



**MUNICIPALITY OF THE COUNTY OF RICHMOND  
NON-UNION SALARY ADMINISTRATION POLICY**

**Policy Review Notification: March 21, 2022**

**Policy Review Date: March 21, 2022**

**Approved by Council: April 25, 2022**

**I certify this to be a true copy of the Municipal Non-Union Salary Administration Policy as adopted by the Municipal Council of Richmond County at a Public Meeting held April 25, 2022.**

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**Yvonne Boudreau  
MUNICIPAL CLERK**

**Purpose**

The Municipality maintains a salary administration program that endeavours to be internally equitable and externally competitive, affordable for the Municipality and which is used to recruit and retain qualified, motivated, and productive employees.

**This Policy**

- 1.1 Expresses the principles of salary administration as it applies to non-union full time employees;
- 1.2 Ensures a process to determine fair and equitable compensation for positions and related duties within the Municipality;
- 1.3 Identifies the components of the salary administration program;
- 1.4 Identifies circumstances under which an employee's salary may be changed; and
- 1.5 Provides guidance for determining the starting salaries of new employees.

**Scope**

- 2.1 This Policy applies to all non-union full-time employees of the Municipality
- 2.2 The Collective Agreement shall determine salary administration for union employees.

## **Policy Statements**

### **Salary Administration Components**

#### **3.1 Starting Salaries**

3.1.1 By default, newly-hired employees will start at the minimum rate of pay within the salary range for the position.

3.1.2 Notwithstanding 3.1.1, there may be circumstances when it is determined that a rate of pay higher than the minimum is necessary to hire a candidate or to acknowledge previous related experience. Factors that may be considered are:

3.1.2.1 Candidate's knowledge, skills, and/or experience related to the position;

3.1.2.2 Candidate's salary from previous employment;

3.1.2.3 Market salary rate for the position; and/or

3.1.2.4 Salary relative to subordinates, peers, and supervisor.

#### **3.2 Performance Evaluations**

3.2.1 All non-union employees will participate in a Performance Review every two years.

3.2.2 The Performance Review shall generate an overall performance evaluation rating, ranging from Fails to meet most or Exceeds all performance expectations. The CAO will determine, based on the performance evaluation, if the employee will move to the next available step on their salary scale.

#### **3.3 Range Adjustments**

3.3.1 Non-union employees will receive an annual percentage adjustment to their salary in the same manner as employees in the Collective Bargaining Unit as outlined in clause 10.06 of the Collective Bargaining Agreement (Appendix "A")

#### **3.4 Increases within Existing Salary Ranges**

3.4.1 Increases within the existing salary ranges for non-union employees will be based on a combination of the employee's Performance Review rating, as determined in section 3.2.2, and the annual percentage increase, as determined in section 3.3.1.

3.4.2 New employees will participate in a Performance Review upon the completion of their Probationary Period. Employees that have completed their Probationary Period may be eligible for a Performance Review increase. Any percentage increase will be applied to their salary at that time.

3.4.3 Annual percentage increases to salaries shall become effective April 1st of each year. All performance related changes will also become effective April 1st of each year.

3.4.4 If an employee's pay rate reaches the upper end of the salary range for their position (the maximum pay rate), their pay rate would then only increase annually by the percentage increase determined in section 3.3.1.

### **3.5 Job Descriptions**

3.5.1 Every non-union position in the Municipality shall have a complete, accurate, up-to-date job description that describes the essential functions and job-related qualifications and demands of the job. Information from job descriptions will be utilized in recruitment and selection, salary administration, training and development, and performance planning.

3.5.2 Job descriptions for all positions will use a standard format and include the title of the position, position summary, reporting structure, job duties and responsibilities, and required qualifications and training.

3.5.3 New job descriptions require CAO approval. Any new positions not listed on the approved organizational chart would require Council authorization.

3.5.4 In the event it becomes necessary to make significant changes to the duties and responsibilities of an existing position, a revised job description will be prepared by the CAO. It will be at the discretion of the CAO to adjust the salary based on Appendix "A"

### **3.6 Council will:**

3.6.1 Ensure the Municipality has a current and comprehensive policy to administer non-union salaries;

3.6.2 Review, amend, and adopt changes to this Policy as required; and

3.6.3 Approve the overall salaries budget as part of the annual budgeting process.

3.6.4 Approve any proposed changes to the Salary Scales excluding CPI which is applied pursuant to section 3.3.

### **3.7 The Chief Administrative Officer or designate will:**

3.7.1 Implement and administer this Policy;

3.7.2 Identify and propose necessary revisions to this Policy as required;

3.7.3 Approve individual salaries within approved ranges.

<b>Non-Union Salary Administration Policy</b>		
<b>Notice Given:</b>		<b>March 21, 2022</b>
<b>Motion to Adopt:</b>		<b>April 25, 2022</b>
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<b>1</b>	<b>Adoption</b>	<b>April 25, 2022</b>