

**Title: Human Resources Management  
Policy – Rates of Pay**

**Policy No: 1940-01**

**Approval: Town Council  
Effective Date:**



Supersedes Policy No: NIL

**Policy Statement:** The Town of Hardisty believes that all employees should be paid fairly and equitably.

**Purpose:** To establish the rates of pay for each employee.

**Principles:**

**1) GENERAL**

- a) All employees shall be paid in accordance with the salary and wage schedule established by Town Council for each wage and salary category.

**2) SALARY AND WAGE CATEGORIES**

- a) All salary and wage categories require the approval of Council.
- b) The placement of an employee in a salary and wage category shall be determined by reference to the job description of the employee's position.
- c) The Chief Administrative Officer shall regularly review all salary and wage categories and make any recommendations for changes to Council on a timely basis.

**3) SALARY AND WAGE SCHEDULES**

- a) All salary and wage schedules require the approval of Council.
- b) The Chief Administrative Officer shall annually review all salary and wage schedules and make any necessary recommendations for changes to Council before the end of September of any year.

**4) STARTING RATE OF PAY**

- a) The starting rate of pay for any new employee will be within the salary and wage schedule of that salary and wage category, with due consideration to the employee's prior training and experience.

## 5) INCREASES

- a) Subject to a performance appraisal, an employee may be eligible for an increase in their rate of pay. Any increases in an employee's rate of pay must be within the salary and wage schedule for that employee's salary and wage category.
- b) Any changes in the rates of pay for any employees shall be approved by the Chief Administrative Officer.

## 6) RECLASSIFICATION

- a) A position may be reclassified from one salary and wage category to another if there are significant changes in that position's:
  - i) Job purposes.
  - ii) Qualifications required to achieve that purpose.
  - iii) Responsibilities and performance expectations.
  - iv) Authorities over money, people and other assets.
  - v) Relationships with others, both internal and external to the organization, required to get the job accomplished.
- b) All reclassifications of positions from one salary and wage category to another shall require the approval of Council.

## Definitions

- 1) Salary and wage schedule means range of wages and salaries established by Council for a wage & salary category.
- 2) Salary and wage category means a group of employment positions with similar:
  - i) Job purposes.
  - ii) Qualifications required to achieve that purpose.
  - iii) Responsibilities and performance expectations.
  - iv) Authorities over money, people and other assets.
  - v) Relationships with others, both internal and external to the organization, required to get the job accomplished.
- 3) New employee means an employee that is just hired to a position regardless if they are new to the organization or are already employed by the Town in another position.