

COMMUNITY LIVING DURHAM NORTH

SALARY GRIDS

Policy No: C-19 (Human Resources)

Effective Date: November 13, 2008

Last Revision:

Last Review: May 3, 2019

Rationale:

To provide compensation packages that recognize the fact that employees become increasingly valuable as they gain experience within the organization.

Policy Statement:

Most job classifications will have a starting rate (or a minimum compensation level) and a maximum compensation level. Individuals will begin their employment at the bottom of the “grid” and will progress, as a function of seniority, towards the top of the grid.

These matters are subject to negotiation in the case of bargaining unit staff. With regard to non-unionized staff, the CEO or designate is authorized to determine the precise gradations of the grid, and to exempt specific classifications altogether if the grid system seems, in certain cases, to be inadvisable.

Approved by: Larry Leonard
for the Board of Directors

Date: November 13, 2008

COMMUNITY LIVING DURHAM NORTH

SALARY GRIDS

Procedure No: <u>C-19-1</u> Grid Systems for Bargaining Unit Staff	Effective Date: <u>December 10, 2009</u> Last Revision: <u>May 3, 2019</u> Last Review:
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- There is no grid system pertaining to Part Time Support Staff or to Full Time Overnight Staff.
- The grid for all other bargaining unit staff is as follows:

Step 1	Entry Level	96% of Max.
Step 2	Job Rate, after accumulating one full year of seniority.	100% of Max.

- Maximum figures (not stated) will increase periodically as a result of negotiations with our employees' bargaining agent and/or through targeted wage enhancement funding packages provided by government. While the employee's position on the grid may not be about to change, an increase in the maximum figure will produce a rise in salary.
- An employee who has gained one year of full-time or 1820 hours of part time experience, and is then promoted to a higher paid position, within the bargaining unit, will begin at the Job Rate.

Procedure No: <u>C-19-2</u> Grid System for non-unionized Staff	Effective Date: <u>November 13, 2008</u> Last Revision: <u>May 3, 2019</u> Last Review:
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- All non-unionized positions, except the CEO position, are on a three step grid:

Step 1	Entry Level	96% of Max.
Step 2	After accumulating one full year of seniority.	98% of Max.
Step 3	Job Rate, after accumulating two full years of seniority in this role.	100% of Max.

- Given the singular, one-off nature of their jobs; and/or the relatively complex nature of their jobs, newly promoted administrative and managerial personnel will typically begin at Entry Level (96%) regardless of their prior seniority in the bargaining unit. However, the CEO is authorized to exercise discretion in this regard.
- The CEO position is exempt because there is always only a single incumbent that is hired by the Board of Directors. A Board faced with the task of recruiting a CEO will negotiate a salary that respects budgetary constraints but is also competitive and commensurate with the candidate's experience and ability.

Approved by: Glenn Taylor
CEO

Date: May 3, 2019