

POLICY STATEMENT AND REGULATIONS

Number: 800.15

EXEMPT STAFF SALARY REVIEW

Exempt staff salaries shall be reviewed annually with any approved changes to take effect January 1st. Exempt staff salary ranges shall be approved by Council. Council's consideration will be based on a report prepared by the Chief Administrative Officer (CAO).

The CAO's report shall take into consideration the following:

1. Internal comparisons. To ensure internal equity, the CAO shall examine positions from the perspective of:
 - I. Skill:
 - Education
 - Training
 - II. Effort:
 - Complexity
 - Time sensitivity
 - Workload
 - III. Responsibility:
 - Freedom to act/judgement
 - Impact on end results
 - Magnitude of tasks
 - IV. Working Conditions:
 - Physical effort
 - Physical environment
 - Stress
 - Contact
2. External Comparisons. To ensure the District of Summerland attracts and retains the best talent, the CAO shall review positions in comparison to relevant municipal comparators (those with similar total population and budget).
3. Performance of Incumbent

The incumbent's performance shall be assessed before the CAO determines placement within the range.
4. Ability to Pay

Any salary review shall take into consideration the municipality's ability to pay.

Adopted: November 10, 2014