



# DISTRICT OF NORTH SAANICH

## COUNCIL POLICY

<b>TITLE: EXEMPT STAFF COMPENSATION</b>	<b>NO. COU-065</b>
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Compensation for exempt staff should be in accordance with the pay band structure as noted on Page 18 of the report entitled "Compensation and Performance Management Standards 2005 for the Excluded/Exempt Staff at the District of North Saanich" dated January, 2005. The following compensation and performance management standards will be exercised when addressing issues related to compensation for exempt employees:

**1.0 The Role of the Council:**

- 1) Council sets the salary administration general policy for exempt staff to be implemented by the CAO.
- 2) Council assists the Job Evaluation Committee (JEC) in the discharge of its duties.
- 3) Council holds the CAO (through the Mayor) accountable for the overall administration of the exempt staff compensation policy.

**2.0 The Role of the Job Evaluation Committee (JEC):**

- 1) JEC consists of two members of Council, the CAO and the Director of Corporate Services. The Committee completes an annual review of the internal job ranking and equity for all exempt staff positions.
- 2) Accountable for coordinating an outside market survey, in conjunction with the CAO and the Director of Corporate Services, of benchmark positions, to be done every two years, and recommending to the Council adjustments to exempt staff pay bands as deemed appropriate.
- 3) Accountable to the CAO and to Council to provide recommendations on any issues associated with remuneration for exempt staff.
- 4) Assists the CAO and Council annually with linking Council's strategic direction and with performance planning elements for exempt staff under the CAO's guidance. Also accountable

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for monitoring the results associated with these planning elements and duly reporting on these appropriate to Council.

**3.0 The Role of the CAO:**

CAO has the overall accountability for the governance and administration of the Exempt Staff Compensation policy. Works in concert with the Council, the JEC and the Director of Corporate Services in administering the policy.

**4.0 The Role of the Senior Management Group:**

- 1) Accountable to the CAO for the implementation of Council-set policies, strategic directions and other municipal directives.
- 2) Accountable to the CAO for effective implementation of the PPA&D Program in their respective departments.

**5.0 Annual Salary Adjustments and other Benefits:**

Exempt staff salaries shall be adjusted annually equal to the Union contract in years where a market adjustment for salaries is not required, and exempt staff are entitled to all benefits provided by Contract to the Union staff.

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