

Employee Salaries



Policy #	FIN-07	Date Created	May 2004
Authority	MANAGEMENT	Date of Last Review	September 2018

POLICY

Employee salaries are determined by their placement in the respective salary range for their position. When possible, all employee salaries shall be inside the industry established salary range as established from time to time by a third party.

PROCEDURE

1. Personnel records are kept for all staff with employee contracts.
2. The Executive Director authorizes the Manager of Administration, in writing, to make additions to or removal of staff from the payroll, salary changes and position changes.
3. The Board Chair, through the Executive Committee, authorizes payroll changes to the Executive Director position.
4. The Executive Director, in consultation with the Manager of Administration and supervisor, approves the placement of an employee's salary within the salary range. On a yearly basis, on the employee's anniversary date, pending satisfactory performance reviews and the ability of the organization to fund an increase, the employee's salary increases through the steps within the range.
5. The Manager of Administration meets with all new employees to explain government regulations, the administration of the Centre's benefit package and the payroll process before adding new employee to the payroll.
6. Once the top of the range has been reached, the employee's salary remains at the top for the duration of his/her employment in that particular position.
7. The salary scale may be revised on an annual basis to reflect adjustments by the funder.
8. Employees are advised in writing of any changes to their salary.
9. Salary grievances shall be resolved through consultation. The Executive Director's and/or Board decision are final.