



STAFF REPORT

Meeting Date: August 28, 2023

Title: New Policy - Non-Union Salary Administration Policy

Prepared By: Marcy Warren

Department: Human Resources

Report Number: HR-2023-002

Recommendation:

THAT council approve the implementation of the new Non-Union Salary Administration Policy HR-COM-02.

Background:

This new policy comes about as a result of the non-union compensation review recently completed by the consultants at Pesce & Associates.

Discussion:

This new policy will enable the City of Dryden to maintain non-union salary compensation, which is both internally and externally competitive and equitable.

The City's objective through this policy is to provide compensation that meets legislative requirements and supports the attraction and retention of fully qualified employees for the City to meet the service level requirements of the community.

The policy defines the steps that provide a consistent and equitable job evaluation process that meets the requirements of the *Pay Equity Act*, a wage grid implementation based on market comparisons for each group and defines the process of placement on the wage grid at time of hiring and promotion to a vacant position.

With the addition of this policy, it provides the non-union group with a clear and transparent procedure for understanding how equitable salary administration is achieved.

Attachments (Reference Material):

HR-COM-02 Non-Union Salary Administration Policy