



LAC LA BICHE COUNTY PROCEDURE

TITLE: Administration of Salary & Benefits Standard Operating Procedure PROCEDURE NO: CS-03-016-01

SPECIAL NOTES/CROSS REFERENCE: POLICY CS-03-016 AMENDMENT DATE:

1.0 Specific Objectives

The purpose of this SOP is to assist supervisors to formulate and apply equitable salary and wage administration decisions for employees of Lac La Biche County.

Lac La Biche County has developed this SOP and related policy to achieve the following objectives:

- To facilitate a better understanding of the County's principles for salary administration;
- To assist employees to understand the manner and principles by which salaries/wages are adjusted; and
- To help County management translate the results of performance appraisals into meaningful salary/wage adjustments for each employee.

2.0 General Guidelines

Fundamental to the effective and equitable administration of salaries and wages is a valid evaluation of a current, accurate position description. Therefore, position descriptions and classification decisions should be reviewed **whenever:**

- (a) a new position is created; **or**
- (b) a significant change occurs in duties, responsibilities or reporting relationships; **or**
- (c) a position becomes vacant; **or**
- (d) within three years of its having been last described in writing, whichever should occur first.

3.0 Salaries/Wages on Appointment

- (a) When an employee is appointed to a position at Lac La Biche County, that person's salary/wage shall be established at not less than the minimum of the range for the job to which the employee has been appointed.

- (b) In recognition of particularly relevant additional experience, the employee may be appointed at a rate above the minimum of the range, with due regard, however, for salary/wage relativities within the appointee's work unit specifically, and within Lac La Biche County, generally.
- (c) The specific amount of the appointee's salary/wage shall be determined by:
 - i) Human Resources, in consultation with the related Manager if the salary/wage is within the first 3 steps of the range.
 - ii) Through application of the County's "**two-up**" recommendation and approval process if the salary/wage is above the third step of the range.
- (d) In the case of an appointee who will report directly to the Chief Administrative Officer, the Chief Administrative Officer shall determine the appointment salary/wage.

4.0 Salaries/Wages at the end of Probation

Unless there is a special arrangement at the time of hire that has been approved by the Appropriate Authority, salary increases are not scheduled at the end of probation. Salary increases can only happen at the end of probation if a special arrangement has been made upon hire, or the employee has performed extraordinarily in the position. Pay increases in either case must be authorized using the "Two-Up" protocol.

5.0 Salary/Wage Adjustment

Salary/Wage Adjustment Authority:

- (a) All Employees Except Those Reporting to the Chief Administrative Officer:
Salary/wage adjustments (Market and Merit) shall be approved in accordance with the County's "**two-up**" recommendation and approval process.
- (b) Employees Reporting to the Chief Administrative Officer:
Salary/wage adjustments (Market and Merit) for employees reporting directly to the Chief Administrative Officer shall be reviewed and decided upon by the Chief Administrative Officer.

6.0 Market Salary Wage Adjustment

The salary/wage range, or an employee's salary/wage, may be adjusted from time to time to recognize changing economic conditions and Cost of Living Allowance (COLA) considerations, and to permit Lac La Biche County to compete effectively in the recruitment and retention of qualified, competent and committed staff and should not be interpreted to be the result of an assessment of that employee's performance.

- 6.1 Eligibility:
Should an upward market adjustment to the pay range be deemed necessary, all employees in the associated effected positions, regardless of length of service, shall be eligible for such an increase.
- 6.2 Application of Market Salary/Wage Adjustments:
Market adjustments to employee salaries/wages shall be in the form of movement to the same relative step on the adjusted salary/wage range (i.e. Step 3 on the former range to Step 3 on the adjusted range).
- 6.3 Market Salary/Wage Adjustments to Salary Ranges Attached to Red-Circled Positions:
There shall be no market adjustment to the salary/wage range of a red-circled position or actual salary/wage of a red-circled employee.

7.0 Merit Salary Wage Adjustments

7.1 Eligibility:

A salary review usually follows the annual performance review. Work knowledge, skills and abilities, responsibility, effort and working conditions are reviewed by the employee's supervisor as well as whether the employee's performance has achieved or exceeded job performance standards during this review period. The supervisor will confirm salary adjustments and the effective date of the adjustment in writing, usually stated on the annual performance evaluation form. Human Resources will make a copy for the employee and the employee's personnel file.

- (a) Full-Time/Part-Time Permanent and Full-Time/Part-Time Term Employees:
Salary reviews take place annually on the employee's anniversary date of commencement.
- (b) Casual Employees:
In the case of casual employees, a salary review will be considered when the employee's working hours equate to one year of service. For positions that traditionally work seven (7) hours a day, this would equate to 1820 hours a year, for positions that traditionally work eight (8) hours a day, this would equate to 2080 hours in a year. All employees deemed "Fully Competent" or better, as determined through application of Lac La Biche County's performance management process, may be recognized by increasing the salary/wage of the employee up to, but not beyond the maximum of the range.
- (c) Seasonal Employees:
Conditional on a performance rating of "**Fully Competent**" Performance or better, at the end of a season of employment with Lac La Biche County, upon becoming re-employed at the start of the subsequent season, Seasonal Staff shall be granted, at a minimum, one range salary/wage increase.

7.2 Amounts of Merit Salary/Wage Adjustments:
Salaries may be adjusted within the following parameters:

- (a) "Fully Competent" Performance:
The salary/wage of an employee, whose performance is assessed as "Fully Competent" qualifies for a one step increase within the range but may NOT exceed the maximum of the range.
- (b) "Frequently Exceeds Expectations" Performance:
The salary/wage of an employee, whose performance is assessed at this level qualifies for a one or two step increase within the range but may NOT exceed the maximum of the range.
- (c) "Consistently Exceeds Expectations" Performance:
The salary/wage of an employee, whose performance is assessed at this level qualifies for a two-step increase within the range but may NOT exceed the maximum of the range.
- (d) "Unsatisfactory" or "Below Expectations" Performance:
There shall be no merit adjustment to the salary/wage of an employee whose performance is assessed below the "Fully Competent" performance category, until such time as that employee's performance is assessed as "Fully Competent" or better. At that time an adjustment may be made. There shall be no retroactivity in any such adjustments, however.

8.0 Salaries/Wages on Promotion

- (a) Where a Lac La Biche County employee is promoted to a job in which the maximum of the new range exceeds the maximum of the range for the employee's pre-promotion job, the employee's salary/wage shall be placed **either** at a rate in the higher range representing at least a one-step increase, or equivalent thereof, on the former range **or** shall be placed at the maximum of the new range, whichever is the lesser.
- (b) In accordance with the County's "**two-up**" recommendation and approval process, an additional increase may be granted, provided the resulting salary/wage does not exceed the maximum of the salary/wage range for the position.

9.0 Salaries/Wages upon Upward Reclassification

The Supervisor will notify Human Resources if they feel a position's requirements/duties have changed and the job requires a formal re-evaluation. Human Resources will coordinate any job evaluation reviews.

- (a) Where a Lac La Biche County's employee's position is reclassified, through the application of the County's Job Evaluation process, and the maximum of the new range exceeds the maximum of the range for the employee's pre-reclassification level, the employee's salary/wage shall be placed at a step on the higher range which is nearest to, but not less than the employee's former salary/wage rate. This

salary/wage shall not be less than the minimum, nor greater than the maximum of the new range.

- (b) In accordance with the County's "**two-up**" recommendation and approval process, an additional increase may be granted, provided the resulting salary/wage does not exceed the maximum of the salary/wage range for the position.

10.0 Salaries/Wages Upon Downward Reclassification

- (a) Where a Lac La Biche County employee's position is reclassified, through the application of the County's Job Evaluation process, and the maximum salary/wage of the new pay grade is **lower** than the maximum salary/wage of the pay grade for the employee's pre-reclassification level, the employee's salary/wage **range** shall be frozen ("**Red Circled**") until such time as the maximum salary/wage for the new pay grade meets or exceeds the maximum of the employee's "red circled" salary/wage range.
- (b) The employee is not eligible for market or merit adjustments to the "red circled" salary/wage range.
- (c) When the maximum of the correct range for the job meets or exceeds the maximum of the "red circled" salary/wage range, the employee's salary/wage will be placed on the appropriate range and the employee will once again be eligible for **BOTH** market and merit salary/wage adjustments.

11.0 Salaries/Wages Upon Transfer

- (a) Where a Lac La Biche County employee is transferred to a job where the maximum salary/wage of the new pay grade is the same as the maximum salary/wage of the pay grade for the employee's pre-transfer job, there shall be **no adjustment** to the employee's salary/wage.
- (b) Should an employee be moved to a job where the maximum salary/wage of the pay grade is less than that of the employee's former job, the employee's salary/wage shall be reduced so that it falls at or below the maximum of the range for the new job, and whichever is the closest rate to the employee's pre-demotion salary/wage.

12.0 Paydays

Both salaried and hourly employees will be paid bi-weekly, provided approved timesheets are submitted by the pay period cutoff. Payroll schedules are available from the Finance Department and from Human Resources.

Pay is automatically deposited into each employee's chosen bank account according to the pay schedule. All employees will receive a paystub prior to direct deposit of earnings.

13.0 WCB Administration

- (a) Lac La Biche County is committed to disability prevention, support and assisting employees returning to work as soon as possible following an occupational or non-occupational injury or illness.
- (b) Should the disability occur while an employee is working on the job, the employee is eligible for financial assistance through the Workers Compensation Board benefits and policies.
- (c) When an incident occurs, the reporting Manager or General Manager of the injured employee shall be responsible to coordinate with the Manager, Protective Services who is the administrator for the WCB benefits. The Manager or designate of the injured employee shall be responsible to complete a Lac La Biche County Incident Investigation Report and the WCB Employer's Report of Injury or Occupational Disease. WCB must be notified of the injury within 72 hours. Please refer to the section 7 Incident Investigations in the Lac La Biche County Safety Manual.
- (d) If the injury is a lost time incident, the salary of the injured employee will be suspended from the day after the incident occurred. The Workers Compensation Board may cover an injured workers salary at 90% of gross earnings, but please note that WCB has the right to refuse coverage. If the employee is eligible, at no time will Lac La Biche County suspend health and dental benefits nor LAPP pension benefits while the employee recovers from injury.
- (e) Employees who are unable to perform their regular duties because of illness or injury (work or non-work related) are expected to participate actively in modified/alternate work and rehabilitation planning. The manager or designate of the injured employee, along with Human Resources will document the requirements for the employees return to work on "light duties" and have the injured employee sign the Offer of Modified Work Agreement Form.

"Original Signed"
Chief Administrative Officer

November 8, 2013
Date