

HR-20	COMPENSATION		
APPROVED	19 January 2022	EFFECTIVE	1986
AMENDED	1992, 1993, 2003, 2006, 2011, 2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To set out the particulars related to the Library's compensation program.

2. SCOPE

This policy applies to all employees. The Chief Librarian is responsible for the administration of this policy. The Personnel Liaison is responsible for reviewing possible changes in compensation and presenting them, when applicable, to the Board for consideration.

3. DEFINITIONS

Nil.

4. GENERAL

- a. The Library Board recognizes that the success of the Library is dependent on competent leadership and staff. Providing competitive compensation is a key in attracting and retaining a well-qualified and committed workforce
- b. The Library shall maintain a compensation system for employees that results in cost-effective service delivery through:
 - ◆ Offering competitive salaries to attract and retain individuals with skills and abilities required to carry out the Board's strategic plan and objectives;
 - ◆ Ensuring internal equity; and
 - ◆ Applying salary administration decisions equitably and openly.

5. SALARY SCALE

- a. A salary scale for all Regular Employees in the Library shall be established by the Board.
- b. The Chief Librarian shall set the hourly wage level paid for Temporary Employee positions, the amount for which will be included in the annual budget.
- c. The salary scale will be reviewed a minimum of every 5 years according to the following criteria:
 - i. Wages being paid by libraries of similar size in BC;
 - ii. Wages being paid by the City of Cranbrook for equivalent positions.

6. ON-CALL POSITIONS

- a. Casual and Temporary on-call employees shall receive Level 1 compensation of the position for which they have been requested to work.
- b. Regular Employees included on the on-call list and called in to work in a position different from their own shall be compensated at Level 1 of that position. The Chief Librarian shall have the discretion to compensate at a higher level based on the employee's previous experience in that position.

7. COST OF LIVING ADJUSTMENT

- a. General cost of living wage adjustments for Regular Employees will be made annually based upon those negotiated by inside CUPE employees employed by the City of Cranbrook.

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- b. General wage scale adjustments referred to in paragraph 1 of this section will be effective annually on March 1st. These increases will apply to employees on probation as well as Regular Employees.

8. PAY PERIOD

- a. Wages and salaries will be paid on a semi-monthly basis with 24 pay periods per calendar year.

9. CHANGES IN COMPENSATION

- a. The Chief Librarian will implement procedures through which employees may request changes in compensation.
- b. The Chief Librarian will bring forward recommended changes to compensation and salary scale adjustments to the Personnel Liaison for review.
- c. The Personnel Liaison and Chief Librarian shall bring any recommended changes to the Library Board for final approval.

RELATED POLICIES

Nil.