



NON-UNION STAFF SALARY ADMINISTRATION

POLICY PURPOSE

- 22.1 It shall be the policy of the Municipality of the District of Shelburne to have a standardized chart of wage scales for all non-union employees to be used to place new hires on the scale and for the advancement of current employees through the scale until they reach the top of their pay level.

POLICY AUTHORITY

- 22.2 Pursuant to the *Municipal Government Act* of Nova Scotia, the Chief Administrative Officer shall subject to policies adopted by Council establish departments of municipal administration, and determine the salaries and benefits to be paid to municipal employees including payments made pursuant to a classification system.

POLICY DETAILS

- 22.3 Salaries for all non-union employees shall be provided for based on the wage scales noted in this policy in Appendix "A".
- 22.4 Each new hire with the Municipality shall be initially placed within the approved wage scale for their position by the Chief Administrative Officer based on the new hires education, work experience and relevant skills.
- 22.5 All non-union employees will be considered for cost of living increases effective April 1st of each year according to the previous years all-in consumer price index change for Nova Scotia from the previous calendar year, subject to budget limitations.
- 22.6 All non-union employees will be considered for merit increases effective October 1st of each year beginning one year after they commence employment in order to allow the employee to advance within their pay scale. Merit increases will only be provided where the employee has obtained a satisfactory performance appraisal from the previous fiscal year.

POLICY IMPLEMENTATION

- 22.7 Cost of living increases for non-union staff shall only be authorized by Council each year.
- 22.8 Merit increases for non-union staff shall only be authorized by the Chief Administrative Officer each year, subject to budget limitations.
- 22.9 Non-union employees are not entitled to overtime pay, but will be provided with modest time off in lieu, for extra hours worked outside their normal hours of work of Monday to Friday 8:30 a.m. to 4:30 p.m.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Non-Union Staff Salary Administration on the 25th day of September, 2017.

SIGNED this 30th day of OCTOBER, 2017

Terry Smith

WARDEN

Chris McNeill

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: September 25, 2017

Effective Date: April 1, 2017

Appendix "A"

Effective April 1, 2017

<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Director of Finance / Deputy CAO	65,000	68,250	71,663	75,246	79,008
Director of Parks and Recreation	55,000	57,750	60,638	63,669	66,853
Director of Corporate Services	55,000	57,750	60,638	63,669	66,853
Accountant	55,000	57,750	60,638	63,669	66,853

