

 Town of <b>CANMORE</b>	<b>Council Policy</b>
<b>Policy Title:</b>	<b>Employee Pay</b>
<b>Policy Number:</b>	HR-006
<b>Date in Effect:</b>	June 27, 2017
<b>Current as of:</b>	July 6, 2021

**POLICY STATEMENT**

1. *Repealed 176-2021*
  
2. It is the policy of the Town to pay its employees based on the 55th percentile of market value for the jobs they perform. 176-2021
  
3. *Repealed 176-2021*

**PURPOSE**

4. The purpose of this policy is to ensure transparency and accountability with regard to our approach to establishing pay for employees, while remaining externally competitive, maintaining internal equity, and ensuring financial feasibility and sustainability. 176-2021
  
5. This policy applies to all employees of the Town, except:
  - a) Those governed by a collective agreement;
  - b) Where an employment contract specifically outlines a contrary guideline. 176-2021

**DEFINITIONS**

6. "Employee" means any employee, supervisor, or manager.
  
7. "Externally comparable" means positions and pay are competitive with similar positions outside of the organization. 176-2021
  
8. *Repealed 176-2021*
  
9. "Internally comparable" means positions are grouped within pay grades that reflect a relative level of responsibility, experience and education inside the organization. 176-2021
  
10. *Repealed 176-2021*
  
11. "Market salary and wage review" means comparing similar positions and associated pay with other municipalities that are similar in geographic size, population, provision of services, and rural/urban characteristics and, for some positions, may include local private employers where similarities exist.

Policy approved by:  

12. "Market value" means the comparative pay for a job based on the completion of a market review of what external and/or internal competitors are paying.
13. "Pay" means an employee's annual salary or hourly pay rate.
14. "Pay grade" means a grouping of jobs of similar value to the organization, based on market research.
15. "Pay grid" means the summary of pay grades and the list of current jobs that fall within each.
16. *Repealed 176-2021*
17. *Repealed 176-2021*
18. *Repealed 176-2021*
19. *Repealed 176-2021*

**PAY DETERMINATION**

20. An employee's pay is aligned with the pay grade range for their position.
21. A market salary and wage review occurs at minimum every three years to determine the 55th percentile of market value for positions at the Town. The pay grid is reviewed in conjunction with this and may be adjusted in accordance with the results of the review. Timing and scope of such adjustments will vary based on available funding and approval by CAO.

176-2021

**COST OF LIVING ADJUSTMENT**

22. If approved in the municipal budget, COLA is applied to the pay grid and to eligible employees' pay, effective the start of the first pay period for that budget year.
23. An employee whose pay has been red-circled shall receive the COLA as a lump sum payment until such a time as the employee's salary or wage falls within the pay range for their position.

**ADVANCEMENT THROUGH THE PAY RANGE**

24. *Repealed 176-2021*
25. *Repealed 176-2021*
26. *Repealed 176-2021*
27. *Repealed 176-2021*
28. *Repealed 176-2021*

**RESPONSIBILITIES**

29. It is the responsibility of the Manager of Human Resources to:
  - a) Conduct market salary and wage reviews as required and make recommendations to the CAO based on the results.

176-2021

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b) *Repealed 176-2021*

30. It is the responsibility of the CAO to:

a) Approve recommendations based on market salary and wage reviews that are within the approved budget.

b) *Repealed 176-2021*

31. *Repealed 176-2021*

**POLICY REVIEW**

32. This policy will be reviewed by Council on or before July 30, 2025.

176-2021

**RELATED DOCUMENTS**

33. Budget and Business Plan Guidelines

**REPEALS POLICY:** Salary and Wage Administration 266-2014

**AUTHORIZATION:**

  
\_\_\_\_\_  
John Borrowman  
Mayor

  
\_\_\_\_\_  
Cheryl Hyde  
Municipal Clerk

**REVISION HISTORY**

Action	Date	Council Motion	Notes
Approved	2017-06-27	209-2017	
Amended	2021-07-06	176-2021	Advancement through pay range deleted and moved to administrative procedure.

Policy approved by: 