserves the right to amend the guidelines set out in the policy when budgetary restraints deem it necessary.
- 5.2. All full-time, permanent non-union employees will receive an increase of the current CPI rate subject to budgetary consideration and approval by the Council.

The CPI factor used for this calculation will be the average CPI for Nova Scotia as reported by Nova Scotia Finance and Treasury Board for the twelve-month period – December to December to a maximum of 5%. CPI increases will be effective as of the first of each fiscal year – April 1st.

- 5.3. All non-union employees will receive a 1.25% annual increase (in addition to COLA) if they meet the performance requirements of their position and will only occur after a performance review has been completed.

When an employee reaches the top of their salary range (step 5/Max), they will be ineligible to receive an annual adjustment except for the cost-of-living adjustments per policy.

- 5.4. The Chief Administrative Officer, or designate, will prepare and recommend for the consideration of Council, a compensation plan covering all employees not included in the bargaining units. Normally, the compensation plan will include for each class of employee a minimum and maximum rate and intermediate rates as considered necessary and equitable. The rate of pay assigned to each class will reflect fairly the differences in the duties and responsibilities between it and other classes. When setting the rates of compensation, the following should be considered:
 - a. the results of the compensation survey;
 - b. the Town of Berwick's existing and projected future financial condition and policies;
 - c. any relevant and unusual problems concerned with recruitment and turnover for a particular group of employees;

6. Pay for Temporary Assignments

- 6.1. When an employee in a management or administrative category is required to assume the duties and responsibilities of a position in an equal or lesser rated management or administrative category for a continuous period of time, in addition to performing all the duties and

responsibilities of their permanent position, the employee will receive no additional compensation for the added duties and responsibilities assumed.

- 6.2. After a period of three months from the date the employee began performing in a dual capacity, the Chief Administrative Officer, or designate, will review the vacant position to determine whether the position will be retained, deleted, or incorporated with other established positions. At that time, any permanent salary adjustment which may be approved, according to policy, for the employee who was operating in a dual capacity will be retroactive to the first pay period following three months continuous service in a dual capacity. In addition, the position description should be revised to reflect the new duties.

7. Pay for Interim Staff Appointments

- 7.1. This policy shall apply to any non-unionized employee, regardless of position or rank, who undertakes the duties and responsibilities of higher ranking employee on an interim basis.
- 7.2. Additional compensation for employees filling interim positions may be considered where the interim appointment is for a period in excess of twenty working days.
- 7.3. Interim appointments shall be for a maximum period of 6 months. Continuance beyond 6 months will require a formal review and reappointment.
- 7.4. An increase in salary will be provided to the employee appointed to an interim position. The amount of increase will be in a range of 30% to 50% of the difference between the employee's current salary and the salary of the position of the interim appointment. The specific amount within the range will be determined by the employee's department head and approved by the Chief Administrative Officer, or in the case of interim department head positions, by the Chief Administrative Officer.

CAO

Date