

GENERAL POLICY
22-01
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 (KRSC).

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

2. Classification of positions

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

2.1.1 Chief Executive Officer (CEO)

2.1.2 Director (Planning, Finance, and Assistant Director)

2.1.3 Senior Planner

2.1.4 Junior Planner

2.1.5 Development Officer

2.1.6 Development Officer/GIS Tech

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 Department Directors

2.1.12 Project Coordinator

2.1.13 Accounting Clerk

2.2 Each position profile is associated with a salary range.

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 and their 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 KRSC 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 their position profile.

3.2 The normal recruitment wages for the associated 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 pay scale.

3.4 Increase in wages can consist of:

3.4.1 A pay scale revision determined by the Finance Committee and recommended to the KRSC's Board of Directors.

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

3.4.3 The immediate superior must examine the full-time employee's productivity of their 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 their 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 their salary to the new maximum for the position. In the same way, the full-time employee whose wages are close to the maximum wage indicated in the policy for their position, will receive a limited salary augmentation so that their final wage do not exceed the maximum level pay scale for their position.

3.7 The Board of Directors, under the recommendation of the Chief Executive Officer, can offer to the deserving full-time employee a wage increase higher than the one presented in the policy.

3.8 The Board of Directors, under the recommendation of the Chief Executive Officer, can propose wage freezes to employees that do not deserve a wage increase or can freeze salaries in the case of financial difficulties at the KRSC.

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

3.10 The additional salary increase for the Chief Executive Officer will be recommended by the Finance, Administration, and Human Resources Committee and approved by the KRSC's Board of Directors after the employee has been evaluated

3.11 If a staff member reaches the maximum of their pay scale, they will not be eligible for the additional merit income.

4. AUTRE

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 1, 2023.

| PAY SCALE—EMPLOYEES* | |
|---|---------------------|
| POSITION | WAGES |
| Chief Executive Officer (CEO) | \$100,776—\$132,104 |
| Directors (Planning, Finance, Assistant Director) | \$80,000—\$119,068 |
| Senior Planner | \$72,000—\$110,083 |
| Junior Planner | \$57,000—\$77,665 |
| Development Officer | \$57,000—\$83,131 |
| Development Officer/GIS Tech | \$62,500—\$89,084 |
| Building Inspector 1 | \$47,000—\$66,786 |
| Building Inspector 2 | \$57,000—\$77,610 |
| Building Inspector 3 | \$62,300—\$83,347 |
| Administrative Assistant | \$45,800 - \$65 054 |
| Department Director | \$62,250—\$99,746 |
| Project Coordinator | \$57,000—\$83,131 |
| Accounting Clerk | \$52,000—\$71,873 |

*Cette échelle salariale présente le minimum pour la première année de la politique (2023) et le maximum de la dernière année (2027). L'échelle augmente annuellement pour refléter l'inflation.