



# TOWN OF HINTON

<b>POLICY TITLE:</b>	PERSONNEL POLICY – SALARIED EMPLOYEES
<b>POLICY #:</b>	060
<b>EFFECTIVE DATE:</b>	January 1, 2008
<b>ADOPTED BY COUNCIL ON:</b>	May 6, 2008

## 1. POLICY STATEMENT

The Town of Hinton strives to be the “Employer of Choice” by: operating with attractive personnel practices based on fairness and respect for work, life balance, open communication and problem solving in employee: employer relationship matters.

## 2. GOALS

To set out clear employment relationship standards for salaried employees and ensure consistent application.

Salaried employees personnel compensation practices will be structured so as to attract and retain competent and qualified employees by providing competitive overall compensation to all salaried employees, based first on market comparison and, if needed, internal equity.

## 3. DEFINITIONS

- “Active Living” - Memberships, season passes or sports/recreation equipment that will be utilized for longer durations. Does not include short vacations or weekend events.
- “Compensation” – Salary and benefits
- “Compensable Overtime” – Time which is worked after 1/2 hour extra each day attached to the regular work day, which is authorized by the supervisor in advance (unless emergent).
- “Equivalent” - Formal course of study that requires an equal amount of time and effort to obtain.

- “Exceptional Reporting” – A sheet that is submitted to payroll when there is an exception to the employees two week pay period. (i.e.: vacation, sick time or flexed work hours) – *This will replace the bi-weekly time sheets.*
- “Flexed Work/Time Off” –Taking approved time off in lieu of overtime. Not consistently working additional time in the day to reduce work days.
- “Professional Designation” - Currently limited to P. Eng., C.A., or C.M.A. based on legal liability.
- “Salaried/Salary Employees” – All Town employees not in the bargaining unit or covered by grant positions. This would include Councilors and Volunteer Fire Fighters.
- “Several” - 5 or more years
- “TOIL” – Time off in lieu of overtime.

#### **4. RESPONSIBILITIES**

- Division Directors – Keep salaried employees position profiles up to date.
- Human Resources Manager – Conduct annual compensation surveys, review and keep this policy up to date.

#### **5. PROCEDURES**

##### **A. OVERALL**

##### **I. Employer Role**

Set out the terms and conditions of the salaried employees’ employment through policy and good H.R. practices.

Notwithstanding, management and the direction of the working force are vested solely and exclusively with the employer. The Town reserves unto itself without limitation, all powers, rights, authority, duties and responsibilities conferred upon it by the laws of the Province of Alberta and including all those historical, traditional and residual rights of Management not specifically limited by expressed terms within this document, irrespective of the same having been exercised.

##### **II. Employee Role**

On major changes to this policy, salaried employees will have an opportunity to comment before changes are approved. This will be normally be done at salaried employees meetings.

### **III. Grievance Procedure**

Salaried employees who feel aggrieved should work with their Division Director to resolve issues of concern. Failing their satisfaction at that level, they should then deal with the Town Manager who will review the circumstances and rule in the matter.

## **B. PERSONNEL PRACTICES**

### **I. Position Profiles**

As a general policy, the Town will ensure that a Position Profile exists for all salaried positions. Position profiles must be current and reflect the positions responsibilities rather than duties. Responsibilities tell you what you have to accomplish. All profiles should be no more than two pages in length and should be updated whenever there is a significant change.

The Position Profile clearly establishes a descriptive outline of the positions responsibilities and qualifications. Position Profiles will identify the three areas:

- a) Position Responsibilities (deal with major areas of responsibility);
- b) Competencies & Behaviours (what is required and expected to successfully fulfil the responsibilities;
- c) Desired knowledge, education and experience (required and desired).

Changed position profiles shall be dated and signed by the Division Director, then approved by the Town Manager. Position profiles will be updated in the computer by the Administrative Assistant into a central file for access.

### **II. Hiring/Job Postings**

The town will fill all salaried positions with the best overall suitable candidate

- a) All job vacancies (including jobs newly created) will be posted for a minimum of seven working days unless a direct appointment is made. Employees having the apparent knowledge, ability, skills and relevant attributes will be interviewed before candidates from the outside, and will be advised as to the final decision with respect to their application.
- b) New employees and current employees who have transferred to a new position will receive an offer of employment letter from the Human Resource Manager. The letter will clearly determine the start date, salary arrangements, probationary period, and any other pertinent data.

- c) Upon hiring, employees will be placed on the Step of the Grid, considering the successful applicant's past experience and qualifications as well as any current extraordinary market conditions. This will normally be step 1 of the grid. Employees placed on step 1 of the grid may move to step 2 after 6 or 12 months of full time service (or equivalent) based upon overall satisfactory performance. Upon completion of a further 1 year of service or equivalent, employees will move to step 3 and subsequently move up to step 6 after 1 year of service or equivalent at each step (based upon overall satisfactory performance).
- d) The Human Resource Manager may negotiate and offer potential candidates salaries from steps 1-3. The Town Manager must approved hiring's from step 4 – 6.
- e) All salaried employees will be required to serve a six month or equivalent probationary period.

### **III. Transfers, Promotions and Demotions**

- a) When it is necessary to transfer an employee on a temporary basis to a lower paying job, the employee will not receive a lower rate of pay than his or her current rate of pay.
- b) Where permanent transfers are required, promotions, transfers and demotions will be determined on the basis of knowledge, ability, and skills and other relevant attributes. Where these factors are deemed by the Town to be relatively equal, then seniority will be a deciding factor.
- c) The conditions of employee transfers, promotions, and demotions will be set out in an appropriate letter to the employee by the employee's supervisor. The letter will clearly determine the start date, salary arrangements, probationary period, and any other pertinent data, all subject to the approval of the Town Manager.
- d) Notwithstanding the establishment of a probationary service, in cases of promotions as set out above, an employee may revert to his/her former position on or before the expiration of thirty calendar days if that move can reasonably be accommodated by the Town.
- e) Where an employee is asked to assume part or all of the responsibilities of a senior job for one week or longer in the absence of a higher paid employee, the Town Manager may authorize appropriate salary adjustments to recognize senior work assignments. This provision will not apply to those staff members who have responsibilities under their present position profile to assume the responsibilities of a senior in the senior's absence.

#### **IV. Seniority**

Salaried employees seniority will be calculated in the same way as the Town:C.E.P. Collective Agreement. Any employee may inquire at any time through their supervisor as to their own seniority position.

#### **V. Abolished Positions/Permanent Reductions of Work Force**

- a) Because of the nature of the work carried out by the Town, and more specifically by salaried employees employed by the Town, layoff on a temporary or permanent basis is not common.
- b) Where layoff or permanent reductions do occur, the Town will do its best to assist the employee in obtaining other work, either within the Town operation or with another employer.
- c) Although bumping rights down into Bargaining Unit positions do not exist for salaried employees, the benefits of the Town:C.E.P. Collective Agreement as they relate to notice and severance pay will be the minimum basis upon which permanent layoffs will be processed.

#### **VI. Hours of Work**

The work week for all salaried employees is 35 hours per week.

Flexed Work/Time Off will meet the following conditions:

- a) Flex Work will consider internal and external customer requirements;
- b) Flex Work schedules are to be communicated effectively (to customers affected);
- c) Division Directors must be satisfied the above criteria are met;
- d) Employees must have supervisor approval before taking time off for working flexed hours;
- e) Flex time in excess of one day must be identified on exception reporting sheet in order for Payroll to keep record of this.

#### **VII. Standby**

- a) All salaried employees on standby will receive 1 hr/weekday and 2 hrs/weekend day (total 9 hours/week);
- b) The time off will be added to the employees' TOIL bank;

- c) No shift differential or other premium pays shall be paid to salaried employees;

## **C. COMPENSATION PRACTICES**

### **I. Salary Grid**

- a) Overall salary ranges and other compensation will be surveyed for market comparison annually by the Human Resources Manager. The survey will examine the overall compensation provided to similar jobs of relatively equal responsibility in other municipalities. A recommendation for any changes to compensation will be made by the Town Manager to Council for approval.
- b) The Town of Hinton's salaried employees compensation will provide fair and equitable compensation based on market competitiveness. For positions that are difficult to obtain market comparisons, internal equity will be considered. Compensation will be structured so as to attract and retain competent and qualified staff and to appropriately reward their performance.
- c) A salary range for all positions will be established by the Human Resources Manager, reviewed by the Town Manager and implemented upon approval by Council, consistent with the external benchmark survey and if needed the relative internal ranking. The appropriate salary structure will be determined through market comparison, economic requirements and organizational policy. The salary range for each position will consist of 6 steps with 4% increments of between each step and will be expressed as annual salary.
- d) Movement on the salary grid only occurs when overall satisfactory performance of the incumbent as determined by a performance evaluation that will be conducted annually prior to the incumbent's anniversary date.

### **II. Salary Compensation Survey**

- a) Because good job "matches" are not available for many of the salaried positions in the Town of Hinton, this survey covers only certain "benchmark" positions that are readily identifiable and easy to match with similar positions. Below is an example of some of the positions that may be bench marked, although the Human Resource Manager may rotate other positions into the survey from time to time.

- b) As with all salary surveys, the data presented must be analyzed together with other factors that are unique to the Town of Hinton and its organizational structure.
  
- c) The following positions have been selected as benchmark positions as they represent a good cross section of the jobs in question and survey data is more readily available than for other positions. H/R may substitute positions from time to time if fair comparisons are available.
  - i. Town Manager
  - ii. Director of Planning & Technical Services
  - iii. Director of Community & Protective Services
  - iv. Fire Chief
  - v. Infrastructure Supervisor (Public Works)
  - vi. Infrastructure Supervisor (Parks)
  - vii. Development Officer
  - viii. Aquatics Supervisor
  - ix. Executive Assistant
  
- d) The following are Municipalities that are used for the Market Comparison Survey
  - i. Town of Edson
  - ii. Town of Drayton Valley
  - iii. Town of Canmore
  - iv. Town of Camrose
  - v. Town of Whitecourt
  - vi. City of Brooks
  - vii. City of Wetaskiwin
  - viii. City of Fort Saskatchewan
  - ix. Town of Slave Lake
  - x. Town of Jasper
  - xi. Yellowhead County

### **III. Overtime**

Salaried employees are not normally compensated for extra hours worked by claiming overtime pay. The need for working hours beyond the regular hours of work does arise from time to time and is expected of salaried staff, but should be the exception and not the expectation. Extra hours as described above may be reimbursed to the employee by flexing time off at a time that is acceptable to the employee and the supervisor.

The following will be times where an employee may claim overtime the traditional way:

- a) Call outs during standby rotation unless otherwise addressed in offer letters.

- b) Times of staff shortage, with advanced approval from the supervisor.
- c) After hour mandatory meetings *(Although if the meetings are on an ongoing basis, this may be a good opportunity to discuss a flexed arrangement with the supervisor as well. i.e taking the odd Friday afternoon off in lieu of equal amount of extra hours worked)*

When approved overtime does occur, it will be paid out at time and one half or banked at straight time at the employee's choice.

Any overtime that is not paid out or flexed may be banked at time for time. Maximum banked overtime will be capped at 70 hours.

All unused banked overtime (time off in lieu) will be paid down to 35 hours on the last pay period of the calendar year or an employee may request payout anytime. A position review may be conducted by the Division Director and H.R. Manager for a position accruing more than 55 hours overtime per half year. The purpose of the review is to ensure position design/workload is realistic for long term planning. Payroll will advise the applicable Division Director when the 55 hours is exceeded.

Division Directors will be entitled to one week time in lieu of all overtime hours.

Exception reporting will be used for all salaried staff. One form will be used to document exceptions such as vacation, toil, sick leave or overtime. This form, after supervisor's approval, will be submitted to payroll electronically.

#### **IV. Group Income Protection**

##### **Sick Leave Benefits**

Sick leave benefits for salaried staff will be as per the Sick Leave benefits provisions of the Town:C.E.P. Collective Agreement excepting that:

- a) Salaried staff will continue to bank sick leave entitlement beyond the 30 day limit of the contract without any ceiling, and
- b) Sick leave benefits are available to Salaried Staff to top up weekly indemnity, which triggers after three days of sick leave, to 100% of pay.

##### **Long Term Disability**

- a) All group income benefits apply as per the Town;C.E.P. Collective Agreement, excepting that salaried employees will have 100% of a group dental plan covered by the Town and Long Term Disability premiums will be paid 100% by the employee for the non-taxable Long Term Disability Plan.



## V. Annual Vacation

- a) Vacation entitlement is earned and may be taken at anytime with Supervisor's approval once the employee has completed their 6 month probationary period.

During first year of service	15 working days – 6%
During seventh year of service and to the end of the twelfth year of service	20 working days – 8%
During thirteenth year of service and to the end of the nineteenth year of service	25 working days - 10%
During twentieth year of service and to the end of the twenty-fourth year of service	30 working days – 12%
During twenty-fifth year of service and beyond	35 working days – 14%

*Note: Percentages may be used for calculating vacation pay for part time employees*

- b) Through negotiations at the time of hiring, new salaried employees may be given credit for years of prior service in the work force.
- c) Seniority will not be the deciding factor in the preference for vacation dates. The Supervisor will make the final decision.
- d) Total vacation accrual at any time may not exceed more than two weeks of the employee's allotted amount, unless pre-approved by the Division Director.

*Example: An employee who has earned 4 weeks per year may only have a total of six weeks of accrument.*

- e) The Town may schedule vacation time for employees if accruals exceed the approved amount.

## VI. All Other Benefits

All other benefits accruing to employees as per provided by the Town:C.E.P. Collective Agreement including Personal Vehicle Use, Meal Allowance, Accommodation and Public Transportation will be the same for Salaried Staff.

a) Wellness Days

Salaried employees will have two (2) days per calendar year to use as wellness days. Each wellness day must be approved at least 2 days in advance, by the employee's Supervisor, unless there are extenuating circumstances.

b) Active Living

In promoting "Active Living" to the employee and the employee's family, the Town will: Reimburse the employee up to \$400 for any activities that promotes "Active Living" for "the employee only" and up to \$600 for family activities.

Example:      \$400 cost - \$400 reimbursement  
                  \$500 cost - \$450 reimbursement  
                  \$800 cost - \$600 reimbursement

Some examples of "Active Living" are the following:

- Seasonal Pass to the Recreation Centre;
- Ski Passes for the season
- Mountain Biking or Canoeing

If it is unsure that the activity falls under “Active Living” as described above, the employee’s Supervisor with consultation with Human Resource Manager who will make the final decision.

This is not intended to cover a weekend of skiing or a golf vacation. The intent is to promote continuous active living; therefore memberships, season passes or sports/recreation equipment that will be utilized for longer durations is what the intent of this program.