



# CORPORATION OF THE TOWN OF COBOURG

**Division:** Administration

**Effective Date:** January 1, 2013

**Department:** Human Resources

**Approval Level:** Municipal Council

**Policy Title:** All Personnel – Compensation  
& Benefits – Salary Calculation Standards

**Section #**  
**Policy #**

**2-20**  
**HR-AP-C1**

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## Purpose

That the Corporation of the Town of Cobourg will establish standard practices to be used in calculating salaries and wages for all municipal employees that will result in fair and equitable compensation, as well as, being competitive with like municipalities and the local labour market.

## Policy

1. The Corporation of the Town of Cobourg will administer a salary compensation structure that provides internal employment equity and complies with Pay Equity legislation.
2. The following twelve (12) municipalities, plus the Country of Northumberland, shall be considered as comparators and shall be surveyed for compensation and benefit practices: Niagara on the Lake, Tillsonburg, Port Hope, Midland, Thorold, East Gwillimbury, Owen Sound, Brockville, Collingwood, Orangeville, Quinte West and Clarington.
3. Additional employers may be added to the comparator list when deemed appropriate.
4. Positions having similar responsibilities and authority shall be paid similarly ("equal pay for equal work").
5. Job Evaluation and Pay Equity Plans for the non union group and C.U.P.E. group shall be established as required by the *Pay Equity Act, R.S.O. 1990, as amended*.
6. A Management Negotiation Committee, consisting of the Chief Administrative Officer, the Human Resources Manager, and the Treasurer/ Director of Corporate Services shall negotiate with the Canadian Union of Public Employees and the International Association of Professional Fire Fighters.
7. The Corporation's lawyer, specializing in labour relations, may be requested to assist the management committee in the collective bargaining process.
8. To be eligible for retroactive payments employees must be actively employed on the date Council passes the resolution authorizing the increase in salary or wages to take place.



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9. Current job descriptions for all classifications shall be maintained by the Human Resources Department.
  10. New employees shall commence at Level #1 of the pay grade in which their position is classified unless otherwise approved by the Chief Administrative Officer.
  11. The “next step higher” principle shall be used when an employee is permanently transferred or promoted to a position in a higher pay grade.
  12. The “red circle” principle shall be used when an employee is permanently demoted or transferred to a position in a lower pay grade.

## **Definitions**

Next Step Higher – the starting salary in the new grade shall be at the level/step that is immediately above the employee’s current salary.

Red Circle – the current salary remains the same and no increases shall take place until the approved value of the position meets or surpasses the current salary.

## **Scope**

This policy shall apply to all municipal personnel.

## **Administration**

The Chief Administrative Officer shall implement and administer the terms of this policy and shall establish related operating procedures as required.

## **Cross Reference**

Policy #2-20 HR-AP-C2

All Personnel – Job Evaluation and Pay Equity

Policy #2-20 HR-NU-C1

Non Union – Salary Structure



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Procedure #2-20 HR-AP-C1.1

All Personnel – Salary Calculation Standards

Procedure #2-20 HR-NU-C1.1

Non Union – Salary Structure and Advancements

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Resolution # 166-13	Revision Description:	Signature/Municipal Clerk:  _____	Council Approval Date:  April 29, 2013
#	Update to Section 6 - Management Negotiation Committee add Treasurer/Director of Corporate Services, remove Deputy Mayor and Human Resources Assistant.	<u>Signature/Municipal Clerk:</u>  _____	March 15, 2021