

**Out of Scope Compensation Grid Advancement Policy**

**Policy No. 6.9**

**Date of Policy:** June 10, 2019

**Review:**

**Motion Number:** 2019-353

**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, Director of Parks & Recreation, Fire Chief, Economic & Tourism Development Officer, Land Planning Advisor/Development Officer, Program Coordinator, Finance & Human Resources Officer, Public Works Foreperson, Parks & Recreation Foreperson, Utilities Foreperson, and Executive Assistant

**Policy**

Annual evaluations shall occur by October 31<sup>st</sup> 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 to determine any obvious gaps in performance.

**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.