

<b>Policy Title:</b> Exempt Staff Compensation	<b>Policy Number:</b> P72
<b>Policy Category:</b> Personnel	
<b>Approval Date:</b> May 26, 2020	<b>Policy Owner:</b> Deputy Chief Administrative Officer
<b>Approved by:</b> Board	<b>File Reference:</b> 0340-50

### **Purpose**

To establish clear guidelines for compensation administration for exempt staff at the Comox Valley Regional District (CVRD).

### **Scope**

The Chief Administrative Officer (CAO) is responsible for personnel administration pursuant to the officers Bylaw No. 21, including salary administration of all officers and employees of the CVRD. This policy applies to all exempt staff. The CVRD Board of Directors will approve and set the job family midpoint for the CAO position.

### **Guiding Principle**

The CVRD recognizes that a sound compensation philosophy and strategy is critical in the attraction and retention of a highly skilled, qualified, and motivated workforce to deliver the critical services to support our community. The CVRD also understands we must balance this with our obligation of fiscal responsibility to the taxpayer. To maintain competitiveness, the CVRD will benchmark and strive to pay exempt positions at the 50<sup>th</sup> percentile or median to appropriate like regional districts and municipalities. Most organizations, public and private sectors, target the median level of their defined market. The CVRD defines a salary competitive if it falls within 10 percent (above or below) of the median of the external market data. The CVRD also recognizes that base salary is one component of an employee's total compensation and will also periodically review the organization's indirect compensation offerings to ensure market competitiveness.

### **Policy Statement**

#### **1) Compensation Reviews**

A compensation review is the process of comparing internal compensation practices to other comparable organizations and will examine whether the CVRD has the right 'mix' of extrinsic and intrinsic rewards to be competitive in the marketplace. Considerations for selecting comparators may include

community size, geographical or economic characteristics, annual expenditure budget, nature of job, and may be a combination of municipal and regional government organizations.

The CVRD will do a full compensation review to benchmarked positions every three to four years, and job family ranges may be adjusted. An informal market check will be conducted during the off-years to determine if there is any significant changes in comparator compensation that may warrant specific position reviews or an off-cycle compensation review.

## 2) Annual Adjustments

Exempt staff are eligible on an annual basis for a salary adjustment based on one or a combination of the following:

- An adjustment based on the annual CPI or in alignment with collective agreement adjustments or in alignment with market data, and is typically applied equally to all positions.
- An adjustment based on merit or performance that is typically applied annually or at the end of successful probationary periods and to the incumbent's actual salary, depending on performance. Adjustments also reflect an incumbent's movement through the salary range, with such movement being based on individual performance.

Annual adjustments are not guaranteed and are based on funding and will be at the discretion and approval of the CAO.

## Revision History

<b>Approval Date</b>	<b>Approved By</b>	<b>Description of Change</b>
August 11, 2020	Board	Housekeeping
May 26, 2026	Board	Housekeeping