



# CASSELMAN PUBLIC LIBRARY



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Policy Type:	Human Resources	Policy Number:	HR-05
Policy Title:	Compensation & Benefits	Initial Policy Approval Date:	September 14, 2020
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The library board, in close co-operation with the Municipality provide competitive compensation by establishing job classes and setting wage rates and ranges of pay for those job classes. This begins with compliance with pay equity legislation, and ongoing review of market competitiveness to ensure that the library has the capacity to recruit qualified employees by offering competitive salaries.

## Section1: Pay Equity Legislation

1. The library board, in close co-operation with the Municipality have a pay equity plan which follows Ontario's **Pay Equity Act**.
2. The library board, in close co-operation with the Municipality follow current pay equity legislation to score all jobs and place them into appropriate job classes.
3. Jobs are evaluated using a method that is compatible with pay equity legislation. For each job, the analysis covers:

Factors	Sub-factors
Skill	Formal education and experience
Responsibility	Freedom to act, complexity and consequences of error
Effort	Contacts, supervision, leadership, physical demands and sensory demands
Working Conditions	Disagreeable conditions

4. The library board, in close co-operation with the Municipality will maintain the pay equity plan on an on-going basis, as new positions are created or positions altered, with significant changes to job responsibilities for an employee. A complete review of the library pay equity plan will be completed once every five years.

## Section 2: Salary/Pay Grid

1. The library has a salary/pay grid which covers every job class and all progression steps within the job class.
2. The library salary/pay grid will be reviewed annually with a view to possible cost of living adjustments (also known as annual economic adjustments).
3. While maintaining the overall structure of the job classes, the library pay grid will be reviewed every four years with a view to ensuring that the overall wages remain competitive within the market.

## Section 3: Step Increases

1. While the salary/pay grid provides a framework for compensation by defining the internal structure hierarchy and placing each job on the appropriate grade as determined by the job evaluation process, there are four (4) steps within each pay grade, moving from the minimum (or probationary) to a maximum amount (or job rate).
2. The starting salary for new employees will normally be at the minimum of the salary range for the designated pay grade. There may be circumstances in which a candidate is highly experienced and would quickly become fully competent; brings advanced credentials not required for the position, but which the CEO deems will benefit the organization; or where market pressures may necessitate hiring at a higher step. These circumstances must be discussed and agreed upon between the CEO.
3. All new employees are subject to a three (3) month probationary review for full-time staff (prorated for part-time staff). The CEO or designate will complete a formal probationary review with the employee, prior to the end of the probationary period. If the probationary review is successful, the new employee is designated permanent.
4. Once an employee has surpassed 850 hours, and has successfully passed the probationary period, the employee will move to the next step within their designated pay grade.
5. After that initial move from probationary period, to move up a step within the pay level, a staff member would need to demonstrate the following:
  - Step 2** – Once a staff member has completed two (2) years in FTE (full-time equivalents hours at 1820 hours) at the library, and has had a second satisfactory Performance Review, they would move to Step 2.
  - Step 3** – Once a staff member has completed four (4) years in FTE at the library AND completed 20 hours of library-related training, they would move onto Step 3.
  - Step 4** – A person would have to be at the library for at least six (6) years FTE AND completed 40 hours of library-related training

## Section 4: Reclassification or Change of Position

1. A person who has been employed at the library, and who changes their job to a higher pay level, will not necessarily start at Step 1 in their new pay level. If the person has completed the EXCEL program, the modified path of movement through the steps would be that they would start at Step 2 of their new pay grade.
2. In the event that an existing position has undergone significant and/or material changes, an employee may request review and consideration in consultation with the CEO to determine if the magnitude of changes warrants a re-evaluation, in accordance with job evaluation standards.
3. An employee whose job is reclassified to a higher pay grade will be placed in the new grade at a level which is no less than their current salary. Any increase will be effective the date the job evaluation is finalized. Any salary change resulting from an organizational restructuring will be effective on the date the organizational changes take effect.

4. An employee, whose job is reclassified to a lower pay grade, will have their salary red-circled if their salary is higher than the maximum rate of the position in the lower pay grade for the legislated notice period, or as otherwise approved by the CEO. After which, the employee's salary will be amended to reflect the maximum rate of the lower salary range of the position. A red-circled position will not be affected by cost of living adjustments applied to the salary/pay grid until such time as the position and salary level match.

## **Section 5: Benefits**

1. The Municipality contributes to the following legislated insurance plans for all full-time and part-time employees:
  - a) Workplace Safety and Insurance
  - b) Employment Insurance
  - c) Canada Pension Plan
  
2. For all permanent full-time employees, the Municipality offers group insurance coverage with premiums to be shared by employees:
  - a) accidental death and dismemberment
  - b) dependent life insurance
  - c) extended health care insurance,
  - d) dental coverage
  - e) life insurance
  - f) long term disability.
  
3. To assist employees in preparing for a secure retirement, the Municipality co-contributes with permanent full-time employees to the Ontario Municipal Employees Retirement System (OMERS). All other employees are eligible to join OMERS should they meet the eligibility requirement.

**Note: This policy is subject to the Municipality's regulations as described in the "Manuel du personnel". In case of discrepancy between the Library's By-Laws and the Municipality's regulations, the latter shall prevail.**

### **Related Documents:**

**Pay Equity Act.** R.S.O. 1990, Chapter p. 7

*Casselman Public Library HR-06 – Payment of Job-Related Expenses*