

Out of Scope Compensation Grid Advancement Policy

Policy No. 6.9

Date of Policy: June 10, 2019

Review: March 8, 2021

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2021-123

Purpose

The purpose of this policy is to formalize the system for advancement of out-of-scope employees within the current out-of-scope salary grid by determining specific criteria to be applied to justify movement within the individual approved salary grids.

Scope

This policy shall apply to all Out-of-Scope employees of the Town of Nipawin.

Any adjustments shall only apply to positions not red-circled. Red-circled positions are those that currently exceed the top of their individual salary grid.

Definitions

For the purpose of this policy:

Out of scope employee shall mean the Chief Administrative Officer (CAO), Chief Financial Officer, Director of Works, Utilities, & Engineering, Director of Parks & Recreation, Fire Chief, Bylaw Enforcement/Emergency Measures Officer, Marketing & Tourism Coordinator, Land Planner, Program Coordinator, Finance & Human Resources Officer, Public Works Foreperson, Parks & Recreation Foreperson, Utilities Foreperson, and Executive Assistant

Policy

Annual evaluations shall occur by October 31st of each year to allow wages to be accurately accounted for in the budget for the following fiscal year.

Evaluations shall be conducted both by the individual employee and by the employee’s direct supervisor. Annual evaluations provide an opportunity to find areas that may need attention. Evaluations can identify opportunities and training needs as well as set annual performance goals. Evaluations assist with increasing employee engagement by strengthening relationships and loyalty.

Advancement Thresholds

All salary grid adjustments shall be approved at the discretion of the CAO, and only in the event the approved thresholds are met.

Individual step movement within the grid will occur only if significant or superior overall performance is achieved. In this regard, defined benchmarks shall be set as part of the

performance evaluation process which will ensure the validity of individual employee grid advancement.

“Half-step” adjustments will only occur if the individual employee’s overall performance evaluation achievement calculation reaches 75% on the evaluation.

“Full-step” adjustments will only occur if the employee’s overall performance evaluation achievement calculation reaches 80% on the evaluation.