

Council Policy



Administration Compensation

Policy Number: CA298/2019
Approval Date: October 22, 2019
Supersedes Policy: N/A

SECTION A

1.0 Policy Purpose

1.1 Morinville commits to providing a comprehensive compensation program that maintains external market comparability, establishes internal equity and recognizes employees for their individual performance. This policy establishes Morinville's Policy regarding staff compensation.

2.0 Definitions

2.1 **Market Median** (50th Percentile) means the market median for the top attainable rate on the Pay Band where half of the municipalities will pay above the Town of Morinville and half will pay below.

3.0 Policy Statements

3.1 Applicability

This Policy applies to all Morinville employees, with the exception of those employees covered by the terms of the Canadian Union of Public Employees Collective Agreement. Employees subject to an Employment Agreement and where the terms of an Employment Agreement conflict with this policy, the terms of the Employment Agreement shall prevail.



Mayor



CAO

3.2 External Market Comparability

External market surveys will be conducted at least biannually or as required, by a third party provider. Comparators will include a list of identified market comparators in the Edmonton region. Comparators include:

- City of Beaumont
- Town of Devon
- City of Fort Saskatchewan
- Leduc County
- City of Leduc
- Parkland County
- City of Spruce Grove
- City of St Albert
- Town of Stony Plain
- Strathcona County
- Sturgeon County
- City of Edmonton

Representative benchmark positions will be identified for the market survey for collecting salary data. Additional benefits information will be collected as required.

After the market salary data collection is complete, an analysis will be conducted based on targeting the market median (50th percentile) for the top attainable rate of the benchmark positions. Pay Bands will be adjusted based on a blend of external market results and internal equity considerations.

3.3 Internal Equity

The Town of Morinville maintains a salary model with identified salary ranges called Pay Bands. Model features:

- On each Pay Band, positions that are classified at the same level based on factors including responsibilities, authorities, and qualifications are banded together and paid the same salary range.
- There is sufficient room between the Pay Bands to ensure there are no issues with compression between the range of an employee and their leader.
- Each Pay Band contains seven (7) steps from an entry step to a top attainable fully competent step. Movement of the steps is based on the performance of the employee and is reviewed on an annual basis. New employees may start at a step that reflects their past experience and qualifications.

3.4 General Market Adjustments

General market adjustments, or Cost of Living Adjustments (COLA), are considered annually and applied to all salary ranges based on Council approval. Adjustments may incorporate the following:

- Cost of living measure such as the Municipal Price Index (Calendar year - retrospective) and other Factors including:
 - Competitive market – comparators market adjustments

- Economic indicators – ability to pay
- Internal equity – the need to adjust distance between ranges

4.0 Expiry Date

4.1 This Policy is subject to periodic review and may be updated as legal requirements change, and per relevancy and necessity. A review will occur prior to December 31, 2022. The Policy shall be brought forth and accepted in its present or amended form or rescinded.

4.2 This Policy shall remain in effect if the review date passes prior to formal review.

SECTION B

1.0 Reference to other Policy and Legislation

2.0 Persons Affected

All Employees

3.0 Review/Revision History and Author

September 2019 / Human Resources, Corporate Services

Mayor

Chief Administrative Officer