



## HR-16 Pay Administration Policy

**Department: Human Resources**

### **Purpose**

The County of St. Paul No. 19 (the County) believes it is important to have consistent and accurate administration of wages, salaries, and additional compensation- or pay-related items for its employees.

The County follows a wage and salary administration program as defined and administered by the Chief Administrative Officer (CAO) or as delegated by the CAO to ensure fair and equitable pay among employees. This program supports an environment where the County may:

- Attract, develop, retain, and reward high quality employees at all levels of responsibility.
- Provide the foundation for internal equity through consistent application of job worth determination and/or position evaluation and pay programs.
- Better ensure that pay is competitive with the prevailing rates for similar employment in the labour markets.

### **Scope**

This policy applies to all employees of the County, whether working at onsite, offsite, or remotely.

### **Policy Definitions**

**Emergency Callback** is when an employee has left the work site and is requested to respond by going back to work on short notice for an emergency, for any of the following reasons:

- a) To avoid significant service disruption;
- b) To avoid placing employees or the public in unsafe situations;
- c) To protect or provide emergency services to property or equipment; and/or
- d) To respond to emergencies with residents.

**On-Call** means an employee must remain available to be called back to work on short notice if the need arises.

**Management** means the director of a department to which the employee reports to.

### **Policy Statements**

#### General Matters

It is the responsibility of the CAO, to ensure that the County's management is aware of this Policy and are communicating it to their respective staff. Any administrative procedures, processes, or forms required to support this Policy are the responsibility of the County administration as delegated by the CAO.

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## Wages and Salary Administration

The County will, at its discretion, establish wage or salary structures for its employees. This is the responsibility of the Chief Administrative Officer (CAO).

Any salary structure for the CAO will be approved by County Council (Council).

The County will, at its discretion, review any wage or salary structure according to its competitive needs and ability to pay as needed. Where it is warranted through competitive review, the wage or salary structure will be adjusted. This is approved by Council and administered through the CAO or as delegated by the CAO.

Supervisors will review wages or salaries of all their employees on an annual basis, including establishment of a wage or salary increase budget. The wage or salary budget will be considered by Council and administered through the CAO.

Employee wage or salary adjustment will be based on administrative procedures or processes. Development of these procedures or processes is the responsibility of the CAO or to be delegated by the CAO.

The County pays its employees' wages or salaries based on a combination of the competitive marketplace in which it operates, and an assessment of an employee's experience, education, work behaviours, and work results or outcomes. Wage or salary increases are not guaranteed.

## Payroll Administration

Payroll details regarding pay dates and timesheets will be provided to all employees when they are hired and updated when there are changes to any administration practices.

Timesheets must be signed off and authorized by the employee's supervisor and submitted by the payroll timesheet cut-off dates.

## On-Call or Emergency Callback Compensation

On-call compensation is provided when designated employees are required to be On-Call and report back to work upon contact via telephone and is in addition to the employee's wages or salary.

Management will be responsible for designating the individuals who are to be placed On-Call, maintaining the list, and creating a schedule for all On-Call personnel. All On-Call scheduling must be authorized by the CAO or their designee. Managers are eligible to receive the On-Call premium when they are scheduled to be On-Call.

The On-Call premium is \$40 per day for all scheduled personnel. If an On-Call Employee is called into work, they shall receive the On-Call premium in addition to their wages.

## Guaranteed Wages for Grader Operators

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In recognition that there is not always the requirement to have roads graded year-round, especially during the winter months, the County acknowledges that it is important to have grader operators ready to remove snow or grade roads should it become necessary for maintenance. Therefore, this Policy provides a guarantee of wage to grader operators to ensure they are available to work when required during this period.

Grader operators will receive three (3.0) hours per day Monday through Friday at their regular hourly rate year-round as standby rates. Should the Grader Operator be required to work, then they will be paid for the hours worked rather than the guarantee. However, if the period is less than three (3.0) hours, the guaranteed number of hours will be paid.

When Statutory holiday pay for a grader operator on guaranteed wage is calculated at less than three (3) hours, based on Labour Standards rates, the County will provide the grader operator the three (3) hours of guaranteed wage for the statutory holiday.

The guarantee will not be paid for periods of time that the Grader Operator is unavailable to work either during vacation or if called to work and then unavailable.

Grader Operators must notify the Public Works Director or their designee if they are unavailable to work.

Grader Operators will be compensated for plugging in their graders during the winter months, at a rate of \$600 per year.

Supersedes: Policy HR-22 Guaranteed Wages for Grader Operators (2017)  
Policy HR-25 Employee On-Call (2018)  
Policy HR-16 Pay Periods (2010)

Council Approved: March 9, 2021  
Amended: June 8, 2021  
Amended: December 14, 2021

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## PROCEDURES AND PROCESSES

### Wage and Salary Administration

The County feels it is important to recognize the ongoing contributions and accomplishments of employees to fulfilling the mission, vision, mandate and strategies of the municipality. This is done with the following in mind:

- Annual wage and salary increases are not automatic. Any annual increase to base pay (wage or salary) will be based on an employee's performance, accomplishments and contributions, as well as additional education and experience gained over the fiscal year (this is referred to as merit pay).
- Unless otherwise authorized by the County, once an employee reaches the top (maximum) of their pay structure, they are no longer eligible for annual increases that would move them above the approved pay structure until such time as the pay structure is adjusted or revised to reflect market considerations (e.g. cost of living, inflation, the County's financial and budget considerations, competitive market wages and practices, etc.).
- Wage or salary increases will most commonly occur January 1 or pay period 1 of each fiscal year.

Increases to the pay structures are assessed annually by the County leadership, taking into consideration the market and financial conditions facing the County (e.g., budget, financial and operational considerations, market adjustments and practices, cost of living adjustments, etc.). If appropriate and feasible, annual pay structure increases are reviewed and approved by Council.

An employee's supervisor or manager will review the wage or salary and pay structure information with the individual employee to whom this information directly relates to. Employee wage and salary information is personal and confidential. As such, the County discourages employees from discussing, sharing, or disclosing their personal wage or salary information with others, and doing so may be considered a violation of our Confidentiality Policy.

### Payroll Administration

Payroll is administered as follows for each category:

<b>Payroll Type</b>	<b>Payroll Administration</b>
Salaried	Monthly, direct deposit on the 15 <sup>th</sup> day of each month. If the 15 <sup>th</sup> falls on a Saturday, Sunday, or statutory holiday, employees will be paid on the last working day prior to the 15 <sup>th</sup> .
Public Works Hourly	Bi-weekly, direct deposit on every second Friday for the previous two weeks. If the Friday falls on a statutory holiday, employees will be paid on the last working day prior to the Friday.
Landfill Hourly	Monthly, direct deposit, paid within five banking days of the month's end.
Library Hourly	Monthly, direct deposit, paid within five banking days of the month's end.

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All new employees will provide Payroll with banking and payroll information prior to their first pay period.  
***Timesheet Submission***

In order for the County to process employee pay, employees must submit their time worked by the designated pay period end date as provided on the payroll calendar. Specifically:

- Public Works hourly employees submit daily.
- ASB and Parks hourly employees submit weekly.
- FCSS and Admin Summer Students submit bi-weekly.
- Transfer Station Employees and Librarians submit monthly.
- Monthly paid employees submit their vacation, sick, or overtime used monthly.

All hours and/or exception time submitted are to be approved by the employee's supervisor or manager.

In addition, leave of absence requests (e.g., vacation, personal days, banked over-time, and other leaves) are to be approved by the employee's supervisor or manager.

## ***Direct Payroll Deposit***

Employee pay is deposited directly into the financial institution account of your choice (based on the void cheque provided by the employee to the County at time of hire).

Any changes to banking, benefit, personal, or tax withholding exemptions information must be submitted to Payroll at least five (5) days prior to start of the next pay period. This must be done in writing by sending an email to the payroll technician.

## ***Employee Advances***

The County does not provide advances to employees on their pay.