

Policy Title: Exempt Staff Compensation		Policy Number: P72	
Policy Category: Personnel			
Approval Date: May 26, 2020		Policy Owner: Deputy Chief Administrative Officer	
Approved by: Board		File Reference: 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.

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 50th 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 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, 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

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping