

GENERAL POLICY
17-01
PAY SCALE FOR EMPLOYEES
KENT REGIONAL SERVICE COMMISSION

1. Significance

1.1 This policy applies to all the regular staff of the Kent Regional Service Commission.

1.2 For purposes of this policy, the “full-time” expression means a paid person who works 100% of the normal work hours.

1.3 For interpretation purposes of this policy, the masculine includes feminine, and the singular includes plural, according to the text requirements.

2. Classification of positions

2.1 All the positions aimed by this policy are gathered in the following group of employment:

- 2.1.1** Executive director
- 2.1.2** Planning director
- 2.1.3** Solid Waste director
- 2.1.4** Planner
- 2.1.5** Development officer
- 2.1.6** Development officer / GIS
- 2.1.7** Building Inspector 1
- 2.1.8** Building Inspector 2
- 2.1.9** Building Inspector 3
- 2.1.10** Administrative assistant
- 2.1.11** Project Coordinator
- 2.1.12** Accounting Clerk

2.2 Each position is matched on a pay scale.

2.3 In the case of an important change in responsibilities of an existing position, there will be a thorough examination of the position by the full-time employee or his immediate superior.

2.4 The effective date of changes in the administrative policy will be the date indicated in the change of the position profile.

2.5 Each year, a re-examination and an adjustment of the minimum and maximum of all wages will go up by 2% per year to a maximum of 10% after 5 years.

2.6 The board of directors can propose annual wage increases superior to 2% if the Kent RSC is in a decent financial shape.

2.7 If a new position is intended to be created, it must be presented to the Finance, administration and human resources committee for examination.

3. Wages

3.1 At the time of the recruitment, the full-time employee must receive wages at least equal to the minimum wage of his or her position profile.

3.2 The normal recruitment wages for the matched level position is the minimum indicated in the pay scale.

3.3 Notwithstanding article 3.2, it can be possible in case of a labour market shortage or other reasons, to offer wages to the employee higher than the minimum indicated in the salary scale. Any other offers, either verbal or written, must initially be studied by the Finance, administration and human resources committee and be recommended to the Board of directors of the Kent RSC.

3.4 Increase in wages can consist of:

3.4.1 A salary scale revision determined by the Finance committee and recommended to the Kent RSC board of directors.

3.4.2 An increase in remuneration, at the discretion of Executive director, pursuant to the guidelines of this policy.

3.4.3 The immediate superior must examine the full-time employee's productivity of his or her work in order to determine a remuneration increase.

3.5 The full-time employee whose wages are within the limits of the pay scale will receive the recommended salary increase.

3.6 Notwithstanding articles 3.4 and 3.5, the full-time employee whose wages are higher than the maximum level as indicated in the pay scale for his position, will receive the minimum increase as indicated in the salary scale without exceeding the highest pay scale between:

3.6.1 the amount that would bring his salary to the new maximum for the position. In the same way, the full-time employee whose wages are close to the maximum wages indicated in the policy for his position, will receive a limited salary augmentation so that his final wages do not exceed the maximum level pay scale for his position.

3.7 The board of directors, under recommendation of the executive director can offer to the deserving full-time employees a salary increase higher than the one presented in this policy.

3.8 The board of directors, under recommendation of the executive director can propose wage freezes to employees that do not deserve a salary increase or can freeze salaries in the case of financial difficulties to the RSC.

3.9 The employees will be entitled to an additional salary raise according to their salary scale and the pay band. The additional salary raise will be based on merit after an employee evaluation.

3.10 The additional salary raise for the executive director will be recommended by the Finance, Budget, Administration and Human Resources Committee and approved by the Kent RSC Board of directors after the employee has been evaluated.

3.11 If a staff member reached the maximum of his pay scale, he will not be eligible for the additional merit income.

4. OTHER

4.1 This policy will be the example to be followed for the next five years. If there are new employees within the organization, the tasks and responsibilities for the position will be taken into account and an amendment to the Pay Scale Policy will be carried out.

4.2 This policy will be in effect as of January 1st, 2018.

PAY SCALE – EMPLOYEES

Positions	Wages
Executive director	82,805\$ to 112,805\$
Planning director	66,250\$ to 99,310\$
Senior Planner (5 years of experience and more)	55,200\$ to 85,200\$
Junior Planner (1-5 years of experience)	44,170\$ to 74,870\$
Development officer / GIS	55,200\$ to 71,900\$
Development officer	43,295\$ to 63,095\$
Building Inspector Level 1	38,740\$ to 53,640\$
Building Inspector Level 2	44,160\$ to 58,860\$
Building Inspector Level 3	48,710\$ to 63,110\$
Administrative assistant	35,325\$ to 50,025\$
Solid Waste director	55,000\$ to 75,800\$
Project Coordinator	45,635\$ to 65,435\$
Accounting Clerk	40,000\$ to 54,800\$