


APPENDIX D

 CITY OF VICTORIA	COUNCIL POLICY	
	No.xx	
CHAPTER:		
SECTION: Human Resources		
SUBJECT: Compensation – Officers and Exempt Employees		
AUTHORIZED BY: City Council		
EFFECTIVE DATE: TBD		REVISION DATE: August 31, 2018

1. PURPOSE

The purpose of this policy is to define the method of determining adjustments to cash compensation for officers and exempt employees as defined in the Council Policy *Terms and Conditions of Employment – Officers and Exempt Employees*.

2. POLICY STATEMENT

The City intends to maintain an officer and exempt employee compensation program that will help to attract and retain the necessary talent to grow and further the strategic interests of the City.

Our cash compensation strategy is to ensure we pay competitive, fair and equitable salaries to all officers and exempt employees.

When determining compensation for officers and exempt employees consideration will be given to individual performance, internal relativity as well as the City's financial situation and ability to pay.

3. APPLICATION

This policy applies to all officers and exempt employees.

4. PROCEDURES

a) Market Comparator Adjustments

The goal of the City's exempt total compensation program is to target the median (middle) of our defined external marketplace. Through the Exempt Compensation Philosophy, Council has defined eight market comparator employers.

On an annual basis, staff conduct a review to determine the average general salary adjustment of the eight comparator employers and make a recommendation to Council for an adjustment to the salary schedules applicable to officers and exempt employees. Council considers the average market adjustment, together with the City's financial situation and ability to pay, in making a determination on an adjustment to the salary schedules applicable to officers and exempt employees.

b) Annual Step Increments

Officers and exempt employees who have not reached the maximum step for their pay band in the salary schedules are not entitled to an increment increase on their anniversary date in the position unless that is approved in writing by the City Manager.

c) Other Benefits

Officers and exempt employees are entitled in each year to receive one of the following benefits:

- i. an amount of money equal to two per cent (2%) of that year's annual salary, as determined on January 1 of that year, excluding promotional increments in salary during that year; or
- ii. an additional five (5) days of paid vacation during that year.

Officers and exempt employees must elect in writing to receive one of the benefits set out above. In the first and final year of employment of an officer or exempt employee, the benefit will be prorated in proportion to the length of that person's employment in that year.

A payment of the amount described in (i) above is subject to income tax and other salary deductions.

5. REFERENCES

Exempt Compensation Philosophy (May 19, 2016)

REVISION HISTORY