



Otonabee-South Monaghan Public Library

Policy Number **HR-05**

Policy Type: Human Resources
Policy Title: Compensation & Benefits Policy

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In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 15(1) *A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.*

The Otonabee – South Monaghan Public Library Board provides competitive compensation by establishing job classes and setting wage rates and ranges of pay for those job classes. This begins with compliance with pay equity legislation, and ongoing review of market competitiveness to ensure that the library has the capacity to recruit qualified employees by offering competitive salaries.

Section1: Pay Equity Legislation

1. The Library Board has a pay equity plan, which follows Ontario’s Pay Equity Act.
2. The Library Board follows current pay equity legislation to score all jobs and place them into appropriate job classes.
3. Jobs are evaluated using a method that is compatible with pay equity legislation. For each job, the analysis covers:

Factors	Sub-factors
Skill	Formal education and experience
Responsibility	Freedom to act, complexity and consequences of error
Effort	Contacts, supervision, leadership, physical demands and sensory demands
Working Conditions	Disagreeable conditions

4. The Library Board will maintain the pay equity plan on an on-going basis, as new positions are created or positions altered, with significant changes to job responsibilities for an employee. A complete review of the pay equity plan will be completed once every five years.

Section 2: Salary/Pay Grid

1. The Library has a salary/pay grid which covers every job class and all progression steps within the job class.
2. The Library salary/pay grid will be reviewed annually with a view to possible cost of living adjustments (also known as annual economic adjustments).
3. While maintaining the overall structure of the job classes, the library pay grid will be reviewed every four years with a view to ensuring that the overall wages remain competitive within the market
4. All current employee’s anniversary dates for purposes of pay grid movement will be January 1st.
5. The movement of new employees on the pay grid will reflect their date of hire (anniversary date) outlined in Section 3.

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Section 3: Movement of Staff within the Salary/Pay Grid

1. Within the Pay Equity Plan, each position is assigned a pay band. The position will remain within that pay band, until such time as there is a review of the position within the overall Pay Equity Plan. Within each pay band, there are 5 steps. To move up a step within a pay band, a staff member would need to demonstrate the following:

Step 1: (Starting step) – the assumption is that each new staff member will start at this band

Step 2: A staff member having completed 225 hours in a position, and having received a satisfactory performance evaluation as well as completed 2 hours of training moves to Step 2 as outlined in Section 2 (A staff's training plan/goals is to be discussed with and approved by the CEO prior to undertaking training.) The CEO must begin taking EXCEL Certificate Program courses.

Step 3: A staff member having completed 4 years in a position from date of hire and having received a satisfactory performance evaluation and completed five hours of training moves to Step 3. (A staff's training plan/goals is to be discussed with and approved by the CEO prior to undertaking training.)

Step 4: A staff member having completed 6 years in a position from date of hire and having received a satisfactory performance evaluation and completed ten hours of training moves to Step 4. (A staff's training plan/goals is to be discussed with and approved by the CEO prior to undertaking training.) The CEO must complete the EXCEL Certificate Program.

Step 5: A staff member having completed 8 years in a position from date of hire and having received a satisfactory performance evaluation and demonstrates independent initiative (additional training requirements in Step 5 as directed by the CEO) moves to Step 5.

Section 4: Reclassification or Change of Position

1. A person who has been employed at the library, and who changes their job to a higher pay level, will not necessarily start at Step 1 in their new pay level. If the person has completed the EXCEL program, the modified path of movement through the steps would be that they would start at Step 2 of their new pay grade.
2. If the event that an existing position has undergone significant and/or material changes, an employee may request review and consideration in consultation with the CEO to determine if the magnitude of changes warrants a re-evaluation, in accordance with job evaluation standards.
3. An employee whose job is reclassified to a higher pay grade will be placed in the new grade at a level which is no less than their current salary. Any increase will be effective the date the job evaluation is finalized. Any salary change resulting from an organizational restructuring will be effective on the date the organizational changes take effect.

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4. An employee, whose job is reclassified to a lower pay grade, will have their salary red-circled if their salary is higher than the maximum rate of the position in the lower pay grade for the legislated notice period, or as otherwise approved by the CEO. After which, the employee's salary will be amended to reflect the maximum rate of the lower salary range of the position. A red-circled position will not be affected by cost-of-living adjustments applied to the salary/pay grid until such time as the position and salary level match.

Section 5: Benefits

1. The Library Board contributes to the following legislated insurance plans for employees:
 - a) Employment Insurance
 - b) Canada Pension Plan
 - c) Workplace Safety Insurance

Related Documents:

Pay Equity Act. R.S.O. 1990, Chapter p. 7
OSMPL HR-06 – Payment of Job-Related Expenses