

To:	Warden Milne and Members of Grey County Council
Committee Date:	October 12, 2023
Subject / Report No:	HRR-CW-14-23
Title:	Non-Union Compensation Policy
Prepared by:	Jennifer Moreau, Director of Human Resources
Reviewed by:	Kim Wingrove, Chief Administrative Officer
Lower Tier(s) Affected:	
Status:	

Recommendation

1. That report HRR-CW-14-23 regarding a Non-Union Compensation Policy be received; and
2. That Council approve the Non-Union Compensation Policy.

Executive Summary

The Non-Union Compensation Policy establishes how the non-union compensation structure is maintained. The Non-Union Compensation Policy provides a pay structure and target pay policy based on fairness, compliance, competitiveness, and affordability. An established policy, supports the corporation in effectively recruiting and retaining staff and builds trust with and between employees.

Background and Discussion

On September 14, 2023, staff presented the non-union compensation review. Staff Report HRR-CW-14-23 detailed the importance of having a policy that allowed the county to maintain a compensation structure. Staff have developed a fulsome non-union compensation policy that details:

- how often a full compensation review will be conducted;
- how staff will maintain the non-union compensation structure between formal review periods;
- the non-union job evaluation process;
- annual salary administration;
- how salary administration will be applied during acting responsibility; and
- how salary administration will be applied to internal promotions.

Legislated Requirements

The Pay Equity Act, R.S.O. 1990, c. P.7 requires the County to ensure that wages for jobs in classes where the employees are predominantly female are at least equal to the wages for jobs in classes where 1.) employees are predominantly male, and 2.) the job classes are largely equivalent in terms of skill, effort, responsibility and working conditions.

[Pay Equity Act, R.S.O. 1990, c. P.7](#)

The Employment Standards Act Ontario sets down the minimum standards for basic conditions of employment including wages, leaves of absence, work hours, overtime, and notice and severance pay obligations upon termination. It also lays out the legal rights and duties of employers and employees.

[Employment Standards Act, 2000 S.O. 2000, c. 41](#)

Financial and Resource Implications

The non-union compensation policy establishes a structure of how our non-union compensation structure is maintained and will be brought forward for approval of Council. The policy does not specifically have finance and resource implications without the approval and direction of Council. The formal approval of Council is enacted during the budget process and at times of formal compensation review.

Relevant Consultation

- Internal (list)
 - Sandra Shipley, Human Resources Manager
 - Kim Wingrove, Chief Administrative Officer

Appendices and Attachments

Non-Union Compensation Policy