



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER:
SECTION: PERSONNEL POLICY	POLICY TITLE: SALARY SCALES AND ADMINISTRATION POLICY

### **1. Purpose**

The purpose of this policy is to establish guidelines for the equitable, transparent, and competitive administration of salaries for employees of The Municipality of the District of Argyle. This policy aims to ensure that salary decisions are based on fair compensation practices, market competitiveness, internal equity, and the fiscal responsibility of the municipality. The procedures below are intended to comply with the Nova Scotia Labor Code and applicable Legislation.

### **2. Scope**

This policy applies to all full-time, part-time, and temporary employees of The Municipality of Argyle, except for the Chief Administrative Officer, who shall be guided by the contract between Council and the CAO. It governs the establishment, adjustment, and administration of salaries for all job classifications within the municipal workforce.

### **3. Salary Structure**

- 3.1 The establishment of salary grades, ranges and evaluation of job classifications are the responsibility of the Chief Administrative Officer (CAO).
- 3.2 The CAO shall prepare annual salary increases, which are reviewed and confirmed by all Department Directors.
- 3.2 Salary Grades: A tiered salary system will be maintained based on job classifications. Each job classification will be assigned to a salary grade that reflects the skills, experience, education, and responsibilities required for the position.
- 3.3 Salary Scale: Within each salary grade there shall be a defined range (minimum, midpoint, and maximum). The salary scale should consider the following for each position:
  - Skill level required
  - Education and Qualifications required
  - Previous or current experience
  - Supervisory responsibilities
  - Complexity of the tasks
  - Working conditions
  - Market data for similar positions
  - Municipal fiscal capacity



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- 3.4 The salary grades and scale are attached as appendix one to this policy, and are effective April 1, 2025
- 3.5 Market data includes information sought from the Association of Municipal Administrators of Nova Scotia's biennial salary survey, compensation from neighboring municipalities and other data as considered relevant by the CAO.
- 3.6 Salary scales shall be adjusted annually by the Nova Scotia Consumer Price Index percentage (CPI). The percentage used shall be at the end of December of each year. This inflation rate shall be a minimum of 1.0% and a maximum of 4.0%.
- 3.7 Salary scales shall be reviewed by Council every three years, or sooner if a salary scale is no longer an appropriate measure for one or more employees. Scale increases outside of CPI must be approved by Council.
- 3.8 the CAO and the Directors have flexibility to compensate employees within the pre-approved scale, based on the considerations listed in 3.3.

#### **4. Salary Determination**

- 4.1 New Hires: Starting salaries for new employees will be determined based on qualifications, experience, and internal equity within the salary range of the applicable grade.
- 4.2 Annual salary increases, shall also be eligible for increase at the rate of Nova Scotia Consumer Price index as of December of each year, with a range of 1.0% to 4.0% as noted in section 3.6. Additional compensation shall be considered when:
  - 4.2.1 There are notable market adjustments for the position that require additional compensation.
  - 4.2.2 There is a new requirement for certification, or the certification was earned by the employee.
  - 4.2.3 The person has performed exceptionally at the workplace, both in execution and teamwork.
  - 4.2.4 The complexity or working conditions of the position have significantly changed, or
  - 4.2.5 The person has received a promotion and given considerable additional tasks.



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4.3 Provided that the salaries remain within the Council approved salary scales, these decisions rest within the authority of the CAO, upon recommendation from the Director of that department.

4.4 Where staff are subject to promotions or be assigned significant additional responsibilities. These job alterations shall require a revised job description within three months of these changes and requires the signature of both the employee and employer.

4.5 Alterations to working conditions or the assignment of additional tasks shall follow the Nova Scotia Labor Code or other applicable legislation.

### **5. Pay Transparency and Equity**

5.1 Equity: The CAO will regularly conduct salary reviews to ensure that all employees are paid equitably, regardless of gender, race, ethnicity, or other protected characteristics. Any identified disparities will be addressed in a timely and fair manner.

5.2 Transparency: Salary ranges for each job classification will be available to employees upon request. Decisions regarding salary administration will be communicated to employees in a clear and transparent manner.

5.3 Issues or questions regarding staff salary shall be brought to the attention of their department head for proper response and open consideration. Unresolved issues may be discussed with that Department head and the CAO. Discussion related to compensation issues occurring outside of this process may create negative workplace conditions and thus not appropriate. Ongoing communications of this manner shall be addressed In accordance with our progressive discipline policy.

5.4 Should an issue not be addressed in this policy, the matter shall be brought to the CAO and the Directors for interpretation, and policy amendment shall be recommended to Council on significant matters related to this policy.

### **6. Budgeting and Fiscal Responsibility**

6.1 Annual Review: The municipal budget will include provisions for salary and wage adjustments. The salary budget will be reviewed annually to ensure that it aligns with the municipality's fiscal position and goals.

6.2 Salary Control: Any salary increases, or adjustment will be within the limits of the approved budget. The municipality will strive to balance fair compensation with responsible fiscal management.



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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	
Date of Passage of Current Policy	
Date of Notice to Council Members of Intent to Consider – Amendment	
Date of Passage of Current Policy - Amended	
I certify that this policy was adopted by Council as indicated above.	
_____	_____
Warden	Date
_____	_____
Chief Administrative Officer	Date



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Acknowledgement of Receipt

I acknowledge that I have received, read, and understood the [Municipality Name] Salary Administration Policy. I agree to comply with its provisions and understand that this policy is subject to periodic review and revisions.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

DRAFT

