

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Andrea Short Manager of Human Resources Office of the CAO AShort@cobourg.ca	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	September 26, 2022		
Report No.:	Office of the CAO-026-22		
Submit comments to Council			

Subject/Title: HR Policy Report – Non-Union Compensation – Salary Structure

RECOMMENDATION:

THAT Council review and approve the Non-Union Compensation – Salary Structure Policy.

1. STRATEGIC PLAN

People Pillar: The attached policy will be a part of the Human Resources Plan to manage demands and will therefore help to support our staff. All work has been done in consultation with the Policy Review Committee and has been updated and revised accordingly.

2. PUBLIC ENGAGEMENT

Not applicable.

3. PURPOSE

Policies communicate an organization's culture, values, and philosophy. Policies cover what employees can expect from the organization, what the company expects from employees, and what customers and the community can expect from the organization. Policies set clear expectations and standards for all staff, create consistency throughout the organization, and reduce risk.

This policy will help to serve as an outline for the salary structure for all full-time non-union employees. This policy's purpose is to establish a salary plan that will result in a fair and equitable salary schedule for non-union personnel that is competitive with comparator municipalities and the local labour market.

4. ORIGIN AND LEGISLATION

Applicable legislation and/or information considered in the process of creating and updating this policy was:

1. Ontario Employment Standards Act, 2000 (ESA)
2. Ontario Human Rights Code
3. Occupational Health and Safety Act
4. Accessibility for Ontarians with Disabilities Act, 2005
5. Ontario Pay Equity Act
6. Town of Cobourg's current compensation structure for the Canadian Union of Public Employees (CUPE)
7. Comparator municipality's information
8. Current practices within the Town of Cobourg

5. BACKGROUND

The original policy was created on January 1, 2013. Updates were made to ensure that the Town of Cobourg remains in compliance with all applicable legislation and is able to remain competitive with comparator municipalities.

6. ANALYSIS

This policy has been attached as Appendix A.

This policy update ensures that the Town of Cobourg remains in compliance with any and all applicable legislation. It is also updated to include any legislated changes within the Ontario Employment Standards Act.

This policy addresses the following compensation practices:

- Town of Cobourg Salary Plan
 - Fair, equitable, and competitive salaries

- Regular reviews of the labour market
- Consideration of the Total Consumer Price Index
- Consideration of CUPE increases
- Date of salary changes and retroactive payments
- Considerations for comparator municipalities
- Management of salary plan
- Salary Grade Structure
 - Grades and levels
- Increment System
 - Movement within the increment system
 - Performance appraisals
 - SMART goals and objectives
 - Performance Improvement Plans (PIP)
- Letters of Employment
- Acting Pay for assuming significant additional responsibilities during a vacancy
- Non-Union Overtime
 - Non-supervisory staff
 - Supervisory/Management staff
- Non-Union Standby Allowance
- Public Information
 - Salary disclosure in excess of \$100,000.00 per annum

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

Ant future financial impacts resulting from the approval of this policy will be incorporated into future operating budgets.

8. CONCLUSION

Staff are seeking Council to approve the Town of Cobourg's Non-Union Compensation – Salary Structure Policy in order to ensure that we remain up to date on any applicable legislation and continue to provide a fair salary package to all current and new full-time non-union staff.

Report Approval Details

Document Title:	HR Policy Report – Non-Union Compensation - Salary Structure - Office of the CAO-026-22.docx
Attachments:	- 5. NU Compensation - Salary Structure.pdf
Final Approval Date:	Sep 14, 2022

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Sep 14, 2022 - 3:01 PM