

REGION OF QUEENS MUNICIPALITY

Operational Policy No. 12 EMPLOYEE COMPENSATION AND SALARY ADMINISTRATION

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General Statement of Policy

It shall be the policy of the Region of Queens Municipality to provide Region employees with levels of salary comparable to salary levels paid to other employees performing similar functions in municipalities of similar size and responsibility across the province and if applicable, with the private sector.

The Region of Queens Municipality maintains a system of compensation to ensure employees are rewarded fairly in relation to their duties, responsibilities and job requirements.

Policy Directions

1. The Chief Administrative Officer or designate shall recommend to the Council changes to existing salary scales and benefit plans as required.
2. Department Heads shall submit and justify recommendations for salary increment increases.
3. Department Heads shall initiate completion of the required cards, forms and documents for compensation and benefit plans.
4. The Finance Department shall ensure:
 - a) verification and payment of claims to be charged to various plans
 - b) administer the payment of salaries and wages as approved by Council
 - c) advise employees on procedures of applying for benefits
 - d) ensure payment of pensions and benefits as approved by Council

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Salary Administration Procedure

1. The salary schedule shall represent ranges of pay divided into five steps with a uniform percentage differential between each step. Each pay range will be assigned a number with the lowest pay range beginning with a #1.
2. The actual assignment range per position shall be based on the salary survey of similar positions. The Chief Administrative Officer, in conjunction with the Department Head, shall assign a pay range to each position approved by Council. An employee may be hired at any pay step within the pay range for the position. The determination of the appropriate step is the responsibility of the Chief Administrative Officer, in conjunction with the Department Head. This decision shall be based on the experience and qualifications of the new or re-positioned employee. In the case of hiring the Chief Administrative Officer, Council will oversee this process.

Salary Increment Procedure

1. A merit increase will only be recommended by the Department Head after completing an employee's performance appraisal. The guidelines for this procedure are included in the Region of Queens' Performance Appraisal Policy.

Employee Overtime

1. Salaried employees are expected to work regular time and overtime when required. In rare and unusual circumstances, which have been approved by the Department Head and Chief Administrative Officer, compensation for excessive overtime may be paid in the form of extra wages or time off.
2. Hourly employees are paid for the hours worked and compensated as per the Nova Scotia Labour Standards Code as approved by the appropriate supervisor.

Approved by Council: July 15, 2002

2017 **APPENDIX 14A**
MUNICIPAL SALARY LEVELS
RELATED TO POSITION EVALUATION POINTS

(Revised September 18, 2017)

RANGE	POSITION	<u>SALARY LEVELS FOR POSITIONS</u>				
	POINT SPREAD	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
30	1176-1210	108,407.31	113,827.97	119,519.22	125,495.03	131,769.38
29	1141-1175	103,244.75	108,407.31	113,827.97	119,519.22	125,495.03
28	1106-1140	98,327.88	103,244.75	108,407.31	113,827.97	119,519.22
27	1071-1105	93,645.83	98,327.88	103,244.75	108,407.31	113,827.97
26	1036-1070	89,186.14	93,645.83	98,327.88	103,244.75	108,407.31
25	1001-1035	84,939.48	89,186.14	93,645.83	98,327.88	103,244.75
24	905-1000	80,894.97	84,939.48	89,186.14	93,645.83	98,327.88
23	870-904	77,043.27	80,894.97	84,939.48	89,186.14	93,645.83
22	835-869	73,373.50	77,043.27	80,894.97	84,939.48	89,186.14
21	800-834	69,879.45	73,373.50	77,043.27	80,894.97	84,939.48
20	765-799	66,551.80	69,879.45	73,373.50	77,043.27	80,894.97
19	730-764	63,382.71	66,551.80	69,879.45	73,373.50	77,043.27
18	695-729	60,364.49	63,382.71	66,551.80	69,879.45	73,373.50
17	665-694	57,490.92	60,364.49	63,382.71	66,551.80	69,879.45
16	635-664	54,752.60	57,490.92	60,364.49	63,382.71	66,551.80
15	605-634	53,146.41	54,752.60	57,490.92	60,364.49	63,382.71
14	575-604	49,663.12	53,146.41	54,752.60	57,490.92	60,364.49
13	545-574	47,297.99	49,663.12	53,146.41	54,752.60	57,490.92
12	515-544	45,044.80	47,297.99	49,663.12	53,146.41	54,752.60
11	490-514	42,900.47	45,044.80	47,297.99	49,663.12	53,146.41
10	465-489	40,857.23	42,900.47	45,044.80	47,297.99	49,663.12
9	440-464	38,911.95	40,857.23	42,900.47	45,044.80	47,297.99
8	415-439	37,058.38	38,911.95	40,857.23	42,900.47	45,044.80
7	390-414	35,293.51	37,058.38	38,911.95	40,857.23	42,900.47
6	365-389	33,614.09	35,293.51	37,058.38	38,911.95	40,857.23
5	345-364	32,012.47	33,614.09	35,293.51	37,058.38	38,911.95
4	325-344	30,488.58	32,012.47	33,614.09	35,293.51	37,058.38
3	305-324	29,036.21	30,488.58	32,012.47	33,614.09	35,293.51
2	285-304	27,653.85	29,036.21	30,488.58	32,012.47	33,614.09
1	265-284	26,336.76	27,653.85	29,036.21	30,488.58	32,012.47
1A	245-264	25,083.45	26,336.76	27,653.85	29,036.21	30,488.58
1B	225-244	23,889.24	25,083.45	26,336.76	27,653.85	29,036.21
1C	205-224	22,751.00	23,889.24	25,083.45	26,336.76	27,653.85