

<i>Policy Category</i>	<i>Name of Policy</i>
Human Resources	Non-Union Compensation Policy

Policy Owner	Human Resources
Approval Body	Council
Approval Date	October 6, 2016
Effective Date	October 6, 2016
Review by Date	October, 2021

1. References and Related Documents.

1.1. Legislation, By-Laws and/or Directives

Report HR 04-2016, received and approved by CSC minutes 11-2016, received and approved by Council in CL Minutes 15-2016

2. Purpose

The purpose of this policy is to establish fair, equitable, consistent, affordable and competitive compensation guidelines in accordance with the legal requirements of the *Pay Equity Act* and the *Employment Standards Act, 2000*.

3. Scope

This policy applies to all permanent non-union employees of Niagara Region.

3.1. Roles and Responsibilities

3.1.1. Manager, Total Compensation & Rewards, Human Resources

Responsible for administering this policy and/or for ensuring compliance, maintenance or for completion of assigned tasks

4. Policy

It is Niagara Region's policy to compensate its employees for their services in a way that attracts, retains and motivates top talent required to achieve Niagara Region's mission. Based on Council's strategic priorities, external market conditions, legislation and internal factors, Niagara Region strives to pay salaries which will compare competitively with similar occupations in the municipal public sector and the broader public and private sector comparator market. It is not intended for Niagara Region to be a market leader; but rather ensure pay structures are responsive to prevailing market conditions.

<i>Policy Category</i>	<i>Name of Policy</i>
<i>Human Resources</i>	<i>Non-Union Compensation Policy</i>

Benchmarked positions – A standard with characteristics that other jobs can be compared to as being above, below or comparable. Refers to jobs used for making pay comparisons inside or outside an organization.

Job Rate – The rate established as 100% of the salary range and represents the base compensation value of a job at “optimal” competence. Job Rate is achieved by employees who demonstrate that they have acquired the skills needed to meet on going job responsibilities.

Minimum Rate – The rate established at the bottom of a salary range. The salary range is an open range structure with no fixed steps.

50th Percentile –The 50th percentile is the median number in the range of values.

Niagara Region’s compensation guidelines are:

- Individual salaries are and should remain confidential and fall under the legislated requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).
- Human Resources will facilitate and maintain a gender neutral job evaluation system in accordance with pay equity legislation to ensure internal equity of non-union positions.
- External competitiveness is maintained by regular reviews of the Council approved comparator group.
- Niagara Region’s salary structure has been created and is maintained based on market best practices and in a manner that supports Niagara Region’s organizational design and people strategy.
- Niagara Region strives to maintain salaries for benchmarked positions at the 50th percentile of the comparator group.
- In accordance with Council’s strategic priorities and Niagara Region’s people strategy, Niagara Region is committed to a pay for performance program for non-union employees designed to reward commitment to the values of Niagara Region and exemplary performance across the organization.
- The salary ranges are structured with a minimum rate and job rate
- Employees will move through their assigned salary range to job rate through performance related increases.

Please refer to myHR/myWealth/Total Compensation & Rewards section for procedures, FAQs and other reference material.

5. Related Policies

C3.E09 Recruiting and Retaining Top Talent

<i>Policy Category</i>	<i>Name of Policy</i>
<i>Human Resources</i>	<i>Non-Union Compensation Policy</i>

6. Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

Approver(s)	Approved Date	Effective Date
Council	Oct 6, 2016	Oct 6, 2016

Revision History

Revision No.	Date	Summary of Change(s)	Changed by